

AGENDA
INTERCITY TRANSIT AUTHORITY
February 4, 2015
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **15 min.**
 - A. **Operators - Class 2015-01:** Paul Bedford; Renee Fonseca; Russell Gilsdorf; Amy Glasgow; Todd Grizzle; Joyce Hendershot; Liane Holseid; Tim Houdyshell; Shawn Leichty; Frank O'Brien; Bob Passaretti; Moreno Rodrigo; Joshua Ruia; Robert Wood (*Mark Sandberg*)

- 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:** January 21, 2015, Special Meeting.

 - B. **Payroll:** January 2015 Payroll in the amount of \$2,750,088.06.

 - C. **General Legal Counsel Contract Extension.** Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S., to provide general legal counsel services at the rate of \$215 per hours.

 - D. **Marketing Services Contract Extension.** Authorize the General Manager to enter into a one-year contract extension with United Creations (formerly Eben Design, Inc.) in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.

E. Federal Advocacy Services. Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

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|------------|--|----------------|
| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Karen Messmer</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ryan Warner</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Billie Clark</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Bus Stop Pad Engineering Contract Award (<i>Tammy Ferris</i>) | 10 min. |
| | B. Fixed Route Performance Update (<i>Dennis Bloom</i>) | 20 min. |
| | C. Remote Meeting Attendance-Citizen Representatives
(<i>Ann Freeman-Manzanaras</i>) | 20 min. |
| | D. Annual Authority Reorganizing Activities (<i>Pat Messmer</i>) | 15 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
SPECIAL MEETING
January 21, 2015

CALL TO ORDER

Chair Messmer called the January 21, 2015, Special 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; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Thurston County Commissioner Bud Blake; Citizen Representative Ryan Warner; and Citizen Representative Don Melnick.

Members Excused: Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Kris Fransen; Marilyn Hemmann; Shannie Jenkins; Jim Merrill; Pat Messmer; Carolyn Newsome; Mark Sandberg; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee (CAC) member Jan Burt.

Chair Messmer introduced newly appointed Authority member, Commissioner Bud Blake, and new Citizen Advisory Committee member, Jan Burt.

PUBLIC COMMENT - None

APPROVAL OF AGENDA

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

INTRODUCTIONS

Emily Bergkamp introduced **Dial-A-Lift Dispatch Specialists Kevin Walter and Carl Howell.**

Mark Sandberg introduced **Operations Supervisors Jason Hanner and Kevin Karkoski; and Scheduling Coordinator Brian Nagel.**

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APPROVAL OF CONSENT AGENDA

Gadman asked for a correction to the December 17, 2014, Work Session Minutes.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to approve the consent agenda with the amendment to the December 17, 2014, Work Session minutes.

- A. Approval of Minutes:** December 3, 2014, Regular Meeting; December 17, 2014, Work Session.
- B. Payroll:** December 2014 Payroll in the amount of \$1,925,517.97.
- C. Accounts Payable:** Warrants dated December 12, 2014, numbers 17811, 17816-17920 in the amount of \$562,175.98; warrants dated December 26, 2014, numbers 17924-17997 in the amount of \$445,423.84; warrants dated December 31, 2014, numbers 18000-18072 in the amount of \$324,112.97 for a monthly total of \$1,331,871.79; and Automated Clearing House Transfers from February 7, 2014, through December 31, 2014, in the amount of \$119,632.37 for a total of \$1,451,345.06.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Ryan Warner reported the TRPC met on January 9 and received a presentation on Thurston Thrives Update. The presentation was well done, and provided a background into the work Thurston Thrives has undertaken over the past 18 months. They also received an informative presentation on South Sound Military and Communities Partnership Participation. In addition, TRPC conducted regular annual business (officer nominations, bylaw revisions, etc.).
- B. Transportation Policy Board (TPB).** Warner reported the TPB met on January 14. The highlight of the meeting was a report and briefing on the Chehalis Western and Woodland Trails "Hub Junction" Project. They also discussed preparations for the 2015 Legislative Session. TPB also conducted annual business (bylaw changes, officer elections, etc.).
- C. Citizen Advisory Committee (CAC).** Jan Burt reported the CAC met January 12. The members received a presentation on Emergency Management by Jim Merrill. Marilyn Hemmann talked about the procurement process, and Carolyn Newsome explained the Surplus Van Grant Program. Burt was impressed by the presentations and presenters. Burt also said Freeman-Manzanares stated the Authority has expressed interest in moving forward with the sales tax election in 2015.

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Burt noted there were several consumer issues discussed: (1) There was an issue at a bus stop on Meridian being blocked by a tow truck; (2) Some members would like to address the CAC bylaws concerning the recruitment process; and (3) There is a concern about communication when bus service ends early on holidays. Perhaps post the changes behind the Operators' seat.

SURPLUS VAN GRANT PROGRAM

Commuter Services Manager, Carolyn Newsome, explained the Authority adopted a resolution in September 2003 making available each year up to four surplus vanpool vehicles to non-profit groups within the Thurston County PTBA. Applications were sent to United Way Groups and the DAL Manager sent out notices as well. The program was presented to the Citizen Advisory Committee, and Marketing staff advertised on our website and social media.

This year the review team consisted of Ann Freeman-Manzanares, former CAC member, Meta Hogan, and Carolyn Newsome, who reviewed the seven applications submitted by the deadline. Based on a specific selection criteria, four top candidates were selected. Staff is seeking approval to grant a total of four surplus vanpool vehicles (one each) to the Boys & Girls Clubs of Thurston County; Community Youth Services; Olympia Union Gospel Mission; and Senior Services for South Sound.

Councilmember Gadman commented that he spoke with representatives from the Boys & Girls clubs, and Senior Services and both agencies appreciate that Intercity Transit makes this program available.

It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to grant four surplus vanpool vehicles, one each to: Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.

EMERGENCY MANAGEMENT

Jim Merrill, Director of Operations, presented an overview of Intercity Transit's role in Emergency Management and how Intercity Transit plans, responds and manages emergencies. Merrill said it's a combination of planning expertise and institutional knowledge. He shared several stories citing examples where Intercity Transit was asked to assist the County and the jurisdictions in evacuations, assist law enforcement as well as fire and emergency response agencies. Intercity Transit is a non-judgmental support service, and responds when needed. For example, transporting police and SWAT; serving as a warming and refreshment station for those fighting fires; and serving as a

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mobile holding area during civil disturbances. The agency also responds to requests for assistance outside of the PTBA, including flood evacuations.

Merrill noted Intercity Transit is the lead agency in transportation because transportation is Intercity Transit's number one priority. Intercity Transit operates 7 days a week, 20 hours a day. We never shut down, not even under extreme weather conditions. There's a Foul Weather Plan in place, and the Pattison facility has a 1200 watt emergency generator, and 80,000 gallons capacity of fuel. We maintain heavy duty transit vehicles, and all vehicles are ready for an emergency. The public knows we're reliable and will get them where they need to go.

Merrill said the agency is NIMS certified (National Incident Management System), and the agency trains with Homeland Security. The training includes an earthquake exercise, and tsunami response. On April 1, 2015, there will be a training to simulate an active shooter incident at SPSCC.

Freeman-Manzanares said Intercity Transit participates in a Natural Hazards Mitigation Plan through the County with TRPC every four years. Part of that process includes considering things that we can do that will help mitigate emergencies. She said most of the community does not realize we have a role in emergency management, so we want to get the word out. It's also important as we hire new employees that everyone knows what to do and where to go. Some staff has a defined mission such as driving a bus, and other staff needs to know what to do in order to support those driving the buses.

