

AGENDA
INTERCITY TRANSIT AUTHORITY
October 1, 2014
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS** **5 min.**
 - A. **Nick Jones, Network System Analyst** (*Brent Campbell*)
 - B. **William Snyder, Maintenance Supervisor** (*Paul Koleber*)

- 3) **PUBLIC COMMENT** **10 min.**

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 asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name 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.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** September 3, 2014, Regular Meeting; September 17, 2014, ITA/CAC Joint Meeting.

 - B. **Payroll:** September 2014 Payroll in the amount of \$1,882,503.15.

 - C. **Accounts Payable:** Warrants dated September 5, 2014, numbers 17247-17311, in the amount of \$935,257.60; warrants dated September 19, 2014, numbers 17316-17405 in the amount of \$466,309.98 for a monthly total of \$1,401,567.58.

 - D. **Printing and Delivery of Transit Guides Contract Extension:** Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the printing and delivery of transit guides. (*LeAnna Sandy*)

 - E. **Schedule Public Hearings 2015-2020 Draft Strategic Plan and 2015 Draft Budget:** Schedule a public hearing for Wednesday, November 5, 2014, 5:30 p.m., to receive and consider comments on the 2015-2020 Strategic Plan and the 2015 Budget. (*Ben Foreman/Ann Freeman-Manzanares*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

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|------------|---|----------------|
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Karen Valenzuela</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ryan Warner</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Michael Van Gelder</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Operations Uniforms (<i>LeAnna Sandy</i>) | 5 min. |
| | B. Transit Signal Prioritization Consultant (<i>Jeff Peterson</i>) | 5 min. |
| | C. Village Vans (<i>Ann Bridges/Ann Freeman-Manzanares</i>) | 30 min. |
| | D. 2015 - 2020 Strategic Plan (<i>Ann Freeman-Manzanares</i>) | 60 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 3, 2014

CALL TO ORDER

Chair Messmer called the September 3, 2014, 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 Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Michael Steadman (Alternate); City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Don Melnick; and Citizen Representative Ryan Warner.

Members Excused: City of Lacey Councilmember Jeff Gadman; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Brent Campbell; Marilyn Hemmann; Jim Merrill; Pat Messmer; Carolyn Newsome; and LeAnna Sandy.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Michael Van Gelder.

APPROVAL OF AGENDA

It was M/S/A by Commissioner Valenzuela and Citizen Representative Melnick to approve the agenda as presented.

INTRODUCTIONS & RECOGNITIONS

- A. Brent Campbell introduced **Utchay Okori, Network System Analyst.**
- B. Carolyn Newsome introduced **David Kolar, Commuter Services Assistant.**

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Baker and Citizen Representative Warner to approve the consent agenda as presented.

- A. **Approval of Minutes:** August 6, 2014, Regular Meeting; August 20, 2014, Special Meeting.
- B. **Payroll:** August 2014 Payroll in the amount of \$2,683,256.38.

Intercity Transit Authority Regular Meeting

September 3, 2014

Page 2 of 6

- C. Accounts Payable:** Warrants dated July 11, 2014, numbers 16908-16991, in the amount of \$476,003.79; warrants dated July 25, 2014, numbers 16996-17075 in the amount of \$326,186.08 for a monthly total of \$802,189.87.

Warrants dated August 8, 2014, numbers 17076; 17080-17161 in the amount of \$722,990.13; warrants dated August 22, 2014, numbers 17166-17243 in the amount of \$477,279.81 for a monthly total of \$1,200,269.94.

- D. Transit Pass Printing & Delivery Contract Extension:** Authorized the General Manager to execute a one-year contract extension with Tumwater Printing in the not-to-exceed amount of \$24,405, including taxes, for the provision of transit pass printing and delivery. (*LeAnna Sandy*)

- E. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. (*Marilyn Hemmann*)

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Commissioner Valenzuela reported the TRPC did not meet in August.
- B. Transportation Policy Board (TPB).** Ryan Warner reported the TPB did not meet in August.
- C. Citizen Advisory Committee (CAC).** Michael Van Gelder reported the CAC met August 25, and their discussion focused on the Transit Development Plan (TDP). Two items worth bringing forth were: (1) It would be useful to have a matrix comparing the TDP with the Strategic Plan; and (2) Interest in receiving more "Transit 101" orientations. Freeman-Manzanares said the CAC also discussed final design for the Pattison facility in preparation for the Strategic Planning conversation the Authority will conduct. Van Gelder said the CAC had a vigorous discussion on this issue and the members believe staff should go on to the next phase of design, so when money is freed up, Intercity Transit can take advantage of that opportunity.

NEW BUSINESS

- A. Adoption of the Annual Report & Transit Development Plan:** Dennis Bloom reviewed the public process and noted no comments pertaining to the Plan were submitted. He indicated this is an annual process required by WSDOT, and staff seeks Authority approval to adopt the 2013 Annual Report and the approval of the 2014-2019 Transit Development Plan as presented at the August 20, 2014, public hearing.

It was M/S/A by Commissioner Valenzuela and Councilmember Sullivan to adopt the 2013 Annual Report and approve the 2014-2019 Transit Development Plan as presented for the public hearing held on August 20, 2014.

- B. Evergreen State College Late Night Service Contract:** Bloom briefed the Authority on the request to authorize a reimbursement contract with The Evergreen State College (TESC) for continuation of "Late Night" service. He noted the Authority approved each contract extension over the past six years and the final extension expired June 30, 2014. Students pay for the service as part of their student activity fees and they wish to continue the service now on a year-to-year basis over the next five years. Route 41 is one of the highest producing routes, especially on the weekend. This contract reflects a 2.6% increase to cover increase in fuel, maintenance and labor.

Ryan Warner asked if Dial-A-Lift service is provided during this time. Bloom responded yes, however, a request has never been made.

It was M/S/A by Commissioner Valenzuela and Citizen Representative Melnick to authorize the General Manager to sign a reimbursement agreement with TESC for providing Late Night Service during the 2014-2015 academic year (fall, winter and spring quarters) at a cost of \$44,915.

- C. Renewal of ACS Maintenance Agreement:** Marilyn Hemmann noted the ACS system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations and automatically controls the electronic signs and stop announcement system in each vehicle.

In September 2013, Intercity Transit entered into a new five-year agreement with ACS/Xerox for maintenance services for the operation of the agency radio system. Staff negotiated and established the costs for each year of the agreement. The agreement also provides maintenance and replacement of hardware items. Hemmann indicated to date, 68 integrated vehicle unit systems were replaced, and said the cost without a maintenance agreement would have totaled approximately \$279,000. Staff is asking consideration of a one-year renewal to this maintenance agreement.

It was M/S/A by Councilmember Sullivan and Citizen Representative Warner to authorize the General Manager to enter into a one-year renewal of the maintenance agreement for the agency radio system with ACS/Xerox in the amount of \$194,568, including taxes.

Intercity Transit Authority Regular Meeting

September 3, 2014

Page 4 of 6

- D. 2014 Citizen Advisory Committee Additional Recruitment:** Freeman-Manzanares explained there are typically 20 Citizen Advisory Committee members, and currently there are only 14 members. A recruitment for new members was held in the spring, and four applications were submitted. The applicants were interviewed; however, the Authority did not select anyone among those applicants. Therefore, the Authority directed staff to conduct another recruitment in the fall.

Staff is in the process of conducting a new recruitment and forming an ad hoc committee. A more aggressive outreach program is in place by focusing on high school and college students, as well as making personal contact with the broader community. Some strategies include meeting with school counselors and placing bus board ads on the buses. The Authority is encouraged to assist by making personal contacts as well.

The process begins by formulating an ad-hoc committee consisting of three Authority members and three CAC members which will conduct interviews and make recommendations. Applications are due October 30; interviews will take place the week of November 17 (to possibly coincide with the November 19 work session); and the Authority will make their appointments at the December 3, 2014, meeting.

Councilmember Sullivan, Citizen Representatives Warner and Melnick volunteered to be on the ad-hoc committee. Chair Messmer volunteered as a backup.

