

REVISED

AGENDA
INTERCITY TRANSIT AUTHORITY
May 6, 2015
5:30 P.M.

CALL TO ORDER

- 1) APPROVAL OF AGENDA 1 min.
- 2) INTRODUCTIONS & RECOGNITIONS 10 min.
 - A. James Wancha, Dial-A-Lift Dispatch Specialist (*Emily Bergkamp*)
 - B. David Kolar, Vanpool Coordinator, (*Carolyn Newsome*)
- 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: April 1, 2015, Regular Meeting; April 15, 2015, Work Session.
 - B. Payroll: March 2015 Payroll in the amount of \$1,938,350.30; and April 2015 Payroll in the amount of \$1,892,795.63.
 - C. Accounts Payable: Warrants dated April 3, 2015, numbers 18533-18605, in the amount of \$572,428.22; warrants dated April 17, 2015, numbers 18606-18607; and 18616-18679 in the amount of \$404,994.19; Automated Clearing House Transfers for April in the amount of \$5,291.63 for a monthly total of \$982,714.04.
- 5) PUBLIC HEARINGS 15 min.
 - A. 2016-2019 TIP Public Hearing (*Bob Holman*)
- 6) COMMITTEE REPORTS

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|--|----------------|
| 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>Leah Bradley</i>) | 3 min. |
| 7) NEW BUSINESS | |
| A. Storage Area Network Replacement (<i>Jeff Peterson</i>) | 5 min. |
| B. Bus Stop Shelters (<i>Jeff Peterson</i>) | 5 min. |
| C. Security Services (<i>LeAnna Sandy</i>) | 5 min. |
| D. Maintenance Contract for Telephone System (<i>Marilyn Hemmann</i>) | 5 min. |
| E. Agreement w/PSE to Relocate Utilities (<i>Marilyn Hemmann</i>) | 10 min. |
| F. Citizen Advisory Recruitment (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| G. Schedule a Public Hearing to Consider Increasing Route 42 Service
(<i>Dennis Bloom</i>) | 10 min. |
| 8) GENERAL MANAGER'S REPORT | 10 min. |
| 9) AUTHORITY ISSUES | 10 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
April 1, 2015

CALL TO ORDER

Chair Jones called the April 1, 2015, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner (via teleconference); Thurston County Commissioner Bud Blake; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Tracey Wood (Alternate); Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Rusty Caldwell (Alternate).

Members Excused: City of Yelm Councilmember Joe Baker; Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; David Copley; Donna Feliciano; Jessica Gould; Marilyn Hemmann; Bob Holman; Jim Merrill; Pat Messmer; Carolyn Newsome; Erin Scheel; Heather Stafford-Smith.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Lin Zenki.

Chair Jones explained Vice Chair Ryan Warner is attending the meeting remotely via teleconference. This is the first remote meeting since the approval of Resolution 01-2015, Allowing Authority Members to Attend Meeting Remotely. Chair Jones reviewed the procedure to be followed.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Karen Messmer and Don Melnick to approve the agenda as presented.

INTRODUCTIONS

- A. Chair Jones welcomed *Citizen Advisory Committee member, Lin Zenki.*
- B. Emily Bergkamp introduced *Scott Fiskness, Dial-A-Lift Dispatch Specialist.*
- C. Brent Campbell introduced *Rob Rinehart, Network Systems Analyst.*
- D. Paul Koleber introduced *Ulysses Soriaga, Vehicle Service Worker.*

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 2 of 10

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA

Melnick asked for a correction to the March 4, 2015, Regular Meeting Minutes and the March 18, 2015, Work Session Minutes.

It was M/S/A by Councilmember Wood and Commissioner Blake to approve the consent agenda with amendments to the March 4, 2015, and March 18, 2015, Minutes.

- A. Approval of Minutes:** March 4, 2015, Regular Meeting, and March 18, 2015, Work Session.
- B. Accounts Payable:** Warrants dated March 6, 2015, numbers 18357-18421, in the amount of \$525,556.91; warrants dated March 20, 2015, numbers 18426-18531 in the amount of \$341,665.09; Automated Clearing House Transfers for March in the amount of \$12,645.31 for a monthly total of \$879,867.31.
- C. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*

PUBLIC HEARING - None

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met March 6. The TRPC discussed the 2015 Federal Funding Process. TRPC will have funding available under the Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), and Transportation Alternatives Program. TRPC takes final action on June 5.

Members received a demonstration on a number of improvements and changes made to the TRPC website. They also received a presentation on The Profile: Data, Trends, and Analysis for Thurston County which is available online at <http://www.trpc.org/391/The-Profile>. Messmer said it may be valuable information for staff, and the GIS portion is especially interesting. Messmer noted she volunteered to participate on the 2015 Regional Council Retreat Planning Committee.

Councilmember Gadman and Labor Representative Caldwell arrived.

- B. Transportation Policy Board (TPB).** Ryan Warner reported the TPB met March 11. The members received a presentation on the I-5 at JBLM Study. The TPB announced

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 3 of 10

a new State Government Representative by the name of Bob Covington, Deputy Director for the Department of Enterprise Services.

- C. Citizen Advisory Committee.** CAC member, Lin Zenki, reported the CAC met March 16. She was impressed with the update on the Youth Program. Members discussed a consumer issue regarding bus service at the Amtrak station, and they discussed whether the bylaws need to be revised to reflect how people are selected to the committee.

Councilmember Wood asked about Amtrak. Freeman-Manzanares said there is a project to increase service reliability and add two Amtrak Cascade round trips between Seattle and Portland. Service is scheduled to start in 2017.

NEW BUSINESS

- A. Schedule a 2016-2019 TIP Public Hearing.** Bob Holman, Grants Administrator, presented for approval a request to schedule a public hearing to receive public comment on the draft Intercity Transit 2016-2019 Transportation Improvement Program (TIP). He noted a change was made to the Proposed Programming Table under Project 1606 for Vanpool/Fixed Route Operations, which was left off of the original handout that was distributed. Holman explained the earned share process.

It was M/S/A by Councilmembers Gadman and Sullivan to schedule a public hearing for May 6, 2015, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2016-2019 TIP.

- B. Walk N'Roll Youth Program Update.** Youth Education Specialist, Erin Scheel, recapped the Walk to School event, held today, and attended by Scheel, along with Walk N'Roll Assistant, David Copley, and Walk N'Roll Curriculum Assistant, Jessica Gould. Altogether, participation included 700 students from six schools. They conducted two assemblies at East Olympia Elementary with 75 students in each assembly; they supported Bikes in PE program at Tumwater Elementary which reached two classes with 60 kids; conducted three walk to school events in Olympia and Tumwater, reaching another 450 students.

