

AGENDA
INTERCITY TRANSIT AUTHORITY
May 1, 2013
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|--|--|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS
A. Approval of Minutes: April 3, 2013, Regular Meeting; April 17, 2013, Work Session.

B. Payroll: March 2013 Payroll in the amount of \$2,546,098.86.

C. Surplus Property: Declare the property listed on Exhibit "A" as surplus. (<i>Marilyn Hemmann</i>) | 1 min. |
| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (<i>Karen Valenzuela</i>)
B. Transportation Policy Board (<i>Ed Hildreth</i>)
C. Thurston Sustainable Task Force (<i>Nathaniel Jones</i>)
D. Citizen Advisory Committee (<i>Joan O'Connell</i>) | 3 min.
3 min.
3 min.
3 min. |
| 7) | NEW BUSINESS
A. Transit Center Security Services (<i>Erin Hamilton</i>)
B. ISO 14001 Certification and Auditing Services (<i>Jeff Peterson</i>)
C. Purchase of Batteries for Coaches (<i>Jeff Peterson</i>) | 5 min.
10 min.
10 min. |

	D. Purchase and Installation of Posi-Lock (<i>Jeff Peterson</i>)	10 min.
8)	GENERAL MANAGER'S REPORT	10 min.
9)	AUTHORITY ISSUES	10 min.
10)	EXECUTIVE SESSION - None	0 min.
	ADJOURNMENT	

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 3, 2013

CALL TO ORDER

Chair Thies called the April 3, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Members Excused: Citizen Representative Ryan Warner.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Marilyn Hemmann; Meg Kester; Carolyn Newsome; Karl Shenkel; Heather Stafford; Christine DiRito; Erin Hamilton; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Mayor Clarkson and Councilmember Hildreth to approve the agenda as published.

INTRODUCTIONS & RECOGNITIONS

- A. Leslie Williamson introduced **Christine Kahana, Accounting Assistant.**

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Commissioner Valenzuela and Councilmember Baker to approve the consent agenda as presented.

- A. **Approval of Minutes:** March 6, 2013, Regular Meeting; March 20, 2013, Work Session.
- B. **Accounts Payable:** Warrants dated February 8, 2013, numbers 13360-13424, in the amount of \$235,090.83; warrants dated February 22, 2013, numbers 13425-13553 in the amount of \$762,501.00 for a monthly total of \$997,591.83. Warrants dated March

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8, 2013, numbers 13556-13650 in the amount of \$328,464.35; warrants dated March 22, 2013, numbers 13664-13770, in the amount of \$854,956.33, for a monthly total of \$1,183,420.68.

- C. Landscape & Grounds Maintenance Services Contract Renewal:** Authorized the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$45,000.00, including taxes.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Valenzuela reported the TRPC meets April 5, and the agenda includes a review of the revised draft amendment to TRPC's bylaws to allow Intercity Transit's Citizen Representatives to serve on the TRPC. It's a brief amendment which states, "Intercity Transit as a member of TRPC may also appoint Citizen Representatives from their Authority to serve as member or alternate on TRPC." She's confident TRPC will adopt the change.
- B. Transportation Policy Board (TPB).** Hildreth reported the TPB met March 13 and discussed the household travel survey TRPC will conduct in the fall 2013. He recommends going to the TRPC website for more information. They also discussed the recruitment process for the replacement of Citizen Representatives whose terms end in May 2013.
- C. TRPC Sustainable Development Task Force.** No report.
- D. Citizen Advisory Committee.** Thies noted Hogan was unable to attend this evening. However, she asked him to report on her behalf that several members of the CAC are still looking for further encouragement, feedback and direction from the Authority.

Thies said he attended the last CAC meeting and acknowledged there is a need for further discussion about how the Authority could utilize the CAC's feedback and whether the Authority is optimizing all the CAC provides in terms of the feedback they bring from throughout the community. Seward indicated the topic will be placed on the agenda for the June work session.

Messmer suggested inviting the CAC Chair and/or other CAC members to the work session to join in the conversation. Thies commented he felt this should be a discussion of the Authority members.

Clarkson asked how does the Authority affirm or reconfirm the benefits the CAC brings to the Authority, and let them know their thoughts and recommendations are valued, while also making them aware that not every recommendation may be

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cause for the Authority to act or react. Thies said the Authority is the policy body, and the Authority turns to the CAC to get their feedback and perspective pertaining to specific issues. He commented the Authority may want to consider making this a more formal process.

NEW BUSINESS

- A. General Manager Hiring Process Update:** Stafford provided an update on the General Manager hiring process. The Authority will receive a list of final candidates at the May work session.

The hiring selection process begins on May 29 and 30. On the morning of May 29, the candidates will be given a systems tour. They will travel from the Pattison facility to the Lacey Transit Center, then on to Yelm, Tumwater and the Olympia Transit Center. They return to the Pattison facility by 4 p.m. where they will meet with employees in the Maintenance Rebuild Room for a question and answer session. At 5:30 p.m. they will participate in an external stakeholder reception off site. On May 30, the candidates participate in interviews with different panels and receive a tour of the facility. At the end of the day, the Authority will meet with Stokesbary for a walk through of the consensus process which includes a debrief from the panels, tour guides, and anyone who interacted with the candidates.

- B. 2013 Citizen Advisory Committee Recruitment:** Seward provided an update on the CAC recruitment process. There are nine positions including one youth position available. The term for the youth position currently filled by Mackenzie Platt ends June 30. Three members left the CAC during the year: *Catherine Golding, Rob Workman, and Dani Burger*. The five members eligible for reappointment: *Don Melnick, Julie Hustoft, Michael Van Gelder, Jill Geyen and Kahlil Sibree* were asked if they are interested in reappointment. Four of these members responded positively and three submitted letters of interest. Steve Abernathy's term ends June 30. He served seven years and is not eligible for reappointment.

Staff will advertise the regular positions in *The Olympian, Nisqually Valley News, Olympia Power & Light, and Business Examiner*. The youth position is advertised in the local high schools, local service organizations catering to youth, and home school consortiums. The application packet is posted on our website and Facebook, and it was posted in the libraries, at the YMCA, and ROOF in Rochester (for youth), and is available at the Olympia Transit Center.