GENERAL MANAGER'S REPORT

- October 8 is **International Walk to School Day**. Staff is working with schools in Olympia and Tumwater, and Thurston County Public Health is working with the North Thurston school district. To advertise the event, we are dedicating 10 bus boards. There will be high school cheerleaders and mascots escorting the elementary students, and the police department will be on hand.
- Staff is working with TRPC to host a special **Employee Transportation Coordinator (ETC) networking session** on Wednesday, September 10 at the Olympia Center. We encourage ETC's to ride the bus to the session and share their experiences with their employees.
- Currently, there are 214 active vanpool groups.
- Staff completed three defensive driving courses at **Jubilee and their pilot community van program** is up and running.
- Intercity Transit is trying a **new pilot program in Youth Education**, testing new curriculum for the safe biking and bike repair program. Staff recruited and recently

Intercity Transit Authority Regular Meeting

September 3, 2014

Page 5 of 6

celebrated the graduation of three high school and one middle school student volunteers. These volunteers will teach after-school sessions in the bike safety program at Washington and Tumwater Middle Schools.

- Staff worked with the Tumwater School District to gain a grant funding for a pilot program known as **Bikes in PE**. The program will teach safe cycling for 6th graders within four schools.
- Intercity Transit has approximately 150 bicycles for the **Bike Partners Program**, donated by individuals and the Tumwater Police Department.

AUTHORITY ISSUES

Melnick asked for a better understanding of how the strategic planning process works. Freeman-Manzanares provided an explanation.

Melnick said Mary Williams from Rebels by Bus was on Panorama television.

Councilmember Sullivan said the Tumwater City Council work session discussed the formation of the transportation benefit district, which is going to public hearing soon. There was discussion regarding the decision whether to go out for a ballot measure to ask for \$20 car tabs tax or go for a .02% sales tax increase to fund road repairs. Sullivan suggested to the City Council that if they decide to go forward with an election, to coordinate the timing to avoid a competing conflict should Intercity Transit decide to go out for a sales tax election.

Councilmember Sullivan announced September 17 is Community Day in Tumwater and she will be unable to attend the ITA/CAC Joint Meeting that evening.

Councilmember Steadman thanked Intercity Transit for providing service to Jubilee.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Sullivan to adjourn the meeting at 6:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

Pat Messmer
Clerk to the Authority

**Intercity Transit Authority Regular Meeting
September 3, 2014
Page 6 of 6**

Date Approved: October 1, 2014.

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

EXHIBIT "A" SURPLUS PROPERTY - SEPTEMBER 2014

VEHICLE	DESCRIPTION	MILEAGE	VALUE
901	1998 Gillig low-floor 40' coach	732,815.00	4,000.00
904	1998 Gillig low-floor 40' coach	748,780.00	4,000.00
907	1998 Gillig low-floor 40' coach	733,775.00	4,000.00
INVENTORY		EACH	VALUE
1	Cummins engine, 8.3L ISC	4,000.00	4,000.00
1	Allison transmission, B400R	1,250.00	1,250.00
1	Particulate filter, muffler ASM	600.00	600.00
1 pallet	Misc. parts for 900 series coaches	1,626.98	1,627.00
FACILITIES		EACH	VALUE
1	Star Machine #1708 for brake alignment	300.00	300.00
1	Star Machine #53 Transfermatic drum lathe	750.00	750.00
5	Steelcase underdesk drawer units	15.00	75.00
1	Steelcase 3-shelf unit with foldaway doors	25.00	25.00
1	Shelving unit with rollup door	35.00	35.00
1	Shelving unit with closing doors	30.00	30.00
5	Office chairs	10.00	50.00
	TOTAL		20,742.00

Minutes
INTERCITY TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE
Joint Meeting
September 17, 2014

CALL TO ORDER

Chair Messmer called the September 17, 2014, joint meeting of the Intercity Transit Authority and Citizen Advisory Committee (CAC) to order at 5:32p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; Citizen Representative Don Melnick; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

Members Excused: City of Tumwater Councilmember Debbie Sullivan; and City of Yelm Councilmember Joe Baker.

CAC Members Present: Leah Bradley; Mitchell Chong; Valerie Elliott; Faith Hagenhofer; Sue Pierce; Kahlil Sibree; Carl See; Victor VanderDoes; Michael Van Gelder.

CAC Members Excused: Joan O'Connell; Julie Hustoft; Quinn Johnson; Charles Richardson; and Dale Vincent.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Jessica Brandt; Ann Bridges; Ben Foreman; Marilyn Hemmann; Bob Holman; Paul Koleber; Jim Merrill; Pat Messmer; Carolyn Newsome; Steve Swan; and Nancy Trail.

APPROVAL OF AGENDA

Citizen Advisory Committee member Faith Hagenhofer made a motion to move agenda item #7 (2015-2020 Strategic Plan) before item #6 (Bus Replacement Options).

Chair Messmer asked to incorporate a brief General Manager's Report at the end of the meeting.

It was M/S/A by Councilmember Gadman and Citizen Representative Warner to approve the agenda as amended.

INTRODUCTIONS

Everyone in attendance provided self-introductions.

PUBLIC COMMENT

David Cundiff, 3717 Goldcrest Heights NW, Olympia. Mr. Cundiff is disappointed with the elimination of the 4:12 a.m. run, the Route 592 Express Bus. He has been riding since mid-August and learned soon thereafter that the route was being canceled and replaced with a later run. He indicated that run had the least amount of riders in the beginning, however, now has approximately 10 to 11 riders and growing. These riders indicated the 4:42 a.m. run will not meet their needs and allow them to arrive on time to their destination. Mr. Cundiff has had several conversations with staff on how to make this work. He noted staff has been very courteous. He appreciates staff's suggestion to try and get the riders into a vanpool, however, he feels there is little prospect that option will work. He noted ridership increased in the summer and he feels ridership will continue to increase as people learn about this run. Mr. Cundiff asked the Authority to work with staff to create a solution to this problem.

Larry Leveen, 124 State Avenue NE, Olympia. Mr. Leveen concurred with Mr. Cundiff's comments. Mr. Leveen is here today to provide comment about the City's comprehensive plan regarding the redevelopment of the Olympia Transit Center (OTC). He distributed a diagram of the Olympia Transit Center. Mr. Leveen stated that Intercity Transit is not following the City of Olympia comprehensive plan regarding the development at the OTC and Intercity Transit is inconsistent with our own mission statement. Mr. Leveen was informed the bike lockers at the OTC will be removed as part of the redevelopment and that unsightly mechanical equipment was going to be placed on State Street. Neither one of these things is acceptable. He said the public relies on the bike lockers and asks Intercity Transit to retain them. He encourages the Authority to give consideration to this, retain the bike lockers on-site and hide unsightly mechanical equipment instead of positioning it "at the front" of the OTC.

Chair Messmer asked staff to provide an update about both of these public comments at the next Authority meeting.

Vice Chair/Councilmember Nathaniel Jones asked staff for clarification about the bike lockers. Freeman-Manzanares replied that an objective of the project is to provide amenities for more cyclists. The plan is to remove the old lockers in favor of something that can serve more people. In the past, FTA has warned against the use of bike lockers like ours because of the potential for hiding/terrorism. We are looking for something that is more transparent than what we currently have.

APPROVAL OF DAL'S UPDATED NO-SHOW POLICY DL-6251

Emily Bergkamp seeks Authority approval of the Dial-A-Lift revised DL-6251 No-Show Policy. She provided a brief background about the reason for the revised policy along with information the Authority and CAC requested regarding a comparison between the revised policy and the current policy. Bergkamp provided a 6-month no-show policy comparison and how it was determined it would be less restrictive for clients.

Councilmember Gadman asked how many suspensions will be prevented over the course of a year. Bergkamp responded that is difficult to predict because many suspensions were avoided by working with the client. She would guess on a month-to-month basis perhaps two per month. Gadman acknowledged how difficult it is to qualify for Dial-A-Lift (DAL) service, and a suspension could be stressful to the client.

Valerie Elliott asked if the revised policy could impact other DAL riders who do not have a no-show issue, since this new policy is less restrictive. Bergkamp said based on how staff is administering the current policy the impact would not be any different. Elliott suggested staff provide a re-evaluation to the Authority and CAC next year.

Melnick asked if staff asks DAL clients if there is anything they feel they could do differently. Bergkamp shared that DAL riders have questions about the 15 minute window. The drivers and dispatchers provide clients with a detailed explanation of the 15 minute window. Some clients have cognitive and memory issues so staff utilize additional ideas to help, such as night-before call outs; and placing notices in the vehicles.

Mitchell Chong said many cognitive people live in group homes or other facilities and they are under the direction of caregivers. He asked if staff could also educate the caregivers or facility management about the policy. Bergkamp said that is a great idea and could be built into the plan.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to approve the updated DAL No-Show Policy DL-6251 as presented at the August 20, 2014, Authority meeting.