Warner noted the Department of Transportation is focused on roads, and Intercity Transit needs to work with WSDOT in integrating the work with what the county is doing as the other part of the ESF #1 (Emergency Support Function).

Gadman asked if we have a back-up dispatch center. Merrill responded Intercity Transit would dispatch from the Supervisor vans and/or paratransit vans, which are set up to perform this function. We also have space at the emergency management center.

Gadman asked is there a coordination plan for a major event with the school districts to keep as much transportation going as possible? The reason for the question is certain sections of freeway would make it impossible to get people evacuated on a weekend, unless we have effective plans. Merrill said Intercity Transit is listed as the lead coordinator in the County plan, and would be expected to interact with the school districts, and those vehicles would be available to us.

Don Melnick said the major risk for this area is an earthquake. There is a major fault off the coast which has the potential for a magnitude 9 or greater earthquake, which is

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overdue. Intercity Transit should plan to operate without these buildings because likely they won't be standing at that magnitude. Setting up dispatch remotely is good; however, the maintenance facility may not hold up in an earthquake, so what contingent plans are being made.

Chair Messmer asked if there is something from a planning perspective for our new Pattison facility and for the Olympia Transit Center. Is there something in the planning for that and in the design that could add a bit of resiliency for the building and structure or perhaps preserve some portion of the capacity of the facility in the event of a modest or major earthquake; and what is the cost associated with that. Freeman-Manzanares said new and rehab work is designed to code. And that code is updated as more is learned about natural hazards. When the OTC was built it received seismic safety standards that went through the FTA, and we would do the same for the Pattison building. Whether or not our buildings would remain standing after any natural disaster can't be 100% guaranteed.

Councilmember Sullivan asked if there is a follow up to what has been learned and where gaps may be, the biggest being communication. Agencies have different radio frequencies or talk over each other; or have different protocols; and do not understand the language between groups, so in addition to transportation, communication is vital. What about competition between the county and jurisdictions for Intercity Transit's services? Merrill said Intercity Transit experienced some problems in the past, especially during the Nisqually Quake. As for competition of resources, the Nisqually quake illustrated what needed to change. NIMS usually takes care of that situation.

Commissioner Blake asked when was Intercity Transit involved in a rural emergency; and when was the last time we did that in a training environment? Merrill said the agency was on standby during the most recent flooding in Lewis and south Thurston County. And the next training program is scheduled for April 1 and that's ongoing.

Jan Burt asked if there is offsite storage for programs, anything electronic for disaster recovery. Freeman-Manzanares said our servers are located at WSDOT.

2015 PROCUREMENT PLAN

Hemann provided an overview and referred to the draft 2015 Procurement Plan. All purchases must be obtained competitively. According to policy, purchases up to \$10,000 require three competitive quotes. Purchases \$10,000 to \$25,000 require a formal solicitation (request for proposals) and the General Manager can approve these contracts. Purchases over \$25,000 require Authority approval.

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After the adoption of the annual budget, Procurement works with each department Director and Manager to prioritize all projects and develop a schedule for how projects get accomplished. Hemmann further explained the procurement process.

She explained Procurement and Inventory go hand-in-hand. There are three staff members in Inventory and four staff members in Procurement. Staff is professionally trained and continues ongoing trainings and certifications.

Gadman asked if the Amtrak HVAC replacement includes funding that is part of the 2015 money each jurisdiction pays to help defray the cost, or will that be added to the 2016 contribution. Freeman-Manzanares responded that it's cumulative. We have a replacement plan in place and designate funds for maintenance. Hemmann added there's also a chance we can take advantage of a state program to receive a rebate.

Chair Messmer encourages staff to talk to Puget Sound Energy about HVAC replacement programs as they may have grant support.

2015 ITA/CAC AGENDA SCHEDULE

Freeman-Manzanares said staff puts together a list showing an entire years' worth of projects that includes contracts and other conversations, as well as placeholders for issues that come up. Staff will bring an updated list before the Authority prior to each work session.

Melnick commented that "Enhanced Outreach to Citizens" under Additional Topics should happen sooner than later because it might be good input for what the Authority is doing in August.

Chair Messmer said a discussion worth having with the CAC Chair and Vice Chair is what advice is needed from the CAC. What do we want to know from them about an issue that is a few months out on the schedule. We need to look ahead on particular issues that we may want to get feedback on from the CAC. We need to make sure it's on their agenda. We want to look ahead on the schedule and make sure to ask the CAC how they feel about a problem or issue. One example noted on the list is thinking about service scenarios and fixed route planning. What is the CAC's image and perception of service? Let's get their valuable feedback.

ATTENDING BOARD MEETINGS REMOTELY

Freeman-Manzanares addressed two issues brought up by the Authority last year: (1) Attending meetings remotely; and (2) Selecting alternates for the Citizen Representatives.

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Staff did some research through MRSC and obtained advice from legal counsel. If the Authority would like to allow attendance remotely, that requires a change to the bylaws, including parameters. For example, the Chair could attend remotely; however, the Vice Chair would physically attend and Chair the meeting. The Authority could decide to set a limit on the number of members who could attend remotely. Currently, our technology allows us to dial out to one phone number, and would need at minimum 24-hours' notice to accommodate more members.

Gadman said the City of Lacey allows attendance remotely only during their work sessions. He noted the elected members have alternates, and he's not sure if remote attendance is necessary for this Authority.

Melnick said he can see a benefit of having an alternate attend, but he thinks some of the synergy of the group is lost when an alternate attends. He would favor being able to participate remotely when possible.

Sullivan understands the benefit of attending remotely, but under some circumstances it could become the "norm" as opposed to physically attending. She recommends setting limits on the number of times a member can attend remotely.

Gadman agrees with Sullivan about limitations on how many times a member can attend remotely, because there is a physical commitment to being a member, and the physical interaction can be lost when calling in remotely.

Chair Messmer said she would like the option to participate by phone when nothing else is possible.

Warner noted the current Citizen Representatives have good attendance and he isn't sure remote capability is needed. However, he agrees with Gadman about allowing attendance at work sessions remotely; however, everyone should be in attendance for the action meetings.

Gadman said if the Authority were to implement remote attendance, there needs to be a clear line of allocated capacity. With limited phone lines available, there needs to be clear allocations to avoid unnecessary conflicts.

Councilmember Jones said based on this evening's conversation, he recommends the Authority pursue the opportunity for Citizen Representatives to participate remotely, and maintain the current system in place for the elected members using their alternates. He asked staff to review the bylaws and see what it would take to set up remote

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attendance for Citizen Representatives and look at what that would mean and how it plays out.

The Authority directed staff to submit a draft to the bylaws to:

- Set a limitation on the total number of members who can attend remotely at one time;
- Set a limitation on the number of times a member can utilize the remote access over the span of a year; and
- Set language indicating the ability to attend either meeting remotely (action or work session) and consider the two types of meetings and the weight they carry.

GENERAL MANAGER'S REPORT

Intercity Transit was awarded the Gold Fit Friendly Worksite by the American Heart Association. It recognizes the importance of a healthy workplace and creating a culture of wellness. We appreciate our Wellness Committee's efforts to promote healthy programs.

Pioneer Elementary School was selected to win a \$250 prize from the Washington State PTA for recognition of the many Walk N'Roll events sponsored there and particularly the International Walk to School event last October.