The CAC identified several gaps in the committee which need to be filled. The first is the lack of members who ride vanpool. CAC member, Valerie Elliott made a presentation at JBLM to vanpool users to see about recruiting a vanpool rider. The second gap consists of members who are disabled. Seward reached out to Dial-A-

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Lift Manager (DAL), Emily Bergkamp, who identified 300 DAL clients who will be sent applications electronically to seek interest.

Baker asked if students from Yelm who do not have a driver's license wish to apply, would Intercity Transit provide transportation to/from the meetings. Seward said transportation to the meeting should not stop them from applying; staff will figure out a guaranteed ride back to Yelm after the meeting should a student from Yelm be selected.

- C. Federal Advocacy Services:** Hemmann reported on consideration of an award to contract with Gordon Thomas Honeywell Governmental Affairs (GTHGA) for advocacy services, and provided details of the Request for Proposal (RFP) process.

She explained staff advertised in The Olympian, Journal of Commerce and The Seattle Medium, as well as in the Roll Call, the Capital Hill newspaper and trade publication. Only one proposal was received by the submittal deadline, and that was from Gordon Thomas Honeywell, the firm providing federal advocacy services for Intercity Transit for the last five years.

Procurement contacted eight other federal advocacy firms who indicated an initial interest in the RFP to find out why they did not submit a proposal. There were several factors, but the most common reason is there is a wide-spread assumption in the federal transit advocacy business that an agency will remain with the advocacy firm it's been using if the relationship is satisfactory. Firms cited GTHGA has a good relationship with the Washington State Federal delegation, and they saw little incentive to compete with GTHGA for the contract.

Procurement surveyed peer transit agency's costs for federal advocacy services and found the proposed retainer is fair and reasonable. Intercity Transit is satisfied with GTHGA's representation of its interests and advocacy and recommends contract award to GTHGA. The 2013 budget includes \$72,000 for these services.

Hemmann answered questions from the Authority.

It was M/S/A by Mayor Clarkson and Commissioner Valenzuela to authorize the General Manager to enter into a one-year agreement, with the option of four one-year options to extend, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

GENERAL MANAGER'S REPORT

Fixed route ridership was slightly down in March at 388,526; however, up about half a percent for 2013.

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Dash ridership is down 3.3%.

Vanpool reported a record ridership of 740,794 passenger trips in 2012 which is up 9.1% over 2011. Record miles traveled totaled 3,470,209, which is 8.29% up from 2011. We have 210 vanpools with three groups forming.

Ten new expansion vanpool vehicles arrived and staff is getting them ready for the new groups.

State Farm may be adding 2,000 employees to a Tacoma campus. Vanpool will assist their Employee Transportation Coordinator and attend events to assist employees at their DuPont campus.

The Federal government is moving from paper vouchers to debit cards for subsidizing vanpools. Currently, we do not accept debit cards; however, staff is working to find a way to accept and process debit and credit cards in the future.

Our Youth Education staff is transitioning from supporting STEM (science, technology, engineering and math) classes during the day to an afterschool series at Michael T. Simmons Elementary. We are partnering with TCTV to make short movies about kids and their built environment. The Spring Bike Partners program begins at Garfield Elementary in west Olympia the week of April 8.

The Bicycle Commuter Contest registration opened this week, and to date over 60 people registered. Events start this month with the Market Ride on April 20, and the Wrencher's Ball on April 26.

The Senate Transportation Committee released its proposed budget with funding maintained at existing levels. It appears there may be a reduction in funding for the Regional Mobility Grant Program. They propose to remove the JBLM restriction of the purchase and use of vanpools.

AUTHORITY ISSUES

Jones noted our agreement with Centennial Station is about to expire and indicated staff was researching alternative approaches. He suggested staff place this on the agenda at a future meeting.

Clarkson received an invitation from Amtrak to attend an event on June 5 to talk about the stations to be closed. He's open to receiving information from staff on how to improve our relationship with Amtrak.

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Baker asked if all Dial-A-Lift (DAL) customers pay a fee for the service. Freeman-Manzanares said there is a fare associated with Dial-A-Lift service. The regular fare is \$1.25 for one way and \$2.50 for a daily pass. She indicated sometimes there are individuals who believe the regional reduced fare permit allows them to ride for free. When that occurs, DAL staff communicates directly with the client to educate them.

ADJOURNMENT

It was M/S/A by Mayor Clarkson and Chair Thies to adjourn the meeting at 6:41p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved: May 1, 2013

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
April 17, 2013

CALL TO ORDER

Chair Thies called the April 17, 2013, work session of the Intercity Transit Authority to order at 5:30p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: Thurston County Commissioner Karen Valenzuela; City of Yelm Councilmember Joe Baker; and Citizen Representative Karen Messmer.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Emily Bergkamp; Dennis Bloom; Meg Kester; Heather Stafford; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Valerie Elliott.

APPROVAL OF AGENDA

It was M/S/A by Mayor Clarkson and Councilmember Hildreth to approve the agenda as presented.

CITIZEN ADVISORY COMMITTEE REPORT

Elliott reported the CAC received the Dial-A-Lift and Travel Training update. They heard from Freeman-Manzanares about the State of Intercity Transit. There was an active discussion regarding the funding of the Centennial Station and the CAC offered many suggestions. They also discussed the upcoming Self-Assessment and CAC recruitment process.

Hildreth asked what type of ideas were presented by the CAC regarding the direction Intercity Transit is headed in the future. Elliott said the CAC didn't reach a consensus on that topic; however, they agreed maintaining the funding for the Centennial Station was part of Intercity Transit's mission. She noted Freeman-Manzanares presented several options to consider.

Intercity Transit Authority Work Session

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Thies asked for a brief consensus from the CAC regarding the Centennial Station. Elliott said the CAC agreed funding of the station was worthwhile. She shared some of suggestions presented by the CAC.

DIAL-A-LIFT UPDATE

Bergkamp provided a Dial-A-Lift (DAL) and Travel Training update. She gave a brief history of why Intercity Transit has DAL service in addition to accessible fixed route buses. It began with the Americans with Disabilities Act (ADA) which celebrated its 22nd anniversary in July 2012. Even before the ADA, Intercity Transit had a high commitment to serving people with disabilities. Bergkamp shared the major transportation requirements since the passing of the ADA in 1990.

She explained in order for a client to be eligible to ride DAL, their disability must prevent them from accessing fixed route buses. Bergkamp explained the application process and the categories of eligibility. When someone applies for DAL they often fall into categories of eligibility. She explained these categories which include conditional, unconditional, and temporary and provided several examples.