CAC SELF-ASSESSMENT

Citizen Advisory Committee Chair, Michael Van Gelder, reviewed the results of the CAC's 2014 self-assessment. Van Gelder went through each question and provided a brief result.

Question #1: We remain faithful to our purpose.

Intercity Transit Authority / Citizen Advisory Committee Joint Meeting

September 17, 2014

Page 4 of 14

Result: *Not that much change from 2013. The CAC felt the question posed by the Authority about Intercity Transit's role in the region was stimulating and brought forth participation in the discussion and a widening perspective.*

Question #2: The CAC represents the community.

Result: *The CAC feels strongly they do represent the community. There is a question that needs to continue as individual members as well as a group about "why are we doing this." The CAC needs to reflect why as a committee as a whole, and also as individual members. And it's not just the connection to the community, but that they connect with one another as a committee.*

Question #3: Intercity Transit and the community benefited from our input.

Result: *The CAC's perception reflects there is a lower sense of confidence that what the CAC says really provides benefit, or perhaps they don't hear enough feedback that their comments have actually connected or brought forth specific element of discussion. It's the connection they need to continue to have with the Authority and how they see their input impacts the Authority or staff. The CAC needs to be able to measure that impact. Perhaps they need a formal way to log the question or comment and check the status of the result.*

Question #4: We add value to the Transit Authority's decisions

Result: *Comments reflect there is unanimous appreciation to the Authority for asking the CAC big questions and the committee wants to take on more big questions.*

Question #5: Our meetings are run well.

Result: *Agreement is down from last year. Van Gelder indicated as the Chair, perhaps he needs to improve performance on this level. To some extent it could be format, or the CAC needs more time for discussion. The Chair and Vice Chair need to be aware of time management and be more assertive.*

Question #6: I feel satisfied with my participation level within the CAC.

Result: *Agreement is down from last year. It's critical to get more participation from the individual members and particularly from the youth members. As the Chair, Van Gelder indicated he needs to effectively bring out more participation.*

Question #7: I am prepared for the meetings.

Result: *Response is similar to last year. It's the members' responsibility to read material and be prepared.*

Question #8: I feel comfortable contributing at the meetings.

Result: *The response was better than last year; however, members need to push for better participation.*

CAC Vice Chair Carl See provided a summary recap from a CAC subcommittee evaluation:

Intercity Transit Authority / Citizen Advisory Committee Joint Meeting

September 17, 2014

Page 5 of 14

- He noted there is interest by the CAC to do more and be given questions by the Authority in which they can provide feedback, and help expand the idea base and provide brainstorming opportunities.
- There's a sense among the CAC that they can build a better balance between discussion time and presentation time during meetings as a way to free up opportunity for discussion. Perhaps look at other formats and other methods to facilitate discussion such as using whiteboards.
- The CAC feels there is more they can do to contribute feedback to the Authority.
- Recruit younger members - not just to fill the youth positions - but to ensure there is a diversity of ages to bring a wide range of experience.
- Finally, the question on how does the CAC get more participation from youth members. Perhaps pairing new members with current members to promote a comfort level.

Citizen Representative Warner asked the CAC what they need from the Authority to operate better in the coming year. Sue Pierce responded that the big question presented to them by the Authority was vague. The CAC would like the Authority to be specific and provide details of exactly what they are looking for from the CAC.

Faith Hagenhofer asked the Authority how they use the feedback from the CAC. Warner said it helps him to hear from the CAC how Intercity Transit affects each of the CAC members. Part of the greatness of the CAC is their different perspectives, and it helps with any discussion the Authority has about policy issues, etc.

Chair Messmer said when she reads the CAC's minutes she is thinking through their discussion and it's helpful to have that background. In terms of how the CAC knows what happens with the advice they provide, both sides need to think about ways to bring that about. One way is to make sure the CAC receives the Authority meeting highlights. The CAC could also review the Authority minutes. Authority members attend the CAC meetings, and this is an opportunity for the CAC to ask questions.

Melnick encourages CAC members who attend the ITA meetings to report in greater depth to the Authority what CAC discussions were about, and report back to the CAC what discussions took place at the Authority meetings they participated in. Meeting minutes are by nature pretty cryptic and CAC members could report in greater depth in both directions.

Gadman said he pays attention to and takes seriously what the CAC reports back to the Authority, and he uses that input when making a decision on Authority issues.

Van Gelder indicated the CAC receives the highlights in their meeting packets, and Authority minutes are available online. He said at times it's hard to see the CAC comments in the discussion reflected in the minutes. During the coming months, the

Authority will be dealing with the Strategic Plan, the short-range and long-term planning, and potentially the sales tax election, and perhaps the CAC needs to think about all the issues is coming up and organize themselves to deal with those big issues. Possibly develop a work program so they know what will be discussed ahead of time.

Chair Messmer suggested a conversation between staff, the CAC and Authority Chairs/Vice Chairs to review an advance agenda schedule which staff makes available. Create a more planned approach and look ahead at future meetings to determine topics that need to be addressed.

2015 - 2020 STRATEGIC PLAN

Freeman-Manzanares reviewed the 2015-2020 strategic plan/financial forecast base model assumptions. She explained it's the primary policy document from which the budget is developed. Following are some issues that need to be addressed:

1. Are there capital purchases or other projects that are needed to allow future growth?

The outstanding question for a number of years is whether or not to dedicate funding to the final design for the Pattison facility rehabilitation and expansion project. Last year the Authority provided direction to pursue opportunities to complete final design and construction if they became available. Staff found over the course of last year that without having final design completed, we are not competitive for federal funds. The funding is likely to go to shovel-ready projects.

The CAC recently discussed and agreed that we should pursue final design. Staff looked at the work needed to be completed in 2015 and it's not reasonable from a staffing perspective to dedicate the proper amount of time to pursue a project like this. Staff is recommending to not proceed with final design of the Pattison facility in 2015 and revisit later to determine whether to place it in the 2016 budget.

Other projects slated for 2015 include the Olympia Transit Center expansion project; the underground storage tanks; conduct research on a number of issues- fare box; phone system; fleet management/financial systems/HR functions software.

Gadman asked if we delay this to 2016, what does that do in terms of how the FTA looks at us for funding. Freeman-Manzanares replied the FTA most likely won't consider us for funding opportunities until we have final design and all evaluation criteria is met.

Councilmember Jones asked if the Authority were to direct staff to proceed with final design, what impact would that have on the agency. Freeman-Manzanares

said staff would find a way to proceed with the project, however, it would require outside assistance to manage the process. The number of projects on the table (i.e. Olympia Transit Center expansion project, the underground storage tanks; enhancing our continuity of operations plan, etc.) would still need to involve a wide range of staff whose attention will be focused on other projects. Bringing in consultants would require relying on the same number of staff members in order to provide the knowledge and expertise to feed into that process.

Van Gelder said it takes a lot for staff to make a recommendation to not move forward, and he feels we need to listen to staff.

See asked if there are other project pieces that could be broken out separately such as the storage tanks. Freeman-Manzanares said the beauty of having a master plan identifies pieces that can be done independently. In terms of the overall project, much of the work involves frontage and underground improvements. These are necessary but do not respond to our operational space needs. We are pursuing pieces of the project, like the underground storage tanks, and will continue to identify other aspects in need of rehabilitation. The concern, and why staff is interested in pursuing the first phase overall is when you start piece-mealing projects, it can become more expensive. With our significant capital challenges, and the elimination of federal dollars to help address them, this is unfortunately our reality.

2. How does the Village Vans/Community Van/Surplus Van programs and discounted bus pass program fit into Intercity Transit's future? Are there other programs of this type that should be considered?

Freeman-Manzanares said last year the Authority and CAC were in agreement that these programs are well received and utilized and she is checking in to see if that is still true today, and identify some changes, in particular for the Village Van program. The agency received JARC federal funding for the program for approximately \$250,000 per biennium; however, funding was eliminated through the MAP-21 process. The direct cost to administer this program is estimated at \$250,000 in 2015. The FTA released a notice of funding availability for innovative public transportation and workforce development programs, and they pulled back the notice. We are waiting for the rerelease but it appeared that Village Vans would be eligible. The question is are you willing to expend local dollars to keep Village Vans going?