Thurston Regional Planning Council is hosting the Second Annual Conference of Corridor Commissions on Thursday, January 29 from 6 to 9 p.m. A light dinner is served starting at 5:30 p.m. This year's forum features inter-agency small group discussions in addition to status updates on implementation activities throughout the corridor communities.

A new Dial-A-Lift Pilot Project started January 20, sending surplus vanpools for ambulatory clients instead of paratransit vehicles. The pilot will run for six months using four vehicles. Customers and operators have provided positive feedback.

Duncan Green returned earlier this month to organize the Bicycle Commuter Contest.

The lighting retrofit project was completed in September 2014 at a cost of \$237,493. We've received a rebate of \$88,210 so ultimately the project was under budget. Thus far we're saving approximately \$2,000 monthly in energy costs.

The transit advertising contract brought in \$404,436 in 2014.

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In January, transit advertising included the “Abortion Stops a Beating Heart Campaign.” We haven’t had any comments about this campaign for a number of years. This year we received three comments. Staff contacted those three individuals and explained our policy.

December ridership was 343,527 trips – the highest ridership ever in December. It was 6.3% higher than last December.

Ridership for 2014 came in at 4,470,324. That’s 81% over 2013 which is approximately 36,000 trips higher.

There are 217 active vanpool groups. Since October, the Vanpool Incentive Program logged 77 new riders.

To date, 18 agencies are participating in the Discounted Bus Pass Program, for a total of \$177,225.

Freeman-Manzanares read a thank you letter from Craig Smith from Community Youth Services praising the Bike Partners Program.

AUTHORITY ISSUES

Councilmember/Vice Chair Jones said the City of Olympia put together a packet for the members of the legislature and legislative staff that includes a map of downtown Olympia. Jones thanked Kris Fransen, Marketing and Communications Coordinator, for her help in designing the Dash map, and assisting to put the packet together.

Jones passed out a copy of the Governor’s proposal (for information only) on the Carbon Pollution Accountability Act.

Sullivan said the Tumwater City Council decided to seek a .02% sales tax increase on the April ballot. The money will be used for pavement and maintaining roads.

In talking to a CAC member about the sales tax increase, Melnick was asked if the Authority considered increasing fares. He asked if there is a record from one of the meetings whether the Authority decided not to increase fares and why. Freeman-Manzanares said every year in the Strategic Plan update the Authority does discuss whether or not to review the rates. The last time there was a fare increase was in February of 2013. Staff looks at fares every three years.

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Melnick wanted to know the status of Intercity Transit approaching TRPC about engaging in a regional conversation about public transportation. Chair Messmer said this would be a good topic to bring up at the upcoming quarters meeting.

Baker said a rider mentioned there were 8 to 10 residents who live across from Capital City Golf Course who stand in the rain waiting for the Route 94. He wanted to know if it's possible to install a shelter at that location. Freeman-Manzanares said there is a process staff goes through, looking at on and off counts at each stop. Staff also looks for funding each year to upgrade additional sites. She asked Dennis Bloom to comment. Bloom said that particular site is not currently on the list for upcoming improvements this year, however, the stop could be reviewed again to see if anything had changed about the current conditions.

Gadman asked Bloom if he knew how much right-of-way the City of Lacey owns at that location. Bloom said he recalled there was very little public right-of-way available on the backside of the sidewalk for a shelter pad due to the large fence and wall the City constructed for the Yelm Highway project. And the specific stop, across from Walmart, would not have the space needed for a shelter pad without significantly altering the fence, which probably was not practical. Baker said he would let the rider know.

Baker commended an Operator for assisting him while he was shopping at Walmart. Baker was unloading the shopping cart and the Operator stepped off the bus and helped load groceries into his car. Baker was very grateful for the assistance.

Blake said the County formed a board for their Transportation Benefit District.

Chair Messmer reminded the Authority about the annual selection of Chair and Vice Chair at the February Authority meeting along with new committee assignments.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Melnick to adjourn the meeting at 7:34 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 4, 2015.

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

DRAFT

PERIOD DATES: 12/14-12/27/2014				PAYDATE 1/2/2015		PERIOD DATES: 12/28-1/10/15				PAYDAY 1/16/2015	
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	72,285.73		3	FIT	WIRE		79,141.10		
4	MT	EFT	19,549.47	91,835.20	4	MT	WIRE		20,267.06	99,408.16	
5	A2/35	Life Ins. Check Dave 2nd	2,201.79	0.00	5	AL/34	Life Ins. Check Dave 2nc		4,153.26	0.00	
6	D3/31	Disability In: Check Dave 2nd	1,206.10	0.00	6	DI/32	Disability In: Check Dave 2nc		2,291.04	0.00	
7	HE/37	Health In1st Check Dave 2nd	15,429.50	0.00	7	HI/38	Health In1st: Check Dave 2nc		231,330.50	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/Brgkmp	384.3		9	CC/61	Child Care Hfstttr/brgkmp		384.3		
10	GN/08	Garnish CHECK last	881.36		10	GN/08	Garnish CHECK last		705.84		
11					11						
12	CS/09	DSHS EFT	1,598.31	1,598.31	12	CS/09	DSHS EFT		1,598.31	1,598.31	
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	7,372.63	7,372.63	14	D1/98	D.Dep. #1 ACH WIRE every		8,157.71	8,157.71	
15	D2/97	D.Dep. #2 ACH WIRE every	17,097.30	17,097.30	15	D2/97	D.Dep. #2 ACH WIRE every		16,792.85	16,792.85	
16					16						
16	GT/63	G.Ed.Tuit Check every	322.50		16	GT/63	G.Ed.Tuit Check every		322.50		
17	HS/59	Health Svgs ACH Wire every	175.00	175.00	17	HS/59	Health Svgs ACH Wire every		235.00	235.00	
18	DC/97	Vgrd EE Wire	45,843.41		18	DC/97	Vgrd EE Wire		51,324.36		
19	DC/22	Vgrd ER Wire	29,710.03	75,553.44	19	DC/22	Vgrd ER Wire		31,745.11	83,069.47	
20	L2/29	401k Ln#2 Wire	4,627.00		20	L2/29	401k Ln#2 Wire		4,507.55		
20	LN/29	401k Ln #1 Wire	9,963.61	14,590.61	20	LN/29	401k Ln#1 Wire		9,730.36	14,237.91	
22	TTL VNGRD	90,144.05			22	TTL VNGRD	97,307.38				
23	LI/02	L&I EFT Quarterly	22,507.33		23	LI/02	L&I EFT Quarterly		24,800.11	0.00	
24	MD/51	Mch.UnDues Check last	1,327.90		24	M2/51	Mch.UnDue Check last		1,328.10		
25	MI/52	Mac.Inition Check last	0.00		25	M1/52	Mch.Inition Check last		0.00		
26	MS/60	Payroll Corr check	1,857.85		26	MS/60	Check		0.00	0.00	
27	MS/60		0.00		27	GL/11	GTLife		0.00		
27	TF/		0.00	0.00	27	R1	Misc. draw		0.00	0.00	
28	TF/	Tx.Fr.Benefit Employer	50.00	0.00	28	TF/	Taxable Fr.Benefits		10.00		
29	PA/66	Proj.Assist Check last	376.50		29	PA/66	Proj.Assist Check last		376.50		
30	PN/04	PERS EE EFT	35,446.67	0.00	30	PN/04	PERS EE EFT		35,703.28	0.00	
31	PN/04	PERS ER EFT	64,688.49	100,135.16	31	PN/04	PERS ER EFT		65,156.00	100,859.28	
32	TTL PERS	100,135.16			32	TTL PERS	100,859.28				
33	R3/20	ICMA Ln#2 WIRE	746.27	0.00	33	R3/20	ICMA Ln#2 WIRE		746.27	0.00	
34	RC/24	ICMA EE WIRE	5,171.94		34	RC/24	ICMA EE WIRE		5,337.10	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	3,022.69	8,194.63	37	RR/25	ICMA ER WIRE		3,138.29	8,475.39	
38	TTL ICMA	10,297.20	10,727.01		38	TTL ICMA	10,577.96	11,007.77			
39	SD/26	457 ST EE EFT	10,188.94		39	SD/26	457 ST EE EFT		10,341.14		
40	SR/27	457 ST ER EFT	5,579.12	15,768.06	40	SR/27	457 ST ER EFT		5,632.95	15,974.09	
41	ST/67	ShTrmDisab EFT	2,801.63	2,801.63	41	ST/67	ShTrmDisal EFT		690.04	690.04	
42	UC/45	Un COPE Check 1st	119.00		41	UC/45	Un COPE				
42	UA/44	Un Assess Check last	0.00		42	UA/44	Un Assess Check last		579.00		
43	UD/42	Un Dues Check last	5,241.03		43	UD/42	Un Dues Check last		5,196.73		
44	UI/41	Un Initiatn Check last	0.00		44	UI/41	Un Initiatn Check last		0.00		
45	UT/43	Un Tax Check last	2,619.00		45	UT/43	Un Tax Check last		0.00		
46	UW/62	United Way Check last	585.50		46	UW/62	United Way Check last		564.50		
47	WF/64	Wellness Check last	332.50		47	WF/64	Wellness Check last		332.50		
48	NET PAY (dir. Deposit)	ACH Wire every	439,055.88	439,055.88	48	Net Pay (Dir. Dep.)			428,171.55	428,171.55	
	Paychecks		2,359.22			Paychecks			27,554.65		
49	TOTAL TRANSFER (tie to Treasurer Notifications)			776,710.23	49	TOTAL TRANSFER				780,202.14	
50	TOTAL PAYROLL*:		834,511.61		50	TOTAL PAYROLL*:		1,080,131.67			
51	GROSS EARNINGS:		703,719.87		51	GROSS EARNINGS:		741,195.39			
52	EMPR MISC DED:		121,017.00		52	EMPR MISC DED:		328,802.75			
53	EMPR MEDICARE TAX:		9,774.74		53	EMPR MEDICARE TAX:		10,133.53			
54	TOTAL PAYROLL*:		834,511.61		54	TOTAL PAYROLL*:		1,080,131.67			
55	TOTAL 1st and 2nd PAYROLL				55	TOTAL 1st and 2nd PAYROLL				1,914,643.28	
56	ACH WIRE TOTAL		463,700.81		56	ACH WIRE TOTAL		453,357.11			