2012 Dial-A-Lift Trip Statistics:

- 143,913 trips
- 2.36 passengers per service hour
- 866,136 actual vehicle miles
- 96.28% on time performance
- Cancellations: 12% of trips
- No shows: 3% of trips
- 74,033 total phone calls
- Current cost for an average one way trip on DAL is approximately \$44.20. This includes vehicle maintenance, fuel, and the cost for the driver. Intercity Transit only charges the client \$2.50 for a round trip ride.

2012 eligibility statistics:

- Total eligible clients YTD is 2,503
- Eligibility decisions totaled 1,086
- 74% of those clients were fully eligible
- 8% were conditional
- 4% were temporary
- 12% were temporary travel trainings
- 1% were ineligible
- 334 re-certifications (clients are re-certified every 3 years)

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Demographics: 70% of eligible clients are aged 65 and over. Of those,

- 13% are 65 to 69 years old
- 25% are 70 to 79 years old
- 40% are 80 to 89 years old
- 22% are 90 to 99 years old
- Less than 1% are over 100

Bergkamp reviewed the 2012 Travel Training program:

- Free service to anyone wanting to learn to ride fixed route buses.
- Self-paced program geared to individual needs.
- Provides mobility training to clients who are using power chairs or scooters for the first time. It allows them to practice in a safe environment.
- Interns currently provide the travel training.

Bergkamp provided an update on the travel training pilot. The pilot started on February 17, 2013 and ended March 30, 2013. During that timeframe, the interns identified 720 DAL trips were diverted to fixed route. She reviewed the cost difference between DAL and fixed route and determined a cost avoidance for one year:

\$44.20	Average cost of 1-way DAL Trip
<u>\$- 4.90</u>	Average cost of 1-way fixed route trip
\$39.30	Cost Difference between DAL & FR
\$28,296	Cost Avoidance for 1 year ($\$39.30 \text{ difference} \times 720 \text{ trips}$)

Bergkamp provided statistics for travel training as an investment:

\$166,648	2 FTE Travel Training Cost for 1 year
<u>\$ ÷39.30</u>	Savings per trip
4,240	Converted trips/year to cover cost
6,042	At current rate, approximate trips converted by end of pilot year

Bergkamp answered the Authority's questions.

FUNDING OF CENTENNIAL STATION MAINTENANCE & OPERATIONS

Freeman-Manzanares noted Intercity Transit's inter-jurisdictional agreement expires December 31, 2013, and in 2011, staff was asked to research other sustainable sources to fund the station. Staff researched some ideas presented in 2011 which included establishing a parking fee. There is question whether it's cost-effective to charge for

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parking if that means installing a mechanism and monitoring it. Also, the Amtrak station parking lot doubles as a park-and-ride lot. Intercity Transit encourages the use of the park-and-ride lots and doesn't charge for use at any of its park-and-rides.

Staff was also asked to find ways to reduce operating costs. Facilities looked at replacing the A/C system. They also looked at replacing the irrigation and landscaping. Staff rebid on a number of those contracts and obtained better pricing. There was also an idea of establishing a revenue generating activity such as a coffee cart or restaurant. Staff is talking to Washington State Department Services for the Blind (WSDSB) as they have the first right of refusal. There was a suggestion to utilize the station's volunteers; however, this creates risk management issues if utilizing their services when providing landscape, maintenance or janitorial services.

At the CAC meeting on April 15, Freeman-Manzanares asked the CAC what they think about the idea of incorporating all of the operating expenses into the Intercity Transit budget, and they did not support this suggestion.

Freeman-Manzanares received support of the current arrangement for funding of the station from the City Administrator of Tumwater and the City Managers from Lacey and Yelm. She spoke with Steve Hall from the City of Olympia, and he would like staff to continue research to be sure there are no other alternatives. One alternative was charging a ticket surcharge of one dollar to each ticket. However, Amtrak is not interested in this alternative because every Amtrak station will want to charge a surcharge to fund their station, and in doing so, the ticket prices rise and become too expensive, thus rail travel will suffer.

Legislation was passed in 2008 handing over Amtrak's responsibility to the Washington State Department of Transportation (WSDOT) and Oregon for intercity passenger rail. Effective October 2013, we'll be working directly with WSDOT. WSDOT wants to reduce costs and is not interested in assisting us with more funding for this station. Freeman-Manzanares said staff will continue research, and pursue suggestions the CAC recommended and continue conversations with WSDOT.

Freeman-Manzanares answered the Authority's questions.

Hildreth asked about the City of Olympia's position. Jones replied the Olympia City Council has not conducted any deliberations on this issue since 2011 and their consensus remains unchanged. The Council believes drawing upon general fund dollars from local municipalities is not a good use of those funds unless it's for a core service. This is not a core service of local government, and there must be some other transportation-related source.

Thies asked about the next steps. Freeman-Manzanares said staff will continue to research viable sources of sustainable revenue and continue to work with the jurisdictions.

STATE OF INTERCITY TRANSIT

Freeman-Manzanares provided an update on the draft State of Intercity Transit and provided a recap of the 2012 highlights:

- Fixed-Route Ridership reflected an increase of 1.4% over 2011
- Closed 2012 with 213 active vanpool groups - a 9.1% increase in passenger trips over 2011
- Continue the challenge of prioritizing demand for Express Service between Thurston and Pierce Counties
- Completion of the Hawks Prairie Park-and-Ride
- Focus on Sustainability and Environmental Initiatives
- 2012 Green Business of the Year Award from Thurston Chamber and recognized in 2013 as a county-wide finalist
- Innovative Programming and Community Outreach
 - Smart Moves youth outreach program continues to grow
 - Bike PARTners program
 - Bicycle Commuter contest celebrated its 25th anniversary
 - Village Vans celebrated its 10th anniversary
- Retention of Quality Staff
- Staff stepped up to fill the gaps left by a large number of retirements and vacancies. Sixty percent of our senior management team retired or moved on to other opportunities since 2010.

Freeman-Manzanares discussed the financial status and outlook and reviewed draft financial forecasts. Highlights from those handouts show the loss of federal discretionary funds used to purchase buses and pursue the rehabilitation and expansion of our Pattison Street facility. We are scheduled to replace 48 buses between 2018 and 2023. Our financial forecast anticipated 20% local funds for these purchases, not 100%. Our current financial model cannot support the purchase of these replacement buses.