Commissioner Valenzuela said this is an important program, and she is willing to expend a bit of agency money to bridge the gap between grants. She agrees it's a likely magnet for grant money, but she doesn't want to go too far down the road supporting this completely with local dollars. It's an important link to other related

workforce programs that has a lot to do with people rejoining the workforce. Her opinion is for the agency to keep pursuing grant funds and bring discussion back to the table if options run out.

Gadman asked if the program is scalable.

Van Gelder asked if there are any state DOT funds available. Freeman-Manzanares replied, currently, no.

Chair Messmer agrees this is grant fundable and it's a question to ask the Development Council about what kind of grant opportunities they might see since it's workforce related. Perhaps there is a different way to define what this program is in addition to transportation that could fit into other grant programs. Reach out to find out how else to fund this program.

Warner encourages staff to look outside of DOT related transit funding. Look for match partners and other areas to deal with employment issues.

Van Gelder said perhaps look into private non-profit funding. Freeman-Manzanares said staff can conduct more research.

Jones agrees this is a highly valuable and valued program and he encourages staff to look "under every rock," and agrees with Gadman's question about scalability, in the event we lose funding.

3. What role should Intercity Transit play in local transportation projects like Commute Trip Reduction (CTR), Youth Education Programs and the Bicycle Commuter contest?

Van Gelder asked if perhaps Intercity Transit should resume its role as the overall CTR coordinating agency for the Thurston County. Freeman-Manzanares said Thurston Regional Planning Council is currently in that role and added that TRPC is a great partner. Hagenhofer stated that the role is more appropriately placed with TRPC since they focus on the entire county.

Warner said the youth education program and bicycle commuter contest provide a lot of credibility within the community. It shows a different side of transit - that we're not just buses. These are important programs to continue.

4. Should Intercity Transit pursue additional park-and-ride facilities? Authority direction last year was not to pursue construction of additional park-and-ride facilities but pursue collaboration with others. That is staff's recommendation for 2015.

Chair Messmer asked if there are problems anywhere in terms of parking near a place where people are getting on the bus, or somewhere we don't have a facility. Is there a problem that needs to be solved?

Faith Hagenhofer said additional park-and-ride locations are needed in Tumwater and Yelm. Freeman-Manzanares said there is a park-and-ride facility in Tumwater that we "borrow" from state and it is not at capacity. We use the Walmart parking lot in Yelm and according to Councilmember Joe Baker, that site is doing well but there are plenty more spaces to utilize.

Kahlil Sibree asked if the Authority was paying attention to growth patterns and where future need will be. He wanted to know if we, as a transportation authority, were planning for future needs of commuters and where growth is occurring.

Gadman responded that as he travels around the county, he doesn't currently see a park and ride problem that needs to be addressed. However, over the next 20 years there will be a fairly significant population growth and we need to be ready to address that. As an Authority member and a representative for the City of Lacey, we need to keep our eyes open and if an opportunity presents itself we need to be ready to act on it.

Warner is concerned about funding park-and-rides. They've been funded by regional mobility grants, and he doesn't think we should bank on money from that fund.

Freeman-Manzanares said the priority from the Authority at least three years ago was to look at regional mobility grants for express service, and our two new express services are funded through those grants. We are very interested in partnering with others and have partnered with the state.

Mitchell Chong asked if there is a way to lease or buy empty land for a park-and-ride where the credit union was located at the Lacey Transit Center, or at the Olympia Transit Center. Freeman-Manzanares said staff has been involved in a number of conversations about potential opportunities around town. She also noted there is a park-and-ride at the Amtrak Depot.

Freeman-Manzanares said this question isn't to suggest that we wouldn't look for opportunities or never look at the possibility of developing more park-and-ride facilities, and we can certainly look at other locations. However, it's not our priority in terms of spending funds now.

5. **Should transit signal priority and cue bypass bus lanes be considered?** The Authority gave direction for 2014 to implement the pilot signal preemption program and there is CMAQ grant funding for that project.

Chair Messmer said Intercity Transit should not be shy about stepping into conversations with the jurisdictions as early as possible if it means we're going to have a rough time keeping on schedule at the larger intersections. It's about increasing the efficiency of moving people through an intersection.

Jones said he agrees Intercity Transit needs to participate when it comes to major transportation projects. But that doesn't mean immediate implementation, which means looking at both operational and capital responsibilities to the community. However, we can't miss an opportunity when it comes along.

Hagenhofer, Kahlil and See left the meeting.

BUS REPLACEMENT OPTIONS

Freeman-Manzanares introduced Maintenance Manager, Paul Koleber. Koleber gave a presentation on a variety of coach replacement options. The purpose of this discussion is to help the Authority determine future direction regarding purchases and some potential options dependent upon performance of current fleet and the availability of future grant funding.

2018 Capital Budget Assumptions:

- Planned to receive eight hybrid coaches
- Cost per vehicle \$699,628 (cost as of 2014)
- FTA standard for bus replacement is 12 years. Intercity Transit focuses on a 15-year replacement cycle.

Potential Options

- Conventional diesel (ultra low sulfur)
- Rebuild coaches
- Extend replacement timeframe from 15 years to 17 years is possible.

Estimated Cost of Ownership

	<u>Hybrid</u>	<u>Conventional</u>
Initial Purchase Price:	\$700,000	\$500,000
Mid-Life Rehab:	\$300,000	\$ 40,000
Lifetime Fuel Costs:	\$385,118	\$499,567
Total:	\$1,385,118	\$1,039,567

Emissions Data

Intercity Transit Authority / Citizen Advisory Committee Joint Meeting

September 17, 2014

Page 11 of 14

- Both hybrid and conventional vehicle diesel engines must comply with identical emission standards
- Hybrids get 23% better fuel economy and produce 24% fewer emissions

2015-2028 Financials

- Stay with the Hybrid and if nothing changes, and in 2020 we're in the red \$7,518,710
- Stay with conventional, and in 2020 we're in the red \$2,514,839

Rebuilding Coach Assumptions

- Koleber shared his experience in refurbishing buses when he worked for Ben Franklin Transit. They stripped the buses down to metal tubes, frame and suspension. They rebuilt comfortable, quiet, freshly painted 25-year old buses. However, they had the necessary space, and could dedicate staff working for several months per vehicle – it was very expensive. Koleber said Intercity Transit doesn't have the space or the manpower to rebuild buses and can't spare the equipment or have buses out of service for months at a time. Therefore:
 - Work would need to be performed by a contractor
 - All components could be replaced except body, frame, and major suspension
 - Cost is roughly half the price of new vehicles
 - Rebuilt coaches last half as long as new vehicles

Rebuilding Issues

- Body, frame and suspension fatigue (impact on safety and reliability)
- Effect on spare ratio (taking buses out of service compromises ability to meet daily service commitments)

2015-2028 Financials – Rebuilt Vehicles

- Hybrid after 15 years we would be in the red in 2022 at \$410,652
- Conventional after 15 years we would be in the red in 2023 at \$6,166,445

Extending Replacement Timeframe by 2 Years Assumptions

- FTA requirement is 12 years
- Intercity Transit currently retains coaches for 15 years
- Proposed extending life cycle to 17 years based upon vehicle condition and funding opportunities

Extending Replacement Timeframe Issues

- Mechanical condition of coaches
- Anticipated major component replacements
- Old technology

Extending Replacement Timeframe Attributes

- Intercity Transit coaches are in excellent condition
- Have stainless steel framework and body members
- Composite flooring
- Aluminum body structure

2015-2028 Financials

- Hybrid extended life cycle to 17 years we're in the red in 2022 at \$13,804,422
- Conventional extended life cycle to 17 years we're in the red in 2022 at \$9,367,213

Koleber answered questions.

Freeman-Manzanares closed the presentation with clarification that there is a new state law that requires the state and local jurisdictions to move towards 100% alternatively fueled vehicles. There is terminology that refers to "as far as practicable." There is a question of financial sustainability to provide service to our community. She also pointed out our long-term financial projections show we are in the red in 2020. The possibility of moving to a 17-year replacement cycle pushes it out to 2022.

Elliott left the meeting

GENERAL MANAGER'S REPORT

- Staff is working to promote the CAC recruitment. Staff is arranging a photo shoot with CAC members for a bus advertisement.
- We positioned a bus and an operator at the Tumwater community event taking place today, to promote the express service coming out of Tumwater. The City of Tumwater also allowed us to use their utility billing to advertise the express service.
- Sales tax is at 2.71.