Scheel referred to a Spring 2015 Youth Education Program presentation. She stated the goal and mission of the program is: *"To educate and encourage youth to get around by biking, walking, and riding the bus to foster a healthy, active community."*

She said this is the implementation of the Regional Strategies in Sustainable Thurston, Healthy Kids Safe Streets Action Plan and Thurston Thrives. The mission of Walk N'Roll has been identified within each of these plans.

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 4 of 10

Jessica Gould explained how well the Program is working and referred to statistics taken on October 6, 2014, indicating the number of kids who were dropped off/picked up by car. On that day, 739 students were driven to Pioneer Elementary School, and on Walk N'Roll Day that number was reduced to 543 students. At Washington Middle School 728 students were driven that day compared to 638 students on Walk N'Roll Day. Another count will be conducted in May, 2015.

Last year on International Walk to School Day 10 schools participated, and over a 1,000 students walked to school in places where there's typically not a lot of walking.

Councilmember Wood asked why more students aren't riding school buses. Scheel believes the number one reason is it's more convenient for parents to drop kids off on their way to work. Studies show that Transportation Demand Management (TDM) efforts to reduce car trips to work among adults are impacted by the school trips of their children.

Melnick asked if there are statistics that show how many students ride transit buses on these days. Scheel said according to surveys taken, it's been noted with each mode (bus ride, walked, or biked) there has been an increase. The surveys primarily involve elementary school age children and many are too young to take transit. Youth as a whole is a large part of our ridership. The Walk N'Roll program targets the younger students, hopefully impacting their behavior as they get older.

Councilmember Gadman asked if there is "buy-in" from parents. Scheel's team experimented with several different ways to get parent support, working with Kathy McCormick in the beginning. Staff attended PTA's, explained the program and then asked parents what they needed. Parents formed committees of the PTA to work on the Walk N'Roll. Staff worked to eliminate barriers with parents who were resistant and fearful, and created a program around them. Also offered is Safety without Fear workshop, led by Candyce Lund Bollinger, a child development specialist, who talks about teaching skills to be safe rather than sheltering to be safe.

Gould explained the work she does to support student peer-to-peer outreach. She said middle school students do not want parents to tell them to walk to school, and they do not want to meet in a group. So she asked the students what do they want to do, and she formed a committee of leadership kids at Washington Middle School who decides what the incentive is for walking, biking, carpooling and bus riding, and they actually make the events happen (i.e. event planning, making posters, etc.).

Gould explained another event started in June of 2014 was Kidical Mass Monthly Family Bike Rides. Participants meet at a school and as a group ride to a nearby park. Everyone is invited and it includes kids of all ages (including those on

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 5 of 10

training wheels). The groups have been as small as 5 and as many as 30. The goal is to teach safety on bikes.

Coppley works with managing the shop space and coordinating the volunteers who repair the bikes received from the local police departments, or unclaimed bikes left on the buses. He's coordinated a variety of class formats with the kids. With middle and high school youth during the summer, he formed a mechanics workshop where they built bikes -- one for the program and one for themselves. They are taught basic mechanics -- how to change flat tires, adjust brakes and shifters. They focus on safe riding skills, and healthy activity. Middle school youth are at highest risk for bike collisions. They do not have concepts of traffic laws and there's a perception of safety versus actual safety. They show the youth how to safely and lawfully navigate the community.

The Earn-a-Bike Program was formed in 2014, which included 418 hours of individual instruction; 38 bikes earned by youth; and 400+ volunteer hours. So far in 2015, 70+ bikes are expected to be distributed; spring classes will be held at Washington Middle School, and enrollment is already at 75%.

Scheel explained the funding used for the youth program comes from grants to pay for bike parts, incentives, etc. The three main grants are:

- Safe Routes to School Grant - Staff works with the cities of Olympia and Tumwater and the school districts to encourage students to walk, bike and take the bus to school and how to do it safely;
- The Transportation Alternatives Programs Grant (TAP); and
- Congestion Mitigation and Air Quality Improvement Program Grant (CMAQ)

Lin Zenki indicated she would like to see more programs that include students in mobility devices, and find ways to make it less expensive to add features to those devices.

C. Annual Planning Session. Freeman-Manzanares said based on the Authority's schedules, Friday, August 21, 2015, was identified as the date to conduct the Annual Planning Session. She explained the process includes submitting topics for discussion to the Chair and Vice Chair, who will define and work with the selected facilitator. She referred to the list of facilitators used in past years, as well as those recommended by some of the jurisdictions. Chair Jones asked the Authority for comments about facilitators and the proposed agenda.

Karen Messmer suggested to help refine a final agenda for the planning session, there be an item added to several of the regular and work session meeting agendas between now and August 21 regarding topics to include in the planning session.

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 6 of 10

Gadman would like to identify agenda items needing pre-work before the planning session, to be discussed at the work sessions.

Melnick suggested ideas resulting from the subcommittee about the regional conversation be included on the planning session agenda. Also, he suggested the Authority members share the qualities they are looking for in a facilitator. He would like the Authority to decide how the planning session should be conducted and how to deal with one another rather than the facilitator making those decisions.

Gadman said it's his experience that successful facilitators make personal contact with each attending member prior to the planning session. He said the City of Lacey was pleased with the work from Paula Dillard from Ascent Partners.

Warner said it's important to conduct a certain amount of prep work prior to the session. This requires more organization on the part of the Chair and Vice Chair, and working with the facilitator to make sure the day runs smoothly. He'd also like to hear from each Authority member what results they wish to achieve from the day-long session.

D. Strategic Plan – Goals and End Policies. Freeman-Manzanares reviewed the Goals and End Policies in the current Strategic Plan to determine if they continue to remain relevant or should be updated for the 2016-2021 Strategic Plan. There are currently many unknowns the Authority will need to make decisions on such as moving forward with a ballot measure in August or perhaps early 2016. She referred to the five goals:

- | | |
|-------------|---|
| Goal 1: | Assess the transportation needs of our community. |
| End Policy: | Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our community. |
| Goal 2: | Provide outstanding customer service. |
| End Policy: | Customers will report high satisfaction and ridership will increase. |
| Goal 3: | Maintain a safe and secure operating system. |
| End Policy: | All Intercity Transit facilities, customers and employees will be assured safety and security. |
| Goal 4: | Provide responsive transportation options. |
| End Policy: | Customers and staff will have access to programs and services that promote community sustainability. |

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 7 of 10

Goal 5: Align best practices and support agency sustainable technologies and activities.

End Policy: Resources will be used efficiently with minimal impact on the environment.

Messmer referred to the End Policy for Goal 2 where it reads, "Customers will report high satisfaction and ridership will increase." She said more context could be added because just an increase all by itself is "to what end?" Perhaps adding something in the end policy about geographic location and focusing on serving where there is the highest need. She suggested thinking about the meaning of "will increase." Increasing services shouldn't be totally how we measure our success. She said Intercity Transit could continue to serve at the highest current demand areas but not necessarily provide outstanding customer service. Define the connection between outstanding customer service and increased ridership.