		PERIOD DATES: 1/11-1/24/15		PAYDAY 1/30/2015	
	CODES		PAY PERIOD CHECK NO.	3RD CHECK AMOUNT	3RD TRANSFER AMOUNT
3	FIT		WIRE	74,995.39	
4	MT		WIRE	19,979.74	94,975.13
5	AL/34	Life Ins.	Check Dave 2nc	0.00	0.00
6	DI/32	Disability Ins	Check Dave 2nc	0.00	0.00
7	HI/38	Health In1st	Check Dave 2nc	0.00	0.00
8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00
9	CC/61	Child Care	Hfstettr/brgkmp	384.3	
10	GN/08	Garnish	CHECK last	779.12	
11					
12	CS/09	DSHS	EFT	1,598.31	1,598.31
13	CS/09	ExpertPay	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE ever	8,324.56	8,324.56
15	D2/97	D.Dep. #2	ACH WIRE ever	16,139.31	16,139.31
16					
16	GT/63	G.Ed.Tuit	Check every	247.00	
17	HS/59	Health Svgs	ACH Wire every	205.00	205.00
18	DC/97	Vgrd EE	Wire	45,664.02	
19	DC/22	Vgrd ER	Wire	29,203.40	74,867.42
20	L2/29	401k Ln#2	Wire	4,452.73	
20	LN/29	401k Ln#1	Wire	9,828.65	14,281.38
22	TTL VNGRD		89,148.80		
23	LI/02	L&I	EFT Quarterly	26,274.34	0.00
24	M2/51	Mch.UnDues	Check last	0.00	
25	MI/52	Mch.Inition	Check last	0.00	
26	MS/60		Check	0.00	0.00
	GL/11	GTLife		0.00	
27	R1	Misc. draw		0.00	0.00
28	TF/	Taxable Fr.Benefits		0.00	
29	PA/66	Proj.Assist	Check last	380.50	
30	PN/04	PERS EE	EFT	35,114.88	0.00
31	PN/04	PERS ER	EFT	64,114.84	99,229.72
32	TTL PERS		99,229.72		
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00
34	RC/24	ICMA EE	WIRE	5,466.99	0.00
35	RI/23	ICMA Roth	WIRE	414.61	414.61
36	RL/21	ICMA Ln#1	WIRE	1,211.23	1,957.50
37	RR/25	ICMA ER	WIRE	3,142.67	8,609.66
38	TTL ICMA	10,567.16	10,981.77		
39	SD/26	457 ST EE	EFT	10,489.74	
40	SR/27	457 ST ER	EFT	5,690.92	16,180.66
	ST/67	ShTrmDisab	EFT	0.00	0.00
41	UC/45	Un COPE			
42	UA/44	Un Assess	Check last	0.00	
43	UD/42	Un Dues	Check last	5,187.85	
44	UI/41	Un Initiatn	Check last	0.00	
45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	538.50	
47	WF/64	Wellness	Check last	334.50	
48	Net Pay (Dir. Dep.)			460,315.28	460,315.28
	Paychecks			4,220.13	
49	TOTAL TRANSFER				\$797,098.54
50	TOTAL PAYROLL*:			\$835,444.78	
51	GROSS EARNINGS:			702,380.56	
52	EMPR MISC DED:			123,074.35	
53	EMPR MEDICARE TAX:			9,989.87	
54	TOTAL PAYROLL*:				\$835,444.78
55	TOTAL PAYROLL FOR JANUARY 2015				\$2,750,088.06
56	ACH WIRE TOTAL			484,984.15	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: General Legal Counsel Contract Extension

1) **The Issue:** Consideration of a one-year contract extension with Dale Kamerrer for the provision of general legal services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services at the rate of \$215 per hour.

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

4) **Background:** Intercity Transit issued a Request for Qualifications and Proposals for General Legal Counsel on December 18, 2012, and the Intercity Transit Authority awarded the contract to Dale Kamerrer in March 2013. The contract was approved for a period of one year with the option of four one-year renewals. This renewal represents the second option to renew.

Dale Kamerrer has been in private practice since 1989 advising and representing governmental clients in municipal law. Dale has experience in governmental liability, civil rights, general negligence, insurance defense, land use, personal injury, public official liability and other pertinent areas. Dale's firm, Law, Lyman, Daniel, Kamerrer & Bogdanovich, specializes in providing legal counsel to municipal corporations and offers a range of experience relevant to the needs of Intercity Transit.

Dale has experience as general legal counsel for the Washington State Transit Insurance Pool and represents many clients including the Washington Counties Insurance Fund, the Washington Cities Insurance Authority, and the Washington Counties Risk Pool. Prior to entering private practice, Dale served as Deputy Prosecuting Attorney for Thurston County and Assistant Attorney General in the Tort Claims Division for the State of Washington.