AUTHORITY / CAC ISSUES

- Chair Messmer announced the results of the annual exit audit meeting which she attended last week. The lead auditor said Intercity Transit's audit was "perfect." She thanked staff for their hard work and due diligence.
- Valenzuela spoke previously with David Cundiff, and he had high praise for staff who has been working with him. She appreciates it when she hears how staff shows concern for others.

- Valenzuela said she's had a conversation with several individuals concerning the union ads on our buses. It's of concern to our unionized drivers but they expressed appreciation to staff for having a discussion with them prior to them being placed on buses. We've had this issue before and she requests the Authority revisit the conversation about the annual revenue generated from the ads on buses. Freeman-Manzanares said she will send the Authority the internal communication that was sent to staff on August 22 on that topic, which may be helpful to the Authority when responding to constituents. The OCPC had a discussion about transit advertising income and encouraged meeting with transit advertisers to talk about other ways to raise revenue.
- Jones asked if staff will respond to Mr. Cundiff and Mr. Leveen, and follow up with the Authority about the next steps regarding the Route 592 issue and the bike lockers at the Olympia Transit Center. Freeman-Manzanares said staff will follow up with both individuals, and the Authority.
 - Planning Manager, Dennis Bloom said the 4:12 a.m. run is ending on September 28, and that decision was made based on the low ridership. It was scheduled to end in June, however, Sound Transit didn't make their change and it got pushed to September. He acknowledged ridership has increased since August but it remains our lowest ridership and far below our standards.

Vanpool Manager, Carolyn Newsome said she will ride the 4:12 a.m. bus on Tuesday, September 23 to see if she can work with the riders to find vanpools. Bloom said there are vanpools available and staff made the suggestion to several of the displaced riders, however, they prefer the bus.

Regarding the issue of the bike lockers, Freeman-Manzanares said the expansion plans incorporate a lot of function in a really tiny space. It's a challenge to incorporate more inside and outside customer waiting areas, restrooms, regional carrier, emergency generator, trash, recycle, etc. There is concern about space needs of old lockers and ability to serve more cyclists. FTA expressed concern about places to hide bombs. Staff recognizes there are a tremendous number of cyclists in town that would like to better utilize the OTC. The development along State Street that Mr. Leveen referred to was not part of our original design concept. The city directed staff to move garbage elsewhere and this is the only place on site that meets city needs. There was a decision to move emergency generator out of the building, add lost and found storage and covered bike parking. This area hasn't been designed yet.

Intercity Transit Authority / Citizen Advisory Committee Joint Meeting

September 17, 2014

Page 14 of 14

- Gadman will not be attending the October 15, 2014, work session because he'll be attending the APTA annual meeting in Houston.
- Melnick is concerned about funding, and encourages more conversation about finding alternative funding resources.
- Chong said the physically disabled population has been asking bus drivers about raising curbs, sidewalks or raising the street level on Martin Way (Route 62) going towards the Meadows and to the Walmart area because ramps are too steep.
- Chong asked if it's possible to advertise the date/time of the Authority public meetings (i.e. flyers) at the Transit Centers or place them in the slots where the schedules are located. Perhaps more of the public will attend the meetings to make comment.

Chair Messmer thanked everyone for attending, and for providing great discussion and comments.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Councilmember Gadman to adjourn the meeting at 8:34 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: October 1, 2014

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

PERIOD DATES: 8/24-9/6/2014					PAYDATE 9/12/2014		PERIOD DATES: 9/7-9/20/14					PAYDAY 9/26/2014	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	76,587.83		3	FIT		WIRE	66,890.10			
4	MT		EFT	20,185.94	96,773.77	4	MT		WIRE	18,792.04	85,682.14		
5	A2/35	Life Ins.	Check Dave 2nd	1,636.86	0.00	5	AL/34	Life Ins.	Check Dave 2nc	3,147.51	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,246.39	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,202.01	0.00		
7	HE/37	Health In1st	Check Dave 2nd	14,932.86	0.00	7	HI/38	Health In1s	Check Dave 2nc	232,188.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00		
9	CC/61	Child Care	Hfstttr/Brkgmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	885.74		10	GN/08	Garnish	CHECK last	1,487.48			
11						11							
12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62		
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00		
14	D1/98	D.Dep. #1	ACH WIRE every	8,474.47	8,474.47	14	D1/98	D.Dep. #1	ACH WIRE every	7,119.59	7,119.59		
15	D2/97	D.Dep. #2	ACH WIRE every	18,345.75	18,345.75	15	D2/97	D.Dep. #2	ACH WIRE every	17,860.09	17,860.09		
16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	235.00	235.00	17	HS/59	Health Svgs	ACH Wire every	235.00	235.00		
18	DC/97	Vgrd EE	Wire	47,009.31		18	DC/97	Vgrd EE	Wire	45,222.49			
19	DC/22	Vgrd ER	Wire	30,671.71	77,681.02	19	DC/22	Vgrd ER	Wire	29,022.14	74,244.63		
20	L2/29	401k Ln#2	Wire	4,380.92		20	L2/29	401k Ln#2	Wire	4,591.61			
20	LN/29	401k Ln #1	Wire	9,508.23	13,889.15	20	LN/29	401k Ln#1	Wire	9,873.39	14,465.00		
22	TTL VNGRD		91,570.17			22	TTL VNGRD		88,709.63				
23	LI/02	L&I	EFT Quarterly	23,634.32		23	LI/02	L&I	EFT Quarterly	25,102.77	0.00		
24	MD/51	Mch.UnDues	Check last	1,350.45		24	MD/51	Mch.UnDue	Check last	1,306.30			
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00			
26	MS/60	Payroll Corr	check	101.73		26	MS/60		Check	0.00	0.00		
	MS/60			0.00									
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	200.00	0.00	28	TF/	Taxable Fr.Benefits		170.00			
29	PA/66	Proj.Assist	Check last	385.50		29	PA/66	Proj.Assist	Check last	385.50			
30	PN/04	PERS EE	EFT	35,762.82	0.00	30	PN/04	PERS EE	EFT	34,674.06	0.00		
31	PN/04	PERS ER	EFT	65,249.65	101,012.47	31	PN/04	PERS ER	EFT	63,249.64	97,923.70		
32	TTL PERS		101,012.47			32	TTL PERS		97,923.70				
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00		
	RC/24	ICMA EE	WIRE	5,808.63		34	RC/24	ICMA EE	WIRE	5,763.96	0.00		
35	RI/23	ICMA Roth	WIRE	429.81	429.81	35	RI/23	ICMA Roth	WIRE	429.81	429.81		
36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57	36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57		
37	RR/25	ICMA ER	WIRE	3,083.90	8,892.53	37	RR/25	ICMA ER	WIRE	3,166.52	8,930.48		
38	TTL ICMA	10,995.10	11,424.91			38	TTL ICMA	11,033.05	11,462.86				
39	SD/26	457 ST EE	EFT	10,236.08		39	SD/26	457 ST EE	EFT	9,990.04			
40	SR/27	457 ST ER	EFT	5,726.71	15,962.79	40	SR/27	457 ST ER	EFT	5,514.96	15,505.00		
41	ST/67	ShTrmDisab	EFT	2,720.12	2,720.12	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	119.00		42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	591.00			
	UD/42	Un Dues	Check last	5,313.86		43	UD/42	Un Dues	Check last	5,319.86			
44	UI/41	Un Initlatn	Check last	120.00		44	UI/41	Un Initlatn	Check last	0.00			
45	UT/43	Un Tax	Check last	2,673.00		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	555.50		46	UW/62	United Way	Check last	534.50			
47	WF/64	Wellness	Check last	333.50		47	WF/64	Wellness	Check last	331.50			
48	NET PAY (dir. Deposit)	ACH Wire every		442,652.66	442,652.66	48	Net Pay (Dir. Dep.)			418,402.33	418,402.33		
	Paychecks			13,737.13			Paychecks			6,375.59			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$790,496.73	49	TOTAL TRANSFER				\$744,224.96		
50	TOTAL PAYROLL*:			\$858,429.37		50	TOTAL PAYROLL*:			\$1,024,073.78			
51	GROSS EARNINGS:			724,546.98		51	GROSS EARNINGS:			688,980.98			
52	EMPR MISC DED:			123,789.30		52	EMPR MISC DED:			325,696.78			
53	EMPR MEDICARE TAX:			10,093.09		53	EMPR MEDICARE TAX:			9,396.02			
54	TOTAL PAYROLL*:			\$858,429.37		54	TOTAL PAYROLL*:			\$1,024,073.78			
55	TOTAL PAYROLL FOR SEPTEMBER 2014					55	TOTAL PAYROLL FOR SEPTEMBER 2014				\$1,882,503.15		
56	ACH WIRE TOTAL			469,707.88		56	ACH WIRE TOTAL			443,617.01			