Melnick, referring to Goals 1 and 2, said it seems we have to have access to clear information, but he would like to turn it around. If we're dealing with a situation where the community perceives we're filling the need, we're cool. If they don't, we're not cool. It isn't so much we're just giving them access to information, it's we're basically comfortable the community is perceiving that we're meeting their needs. If the community doesn't see us as meeting their needs then we are not getting the job done.

Gadman referred to Goal 1. He said Intercity Transit needs to stress the agency is assessing the transportation needs PTBA-wide and not just sticking to the existing service area and route structure.

Sullivan referred to Goal 2 and agrees with Messmer. She's concerned about ending up with budget restraints. She suggested adding, "as funding levels allow" or something similar because that's a constraint which is going to dictate many areas, and the Authority may have to relook at things that may be in conflict with other goals. If there is no funding, the public can say we're not meeting the end goals.

Gadman said keep the goals realistic but to remember a goal is just that - a goal. It's a hope for achievement. Intercity Transit needs to make sure each goal is achievable within the current structure both financially and physically.

Melnick said the public needs help understanding that funding is an issue. That's going to be instrumental in having the public perceive the agency is meeting their needs. Very few of the riding public in Thurston County appreciate that the bus fare covers about 10% of the cost of running the system. The agency has a duty to help the public appreciate certain things are beyond our control, for example funding sources and where funding comes from and that's a real challenge.

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 8 of 10

Jones asked Freeman-Manzanares how these five goals relate to the end product of the strategic plan. How is the strategic plan shaped through this discussion?

Freeman-Manzanares said one example is the issue around Goal 2. There is continual conversation between the balance between express service, local service and circulator service and how we define what the proper balance is between those distinct types of service. Another conversation concerns the balance between productivity and coverage. The Authority might need to approach these issues differently because we may be in a position where we need to reduce service. Reviewing and potentially tweaking the goals allows more flexibility depending on whether there is the opportunity to expand service or are forced to reduce service.

Karen Messmer suggested the Authority conduct a follow up discussion to fine tune the various ideas being brought up, and to provide more direction. Perhaps staff could bring some optional language to inspire more focus. This will allow the Authority to give staff better direction on a future budget

GENERAL MANAGER'S REPORT

Staff continues to work on grant applications to meet the TRPC deadline of April 5. This includes the Youth Education application; Underground Storage Tank for the STP; and CMAQ funds.

There are currently 210 active vanpool groups.

The Vanpool Incentive Program brought in 128 new riders enrolled since the program began in the fall of 2014.

The Wrencher's Ball, which has been part of the Bicycle Commuter Contest (BCC) and held at the Olympia Transit Center, was eliminated because it's very labor-intensive. Instead participants will receive certificates they can use at various bike shops to get a safety check.

BCC Coordinator, Duncan Green's art was chosen for the spring Olympia Artwalks cover.

AUTHORITY ISSUES

Karen Messmer noted the collective bargaining agreement discussion is being referred to as an "Executive Session," when in fact collective bargaining discussions are exempt from the Open Public Meetings Act (OPMA). She suggested identifying collective bargaining discussions as a topic that is not subject to the OPMA and reference the

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 9 of 10

RCW. Legal Counsel, Dale Kamerrer, agreed that technically it's an OPMA-exempt session as opposed to an Executive Session, and suggested for shorthanded purposes call collective bargaining agenda items an OPMA-exempt session.

Melnick would like to enrich the relationship between the Authority and the CAC, and he suggested when Authority members attend the CAC meetings or the CAC members attend Authority meetings, they talk about what impresses them the most about current topics. And he encourages Authority members to spend more time on key issues.

Melnick referenced Holman's agenda item about conducting a public hearing to obtain public comment, and said that a public hearing only reaches a small percentage of the public, and there are other ways to engage the public and improve the process. He said he's impressed with the agency's ongoing efforts to get kids involved in transit; however, he wants staff to find a way to engage seniors. He said seniors are a ready market and even more accessible, and he'd like staff to find a more collaborative way to engage seniors, and perhaps start at Panorama City.

Freeman-Manzanares responded that Travel Training participates at Panorama City as well as other senior centers, and a few weeks ago she introduced Scheel to Mary Williams to talk about ways to further the Rebels by Bus program.

Zenki said she lives at Panorama, and there is a group that walks to classes across campus and she feels there are many safety issues and needs. She agrees with Melnick that seniors are another "market" that needs to be tapped.

Chair Jones said Authority members interested in attending the APTA Transit Board Member Seminar, being held in Denver, Colorado, July 18 through 21, 2015, should notify him or Freeman-Manzanares.

CLOSED SESSION

Chair Jones recessed the meeting at 7:15 p.m. for approximately 20 minutes to allow Authority members and necessary staff to go into a closed session authorized by RCW 42.30.140(4)(b) to review the final proposal made in negotiations for a collective bargaining agreement with ATU Local 1765.

Attending the closed session were: *Chair and Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner (via teleconference); Councilmember Tracey Wood; Councilmember Debbie Sullivan; Councilmember Jeff Gadman; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; General Manager, Ann Freeman-Manzanares; Human Resources Director, Heather Stafford-Smith; Clerk of the Board, Pat Messmer; and Legal Counsel, Dale Kamerrer.*

Intercity Transit Authority Regular Meeting

April 1, 2015

Page 10 of 10

Chair Jones reconvened to a regular meeting at 7:36 p.m.

The Director of Human Resources Heather Stafford-Smith brought before the Authority for approval a three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765. The current bargaining agreement expired on December 31, 2014. The negotiations for a successor agreement have been going on since October 2014, and a tentative agreement was reached in March 2015. The new contract is effective January 1, 2015, through December 31, 2017, and includes a general wage increase of 2% in 2015; 2.5% in 2016; and 2.75% in 2017. She noted the collective bargaining agreement dictates other benefit costs for nearly 200 ATU-represented employees of Intercity Transit (Coach and Dial-A-Lift Operators, Customer Service Reps and Dial-A-Lift Dispatch Specialists).

It was M/S/A by Councilmember Gadman and Citizen Rep Don Melnick to approve the three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765.

ADJOURNMENT

It was M/S/A by Councilmember Wood and Citizen Representative Messmer to adjourn the meeting at 7:40 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: May 6, 2015.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
April 15, 2015

CALL TO ORDER

Chair Jones called the April 15, 2015, work session of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; City of Lacey Councilmember Jeff Gadman; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ann Bridges; Kris Fransen; Marilyn Hemmann; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Mitchell Chong.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Chair Jones welcomed CAC member, Mitchell Chong. Chong provided a self-introduction.