Based on Dale Kamerrer's strong credentials and agency satisfaction with his work, staff recommends offering a one-year renewal of contract.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services.
 - B. Defer action. At any time Intercity Transit may be required to seek general legal counsel services. If general legal counsel is not under contract, those services would have to be promptly purchased.
-

6) **Budget Notes:** General legal counsel has several recurring tasks related to Authority meetings. Otherwise counsel's services are accessed on an as-needed basis. With that in mind, a total not-to-exceed contract cost cannot be predetermined. The 2015 budget identifies \$38,000 specifically for general legal services. Legal services are also charged to specific project budgets.

This contract renewal will be at the rate of \$215 per hour. This rate represents a \$10 per hour increase over the original award. Based on a January 2015 comparative survey of rates, staff finds this new amount to be fair and reasonable.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority
FROM: LeAnna Sandy, 705-5837
SUBJECT: Marketing Services Contract Extension

-
- 1) **The Issue:** To approve a one-year contract extension to United Creations for the provision of Marketing Services.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with United Creations in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.
-
- 3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** In 2013, the Authority awarded a one-year contract to United Creations (formerly Eben Design, Inc.) with the option to extend the contract for two additional years, in one-year increments. This recommendation represents the second one-year extension option available under this agreement.

Examples of the work to be done this term include transit guide revision, brochure updates, graphic design assistance, refreshing our branding, and assistance with video and photo shoots.

Marketing staff are satisfied with the quality of services provided by United Creations. Rates for services remain fair and reasonable. No rate increase was requested for the upcoming contract year. Considering their successful performance, staff recommends a one-year extension of the contract with United Creations.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a one-year contract extension with United Creations in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.
 - B. Defer action. A decision to delay may impact our ability to provide marketing materials in a timely manner.
-

6) **Budget Notes:** Funds for this contract are included in the 2015 budget in the amount of \$65,000. 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: February 4, 2015

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Federal Advocacy Services Contract Extension

1) **The Issue:** Consideration of a one-year contract extension to Gordon Thomas Honeywell Governmental Affairs for the provision of federal advocacy services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

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

4) **Background:** A Request for Proposals (RFP) for the provision of federal advocacy services was released in February 2013 and in April 2013 the Authority awarded a contract to Gordon Thomas Honeywell Governmental Affairs (GTHGA) for one year with the option of four one-year renewals. This item represents the second one-year renewal.

Uncertainties remain regarding the details of current federal transportation authorization legislation. Debates continue inside and outside of Congress on federal transportation issues and policies related to current administration and future legislation. The Federal Transit Administration welcomes and encourages timely industry input. It will remain beneficial to have an advocate in Washington D. C. to ensure our priorities and points of view are taken into account as legislation and regulations are developed and implemented. Identifying and staying in touch with appropriate members of both houses of Congress and their staff is essential to successful early identification of means to secure funding. This type of advocacy is difficult to do from the outside.

GTHGA also represented Intercity Transit on the previous five-year federal advocacy contract and the agency has been satisfied with GTHGA's representation of its interests. When funding was available in the past, GTHGA was a valuable partner in assisting the agency to secure funding. As federal

funding, policy rules and regulations remain uncertain, the need for Intercity Transit's interest to stay engaged in Washington D. C. continues.

Staff believes GTHGA's rates continue to be fair and reasonable for the services received and recommends award of a contract renewal to Gordon Thomas Honeywell Governmental Affairs.

5) **Alternatives:**

- 1) Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- 2) Choose not to renew federal advocacy services at this time. All monitoring and advocating would be a staff exercise.

6) **Budget Notes:** The 2015 budget includes \$72,000 for federal advocacy services.

7) **Goal Reference:** Securing grant funds for the development of capital projects and the purchase of vehicles supports **Goal #2:** *"Provide outstanding customer service;"* and **Goal #4:** *"Provide responsive transportation options."*

8) **References:** N/A

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
January 12, 2015

CALL TO ORDER

Chair Van Gelder called the January 12, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See, Victor VanderDoes; Sue Pierce; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; Mitchell Chong; Faith Hagenhofer; Kahlil Sibree; Dale Vincent; Valerie Elliott; Lin Zenki; Jan Burt; Billie Clark; Ursula Euler; and Denise Clark.

Absent: Julie Hustoft; and Grace Arnis.

Staff Present: Ann Freeman-Manzanares; Jim Merrill; Marilyn Hemmann; Carolyn Newsome and Nancy Trail.

Others Present: Authority member, Ryan Warner, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by ELLIOTT and SIBREE to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Ryan Warner.

WELCOME NEW MEMBER

Van Gelder introduced the new Citizen Advisory Committee members: Grace Arnis; Jan Burt; Billie Clark; Denise Clark; Ursula Euler; and Lin Zenki.

Each new member present told the committee a little about themselves. The current members also introduced themselves.

See; Hagenhofer; and Bradley arrived.

MEETING ATTENDANCE

- A. January 21, 2015, Work Session - Jan Burt
- B. February 4, 2015, Regular Meeting - Billie Clark

APPROVAL OF MINUTES

It was M/S/A by ELLIOTT and SIBREE to approve the minutes of the November 17, 2014 meeting.

CONSUMER ISSUES CHECK-IN - Issues for discussion later in the meeting include:

- *Elliott* - CAC nomination process; question about vehicles parking close to bus stops.
- *Chong* - Holiday schedule with service ending early.

NEW BUSINESS

A. EMERGENCY MANAGEMENT - (*Jim Merrill*) Merrill stated he has worked for Intercity Transit for 28 years and has been Director of Operations since 1997.

Merrill indicated the general manager asked him to discuss Intercity Transit's role in emergency response in the community. He indicated that this is when Intercity Transit shines. When he asks people what they think Intercity Transit's role is in emergency management most don't know. In the County plan Intercity Transit is listed under Emergency Support Functions in Chapter 1. Intercity Transit is the lead agency for transportation for the County.

Merrill relayed a story about a Nisqually flood where the amount of rain had been miscalculated. It would be necessary to open the flood gates and this was going to be a huge problem. The County asked for Intercity Transit to assist in evacuating the Nisqually Delta. In these situations the transportation must be immediate and reliable. Residents were picked up and moved to safety.

Merrill indicated during disaster planning he always attempts to reorient the conversation to the needs that are most urgent. The needs of those on dialysis are generally most urgent.

Intercity Transit runs 20 hours a day, 7 days a week. The agency has the equipment best suited to respond to emergencies. The agency can operate when the going gets tough. Intercity Transit has an emergency generator that allows us to remain operational in severe weather and other emergencies.

Merrill stated Intercity Transit vehicles are 'lift equipped' and ready to go. The agency is reliable and always comes when asked. In the event of a major snow storm, there is a Foul Weather Emergency Plan with 3 different levels of response.

Intercity Transit Citizen Advisory Committee

January 12, 2015

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Merrill relayed that during the Nisqually earthquake the agency kept operating, even though many roads and the bridges downtown were closed because they hadn't yet been inspected. Access to the westside was limited so the agency put every vehicle out. People needed to get home. The drivers were reporting that many passengers were without any money because they left their work without their personal effects. Intercity Transit provided the service free of charge.