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/05/2014

Thru Date: 09/05/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017247	9/5/2014	01311	ACCESS INFORMATION MANAGEMENT	\$308.10	
00017248	9/5/2014	01405	ADVANCE GLASS INC	\$450.23	
00017249	9/5/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$19,691.78	
00017250	9/5/2014	01820	AMERICAN DRIVING RECORDS INC	\$323.65	
00017251	9/5/2014	02060	AMERISAFE	\$29.38	
00017252	9/5/2014	02380	ARAMARK UNIFORM SERVICES	\$769.77	
00017253	9/5/2014	02580	ASSOCIATED PETROLEUM	\$2,390.76	
00017254	9/5/2014	03250	BATTERY SYSTEMS, INC	\$1,825.86	
00017255	9/5/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$535.29	
00017256	9/5/2014	03940	B&B SIGN COMPANY LLC	\$510.00	
00017257	9/5/2014	04040	BUD CLARY CHEVROLET	\$0.00	✓
00017258	9/5/2014	04040	BUD CLARY CHEVROLET	\$660,686.00	
00017259	9/5/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$136.54	
00017260	9/5/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$151.12	
00017261	9/5/2014	06040	CITY OF LACEY	\$675.09	
00017262	9/5/2014	06060	CITY OF OLYMPIA	\$164.00	
00017263	9/5/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,492.42	
00017264	9/5/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$2,124.30	
00017265	9/5/2014	07220	CUMMINS NORTHWEST INC	\$7,336.34	
00017266	9/5/2014	07617	DAVID M HOWE TRUSTEE	\$1,142.52	
00017267	9/5/2014	07620	DAVIS WRIGHT TREMAINE LLP	\$751.50	
00017268	9/5/2014	08750	ELLIOTT, VALERIE	\$244.62	
00017269	9/5/2014	09180	EXPRESS SERVICES INC	\$1,462.23	
00017270	9/5/2014	10660	GILLIG LLC	\$0.00	✓
00017271	9/5/2014	10660	GILLIG LLC	\$12,348.20	
00017272	9/5/2014	10825	GRAVITEC SYSTEMS INC	\$1,440.00	
00017273	9/5/2014	10887	GRUBER POWER SERVICES	\$2,600.00	
00017274	9/5/2014	11615	INDUSTRIAL HYDRAULICS INC	\$207.10	
00017275	9/5/2014	11810	INTERSTATE BATTERY	\$245.78	
00017276	9/5/2014	11925	JENKINS SHANNIE	\$168.84	
00017277	9/5/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00017278	9/5/2014	13510	LES SCHWAB TIRE CENTER	\$174.59	
00017279	9/5/2014	14590	MOHAWK MFG & SUPPLY	\$125.38	
00017280	9/5/2014	14750	MULLINAX FORD	\$0.00	✓
00017281	9/5/2014	14750	MULLINAX FORD	\$3,038.99	
00017282	9/5/2014	14900	NAPA AUTO PARTS	\$823.06	
00017283	9/5/2014	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$291.40	
00017284	9/5/2014	16250	ON-HOLD CONCEPTS INC	\$48.92	
00017285	9/5/2014	16370	OWEN, THOMAS	\$35.00	
00017286	9/5/2014	16595	PACIFIC POWER GROUP LLC	\$2,741.57	
00017287	9/5/2014	16765	PETRO CARD	\$94,961.66	
00017288	9/5/2014	17505	RAINIER DODGE INC	\$135.78	
00017289	9/5/2014	17560	RE AUTO ELECTRIC INC	\$241.94	
00017290	9/5/2014	17900	SCHETKY NW SALES INC	\$2,744.68	
00017291	9/5/2014	17984	SEE, CARL	\$155.32	
00017292	9/5/2014	18470	SPORTWORKS NORTHWEST INC	\$380.05	
00017293	9/5/2014	18651	STORMANS (LICENSING)	\$620.75	
00017294	9/5/2014	18705	SUNBELT RENTALS	\$1,239.99	
00017295	9/5/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00017296	9/5/2014	18747	SUTHERBY, BRIAN	\$169.81	
00017297	9/5/2014	18990	THERMO KING NORTHWEST	\$237.45	
00017298	9/5/2014	21840	THURSTON COUNTY SUPERIOR COURT	\$2,028.24	
00017299	9/5/2014	21930	TIRES INC	\$3,963.14	
00017300	9/5/2014	21950	TITUS-WILL CHEVROLET	\$0.00	✓

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/05/2014

Thru Date: 09/05/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017301	9/5/2014	21950	TITUS-WILL CHEVROLET	\$4,209.72	
00017302	9/5/2014	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$107.49	
00017303	9/5/2014	22010	TOYOTA OF OLYMPIA	\$111.96	
00017304	9/5/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$77,103.32	
00017305	9/5/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,703.46	
00017306	9/5/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,645.50	
00017307	9/5/2014	23820	VERIZON WIRELESS	\$1,322.15	
00017308	9/5/2014	24750	WA ST GET PROGRAM	\$247.00	
00017309	9/5/2014	25130	WALTER E NELSON CO OF WESTERN WA	\$2,158.64	
00017310	9/5/2014	25380	WASHINGTON, GARDENS	\$315.52	
00017311	9/5/2014	26410	XPIO CORPORATION	\$1,470.00	
			Total:	\$935,257.60	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/19/2014

Thru Date: 09/19/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017316	9/19/2014	01311	ACCESS INFORMATION MANAGEMENT	\$299.15	
00017317	9/19/2014	01405	ADVANCE GLASS INC	\$852.56	
00017318	9/19/2014	01465	AFFILIATED COMPUTER SERVICES INC	\$178,831.00	
00017319	9/19/2014	01550	ALARM CENTER INC	\$292.67	
00017320	9/19/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00017321	9/19/2014	01820	AMERICAN DRIVING RECORDS INC	\$344.84	
00017322	9/19/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,022.55	
00017323	9/19/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00017324	9/19/2014	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$4,000.00	
00017325	9/19/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$269.18	
00017326	9/19/2014	02380	ARAMARK UNIFORM SERVICES	\$769.43	
00017327	9/19/2014	02580	ASSOCIATED PETROLEUM	\$529.31	
00017328	9/19/2014	02825	AUTO PLUS - OLYMPIA	\$348.08	
00017329	9/19/2014	03250	BATTERY SYSTEMS, INC	\$907.17	
00017330	9/19/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$490.24	
00017331	9/19/2014	03610	BLANCHARD ELECTRIC	\$2,806.88	
00017332	9/19/2014	03763	BOLLINGER, CANDYCE	\$250.00	
00017333	9/19/2014	05340	CAPITOL COURIER SERVICE	\$349.12	
00017334	9/19/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,867.69	
00017335	9/19/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$98.11	
00017336	9/19/2014	06120	CITY OF OLYMPIA UTILITIES	\$3,247.81	
00017337	9/19/2014	06607	COMDATA	\$11,530.21	
00017338	9/19/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$870.52	
00017339	9/19/2014	07220	CUMMINS NORTHWEST INC	\$3,651.83	
00017340	9/19/2014	08780	EMERALD SERVICES INC	\$487.51	
00017341	9/19/2014	08925	ENVIROISSUES INC	\$5,152.50	
00017342	9/19/2014	09180	EXPRESS SERVICES INC	\$2,098.40	
00017343	9/19/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00017344	9/19/2014	09660	FERGUSON ENTERPRISES, INC	\$378.36	
00017345	9/19/2014	09805	FLEET PRIDE	\$32.09	
00017346	9/19/2014	10660	GILLIG LLC	\$8,936.03	
00017347	9/19/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00017348	9/19/2014	10820	GRAPHIC COMMUNICATIONS	\$369.27	
00017349	9/19/2014	11414	HULTZ BHU ENGINEERS INC	\$51.79	
00017350	9/19/2014	11810	INTERSTATE BATTERY	\$208.79	
00017351	9/19/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00017352	9/19/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00017353	9/19/2014	12845	KNIGHT FIRE PROTECTION	\$326.40	
00017354	9/19/2014	12866	KOLEBER, PAUL	\$206.08	
00017355	9/19/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$593.40	
00017356	9/19/2014	13510	LES SCHWAB TIRE CENTER	\$366.84	
00017357	9/19/2014	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00017358	9/19/2014	13661	LOOMIS	\$422.53	
00017359	9/19/2014	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00017360	9/19/2014	13850	MASON TRANSIT AUTHORITY	\$1,041.00	
00017361	9/19/2014	13905	MAXWELL, JENNIFER	\$20.24	
00017362	9/19/2014	14750	MULLINAX FORD	\$1,639.90	
00017363	9/19/2014	14900	NAPA AUTO PARTS	\$137.69	
00017364	9/19/2014	15255	NORTHWEST PUMP & EQUIPMENT	\$731.11	
00017365	9/19/2014	15585	OLYMPIA FOOD CO-OP	\$65.00	
00017366	9/19/2014	16250	ON-HOLD CONCEPTS INC	\$48.92	
00017367	9/19/2014	16263	ORACLE AMERICA INC	\$1,948.61	
00017368	9/19/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00017369	9/19/2014	16557	PACIFIC MODULAR, INC	\$489.60	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/19/2014