Based on current economy and elimination of bus and facility discretionary grants, we need to seek an increase in sales tax revenue in 2014 or 2015 if we are to continue to maintain current levels of service.

Freeman-Manzanares answered the Authority's questions.

LABOR REPRESENTATIVE UPDATE

Seward provided a history and update on the labor representative position which is a non-voting board member selected by the labor organization(s). The labor representative's three year term ends June 30, 2013.

The unions were asked to work together to identify their representative by June 5, 2013. If there is a change in representatives, this timeframe allows staff time to make the necessary changes and plan for an orientation prior to their first official meeting which is July 3, 2013. If Karen Stites is reappointed by her union colleagues, no changes are necessary. Seward provided Stites and Caldwell bylaws, RCW, and an outline of what the responsibilities are of a board member. She indicated the same information will be shared with the IAM.

Seward noted the Authority is not required to confirm and/or approve this position.

CITIZEN ADVISORY COMMITTEE RECRUITMENT INTERVIEW VOLUNTEERS

Seward came before the Authority to seek three members to volunteer to join three CAC members to form an ad-hoc committee to interview CAC candidates the week of June 10, 2013. Seward indicated there are now ten open positions, with the recent resignation of Wilfred Collins due to family circumstances.

All applications meeting the requirements for CAC positions will be brought to the Authority at their June 5 meeting, at which time the Authority will decide who and how many applicants to interview. The ad-hoc committee will make recommendations to the full Authority for appointment at their July 3 meeting.

Mayor Clarkson, Councilmember Hildreth and Citizen Representative Warner volunteered.

AUTHORITY ISSUES

Warner announced he is unable to attend the Thurston Sustainable Task Force on Monday, April 22. Jones volunteered to attend in his place.

Clarkson is unable to attend the May 1 meeting; Councilmember Gadman will attend in his place.

Hildreth said the Transportation Policy Board recommended to the TRPC the following funds be allocated to Intercity Transit: \$464,592 for Olympia Transit Center Expansion;

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\$160,000 for bus stop enhancements; \$34,000 for the Walk and Roll program; and because of new funding, we could be in line if the money becomes available for a fare analysis; and Tumwater park-and-ride site selection environmental study.

Jones said the TRPC approved the bylaw change to allow a citizen member of the Authority to represent the Authority on the TRPC. However, there were questions raised about whether that TRPC member could serve as an officer of TRPC. Therefore, a subcommittee was formed to research the issue.

Thies is forming a bike team and already, a dozen employees from the Health Care Authority volunteered.

ADJOURNMENT

Chair Thies adjourned the meeting at 7:37 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved: May 1, 2013

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: May 1, 2013**

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff requests the Authority declare the attached list of furniture surplus. These items are surplus to our needs and will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$534.00. Replacement furniture for the Operator break-room at the Pattison Street Facility and the Olympia Transit Center as well as tables for the board room are in the 2013 budget.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit "A" - May 2013 - Surplus Property

Exhibit "A"

MAY 2013 -- SURPLUS PROPERTY

Quantity	Description	Each	Total
7	Mid-back office chair, Steelcase	5.00	35.00
2	High-back office chair, Steelcase	5.00	10.00
4	Mid-back office chair, Steelcase	5.00	20.00
1	High-back office chair, Steelcase	15.00	15.00
1	Round multipurpose table, Steelcase, 48x29	35.00	35.00
1	Round multipurpose table, 60x29	50.00	50.00
1	Rectangular multipurpose table, Samsonite, 61x18	5.00	5.00
1	Rectangular multipurpose table, 60x30	5.00	5.00
1	Sofa, Brandrud, 72x34	25.00	25.00
2	Lounge chair, Brandrud	15.00	30.00
2	End table, Brandrud, 36x36	5.00	10.00
1	End table, Brandrud, 36x36	5.00	5.00
1	4-shelf bookcase, 36x48	5.00	5.00
1	3-shelf bookcase, 24x60	5.00	5.00
1	Computer desk, Steelcase, 28x42	15.00	15.00
1	Computer desk, 28x24	10.00	10.00
3	Rectangular multipurpose table, Pioneer, 72x36	35.00	105.00
2	Rectangular folding multipurpose table, Pioneer, 72x30	50.00	100.00
2	Rectangular multipurpose table, 60x30	10.00	20.00
1	Rectangular multipurpose table, Steelcase, 48x30	5.00	5.00
11	Multipurpose chair, Steelcase	2.00	22.00
1	Multipurpose chair, Steelcase	2.00	2.00
			\$534.00

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Nathaniel Jones

City of Rainier

Dennis McVey

City of Tenino

Bret Brodersen

City of Tumwater

Tom Oliva

City of Yelm

Robert Isom

Confederated Tribes of the Chehalis Reservation

Amy Loudermilk

Nisqually Indian Tribe

Willie Frank

James Slape

Town of Bucoda

Alan Vanell

Thurston County

Sandra Romero

North Thurston Public Schools

Chuck Namit

Olympia School District

Allen Miller

Intercity Transit

Karen Valenzuela

LOTT Clean Water Alliance

Cynthia Pratt

Port of Olympia

George Barner

PUD No. 1 of Thurston County

Chris Stearns

Associate Members

Economic Development

Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Vacant

TCOMM 9-1-1

Ed Hildreth

The Evergreen State College

Paul Smith

Timberland Regional Library

Jeff Kleingartner



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, May 3, 2013 8:30 a.m. – 11:10 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – April 5, 2013
- b. Approval of Vouchers

Local Food Systems 101 – Food & Waste

PRESENTATION / DISCUSSION

Americans waste more than 40% of their food. Food waste most often ends up in landfills. Using food as food for as long as safety allows benefits both the food and waste systems. Robert Coit, Executive Director, Thurston County Food Bank, will talk about strategies for reducing and recycling waste.

Thurston Habitat Conservation Plan

INFORMATION

Thurston County is pursuing a Habitat Conservation Plan (HCP) with U.S. Fish & Wildlife Service for conservation of the county's prairie habitat and species. This presentation will provide an update on the HCP process including the development of a prairie habitat assessment methodology.