Merrill stated Intercity Transit responds to a variety of requests from law enforcement as well as fire and emergency medical. We are non-judgmental support services, in that we respond when they need us and they respond when we need them. We transport police and SWAT, we serve as a warming and refreshing station for those fighting fires and responding to other emergencies. We have served as a mobile holding area during civil disturbances. Years ago the agency received a call from the State Patrol asking for assistance transporting a group to a demonstration. The agency responded and transported the group to the capitol. The agency responded to a bomb threat at a city facility with a bus to keep the city's employees warm. The agency has also responded to requests for assistance outside of the PTBA, including flood evacuation in Rochester and providing assistance to Pierce Transit when their CNG facility exploded.

See - asked if Intercity Transit would coordinate with Pierce County if the bridge went out, or in the event of a huge accident.

Merrill - replied that those types of emergencies are coordinated through the County. We would respond and provide assistance as requested. When we had a big accident on I-5 we dispatched additional vehicles and re-routed them around the accident point. We are currently in the process of updating the County Natural Hazard Mitigation Plan. Jessica Brandt and Mark Sandberg are our representatives working on this plan with TRPC, Thurston County and local jurisdictions.

Johnson - asked if there is a place in the budget for these types of situations.

Merrill - responded that the agency does not charge for responding and we do not budget for it. Our role in the County is to provide transportation services in an emergency if required. There have been instances where Intercity Transit has been reimbursed.

Merrill indicated the agency is National Incident Management System (NIMS) certified. The agency trains with Homeland Security. The training has included an earthquake exercise, and tsunami response. There will be training on April 1, 2015 to simulate an active shooter incident at SPSCC - Where Fools Rush In.

Freeman-Manzanares added that few people know the agency is an essential service for the county in emergency response and she wanted members to know about our role.

Hagenhofer – asked if the agency dovetails with JBLM.

Merrill – replied that the agency works with Camp Murray, and this is part of the planning process the agency does with TRPC.

Freeman-Manzanares – added the agency responded to a request to assist after the Super Bowl parade. There were so many people in downtown Seattle they weren't sure how they were going to get them on their way in a safe and timely manner. Intercity Transit sent coaches to assist.

B. 2015 PROCUREMENT PROJECTS - (Marilyn Hemmann) Hemmann indicated she provides an update to the CAC/ITA on projects annually. She provided some background on the work the Procurement division does at Intercity Transit. The division ensures that the agency purchases everything competitively. Procurement ensures that the purchasing process is fair and equal and that all of the contract awards are transparent and can stand up to scrutiny.

Hemmann stated the Procurement division also includes the inventory staff of three. They purchase fuel; oil; parts; etc. Hemmann relayed that there are 4 procurement staff including her and that she is in her 14th year with Intercity Transit. Her staff consists of Jeff Peterson; LeAnna Sandy; and Tammy Ferris. Professionally staff is affiliated with National Institute of Governmental Purchasing (NIGP). Hemmann encourages her staff to obtain certification as a Certified Professional Public Buyer (CPPB). Hemmann indicated Jeff Peterson has his certification and that LeAnna is almost there.

Hemmann indicated all projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of the contract.

Hemmann detailed some of the different projects the Procurement division handles including refurbishing the monument sign; parking lot seal; landscaping; janitorial; recording/amplification system; bike racks; fareboxes; uniforms; bus passes; transit guides; plastic holders on buses; on-bus cameras; buses; Dial-A-Lift vehicles; vanpool vehicles; bus shelters/pads; and Underground Storage Tanks. The Procurement division handled the Hawks Prairie Park and Ride; and is working on the Olympia Transit Center expansion. Procurement is not purchasing. Procurement is handling projects from concept to completion. We do everything as a team. We research; write scope/specs; get it out on the street; evaluate; follows rules; guidelines; and negotiate contracts.

Intercity Transit Citizen Advisory Committee

January 12, 2015

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Hemmann indicated she meets with managers/directors to determine new projects for the year. There are always ongoing projects. A lot of time is dedicated to sequencing. As additional funding becomes available it can push projects forward.

Hemmann reviewed the 2015 slate of projects/sequencing.

Hemmann answered questions.

Vincent – asked if Intercity Transit was able to benefit from the lower fuel prices.

Hemmann – responded the agency is getting it below \$2.00/gallon. The inventory group charts fuel and knows what we have been paying for an extended period of time.

Euler – inquired about the process for bids and who makes the decisions.

Hemmann – indicated the process has been in place a long time. The transit Authority approves them and the threshold hasn't changed. Items for renewal are frequently placed on the consent agenda.

Freeman-Manzanares – stated the agency researched raising threshold some time ago and decided not to formally raise the limits above \$25,000. The Authority is very engaged.

Warner – relayed that he had the opportunity to attend the APTA Expo and tour the exhibits with the Procurement staff. They knew exactly where everyone needed to go and what needed to be seen to make the best use of time.

Freeman-Manzanares – indicated the agency has a concept to completion approach to acquiring goods and services. It's not just a function of purchasing what another group tells you to purchase. We have a full spectrum approach where the folks with inherent knowledge are bringing their best to the table. The approach is so valuable and working in teams allows staff to make the best decision they can make.

- C. SURPLUS VAN GRANT** - (*Carolyn Newsome*) Newsome indicated the surplus van grant program allows non-profit groups to apply and use vehicles for their clients that are not served by traditional fixed-route service. The agency replaces vehicles every year and these vehicles would typically be surplus. Staff wanted to try something new to allow non-profits to apply and receive a van to use for their clients. The Authority authorized this use for the benefit of the community.

Intercity Transit Citizen Advisory Committee

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Newsome explained how the program works when she met with the CAC in November. We are now ready to ask the Authority to approve who will get vehicles. Staff received seven applications. All applications were reviewed by a committee consisting of Ann Freeman-Manzanares; Meta Hogan and Newsome. The agencies selected to receive vans were the Boys and Girls Clubs of Thurston County; Community Youth Services; Olympia Union Gospel Mission and Senior Services for South Sound.

Newsome indicated the Boys & Girls Clubs will use their granted van to service low income and at-risk youth for before and after school programs and field trips. Community Youth Services will use their granted van for the Youth Build program to transport youth to job sites. The Olympia Union Gospel Mission will use their granted van for trips to the food bank, support groups and other community services. Senior Services for South Sound will use their granted van to transport seniors to nutrition programs, services to at-risk seniors and adult day care/respite programs.

Newsome stated she will also contact those that applied and were not selected with information on the community van program.

Newsome answered questions.

O'Connell - asked the names of the other agencies that applied.

Newsome - responded the Capital Recovery Center; Evergreen State College; and Early Learning Center.

Hagenhofer - asked if the groups must limit their transportation to a specific area.

Newsome - indicated there are some restrictions but not geographically.

Newsome relayed a story about the Girl Scouts who applied some years ago and were granted a van for a program transporting girls to visit their mothers at Purdy Prison.

O'Connell - asked if amount of use is considered in the application process.

Newsome - responded that use is a consideration.

Zenki - asked if this is a one-time opportunity.

Newsome - responded the agency does this annually, and 33 vans have been awarded this far. With these 4, we will be at 37 vans.

Burt – asked who takes care of licensing and insurance.

Newsome – indicated it is the responsibility of the recipient. Staff holds an open house to explain and answer questions. Applicants must show they can maintain the vehicle.

D. DISCOUNTED BUS PASS PROGRAM – (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated the agency recognized a severe lack of funding for those agencies serving low income individuals. The Authority has provided up to \$200,000 annually in passes at half price to assist those agencies with transportation. The list that was submitted as part of the packet has already been updated. The application process begins in November. If the agency receives \$200,000 in applications the program is full; otherwise it is a rolling application. If you know of any agency please let them know. At this time the agency has obligated \$177,225 to 17 different agencies we are serving.