CITIZEN ADVISORY COMMITTEE REPORT

Mitchell Chong said the CAC met on March 16, 2015. The members received a presentation from Erin Scheel about the Youth Education Program which included the Walk N'Roll Program Outreach, Bikes in PE, Healthy Kids - Safe Streets Action Plan, and Bike PARTners. The members discussed modifying the CAC Bylaws to define the member recruitment process. After much conversation on this topic, the members decided to table the discussion for a future meeting.

VILLAGE VANS 2014 PROGRAM UPDATE

Ann Bridges, Village Vans Supervisor, announced she is retiring in June. She provided a Village Vans Program update for 2014, as well as a brief history of how the program began. She said the program started as a pilot project 12 years ago, and acknowledged Marilyn Hemmann for developing and starting the program then running it for about a year and half before Bridges took over as Supervisor. Bridges was familiar with writing grants and managing grant funding, and she discovered that in-kind value could be counted as a local match. So she began counting the value of all volunteer drivers' time which currently, a fully allocated new driver for Intercity Transit amounts to approximately \$24 per hour. The program has always been funded through grants. She said the output to outcome (the ratio) is such that there has not been any slack in Village Vans, accomplishing a lot and growing fast. Bridges said she began recruiting community partners to help keep the volunteer pool at a level in which the program could provide the most services possible. Many of the local human service agencies stepped up and contributed something to keep the program going. Bridges shared success stories about two Village Van participants.

Statistics of the program since it began:

- 112 customized job skills training participants successfully obtained good jobs; 8 of those occurred in 2014
- 53 were hired into public or private transportation jobs
- 59 accepted employment in a wide range of other career fields depending on their experience, skill level and interests.

As of Year End 2014:

- Village Vans provided 5,448 trips
- There were 24 volunteers; 20 volunteers were drivers; 4 performed administrative duties
- The volunteers worked 6,024 hours for an in-kind value of \$133,493.29
- 8 volunteers found good jobs
- 4 volunteers are still with the program
- 5 were removed from the program for various reasons
- 5 left for personal reasons

Bridges noted community support from human service partners is large and they are committed; however, they need reminders about the Village Vans program. It's important that Intercity Transit maintain those relationships.

OLYMPIA TRANSIT CENTER EXPANSION UPDATE

Freeman-Manzanares and Marilyn Hemmann provided an update on the expansion of the Olympia Transit Center. Freeman-Manzanares said originally funding was received for the expansion of the Olympia Transit Center (OTC) to bring a regional bus carrier to the OTC site, and there have been conversations with Greyhound for a number of years. However, space at the Pattison Street facility is tight, so there is also need for staff space at the new location. A proposal was brought before the Authority for approval to add local dollars so we could add administrative space and additional amenities for passengers which includes interior lobby space, additional restroom facilities, additional bike facilities and covered bus ways as well as additional spots for buses.

Hemmann reviewed the conceptual plan and answered questions.

Highlights from the discussion include:

- Insure that awnings are constructed properly to keep passengers dry during inclement weather.
- Give consideration to the placement of bicycle parking and storage.
- Give consideration to the design and placement of the generator and trash/recycle area.
- Approach surrounding businesses to ask about using space as a staging area during construction.
- With Marilyn Hemmann retiring in June 2015, Freeman-Manzanares is considering a General Contractor/Construction Management (GCCM) process to continue with this project.

STATE OF INTERCITY TRANSIT

Freeman-Manzanares reviewed highlights from 2014:

- **Fixed-Route Ridership:** 2014 fixed-route ridership of 4,470,324 boardings reflects the third highest ridership year but was an increase of .81% from 2013.
- **Record Vanpool Use:** Closed 2014 with 214 active vanpool groups. Achieved an all-time vanpool ridership record of 761,804 trips with an additional 54 passenger trips over 2013, but did so with six less vanpools.
- **Managing Dial-A-Lift Demand:** Provided 154,357 trips in 2014, which was a 3% increase over 2013. Ridership increased 4% 2012 to 2013. Focus continues on proper eligibility screening, providing outreach through the Travel Training program, a highly accessible fixed-route service and improving bus stops throughout the

service area. The Travel Training internship and pilot of a second Travel Trainer position in 2013 proved successful with the Authority approving a second FTE position in March 2014. While the decrease in ridership growth may not be directly relational to the creation of the second travel-training position, it could very well be influential. We look forward to additional successes with travel training, as well as the Bus Buddy Program, to encourage greater system ridership at a lower cost to the agency.

- **Demand for Express Service between Thurston and Pierce Counties:** Prioritizing service and resource allocation is a continuing challenge. There was extensive public comment on this topic and the agency responded by adding trips to accommodate passengers and address scheduling issues. We reached maximum route capacity with our existing fleet, and received two State Regional Mobility Grants in 2013 in support of two new express routes (Tumwater to Lakewood and Olympia to Seattle) which began September 30, 2013. These new services both incorporate the new Hawks Prairie Park-and-Ride as well as the Martin Way Park-and-Ride.
- **Focusing on Sustainability and Environmental Initiatives:** We completed the first phase of the ISO 14001 Audit in 2013 and received our ISO 14001 certification in early 2014, and passed the first surveillance audit in February 2015.
- **Innovative Programming and Community Outreach:** We continue to offer a wide range of programs to serve the needs of our community. The *“Walk N Roll” youth outreach program* continues to grow with involvement in every school district we serve. The volunteer-driven *Bike PARTners program* combines cycling safety and maintenance training with the opportunity for young people to earn a bike to support healthy commutes to school. We were successful in gaining a *“Bikes in PE”* grant for the Tumwater School District and look forward to continuing to work with them as well as seek similar opportunities for other school districts. The *Bicycle Commuter Contest* celebrated its 27th anniversary in 2014 and continues to grow and further strengthen the connection between bicycling and transit. The *Village Vans program*, which offers driver and job skills training as well as work-related transportation for low-income job seekers, celebrated its 12th anniversary in 2014. We granted four vans to non-profits through our *Surplus Van Program* to provide trips not easily achieved on our system.
- **Technology Enhancements:** Our server room was relocated from the Pattison Street Facility to WSDOT. In doing so we avoided having to design and construct a facility on site that could properly accommodate our space requirements and was free from potential water damage.

Intercity Transit Authority Work Session

April 15, 2015

Page 5 of 7

- **Retaining Quality Staff, Service Delivery, and Staff Resilience:** We recognize the greatest resource for providing service is dedicated and motivated staff. Sixty percent of the senior management team retired or moved on to other opportunities since 2010. The seven member Senior Management Team was reduced to four. Staff continues to perform admirably and provide the great service our community expects.
- As a transit agency, we face many challenges and opportunities, and we're unsure about federal and state funding. There will be continued discussion about hybrid buses versus conventional diesel buses. Our fuel is budgeted at \$3.84. From staff's perspective, we remain conservative because fuel prices are so volatile. We want to insure we can afford to support the service on the street.