Thurston Climate Action Team – Greenhouse Gas Emissions Inventory

INFORMATION

To help our communities set goals and develop strategies for reducing our carbon footprint, Thurston Climate Action Team has completed a community-scale greenhouse gas (GHG) emissions inventory. It provides data for the county as a whole, as well as for each incorporated city within Thurston County. It includes emissions from home and business energy usage, transportation, solid waste, waste-water treatment, and domestic animal production.

Award of Federal Funds to Priority Transportation Projects

ACTION

Recent changes in how the State manages the flow of federal funds to transportation projects resulted in an unanticipated call for projects in 2013. In May, TRPC will consider all public comments received on proposed projects and the Transportation Policy Board's funding recommendation before taking action to award \$3.25 million in Surface Transportation Program funds and \$400,000 in Transportation Alternatives Program funds to priority regional projects.

2013 RTP Amendment

1st REVIEW

TRPC keeps the Regional Transportation Plan (RTP) up-to-date with an annual review and amendment process. In May, TRPC is asked to discuss the proposed amendment, and then take action in June.

UGM Subcommittee Appointment

APPOINTMENT REQUEST

TRPC's UGM Subcommittee has the role of reviewing and commenting on proposed changes to both the Urban Growth Boundary and the County-wide Planning Policies. It meets on an as needed basis, last meeting in 2010 for one meeting. Appointments to the subcommittee for one member from each jurisdiction are requested in 2013 to accommodate the potential for proposals in these work areas later in the year.

RTIP Amendment 13-05

1st REVIEW

WSDOT proposes to delete the I-5/Marvin Road Interchange Study from 2013 RTIP and STIP. The project was previously amended into the 2012 RTIP and STIP, and was able to fully obligate in 2012. TRPC will be asked to take action in June.

2013 Legislative Session

DISCUSSION

Staff will provide additional information on issues of potential interest to the Council that require state legislative assistance and support.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 15, 2013

CALL TO ORDER

Chair Abernathy called the April 15, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Steve Abernathy; Wilfred Collins; Valerie Elliott; Jill Geyen; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Sreenath Gangula; Vice Chair Faith Hagenhofer; and Mackenzie Platt.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Emily Bergkamp; and Pat Messmer.

APPROVAL OF AGENDA

It was M/S/A by Elliott and Melnick to approve the agenda as published.

INTRODUCTIONS

Abernathy introduced Authority member, Citizen Representative Ryan Warner, and Recording Secretary, Pat Messmer.

Hogan arrived.

MEETING ATTENDANCE

A. April 17, 2013, Work Session - Valerie Elliott.

B. May 1, 2013, Regular Meeting - Joan O'Connell.

Gray, Hustoft and Kahlil arrived.

APPROVAL OF MINUTES

Melnick indicated his suggestion of using resource conservation management during the environmental and sustainability update was not noted in the minutes. Seward will correct the minutes.

It was M/S/A by Elliott and Melnick to approve the minutes of March 18, 2013, with the amendment.

CONSUMER ISSUES CHECK-IN

- O'Connell – *Bus schedule for route 66.*
- VanderDoes – *Suggestions about marketing or community outreach.*

NEW BUSINESS

A. Dial-A-Lift Update – Bergkamp provided a Dial-A-Lift (DAL) and Travel Training update. She gave a brief history of why Intercity Transit has DAL service in addition to accessible fixed route buses. It began with the Americans with Disabilities Act (ADA) which celebrated its 22nd anniversary in July 2012. Even before the ADA, Intercity Transit had a high commitment to serving people with disabilities. Bergkamp shared the major transportation requirements since the passing of the ADA in 1990.

She explained in order for a client to be eligible to ride DAL, their disability must prevent them from accessing fixed route buses. Bergkamp explained the application process and the categories of eligibility. When someone applies for DAL they often times fall into categories of eligibility. She explained these categories which include conditional, unconditional, and temporary and provided several examples.

2012 Dial-A-Lift Trip Statistics:

- 143,913 trips
- 2.36 passengers per service hour
- 866,136 actual vehicle miles
- 96.28% on time performance
- Cancellations: 12% of trips
- No shows: 3% of trips
- 74,033 total phone calls

2012 Dial-A-Lift Ride Volume by Month – Bergkamp explained rider volume can be affected by various factors such as the weather. For example, certain times of the year clients may have a greater level of eligibility thereby showing a spike in ridership. Sometimes in winter or hot weather months, an individual's disability may be exacerbated by hot or cold temperatures.

The current cost for an average one way trip on DAL is approximately \$44.20. This includes vehicle maintenance, fuel, and the cost for the driver. Intercity Transit only charges the client \$2.50 for a round trip ride.

2012 eligibility statistics:

- Total eligible clients YTD is 2,503
- Eligibility decisions totaled 752
- 70% of those clients were fully eligible
- 4% were conditional
- 6% were temporary
- 18% were temporary travel trainings
- 2% were ineligible
- 334 re-certifications (clients are re-certified every 3 years)

Demographics: 70% of eligible clients are aged 65 and over. Of those,

- 13% are 65 to 69 years old
- 25% are 70 to 79 years old
- 40% are 80 to 89 years old
- 22% are 90 to 99 years old
- Less than 1% are over 100

Bergkamp reviewed the 2012 Travel Training program:

- Free service to anyone wanting to learn to ride fixed route buses.
- Self-paced program geared to individual needs.
- Provides mobility training to clients who are using power chairs or scooters for the first time. It allows them to practice in a safe environment.
- Interns currently provide the travel training.
- At the beginning of 2013, the Authority approved a pilot to test the effectiveness of having two full time travel trainers. The pilot began on February 17, 2013 through March 30, 2013.
- During the pilot approximately 720 DAL trips were diverted to fixed route.

Gray suggested pairing up long time transit riders as volunteers to help those wanting to learn how to ride fixed route. Bergkamp said there is a similar group known as Bus Buddies and staff is looking at ways to do something similar in our community. Capital Community Services partners with Pierce Transit; they also recruit the volunteers and perform background checks. Pierce Transit's travel training offers training to those volunteers.

VanderDoes asked if the DAL buses are used for events such as Lake Fair, demos or show and tell. Bergkamp said staff discussed putting a DAL van or hybrid bus on display at Lake Fair to bring awareness to public transportation. Our marketing

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department is working on more exposure. We advertised on KGY and on TCTV. Next weekend, the travel trainers are taking a group of seniors on fixed route to the Arts Walk event.