Freeman-Manzanares answered questions.

Hagenhofer – asked if Intercity Transit has ever contracted for passes with the Northwest Indian College.

Freeman-Manzanares – They were not an applicant through the discounted bus pass program. We do also enter into contracts with a variety of local entities. Dennis Bloom manages the contracts for us. Currently the State pays for Star Pass; SPSCC has a perpetual contract and The Evergreen State College and Saint Martin's review their contracts annually.

O'Connell – asked if this is something CYS can do.

Freeman-Manzanares – indicated it depends on size.

Clark, Denise – asked if there is money leftover could an agency increase.

Freeman-Manzanares – responded, yes.

Euler – asked if the program increases ridership?

Freeman-Manzanares – indicated there is potential, but it is difficult to distinguish because they are utilizing a regular monthly pass. Initial conversations centered around individuals simply not making the trip at all because they couldn't afford transportation

Chong – Asked if Vocational Rehab is part of the discounted pass program.

Clark, Denise – indicated it was part of WorkSource, but the amount seems low.

Freeman-Manzanares – indicated the agency works with DSHS extensively. There is a chance some are not aware of the program so if you think someone should be participating and aren't, please let them know about the program.

Clark, Billie – asked about Senior Services for South Sound.

Freeman-Manzanares – responded South Sound Senior Services have received surplus van grants in the past, and will contact them about the Discounted Bus Pass Program.

CONSUMER ISSUES

- *Elliott* – indicated there is an issue at a bus stop on Meridian being blocked by a tow truck.

Richardson left.

- *Elliott* – would like to address the CAC Bylaws concerning the CAC recruitment process.

Freeman-Manzanares – indicated we can add an agenda item to the March meeting and discuss. In the interim Elliot is welcome to submit something to staff.

- *Chong* – relayed a concern about communication when bus service ends early on holidays.

Freeman-Manzanares – indicated the agency is very committed to making sure no one is left without a ride. Operations Supervisors were out providing rides to stranded passengers. Nancy will pass the information on to marketing.

REPORTS

- *Pierce* – provided the report from the December 17, 2014, Intercity Transit Authority work session including a presentation about the Bus Buddy program. There were four volunteers and they discussed their training process. Bus Buddies is also doing group events.
- *Freeman-Manzanares* – provided the General Manager's report including ridership for December at 343,527 rides which is 6.3% higher than last December. Intercity Transit had 36,000 more trips in 2014 than 2013; and it is the third highest ridership in history.

Intercity Transit Citizen Advisory Committee

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Chong left.

Newsome – provided information on the current vanpool incentive promotion if you recruit someone you get a \$5.00 coffee card. If they stay for 3 months you get a \$25 gift card, and if they stay longer everyone is entered into a drawing for \$500.00.

Freeman – Manzanares – continued the General Manager’s report including sales tax ended the year at 4.12. To make our 2014 budget we needed 3.95. Our Wellness Committee applied for and received a Gold Level certification from the American Heart Association Fit Friendly Worksite.

Freeman-Manzanares shared a thank you letter the Bike Partners program received from Community Youth Services.

Freeman-Manzanares stated the Authority indicated they want to move forward with the sales tax election in 2015. The CAC has encouraged the ITA to look at doing so for a number of years. A resolution must be approved to formalize the process. Staff is defining that right now and will have one for the Authority to review in March of this year.

Hagenhofer – would like touch points to other transit agencies added to the pocket map.

Freeman-Manzanares – indicated staff will relay this to the marketing department.

NEXT MEETING: February 9, 2015.

ADJOURNMENT

It was M/S/A by ELLIOTT and O’CONNELL to adjourn the meeting at 7:30 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority

FROM: Tammy Ferris, 705-5818

SUBJECT: Bus Stop Pad Engineering Contract Award

- 1) **The Issue:** Consideration of an award for bus stop pad engineering.

- 2) **Recommended Action:** Authorize the General Manager to enter into a contract with an engineering firm, and in an amount to be announced at the February 4, 2015, Authority meeting.

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

- 4) **Background:** A Request for Qualifications and Proposals was issued December 3, 2014, for engineering services for ADA-compliant bus stop pad improvements for a total of 27 bus stop pad locations. Six proposals were received by the submittal date of January 7, 2015. A team from Planning, Facilities and Procurement reviewed the proposals, determined the competitive range and selected three firms to interview.

Following the interviews and reference checks, the team selected an engineering firm and directed Procurement to negotiate the proposed costs. The firm will provide engineering design and technical assistance through the permitting and bid process, as well as contract administration services.

Procurement will complete an independent cost analysis of the firm's proposed costs prior to the Authority meeting, to determine if based on the scope of work and the number of hours estimated to complete this phase of the project, staff feels the price to be fair and reasonable.

-
- 5) **Alternatives:**
 - A. Authorize the General Manager to enter into a contract with an engineering firm, and in an amount to be announced at the February 4, 2015, Authority meeting.
 - B. Defer award pending further review.
-

6) **Budget Notes:** The 2015 budget includes \$235,000 for ADA Bus Stop Enhancements. This includes \$160,000 in federal grant funds and \$75,000 in local dollars. Engineering services, as well as other project components such as permitting and construction costs are included in the project budget.

7) **Goal Reference:** **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-B
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Fixed Route Performance Update

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- 1) **The Issue:** Provide an update on current fixed route service.
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- 2) **Recommended Action:** Information, discussion and presentation only.
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- 3) **Policy Analysis:** The Planning division tracks performance indicators for all fixed route service, which provides a basis for considering changes, if any, of that service. By policy, any change in a route of 10% (schedule and/or routing) requires a public process review. In addition, federal regulations may require a Civil Rights Title VI (non-discrimination) and Environmental Justice (community impact) analysis as well.
-
- 4) **Background:** Staff tracks performance on a monthly basis for each fixed route. On an annual basis Planning's Transit Development Plan provides some of the performance indicator details but this process doesn't start until mid-year. This is an opportunity to review summary details of service that occurred in 2014.
-
- 5) **Alternatives:**
A) Delay presentation to another date.
-
- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community."* Intercity Transit Authority, staff, and the public will have clear and comprehensive information related to the transportation needs of our community.
-
- 8) **References:** 2014 Route Service Summary; 2014 Vehicle Assignment Analysis; 2014 Summary of Fixed Route Services.