GENERAL MANAGER'S REPORT

On April 13, 2015, the Chair of the House Transportation Committee released a transportation package, and our local option was not included. Representative Clibborn offered an amendment and it passed unanimously Tuesday night. It adds public transportation benefit areas (PTBAs) in counties with a population of 230,000 or more that border Puget Sound that also contains two or more cities with a population greater than 40,000 to the PTBAs that may impose an additional sales and use tax up to 0.3% with a vote of the people.

Fixed-route ridership for March showed 382,100 boardings, which is an increase of 1.4% over March 2014. This increase is mainly due to one additional weekday in March.

Year-to-date, ridership is 1,126,550 which is a 1.0% decrease from last year.

Staff submitted five grants to TRPC. They are:

- STP - Pattison Street Rehabilitation and Expansion;
- TAP - 30 bus stop improvements; and
- Three for CMAQ: Tumwater Square Improvements, Youth Education Program Expansion, and Survey Work and Community Conversation (Sustainable Transportation - A Community Conversation).

Bud Blake, Ryan Warner and Don Melnick will attend the APTA Transit Board Members Seminar in Denver, July 17 - 21. Pat Messmer will accompany them to attend her first Board Support Seminar which is held in conjunction with the Board Members Seminar.

Intercity Transit Authority Work Session

April 15, 2015

Page 6 of 7

Karen Messmer is attending the APTA Sustainability Workshop held in Portland, August 1 through 4.

The APTA Annual Meeting is scheduled for October 4 through 7 in San Francisco. Our HR Director, Heather Stafford-Smith will graduate from Leadership APTA at that time. Any Board members interested in attending should contact Nathaniel Jones or Ann Freeman-Manzanares

Public Records Officer, Nancy Trail, is attending the Washington Association of Public Records Officers (WAPRO) Spring Training in Lynnwood, April 23 and 24. Pat Messmer will attend the WSTA Clerks' Conference being held in Walla Walla, April 26 through 28.

Freeman-Manzanares, along with staff from Operations, Maintenance, HR, IAM and ATU are attending the LERA Conference April 16 and 17 in Seattle.

Intercity Transit is mourning the loss of employee Jacob Austin, a Coach Operator, who passed away last Saturday as a result of a kayaking accident. We will share memorial information as it becomes available.

AUTHORITY ISSUES

Karen Messmer reminded members the Market Ride is held on Saturday, April 18. Messmer also mentioned she is a member of the Community Design Task Group that works with Thurston Thrives, and she is representing that group on the Thurston Thrives Coordinating Council.

Karen Messmer provided a report of the subcommittee formed on a long-term planning discussion. She said the discussion is focused around determining our place in the community and how to build a vision with the community so they're getting what they need and they understand it takes funding, and that we're serving them with whatever funding we have. The committee came up with some short-term actions:

- Collect information about how others do this type of planning and outreach. Ryan Warner has access to library resources and we're also tapping our resources like APTA.
- Surveys going out in the fall will provide more information about the state of affairs of the community and how they perceive Intercity Transit.
- Starting focus groups or community engagement.

Gadman said the Board may want to consider future service north of Interstate 5. He said the City of Lacey is proposing annexation of land in the Hawks Prairie area north

Intercity Transit Authority Work Session

April 15, 2015

Page 7 of 7

of I-5 known as the Hill-Betti annexation, representing 150 acres of mostly commercial land. He said one of the consequences is that north of 32nd Avenue is a senior mobile home park that the city is obligated to annex according to the boundary review board. Several citizens protested at a public hearing and mentioned if they were going to be annexed then they wanted bus service.

Melnick said the senior market is viable (if not more viable) than the youth, and seniors are a group of citizens who would greatly benefit from transit. He suggested using Panorama as prototype with 1,100 seniors ranging from age 62 to 105. There are two departments at Panorama that assist residents in slightly different ways, Lifestyle Enrichment and Independent Living Services. Lifestyle Enrichment provides a wide range of activities residents can choose from and Independent Living Services assists with meeting the ongoing needs of residents still living independently. There is widespread concern that many residents continue to drive beyond the time when diminished driving skills suggest they should not. Melnick believes the agency can help Panorama staff and residents promote the many alternative transportation resources available in the hopes that this will ease decisions to give up driving.

Baker thanked Dial-A-Lift manager, Emily Bergkamp and Janina Robbins for giving a Bus Buddy presentation to the City of Yelm.

Sullivan said the City of Tumwater will find out April 28 whether the voters approve of a tax increase.

ADJOURNMENT

It was M/S/A by Councilmembers Baker and Gadman to adjourn the meeting at 7:24 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: May 6, 2015