Van Gelder asked if it's possible to place these internal PowerPoint presentations on the website or distribute them to the CAC. Seward responded yes.

Abernathy introduced Frederick, a student from South Puget Sound Community College. He and four other students are studying Intercity Transit. Abernathy also introduced CAC member Julie Hustoft's son, Devin.

B. Funding of Centennial Station Maintenance & Operations - Freeman announced Centennial Station celebrates its 20th anniversary with an event on Saturday, May 4 from 10 a.m. to 2 p.m.

She explained Intercity Transit has owned and operated the station since 1993 and manages the landscaping and maintenance contracts. There are a number of dedicated volunteers who currently work at the station.

Intercity Transit currently works under an inter-jurisdictional agreement which expires December 31, 2013. In 2011, the City of Olympia informed Intercity Transit it did not budget funds for its 2011 contribution to the station's maintenance. Intercity Transit called a meeting of all the participating jurisdictions and the development of a single intergovernmental agreement was agreed upon. It was at that time the jurisdictions asked staff to research other means of funding the station.

Suggestions included:

- Charging parking fees
- Establishing a revenue-generating activity at the station
- Use the volunteers more extensively
- Increase Amtrak's contribution
- Intercity Transit assume the full cost of running the station

She explained the concerns and challenges with some of these ideas. The station parking lot also doubles as a park-and-ride. Intercity Transit encourages the use of the park-and-ride lots and doesn't charge for use at any of its park-and-rides. There's also question whether it's cost-effective to charge for parking if that means installing a mechanism and monitoring it.

As a public agency, we need to work with the Washington State Department Services for the Blind (WSDSB) regarding a revenue-generating activity such as a coffee stand.

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The suggestion to utilize the station's volunteers creates risk management issues if utilizing their services when providing landscape, maintenance or janitorial services.

Freeman-Manzanares received support of the current arrangement for funding of the station from the City Administrator of Tumwater and the City Managers from Lacey and Yelm. She spoke with Steve Hall from the City of Olympia, and he would like staff to be sure there are no other alternatives. One alternative was charging a ticket surcharge of one dollar to each ticket. However, Amtrak is not interested in this alternative because every Amtrak station will want to charge a surcharge to fund their station, and in doing so, the ticket prices rise and become too expensive, thus rail travel will suffer.

Legislation was passed in 2008 handing over Amtrak's responsibility to the Washington State Department of Transportation (WSDOT) and Oregon for intercity passenger rail. Effective October 2013, we'll be working directly with WSDOT. WSDOT wants to reduce costs and is not interested in assisting us with more funding for this station. Staff will continue to research this issue.

Freeman-Manzanares asked the CAC if they have any additional ideas or suggestions on how to fund the Amtrak station and does the CAC feel this should be part of Intercity Transit's core mission.

Van Gelder indicated the only requirement for public agencies to utilize the WSDSB is to provide them with the opportunity to bid on their services. Private sector business can provide services should the WSDSB not be interested. He also said there is a grant program under community facilities program from the U. S. Department of Agriculture that provides funds for programs that help develop and maintain community facilities in rural areas, and the location of the Amtrak station could be considered a rural area. He mentioned another grant called Private Activity Bonding. Freeman-Manzanares said staff will look into these options.

See mentioned the use of capital grants to reduce the amount of maintenance. For example making changes to the landscaping or the structure of the building to reduce the amount of maintenance required. He supports all jurisdictions contributing to the funding for the station.

Gray suggested using the station for more community activities to bring the public in and raise revenue. The station could become a community focal point.

Abernathy agreed. He noted the donated pavers with names and plaques on the walls from businesses and individuals who contributed funds to build this station. He recommends the Authority and staff tap into the community connection. He said Amtrak is part of Intercity Transit's core mission, and it's part of the multi-

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modal approach to meeting the region's transportation needs. He recommends finding a source of dedicated sustainable funding.

Hustoft recommended hanging before and after photos of the station. She also likes the idea of a café or restaurant for generating revenue.

O'Connell asked if there are any plans for more development in the area that may promote more business. Freeman-Manzanares will talk with Dennis Bloom to see if he is aware of anything. O'Connell suggested conducting community outreach asking businesses to think of this area as a viable option and figure out a way to obtain community feedback.

Melnick suggested finding ways to make operating costs less expensive. Take out the landscaping and make it green. Insulate windows and install modern heat pump systems. Seward noted our Facilities Manager looked into reducing the costs of landscaping and maintenance, and realized we must take into consideration the station is run by volunteers, and the many of them helped build the station. They helped design it and landscape it, and changing it could cost volunteers unless buy-in was achieved. If we take away some of the features they appreciate, we stand to lose some of the volunteers.

Frederick suggested the state agencies may be able to utilize the train system to transport state employees to/from Olympia. Propose the rail system as a resource to them to save costs.

Richardson suggested approaching the major cities that benefit from the station like Seattle and Portland.

Melnick believes there are ways to install more efficient heating systems and preserve the appearance of older lighting systems and make them more efficient. It would convince the stakeholders that everything is being done to reduce costs.

Van Gelder said each CAC member should go to their city and ask for support for the station. This is an appropriate function for a transportation system that wants to look beyond bus service, and the CAC supports the funding for the Centennial station.

O'Connell suggested opening a restaurant in a train car to bring in revenue.

Gray suggested involving the volunteers to organize group trips on the train. Get more people involved in using the train. Cities can't ignore it when citizens are benefiting from the service.

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Freeman-Manzanares wrapped up the discussion by thanking the CAC for their feedback.

C. State of Intercity Transit – Freeman provided an update on the draft State of Intercity Transit. The 2012 highlights included:

- Record Fixed-Route Ridership and Vanpool Usage
 - Ridership reflected an increase of 1.4% over 2011
- Successfully managed the demand for Dial-A-Lift
- Closed 2012 with 213 active vanpool groups – a 9.1% increase in passenger trips over 2011
- Continue the challenge of prioritizing demand for Express Service between Thurston and Pierce Counties
- Completion of the Hawks Prairie Park-and-Ride
- Focus on Sustainability and Environmental Initiatives
 - Awarded APTA Gold Level status making us the first transit system in the U. S. to reach this level
 - 2012 Green Business of the Year Award from Thurston Chamber and recognized in 2013 as a county-wide finalist
- Innovative Programming and Community Outreach
 - Smart Moves youth outreach program continues to grow
 - Bike Partners program
 - Bicycle Commuter contest celebrated its 25th anniversary
 - Village Vans celebrated its 10th anniversary
- Retention of Quality Staff
 - Staff stepped up to fill the gaps left by a large number of retirements and vacancies. Sixty percent of our senior management team retired or moved on to other opportunities since 2010.