2014 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	364,722	14,651	24.9	Marginal	
41-TESC	525,622	13,082	40.2	Exceeds	
44-SPSCC/Cap. Mall	275,946	10,185	27.1	Satisfactory	
48-Capital Mall/TESC	359,374	9,215	39.0	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	25,472	623	40.9	Exceeds	Runs Sunday only.
62A-Martin/Meridian	400,212	13,664	29.3	Satisfactory	
62B-Martin/Meadows	375,850	14,773	25.4	Satisfactory	
66-Ruddell	335,196	16,023	20.9	Marginal	
Secondary Routes					
12-W. Tumwater	128,226	7,900	16.2	Satisfactory	
21-N. Bethel	80,135	3,217	24.9	Satisfactory	
43-Barnes Blvd	191,846	7,390	26.0	Exceeds	
45-Conger/Cap. Mall	49,118	4,381	11.2	Marginal	
47-Capital Mall/CMC	212,428	8,171	26.0	Exceeds	
60-Lilly/Panorama	139,004	8,974	15.5	Satisfactory	
64-College/Amtrak	218,118	13,256	16.5	Satisfactory	
67-Tri Lake	43,152	3,980	10.8	Marginal	
68-Carpenter/Boulevard	230,635	12,678	18.2	Satisfactory	
94-Yelm	207,446	13,267	15.6	Satisfactory	
Specialized & Shuttle Routes					
42-Family Court	6,641	1,530	4.3	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	76,491	6,637.9	11.5	Marginal	
411-Nightline	12,269	352	34.9	Exceeds	Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
			Per Trip		
603-Olympia/Tacoma	63,015	6,311	14.5	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	88,909	6,333	19.4	Satisfactory	Runs Weekdays only.
609-Tumwater/Lkwd	26,606	6,133	5.0	Unsatisfactory	Runs Weekdays only. Grant-funded.
612-Lacey/Tacoma	9,083	672	17.8	Satisfactory	Runs Weekdays only.
620-Oly/Tacoma Mall	24,808	2,345	12.9	Marginal	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	22,758	1,862	7.4	Unsatisfactory	Runs Weekdays only. Operated by ST
EXPRESS TOTALS	235,179	24,298	11.9	Marginal	
Fixed Route Totals	4,493,082	207,603	21.6	Change from 2013: Boardings increased 0.8%, Hours up 2.2%, Boardings per Hour down 1.8%.	

Other Intercity Transit Services					
Dial-A-Lift Service	154,357	--	--	2.8 % increase from 2013	
Vanpools	746,540	--	--	2.0 % decrease from 2013	

System Total	5,393,979			0.79% increase from 2013's 5,351,548 Boardings.	
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Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Express
Riders per Hour					Riders per Trip
Exceeds standard	>40	>30	>25	>20	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10

2014 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
Trunk Routes				
13-E. Tumwater	76	12,41,45,64,66	Large Bus	Runs Mon-Sun.
41-TESC	78	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	73	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	79	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	84	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	77	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	79	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	61	13, 48, 49	Large Bus	Runs Mon-Sun.
Secondary Routes				
12-W. Tumwater	61	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	51	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	54	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	53	12, 13	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	65	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	49	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	51	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	35	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Boulevard	69	47	Medium Bus	Runs Mon-Sun.
94-Yelm	54	48	Large Bus	Runs Mon-Sun.
Specialized & Shuttle Routes				
42-Family Court	13	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	41	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	71	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
Express Routes				
603-Olympia/Tacoma	70	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	78	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	29	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	43	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	49	None	Large Bus	Runs weekends only.

* High load numbers are derived from doorway Automatic Passenger Counter [APC] data. The numbers represent the highest recorded passenger load during 2012. They do not represent average trip loads.

2014 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
12-W. Tumwater	30	60	60	60	60	6507	740	653	90,576	9,281	9,186
13-E. Tumwater	15	15	60	60	60	13,366	651	633	149,889	7,071	7,386
21-N. Bethel	30	60		60	60	2,593	303	321	33,201	3,528	4,115
41-TESC	15	30	30	30	30	10,221	1,580	1,281	130,385	18,245	16,333
42-Family Court	25	25				1,530			16,065		
43-SPSCC/Tumwater	30	30		60		6,847	543		86,190	6,465	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,135	1,395	655	102,026	15,999	8,2573
45-Conger/Cap. Mall	30	60		60		3,783	598		37,970	4,816	
47-Capital Mall/CMC	30	30		60	60	6,932	602	637	67,575	5,464	6,371
48-Capital Mall/TESC	30	30	30	30		7,820	1,395		105,137	17,017	
49-Capital Mall					30			623			6,474
60-Lilly/Panorama	30	60		60	60	7,183	888	903	72,777	8,459	9,461
62A-Martin/Meridian	30	30	60	30	60	11,042	1,629	993	134,589	18,390	13,593
62B-Martin/Meadows	30	30	60	30	60	11,921	1,867	985	151,011	21,856	13,883
64-College/ Amtrak	30	60		60	60	10,710	1,289	1,257	121,916	13,345	14,286
66-Ruddell	30	30	60	30	30	11,985	2,081	1,957	152,261	24,278	24,819
67-Tri-Lakes	60	60		60		3,421	559		52,020	7,862	
68-Carpenter/Yelm Hwy	30	60		60	60	10,136	1,235	1,306	159,477	17,324	20,172
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,309	1,250	708	210,758	23,328	14,679
101-Dash	12/ 15	12/ 15		10		6,290	348	0	51,239	2,041	0
411-Nightline			60	60	60	130	123	99	1,785	1,450	1,350
*ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					1,862			93,330		
603-Olympia/Tacoma	30	90				6,311			174,967		
605-Olympia/Tacoma	30	90				6,333			137,796		
*609-Tumwater/Lkwd	30	90				6,133			157,629		
612-Lacey/Tacoma	1 AM/ 1 PM					672			14,796		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,140	1,205		28,314	29,948
System Totals						173,169	20,217	14,217	2,505,361	254,532	200,326
2014 Totals						207,603			2,960,219		

* WSDOT "Regional Mobility Grant:" funded through June 2015 (RMG funding to June 2017 is in State Legislative review process)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Remote Meeting Attendance - Citizen Representatives

1) **The Issue:** Confirm provisions of a bylaw amendment to allow Citizen Representatives to attend regular, special and work session meetings via teleconference (remotely).

2) **Recommended Action:** For discussion and direction.

3) **Policy Analysis:** The Authority must approve all changes to the bylaws. Changes to the bylaws are adopted by resolution. All resolutions are approved by the Authority.

4) **Background:** Elected officials who serve on the Intercity Transit Authority have alternates assigned by their jurisdictions to attend public meetings in their absence. However, Citizen Representatives appointed to the Authority do not have alternates.

Last year Authority members requested the opportunity to discuss the possibility of assigning alternate Citizen Representatives and also the ability for Authority members to attend public meetings via teleconference (remotely). In consultation with legal counsel, it's been determined the Authority may allow attendance remotely, but this requires an amendment to the bylaws.

The Authority discussed many possibilities at their meeting on January 21, 2015. Before proceeding with a bylaw amendment, staff wishes to confirm Authority direction.

- Only Citizen Representatives may attend remotely. Elected Officials will send their alternates;
- All three Citizen Representative may attend remotely at one time;
- A Citizen Representative may attend remotely no more than four (4) times a year.

- Citizen Representatives may attend regular, special and work session meetings remotely.
- A Citizen Representative elected as Chair may attend remotely but may not preside over the meeting.

5) **Alternatives:**

A. Direct staff to proceed with the amended bylaws and prepare a resolution to be presented for adoption at the March meeting.

B. Discuss and provide staff direction to make changes to proposed direction.

6) **Budget Notes:** N/A.

7) **Goal Reference:** The governing board oversees all goals of the organization.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: February 4, 2015

FOR: Intercity Transit Authority
FROM: Pat Messmer, 705-5860
SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair and appointment of committee assignments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit's Pension Committee.
-

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Current Chair Karen Messmer and Vice Chair Nathaniel Jones have served one year in these positions.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

5. **Alternatives:**

- A. Elect officers and approve committee assignments.

B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as the presiding officer. Our most senior officer is Councilmember Baker.

6. **Budget Notes:** N/A.

7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of February 2014**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Karen Valenzuela
(Alternate: *Karen Messmer*)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Ryan Warner
(Alternate: *Jeff Gadman*)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Joe Baker

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).