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

PERIOD DATES: 2/22 -3/7/2015					PAYDATE 3/13/2015		PERIOD DATES: 3/8-21/15					PAYDAY 3/27/2015	
	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	75,392.68		3	FIT		WIRE	70,068.41			
4	MT		EFT	20,362.95	95,755.63	4	MT		WIRE	19,554.30	89,622.71		
5	A2/35	Life Ins.	Check Dave 2nd	2,051.01	0.00	5	AL/34	Life Ins.	Check Dave 2nc	4,173.32	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,153.39	0.00	6	DI/32	Disability In	Check Dave 2nc	2,300.92	0.00		
7	HE/37	Health In1st	Check Dave 2nd	15,635.91	0.00	7	HI/38	Health In1st	Check Dave 2nc	247,408.09	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/Brkmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	816.15		10	GN/08	Garnish	CHECK last	434.90			
11						11							
12	CS/09	DSHS	EFT	1,943.07	1,943.07	12	CS/09	DSHS	EFT	1,943.07	1,943.07		
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	8,717.54	8,717.54	14	D1/98	D.Dep. #1	ACH WIRE every	8,394.67	8,394.67		
15	D2/97	D.Dep. #2	ACH WIRE every	16,868.43	16,868.43	15	D2/97	D.Dep. #2	ACH WIRE every	16,870.35	16,870.35		
16						16							
16	GT/63	G.Ed.Tult	Check every	247.00		16	GT/63	G.Ed.Tult	Check every	247.00			
17	HS/59	Health Svgs	ACH Wire every	205.00	205.00	17	HS/59	Health Svgs	ACH Wire every	205.00	205.00		
18	DC/97	Vgrd EE	Wire	46,498.03		18	DC/97	Vgrd EE	Wire	45,885.63			
19	DC/22	Vgrd ER	Wire	29,703.46	76,201.49	19	DC/22	Vgrd ER	Wire	29,268.34	75,153.97		
20	L2/29	401k Ln#2	Wire	4,376.76		20	L2/29	401k Ln#2	Wire	4,376.76			
20	LN/29	401k Ln #1	Wire	10,773.10	15,149.86	20	LN/29	401k Ln#1	Wire	9,918.58	14,295.34		
22	TTL VNGRD			91,351.35		22	TTL VNGRD			89,449.31			
23	LI/02	L&I	EFT Quarterly	29,021.41		23	LI/02	L&I	EFT Quarterly	27,866.57	0.00		
24	MD/51	Mch.UnDues	Check last	1,318.15		24	M2/51	Mch.UnDue	Check last	1,318.35			
25	MI/52	Mac.Initition	Check last	0.00		25	MI/52	Mch.Initition	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
27	TF/			0.00	0.00	27	GL/11	GTLife		0.00			
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	R1	Misc. draw		0.00	0.00		
29	PA/66	Proj.Asslst	Check last	369.50		29	PA/66	Proj.Asslst	Check last	379.50			
30	PN/04	PERS EE	EFT	36,714.74	0.00	30	PN/04	PERS EE	EFT	35,913.26	0.00		
31	PN/04	PERS ER	EFT	67,130.37	103,845.11	31	PN/04	PERS ER	EFT	65,597.18	101,510.44		
32	TTL PERS			103,845.11		32	TTL PERS			101,510.44			
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00		
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RC/24	ICMA EE	WIRE	5,467.31	0.00		
36	RL/21	ICMA Ln#1	WIRE	1,164.17	1,769.56	36	RI/23	ICMA Roth	WIRE	414.61	414.61		
37	RR/25	ICMA ER	WIRE	3,225.79	8,781.06	37	RL/21	ICMA Ln#1	WIRE	1,164.17	1,769.56		
38	TTL ICMA			10,550.62	10,965.23	38	RR/25	ICMA ER	WIRE	3,059.65	8,526.96		
39	SD/26	457 ST EE	EFT	11,538.23		39	TTL ICMA			10,296.52	10,711.13		
40	SR/27	457 ST ER	EFT	6,358.35	17,896.58	40	SD/26	457 ST EE	EFT	11,312.16			
41	ST/67	ShTrmDisab	EFT	3,382.47	3,382.47	41	SR/27	457 ST ER	EFT	6,302.65	17,614.81		
42	UC/45	Un COPE	Check 1st	119.00		42	ST/67	ShTrmDisal	EFT	0.00	0.00		
43	UA/44	Un Assess	Check last	0.00		43	UC/45	Un COPE					
44	UD/42	Un Dues	Check last	5,119.65		44	UA/44	Un Assess	Check last	609.00			
45	UI/41	Un Initiatn	Check last	0.00		45	UD/42	Un Dues	Check last	5,415.34			
46	UT/43	Un Tax	Check last	2,538.00		46	UI/41	Un Initiatn	Check last	100.00			
47	UW/62	United Way	Check last	551.50		47	UT/43	Un Tax	Check last	0.00			
48	WF/64	Wellness	Check last	328.50		48	UW/62	United Way	Check last	543.50			
49						49	WF/64	Wellness	Check last	334.50			
50	NET PAY (dir. Deposit)	ACH Wire every		453,352.46	453,352.46	50				440,785.68	440,785.68		
51	TOTAL TRANSFER (tie to Treasurer Notifications)				\$804,282.87	51	Net Pay (Dir. Dep.)			994.00			
52	TOTAL PAYROLL*:			\$868,733.84		52	TOTAL TRANSFER				\$777,107.17		
53	GROSS EARNINGS:			728,966.60		53	TOTAL PAYROLL*:			\$1,069,616.46			
54	EMPR MISC DED:			129,585.73		54	GROSS EARNINGS:			714,961.10			
55	EMPR MEDICARE TAX:			10,181.51		55	EMPR MISC DED:			344,878.21			
56	TOTAL PAYROLL*:			\$868,733.84		56	EMPR MEDICARE TAX:			9,777.15			
	TOTAL PAYROLL*:			\$868,733.84			TOTAL PAYROLL*:			\$1,069,616.46			
	ACH WIRE TOTAL			479,143.43			TOTAL PAYROLL FOR MARCH 2015			\$1,938,350.30			
							ACH WIRE TOTAL			466,255.70			