Thru Date: 09/19/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017370	9/19/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00017371	9/19/2014	16595	PACIFIC POWER GROUP LLC	\$8,224.37	
00017372	9/19/2014	16695	PATTISON WATER COMPANY	\$91.84	
00017373	9/19/2014	16753	PERTEET INC	\$16,367.92	
00017374	9/19/2014	16765	PETRO CARD	\$98,971.10	
00017375	9/19/2014	16841	PIONEER FIRE & SECURITY INC	\$390.00	
00017376	9/19/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00017377	9/19/2014	17290	PUGET SOUND ENERGY	\$13,989.60	
00017378	9/19/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00017379	9/19/2014	17505	RAINIER DODGE INC	\$179.96	
00017380	9/19/2014	17560	RE AUTO ELECTRIC INC	\$385.05	
00017381	9/19/2014	17900	SCHETKY NW SALES INC	\$727.17	
00017382	9/19/2014	17981	SECURITAS SECURITY SERVICES USA INC	\$13,946.40	
00017383	9/19/2014	18016	SENIOR ACTION NETWORK	\$50.00	
00017384	9/19/2014	18068	SHINING EXAMPLE INC	\$303.33	
00017385	9/19/2014	18145	SIX ROBBLEES INC	\$132.88	
00017386	9/19/2014	18651	STORMANS (LICENSING)	\$620.75	
00017387	9/19/2014	18695	SUMMIT LAW GROUP PLLC	\$480.00	
00017388	9/19/2014	18990	THERMO KING NORTHWEST	\$754.01	
00017389	9/19/2014	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00017390	9/19/2014	21910	THYSSENKRUPP ELEVATOR	\$390.58	
00017391	9/19/2014	21950	TITUS-WILL CHEVROLET	\$4,976.80	
00017392	9/19/2014	22010	TOYOTA OF OLYMPIA	\$156.67	
00017393	9/19/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00017394	9/19/2014	22420	TUMWATER PRINTING	\$798.95	
00017395	9/19/2014	23740	USSC LLC	\$1,076.60	
00017396	9/19/2014	23960	US BANK VOYAGER FLEET SYSTEMS	\$37,597.37	
00017397	9/19/2014	24000	W W GRAINGER INC	\$437.84	
00017398	9/19/2014	24030	WA ST AUDITORS OFFICE	\$2,549.80	
00017399	9/19/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$145.43	
00017400	9/19/2014	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$438.00	
00017401	9/19/2014	24640	WA ST DEPT OF TRANSPORTATION	\$94.70	
00017402	9/19/2014	24750	WA ST GET PROGRAM	\$322.50	
00017403	9/19/2014	25540	WASHINGTON STATE RIDESHARING ORG	\$450.00	
00017404	9/19/2014	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$630.00	
00017405	9/19/2014	25858	WESTCARE CLINIC LLC PS	\$524.00	
Total:				\$466,309.98	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 1, 2014

FOR: Intercity Transit Authority

FROM: LeAnna Sandy, 705-5837

SUBJECT: Printing and Delivery of Transit Guides – Contract Extension

1) **The Issue:** To approve a one-year contract extension for the printing and delivery of transit guides.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the printing and delivery of transit guides.

3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** In 2012 the Intercity Transit Authority awarded a one-year contract to Consolidated Press with the option to extend the contract for two additional years, in one-year increments. This recommendation represents the final one-year extension option available under this agreement.

The extension will actually take effect in December. Staff is bringing this to the Authority for approval now so Marketing has ample time to develop the new version of the transit guide prior to the February service change.

Marketing staff are satisfied with the quality of the transit guides, timeliness of deliveries and the customer service provided by Consolidated Press. Staff determined that pricing continues to be fair and reasonable and no price increase has been requested for the upcoming contract year. Considering their successful performance, staff recommends a one-year extension of the contract with Consolidated Press.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year contract extension with Consolidated Press in the not-to-exceed amount of \$35,000, including taxes, for the printing and delivery of transit guides.

B. Defer action. A decision to delay may impact our ability to provide transit guides for customers in a timely manner after the current supplies are depleted.

6) **Budget Notes:** The pending 2015 budget has \$96,000 for all of Marketing's printing needs. Depending upon the number of service changes and the additional printings required, Marketing estimated the current yearly cost for transit guides at \$40,000. This contract is within budget.

7) **Goal References: Goal #2:** *"Provide outstanding customer service."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: October 1, 2014

FOR: Intercity Transit Authority

FROM: Ben Foreman - 705-5813
Ann Freeman Manzanares - 705-5838

SUBJECT: Request to Schedule Public Hearings
2015-2020 Draft Strategic Plan and 2015 Draft Budget

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- 1) **The Issue:** To schedule public hearings to receive comments on the 2015-2020 Draft Strategic Plan and the 2015 Draft Budget.
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- 2) **Recommended Action:** Schedule public hearings on Wednesday, November 5, 2014, at 5:30 p.m., to receive comments on the 2015 - 2020 Strategic Plan and the 2015 budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the strategic plan and the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Agency's direction for 2015 and the following five-year period. It identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2015.
-
- 4) **Background:** By setting these public hearings, staff will be able to present the draft strategic plan and the draft budget for public comment on November 5, 2014. The Authority will review information for the strategic plan and receive budget updates through October. Staff will incorporate information provided by the Authority through the October 15, 2014, work session. The 2015 - 2020 draft Strategic Plan and the 2015 draft budget will be made available to the public beginning Wednesday, October 22, 2014.
-
- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Strategic Plan directs our budget expenditures.
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- 7) **Goal Reference:** The annual budget impacts all goals.
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- 8) **References:** N/A.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: October 1, 2014

FOR: Intercity Transit Authority

FROM: LeAnna Sandy, 705-5837

SUBJECT: Operations Uniforms

1) **The Issue:** Consideration of an award for the provision of uniform items for Operations staff.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Blumenthal Uniform Company in the not-to-exceed amount of \$120,000, including taxes, for the initial two-year term.

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

4) **Background:** Intercity Transit issued a Request for Proposal for the provision of Operation Uniforms on August 27, 2014, and held a pre-proposal meeting for interested vendors September 5, 2014. One proposal was received by the submittal deadline of 2:00 p.m., September 16, 2014.

Besides the standard advertising, Procurement sent a copy of the legal ad to a number of potential vendors, anticipating multiple proposals. Staff learned that the uniform sales industry suffered during the recession with a couple of long-term firms going out of business with a number of the remaining firms focusing on specialized uniform areas. Very recently Whatcom and Skagit Transit published a combined RFP for Operations Uniforms and received no responses.

Five staff from Operations and Procurement reviewed the proposal received. Procurement checked references and completed a market analysis of the proposed costs using comparable current pricing from the State contract, Correctional Industries uniform catalog, and Spokane Transit's uniform contract.