Other items of importance include the loss of federal discretionary funds used to purchase buses and pursue the rehabilitation and expansion of our Pattison Street facility. We are scheduled to replace 48 buses between 2018 and 2023. Our financial forecast anticipated 20% local funds for these purchases, not 100%. Our current financial model cannot support the purchase of these replacement buses.

We need to discuss the type of bus we intend to purchase in the future. Hybrids currently cost approximately \$250,000 more than diesel buses.

Based on current economy and elimination of bus and facility discretionary grants, we need to seek an increase in sales tax revenue if we are to continue to maintain current levels of service.

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Freeman-Manzanares reviewed three draft financial forecast handouts.

- Base model
- Forecast without hybrids
- Forecast without hybrids and with additional 1/10th in sales tax

VanderDoes left the meeting.

Van Gelder asked what the forecast looks like with hybrids and the additional 1/10th in sales tax. Freeman-Manzanares said with the sales tax increase, service could be extended to 2022.

Richardson asked if we can protect revenue by scavenging and selling old buses. Freeman-Manzanares responded the Federal Transit Administration (FTA) has a 12-year cycle for our heavy-duty vehicles and typically we retain them for 15 years. Maintenance staff performs calculations to determine at what point the vehicle costs more to maintain.

Melnick wanted to know what other transit systems are doing in these same circumstances. Freeman-Manzanares said it depends on the size of the system. Part of MAP-21 provided formula funds for transit agencies with the intent there would be a more reliable funding mechanism to depend on, and this benefits small transit agencies.

Abernathy said the FTA released the end of front line service date to 14 years, and asked how will that impact the models presented. Freeman-Manzanares will research what our assumptions were in the Strategic Plan.

D. 2013 Self-Assessment – Seward reviewed the requirements for completing the 2013 CAC Self-Assessment. The form is distributed to all members in May and is due by June 7. She referred to the self-assessment document and noted now is the time to make changes to the document if deemed necessary, and CAC members should notify Abernathy or Seward of any changes. The results are shared with the CAC at their June meeting. The CAC and ITA meet jointly at which time results are shared with the Authority.

Abernathy questioned when elections take place. Seward reminded members nominations occur at the May meeting and the elections take place at the June meeting.

E. 2013 Citizen Advisory Committee Recruitment – Seward provided an update on the CAC recruitment process and reviewed the timeline. There are nine open positions. Five CAC members are eligible for reappointment, and if they seek reappointment they must notify Seward, and include a letter to the Authority asking

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for reappointment and why they are seeking the reappointment. She noted there has been a heavy outpouring for recruitment, and Seward thanked Richardson for his suggestions for advertising for the youth position which resulted in an increase of inquiries.

See suggested Seward use the Olympia Coalition of Neighborhood Associations listserv to advertise the CAC recruitments. He will send her the information.

Richardson left the meeting.

CONSUMER ISSUES

Tabled for the next meeting.

NEXT MEETING: May 20, 2013.

ADJOURNMENT

It was M/S/A by O'Connell and Hogan to adjourn the meeting at 7:39 p.m.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: May 1, 2013

FOR: Intercity Transit Authority
FROM: Erin Hamilton, 705-5837
SUBJECT: Transit Center Security Services

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- 1) **The Issue:** Whether to consider an award for security services at the Lacey and Olympia Transit Centers.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with three one-year options to extend, with Securitas Security Services USA, Inc. in an amount not-to-exceed \$184,503.00, for the provision of security services at the Lacey and Olympia Transit Centers.
-
- 3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** Intercity Transit issued a request for proposals for the provision of security services on February 25, 2013, and held a pre-proposal conference and site visit on March 7. Five proposals were received by the submittal deadline of March 19.

A six-member team from Operations and Development reviewed the proposals based on the criteria of qualifications and experience, project approach and proposed cost. Four proposals were determined to be in the competitive range and were moved forward for further consideration. After clarifications, reference checks, and interviews, Securitas Security Services USA, Inc. (Securitas) was identified as the top ranked firm. Staff evaluated the proposed costs and determined the rates to be fair and reasonable.

Securitas will provide one security officer at each facility as follows:

	<u>Olympia Transit Center</u>	<u>Lacey Transit Center</u>
Weekdays	7:00AM - 12:00AM	7:30AM - 11:30PM
Saturdays	8:00AM - 12:00AM	12:00PM - 10:00PM
Sundays	9:00AM - 9:00PM	9:00AM - 7:00PM

Current Securitas clients include Sound Transit, King County Metro, Kitsap Transit, and the Port of Olympia. Based on references and interviews, staff are

confident Securitas will enhance our efforts to provide a professional security presence and good customer service at the Olympia and Lacey Transit Centers and recommend award of contract to Securitas.

5) Alternatives:

- A. Authorize the General Manager to enter into a one-year contract, with three one-year options to extend, with Securitas Security Services USA, Inc. in an amount not-to-exceed \$184,503.00 for the provision of security services at the Lacey and Olympia Transit Centers.
 - B. Defer action. This alternative would necessitate negotiating a contract extension with our current security services provider.
-

6) Budget Notes: The cost of this contract falls within the 2013 budget of \$190,000.00. The budgeted amount covers the \$0.15 minimum wage increase in 2013 and a projected \$1.50 per hour increase for the Affordable Care Act of 2014. The contract is \$19,223 higher than the last contract.

7) Goal References: Goal No. 2: *"Provide outstanding customer service."* Goal No. 3: *"Maintain a safe and secure operating system."*

8) References: N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: May 1, 2013

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: ISO 14001 Certification and Auditing Services

-
- 1) **The Issue:** Whether to consider entering into a contract for ISO 14001 certification and auditing services.

 - 2) **Recommended Action:** Authorize the General Manager to execute a contract with Lloyd's Register for a three year term to provide ISO 14001 certification and audit services in the not-to-exceed amount of \$33,085.00, including taxes.

 - 3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.

 - 4) **Background:** Intercity Transit has been seeking an International Standards (ISO) qualified Registrar to evaluate its Environmental and Sustainability Management System program over a three year period.