PERIOD DATES: 3/22 -4/4/2015						PAYDATE 4/10/2015		PERIOD DATES:4/5-18/15						PAYDAY 4/24/2015			
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	69,422.99		3	FIT		WIRE	72,592.15		3	FIT		WIRE	72,592.15	
4	MT		EFT	19,328.90	88,751.89	4	MT		WIRE	19,849.40	92,441.55	4	MT		WIRE	19,849.40	92,441.55
5	A2/35	Life Ins.	Check Dave 2nd	2,118.71	0.00	5	AL/34	Life Ins.	Check Dave 2nc	4,199.71	0.00	5	AL/34	Life Ins.	Check Dave 2nc	4,199.71	0.00
6	D3/31	Disability In	Check Dave 2nd	1,144.95	0.00	6	DI/32	Disability In	Check Dave 2nc	2,256.85	0.00	6	DI/32	Disability In	Check Dave 2nc	2,256.85	0.00
7	HE/37	Health In1st	Check Dave 2nd	15,493.00	0.00	7	HI/38	Health In1st	Check Dave 2nc	236,840.00	0.00	7	HI/38	Health In1st	Check Dave 2nc	236,840.00	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	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		9	CC/61	Child Care	Hfstttr/brgkmp	384.3	
10	GN/08	Garnish	CHECK last	368.28		10	GN/08	Garnish	CHECK last	329.08		10	GN/08	Garnish	CHECK last	329.08	
11						11						11					
12	CS/09	DSHS	EFT	1,943.07	1,943.07	12	CS/09	DSHS	EFT	1,943.07	1,943.07	12	CS/09	DSHS	EFT	1,943.07	1,943.07
13	CS/09	ExpertPay	EFT	0.00	0.00	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	8,473.19	8,473.19	14	D1/98	D.Dep. #1	ACH WIRE every	8,181.03	8,181.03	14	D1/98	D.Dep. #1	ACH WIRE every	8,181.03	8,181.03
15	D2/97	D.Dep. #2	ACH WIRE every	16,859.49	16,859.49	15	D2/97	D.Dep. #2	ACH WIRE every	16,675.09	16,675.09	15	D2/97	D.Dep. #2	ACH WIRE every	16,675.09	16,675.09
16						16	GL/11	Gr.TrmLife		100.80		16	GL/11	Gr.TrmLife		100.80	
16	GT/63	G.Ed.Tult	Check every	247.00		16	GT/63	G.Ed.Tult	Check every	247.00		16	GT/63	G.Ed.Tult	Check every	247.00	
17	HS/59	Health Svgs	ACH Wire every	205.00	205.00	17	HS/59	Health Svgs	ACH Wire every	205.00	205.00	17	HS/59	Health Svgs	ACH Wire every	205.00	205.00
18	DC/97	Vgrd EE	Wire	42,265.78		18	DC/97	Vgrd EE	Wire	44,471.75		18	DC/97	Vgrd EE	Wire	44,471.75	
19	DC/22	Vgrd ER	Wire	28,260.62	70,526.40	19	DC/22	Vgrd ER	Wire	29,604.90	74,076.65	19	DC/22	Vgrd ER	Wire	29,604.90	74,076.65
20	L2/29	401k Ln#2	Wire	4,761.19		20	L2/29	401k Ln#2	Wire	4,573.20		20	L2/29	401k Ln#2	Wire	4,573.20	
20	LN/29	401k Ln #1	Wire	9,598.82	14,360.01	20	LN/29	401k Ln#1	Wire	9,603.09	14,176.29	20	LN/29	401k Ln#1	Wire	9,603.09	14,176.29
22	TTL VNGRD			84,886.41		22	TTL VNGRD			88,252.94		22	TTL VNGRD			88,252.94	
23	LI/02	L&I	EFT Quarterly	26,831.65		23	LI/02	L&I	EFT Quarterly	26,874.74	0.00	23	LI/02	L&I	EFT Quarterly	26,874.74	0.00
24	MD/51	Mch.UnDues	Check last	1,318.15		24	M2/51	Mch.UnDue	Check last	1,318.35		24	M2/51	Mch.UnDue	Check last	1,318.35	
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00	
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00
27	TF/			0.00	0.00	27	GL/11	GTLife		0.00		27	GL/11	GTLife		0.00	
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	R1	Misc. draw		486.70	0.00	28	R1	Misc. draw		486.70	0.00
29	PA/66	Proj.Asslst	Check last	379.50		29	PA/66	Proj.Asslst	Check last	383.00		29	PA/66	Proj.Asslst	Check last	383.00	
30	PN/04	PERS EE	EFT	34,914.76	0.00	30	PN/04	PERS EE	EFT	35,805.28	0.00	30	PN/04	PERS EE	EFT	35,805.28	0.00
31	PN/04	PERS ER	EFT	63,765.77	98,680.53	31	PN/04	PERS ER	EFT	65,359.35	101,164.63	31	PN/04	PERS ER	EFT	65,359.35	101,164.63
32	TTL PERS			98,680.53		32	TTL PERS			101,164.63		32	TTL PERS			101,164.63	
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00
34	RC/24	ICMA EE	WIRE	4,936.86		34	RC/24	ICMA EE	WIRE	5,372.89	0.00	34	RC/24	ICMA EE	WIRE	5,372.89	0.00
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RI/23	ICMA Roth	WIRE	414.61	414.61
36	RL/21	ICMA Ln#1	WIRE	1,133.18	1,738.57	36	RL/21	ICMA Ln#1	WIRE	1,133.18	1,738.57	36	RL/21	ICMA Ln#1	WIRE	1,133.18	1,738.57
37	RR/25	ICMA ER	WIRE	2,879.29	7,816.15	37	RR/25	ICMA ER	WIRE	3,067.12	8,440.01	37	RR/25	ICMA ER	WIRE	3,067.12	8,440.01
38	TTL ICMA	9,554.72		9,969.33		38	TTL ICMA	10,178.58		10,593.19		38	TTL ICMA	10,178.58		10,593.19	
39	SD/26	457 ST EE	EFT	11,163.46		39	SD/26	457 ST EE	EFT	11,604.60		39	SD/26	457 ST EE	EFT	11,604.60	
40	SR/27	457 ST ER	EFT	6,127.10	17,290.56	40	SR/27	457 ST ER	EFT	6,444.41	18,049.01	40	SR/27	457 ST ER	EFT	6,444.41	18,049.01
41	ST/67	ShTrmDisab	EFT	3,382.47	3,382.47	41	ST/67	ShTrmDisal	EFT	0.00	0.00	41	ST/67	ShTrmDisal	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	119.00		41	UC/45	Un COPE				41	UC/45	Un COPE			
43	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	612.00		42	UA/44	Un Assess	Check last	612.00	
44	UD/42	Un Dues	Check last	5,396.97		43	UD/42	Un Dues	Check last	5,542.51		43	UD/42	Un Dues	Check last	5,542.51	
44	UI/41	Un Initiatn	Check last	110.00		44	UI/41	Un Initiatn	Check last	110.00		44	UI/41	Un Initiatn	Check last	110.00	
45	UT/43	Un Tax	Check last	2,740.50		45	UT/43	Un Tax	Check last	0.00		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	561.50		46	UW/62	United Way	Check last	543.50		46	UW/62	United Way	Check last	543.50	
47	WF/64	Wellness	Check last	334.50		47	WF/64	Wellness	Check last	339.50		47	WF/64	Wellness	Check last	339.50	
48	NET PAY (dir. Deposit)	ACH Wire every		436,510.69	436,510.69	48	Net Pay (Dir. Dep.)			441,754.98	441,754.98	48	Net Pay (Dir. Dep.)			441,754.98	441,754.98
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$766,952.63	49	TOTAL TRANSFER			8,341.46	\$779,260.49	49	TOTAL TRANSFER			8,341.46	\$779,260.49
50	TOTAL PAYROLL*:			\$824,500.64		50	TOTAL PAYROLL*:			\$1,068,294.99		50	TOTAL PAYROLL*:			\$1,068,294.99	
51	GROSS EARNINGS:			692,439.41		51	GROSS EARNINGS:			723,732.30		51	GROSS EARNINGS:			723,732.30	
52	EMPR MISC DED:			122,396.78		52	EMPR MISC DED:			334,637.99		52	EMPR MISC DED:			334,637.99	
53	EMPR MEDICARE TAX:			9,664.45		53	EMPR MEDICARE TAX:			9,924.70		53	EMPR MEDICARE TAX:			9,924.70	
54	TOTAL PAYROLL*:			\$824,500.64		54	TOTAL PAYROLL*:			\$1,068,294.99		54	TOTAL PAYROLL*:			\$1,068,294.99	
55	TOTAL PAYROLL FOR APRIL 2015					55	TOTAL PAYROLL FOR APRIL 2015				\$1,892,795.63	55	TOTAL PAYROLL FOR APRIL 2015				\$1,892,795.63
56	ACH WIRE TOTAL			462,048.37		56	ACH WIRE TOTAL			466,816.10		56	ACH WIRE TOTAL			466,816.10	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/03/2015