Blumenthal's has provided uniforms to public agencies in the Pacific Northwest since 1948. Blumenthal's is Intercity Transit's current provider and also provides uniforms to Pierce Transit, Whatcom Transit, Sound Transit and Spokane Transit. In addition, they currently hold the exclusive uniform contract for several large public safety organizations including the Washington State Patrol. The uniform committee expressed confidence in Blumenthal's ability to continue

to perform satisfactorily and determined the price to be fair and reasonable for the product and services proposed. Staff recommends award of contract to Blumenthal Uniform Company.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Blumenthal in the not-to-exceed amount of \$120,000, including taxes, for the initial two-year term.
 - B. Defer action. The current contract expires November 18, 2014. Deferred action would result in a gap of contract coverage, resulting in a delay in Operators receiving uniform pieces.
-

- 6) **Budget Notes:** Operators receive a yearly allowance for replacement uniform pieces and Operations' purchases a set of uniform pieces for each newly hired Operator. Although these purchases vary throughout the year according to need, Operations can estimate the average yearly uniform cost. Based on actual purchase data, the pending 2015 Operations' uniform budget is \$60,000 and it is anticipated the 2016 budget amount will remain the same. The not-to-exceed amount for the initial two-year term is within budget.
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- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*
-

- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: October 1, 2014

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Transit Signal Prioritization Consultant

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- 1) **The Issue:** Consideration of a contract for a consulting firm to assist in the planning and oversight of the implementation of the transit signal prioritization project.

 - 2) **Recommended Action:** Authorize the General Manager to enter into a contract with IBI Group in the not-to-exceed amount of \$248,776, including taxes.

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

 - 4) **Background:** Intercity Transit is participating in a regional effort, initiated by the Thurston Regional Planning Council (TRPC), for the use of Congestion Mitigation and Air Quality (CMAQ) program funds to implement a "Smart Corridors Signal Upgrade and Transit Signal Priority" (TSP) demonstration project. Partnering jurisdictions include the Cities of Olympia, Lacey, and Tumwater, as well as Thurston County and the Olympic Region of the Washington State Department of Transportation.

As part of the project, Intercity Transit will outfit a trial group of 15 coaches with TSP capabilities to communicate with approximately 42 signalized intersections along three major traffic corridors. Significant work has already been completed in identifying the function, utilization and integration of transit signal priority equipment with the jurisdictions' traffic control signals to be included in this project. The final list of locations, set-up and costs of the TSP equipment must be confirmed and agreed upon with each jurisdiction.

The consultant will be responsible for: A) assisting Intercity Transit in successfully negotiating inter-local agreements with each of the partnering jurisdictions; B) advising Intercity Transit on the procurement of TSP components for buses and traffic signals; C) managing oversight of the installation of TSP components for both transit and the jurisdictions; and D) monitoring, testing, and advising on final acceptance of equipment. The

consultant shall also assist Intercity Transit in the initial analysis of the TSP data obtained from each jurisdiction after installation has been completed and all systems are operational.

A Request for Proposals for was issued August 20, 2014, with a pre-proposal meeting on September 2, 2014. Two responses were received by the September 12, 2014, submittal deadline.

IBI Group, with DKS Associates as a subconsultant, provided the highest rated response. The evaluation committee determined that IBI Group has proven they have the capabilities to properly perform the tasks required to successfully implement the project. Local references for similar TSP projects include CTRAN, Pierce Transit, and King County Metro. References were positive for both IBI Group and DKS Associates. Staff believes the proposed rates are fair and reasonable and recommends the award of contract to IBI Group.

5) **Alternatives:**

- A) Authorize the General Manager to enter into a contract with IBI Group in the not-to-exceed amount of \$248,776, including taxes.
- B) Defer action. This will result in the delay of coordination among the jurisdictions and delay the acquisition of equipment needed for implementation.

6) **Budget Notes:** The 2014 budget for the project consists of the CMAQ grant of \$931,000 of which \$125,764 is the local share. The amount of the CMAQ grant that was allotted for engineering, design, and technical consulting is \$337,720. This contract award is within budget.

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: October 1, 2014

FOR: Intercity Transit Authority

FROM: Ann Bridges - 705-5831
Ann Freeman Manzanares - 705-5838

SUBJECT: Village Vans Program

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- 1) **The Issue:** Continued support of the Village Vans Program absent grant funding.
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- 2) **Recommended Action:** Discuss and provide staff direction.
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- 3) **Policy Analysis:** The Village Vans Program helps us meet our mission to provide transportation choices that support an accessible, sustainable, livable, healthy, prosperous community.
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- 4) **Background:** The Village Vans Program is in its twelfth year of providing transportation services to low income job seekers and individuals with no other option for accessing employment related sites and other necessary services. Each year more than 5,000 trips have been driven by eligible volunteer participants enrolled in the Village Vans customized job skills training program. This has been a unique and innovative way of meeting our grant funding match requirements as well as doubling the winning impact of the program. A third "win" comes from the Village Vans role in promoting local economic development efforts. A passenger who goes to job training, job interviews and receives job offers begins to spend more, increasing sales tax revenue while supporting local businesses. The passenger is able to stabilize family resulting in less strain on social and health services. Employers tap a stronger, more developed workforce. The individual Village Vans customer experiences success; the job seeking drivers receive training, coaching and current work experience; the community is richer and healthier because of this small program with an extraordinary and measureable impact.

Village Vans leverages resources with collaboration and support from most social services, particularly DSHS, WorkSource, South Puget Sound Community College, Pacific Mountain Workforce Council, Division of Vocational Rehabilitation and Thurston County Housing Authority.

Lives are directly changed through the dual divisions of Village Vans - service and training. The operating cost of service would more than double if paid

drivers were necessary. Processing new customers, scheduling trip requests, vans and drivers, while organizing and maintaining service equipment and data and constantly adjusting for last minute requests, cancellations and “no shows” takes one FTE. Marketing, recruiting, screening, enrolling, training, supervising, monitoring, coaching, and empowering volunteer job seekers to succeed takes one FTE. Covering the span of service required to serve the needs to job seekers and volunteer trainees requires the combination of two FTE’s. The fact that over 90% of fully participating volunteers are successfully finding good jobs attests to the effectiveness of this program. Drivers and passengers share a common goal and Village Vans facilitates the essential activities that contribute to their success.

Map-21 eliminated JARC funding which Intercity Transit historically received and was specifically applicable to workforce development programs such as the Village Vans Program. But the federal government continues to value these types of programs - MAP-21 also made them eligible for 5307 funding which does not help us as our 5307 funds would just be shifted around with no net increase in resource. FTA recently released and then withdrew in order to modify a new grant opportunity for workforce development funding. This makes us hopeful but still leaves a climate of uncertainty regarding future grant funding opportunities.

5) **Alternatives:**

- A. Support the Village Vans Program with local funds for 2015 or a portion of 2015 while staff seeks grant funding.
- B. Eliminate the Village Van Program.

6) **Budget Notes:** Supporting this program without grant funding will require an additional commitment of approximately \$125,000 in local funds.

7) **Goal Reference:** **Goal #1:** “Assess the transportation needs of our community.” **Goal #2:** “Provide outstanding customer service.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options.”

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: October 1, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman Manzanares - 705-5838
SUBJECT: 2015-2020 Strategic Plan

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- 1) **The Issue:** Review policy position issues.
-
- 2) **Recommended Action:** Discuss and provide staff direction.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. The Authority reviewed five issues during the first session. This is the second session for your review and consideration.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2014, as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the October 1 ITA meeting.

1. Should the vanpool program continue to expand to keep pace with demand?

Authority Direction for 2014: To add one Vanpool Coordinator to support the continued growth of the program and provide for the addition of 10 new groups a year.

2. Are our services (Dial-A-Lift, Travel Training and Accessible Fixed Route Buses) adequate to serve persons with disabilities?

Authority Direction for 2014: To add a Travel Training position and focus on expanding the travel training program with Bus Buddies.

3. Is the current fare policy appropriate?

Authority Direction for 2014: Retain our policy to review fares every three years. Our last fare structure became effective February 2013.

4. Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2014: Continue to support an active marketing and education program including real time bus information and social media. Delay customer satisfaction, market segmentation and work site commuter surveys until 2015 or 2016.

5. What level of passenger amenities (bus shelter, benches, lighted stops, passenger information) is appropriate?

Authority Direction for 2014: Continued implementation of our grant project and seek other funding to make improvements. Prioritize ADA accessibility with a focus on level of passenger activity.

6. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2014: Continue our work with schools through our youth education programs, encourage public transit use when practical and encourage school placement in areas supported by public transportation and other alternative transportation infrastructure.

7. What should be Intercity Transit's policy regarding expansion of the PTBA?

Authority Direction for 2014: Retain our current boundaries.

8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

Authority Direction for 2014: Seek ISO-14001 certification. Focus on sustainability and management systems improvements.

5) **Alternatives:** N/A.

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The annual budget impacts all goals.

8) **References:** N/A.