Intercity Transit published a Request for Proposal on February 8, 2013. A pre-proposal conference was held February 19, 2013. Seven proposals were received by the March 8, 2013, submittal deadline. All proposals were found to be responsive and responsible. Following reference checks, clarifications and an interview, the evaluation team determined Lloyd's Register was the lead firm. Lloyd's Register has strong references including having completed successful similar projects with transit entities such as Sound Transit and Champaign-Urbana Mass Transit District.

All proposals received were over budget for this project, and Procurement investigated why this occurred. The projected budget did not include all of the relevant costs for the whole process. Costs are based on the type and size of organization, the nature and complexity of the audit services required, and must include travel expenses as well as the cost of the full cycle of audits.

Procurement located two agencies who recently conducted audits very similar in size and scope. Based on discussions with these agencies, it was determined that Lloyd' Register's proposed costs are fair and reasonable. Staff believes Lloyd's

Register will provide satisfactory services and recommends the award of contract to this firm.

5) **Alternatives:**

- A) Authorize the General Manager to execute a contract with Lloyd's Register for a three year term to provide ISO 14001 certification and audit services in the not-to-exceed amount of \$33,085.00, including taxes.
 - B) Defer action.
-

6) **Budget Notes:** The 2013 budget includes \$12,000 for this project. The Intercity Transit Authority agreed the agency should become ISO 14001 certified. Additional funds will come from the general operating fund.

7) **Goal Reference:** Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: May 1, 2013

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Purchase of Batteries for Coaches

-
- 1) **The Issue:** Whether to purchase 152 absorbent glass mat batteries for the coach fleet.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract for a three year term to purchase up to 152 Odyssey absorbent glass mat batteries with a company and for an amount to be announced at the May 1, 2013, meeting.
-
- 3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit's coach fleet uses flooded lead acid (FLA) batteries which have been standard for years. Their average life is 14 to 16 months. Coaches using the FLA batteries at times require jump starting due in part to the minimal but ongoing electrical demands that occur when a vehicle is inactive. As the batteries age, their ability to hold a full charge degrades and the start of the service day jump-starts become more frequent. FLA batteries also require a substantial amount of maintenance and cleaning.

Facing the increasing demands on coach electrical systems, transit agencies have been forced to research and test different styles of battery technology. Absorbent glass mat batteries (AGM) have been found to have significant advantages for transit. AGM batteries hold their charge and unlike FLA batteries, their ability to hold a full charge does not degrade until the battery hits the end of its useful life. AGM batteries are warranted for a minimum of four years and in testing frequently, last five years and more. AGM batteries require much less maintenance.

Based on multiyear comparative battery tests conducted by King County Metro and a one year test conducted by Intercity Transit, Maintenance determined transitioning the coach fleet to AGM batteries would eliminate the jump-start problem. Maintenance began changing over the coach series with the most frequent jump-start issues to AGM batteries.

Staff determined issuing a Request for Bids (RFB) for AGM batteries would provide the most competitive pricing for the remaining quantity of batteries required. An RFB was issued April 11, 2013, with the bid opening on April 25th. The number of bids received and the lowest, responsive, responsible bidder will be announced at the May 1, 2013, meeting.

5) Alternatives:

- A) Authorize the General Manager to execute a contract for a three year term to purchase up to 152 Odyssey absorbent glass mat batteries with a company and for an amount to be announced at the May 1, 2013, meeting.
 - B) Defer action. The battery change-over can continue on a coach-by-coach basis, but batteries may not be obtained at the most competitive price and jump starts may continue to be an issue.
-

- 6) Budget Notes:** Each coach requires four AGM batteries instead of two FLA batteries, increasing the initial cost of change-over. Odyssey AGM batteries are warrantied for four years. The FLA batteries are warrantied for one year. At the four year point, the cost of the AGM battery for each coach will be less than utilizing FLA batteries. The estimated cost difference will be announced at the May 1, 2013, meeting. In addition, by switching to AGM, there will be a reduction in labor required for battery maintenance and jump starts.
-

- 7) Goal Reference:** Goal 5: *“Align best practices and support agency sustainable technologies and activities.”*
-

- 8) References:** N/A
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: May 1, 2013

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Purchase and Installation of Posi-lock

1) **The Issue:** Whether to issue a purchase order for the purchase and installation of Posi-lock fuel tank adapter kits for the new Dial-A-Lift vehicles.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to ABC Companies/Fleet Fueling in the amount of \$26,688.07, inclusive of taxes, delivery and installation, for ten Posi-lock fuel tank adapter kits.

3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.

4) **Background:** Intercity Transit has utilized the Posi-lock system on all vehicles in its revenue fleet since 2004. The Posi-lock system provides a tight, spill-proof connection to each vehicle with a fuel level control valve that ensures a consistent 95% fill at every fueling. This purchase is to outfit the ten new Dial-A-Lift vehicles scheduled to arrive at Intercity Transit during May.

ABC Companies/Fleet Fueling is the sole source distributor and installer for the Posi-lock system in the United States. Procurement is satisfied that its claim of sole source status is accurate, so this purchase and installation was not pursued as a competitive bid. The proposed costs are fair and reasonable in comparison to past purchases for the provision and installation of the Posi-lock system. Staff recommends issuing a purchase order to ABC Companies/Fleet Fueling to provide and install the Posi-lock system on the ten new Dial-A-Lift vehicles.

5) **Alternatives:**

A) Authorize the General Manager to issue a purchase order to ABC Companies/Fleet Fueling in the amount of \$26,688.07, inclusive of taxes, delivery, and installation, for ten Posi-lock fuel tank adapter kits on the new Dial-A-Lift vehicles.

B) Defer action. The new vehicles can be fueled without the Posi-lock system but will not have spill protection or the consistent 95% fill.

6) **Budget Notes:** Posi-lock is budgeted as part of the total cost of our vehicles. The 2013 budget includes \$1,177,290 for the purchase of ten Dial-A-Lift vehicles. The Authority authorized the purchase at \$1,330,087.50. The previously approved contract exceeded budget by \$168,658. The initial increase in purchase price reflected a decision to utilize new ACS and Verint equipment. The addition of the Posi-lock system at \$26,688.07 now places this line item \$195,346.07 above budget. The additional expense will be covered by Intercity Transit general reserves.

7) **Goal Reference:** Goal 5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A