Thru Date: 04/03/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018533	4/3/2015	01305	ACCESS INFORMATION MANAGEMENT	\$577.26	
00018534	4/3/2015	01405	ADVANCE GLASS INC	\$743.10	
00018535	4/3/2015	01815	AMERICAN CUSTODIAL INC	\$9,952.59	
00018536	4/3/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$1,135.06	
00018537	4/3/2015	02060	AMERISAFE	\$46.24	
00018538	4/3/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$101.51	
00018539	4/3/2015	02380	ARAMARK UNIFORM SERVICES	\$746.84	
00018540	4/3/2015	02580	ASSOCIATED PETROLEUM	\$2,136.19	
00018541	4/3/2015	02990	B&B SIGN COMPANY LLC	\$204.55	
00018542	4/3/2015	03250	BATTERY SYSTEMS, INC	\$228.87	
00018543	4/3/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$500.13	
00018544	4/3/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018545	4/3/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018546	4/3/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,041.14	
00018547	4/3/2015	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00	
00018548	4/3/2015	05210	CAPITAL COLLISION CENTER	\$1,517.11	
00018549	4/3/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$30.97	
00018550	4/3/2015	06040	CITY OF LACEY	\$554.77	
00018551	4/3/2015	06120	CITY OF OLYMPIA UTILITIES	\$4,738.61	
00018552	4/3/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$1,639.83	
00018553	4/3/2015	07150	CROSSROADS COLLISION CENTER	\$815.22	
00018554	4/3/2015	07220	CUMMINS INC	\$2,687.13	
00018555	4/3/2015	08925	ENVIROISSUES INC	\$264.00	
00018556	4/3/2015	09055	EVERGREEN PROFESSIONAL RECOVERIES	\$1,500.82	
00018557	4/3/2015	09820	FLEET-NET CORP	\$4,928.64	
00018558	4/3/2015	09885	FMNA LLC	\$756.80	
00018559	4/3/2015	10605	GENFARE	\$168.48	
00018560	4/3/2015	10660	GILLIG LLC	\$0.00	✓
00018561	4/3/2015	10660	GILLIG LLC	\$8,399.96	
00018562	4/3/2015	10887	GRUBER POWER SERVICES	\$1,296.00	
00018563	4/3/2015	11065	HARLOW CONSTRUCTION	\$20,483.11	
00018564	4/3/2015	11175	HEALTH CARE AUTHORITY	\$272,722.64	
00018565	4/3/2015	11498	IBI GROUP	\$11,632.80	
00018566	4/3/2015	11615	INDUSTRIAL HYDRAULICS INC	\$56.31	
00018567	4/3/2015	11810	INTERSTATE BATTERY	\$220.76	
00018568	4/3/2015	11905	JANEK CORPORATION	\$612.54	
00018569	4/3/2015	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00018570	4/3/2015	13445	LAWTON PUBLICATIONS	\$1,187.50	
00018571	4/3/2015	13510	LES SCHWAB TIRE CENTER	\$61.14	
00018572	4/3/2015	13725	MAD ISMS PRECISION SILK SCREEN	\$2,637.31	
00018573	4/3/2015	14750	MULLINAX FORD	\$4,277.93	
00018574	4/3/2015	14900	NAPA AUTO PARTS	\$289.74	
00018575	4/3/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,542.45	
00018576	4/3/2015	16595	PACIFIC POWER GROUP LLC	\$768.97	
00018577	4/3/2015	16695	PATTISON WATER COMPANY	\$90.22	
00018578	4/3/2015	16765	PETRO CARD	\$41,967.85	
00018579	4/3/2015	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00018580	4/3/2015	16874	PITNEY BOWES PURCHASE POWER	\$1,510.00	
00018581	4/3/2015	17505	RAINIER DODGE INC	\$677.97	
00018582	4/3/2015	17560	RE AUTO ELECTRIC INC	\$441.30	
00018583	4/3/2015	17760	ROSS AND WHITE COMPANY	\$1,721.39	
00018584	4/3/2015	17811	RSM SERVICE CORPORATION	\$59,963.00	
00018585	4/3/2015	17900	SCHETKY NW SALES INC	\$1,550.52	
00018586	4/3/2015	18068	SHINING EXAMPLE INC	\$303.33	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/03/2015

Thru Date: 04/03/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018587	4/3/2015	18683	SULLIVAN, DEBBIE	\$294.00	
00018588	4/3/2015	18695	SUMMIT LAW GROUP PLLC	\$1,205.50	
00018589	4/3/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$630.10	
00018590	4/3/2015	18900	TEKNON CORPORATION	\$12,748.54	
00018591	4/3/2015	18940	TENNANT COMPANY	\$531.06	
00018592	4/3/2015	21610	TETRA TECH INC	\$59,854.37	
00018593	4/3/2015	21930	TIRES INC	\$3,134.86	
00018594	4/3/2015	21950	TITUS-WILL CHEVROLET	\$2,481.87	
00018595	4/3/2015	21985	TOTAL FILTRATION SERVICES	\$252.47	
00018596	4/3/2015	22010	TOYOTA OF OLYMPIA	\$191.84	
00018597	4/3/2015	22100	TRANSIT SOLUTIONS, LLC	\$2,506.61	
00018598	4/3/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,205.37	
00018599	4/3/2015	23820	VERIZON WIRELESS	\$1,620.87	
00018600	4/3/2015	24000	W W GRAINGER INC	\$174.82	
00018601	4/3/2015	24100	WA ST DEPT OF ECOLOGY 1	\$122.88	
00018602	4/3/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$558.00	
00018603	4/3/2015	24905	WA ST SCHOOL FOR THE BLIND	\$1,253.92	
00018604	4/3/2015	25858	WESTCARE CLINIC LLC PS	\$224.00	
00018605	4/3/2015	26800	ZUMAR INDUSTRIES INC	\$78.34	
Total:				\$572,428.22	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/17/2015

Thru Date: 04/17/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018606	4/17/2015	11740	INTERCITY TRANSIT ADVANCED TRAVEL	\$3,460.27	
00018607	4/17/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$46,043.27	
00018616	4/17/2015	01405	ADVANCE GLASS INC	\$408.22	
00018617	4/17/2015	01550	ALARM CENTER INC	\$396.76	
00018618	4/17/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00018619	4/17/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$13,781.99	
00018620	4/17/2015	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00018621	4/17/2015	01820	AMERICAN DRIVING RECORDS INC	\$283.04	
00018622	4/17/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$9,108.75	
00018623	4/17/2015	02380	ARAMARK UNIFORM SERVICES	\$751.91	
00018624	4/17/2015	02580	ASSOCIATED PETROLEUM	\$7,874.11	
00018625	4/17/2015	02990	B&B SIGN COMPANY LLC	\$431.44	
00018626	4/17/2015	05305	CAPITOL ALARM INC	\$315.66	
00018627	4/17/2015	05740	CED	\$145.57	
00018628	4/17/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,692.61	
00018629	4/17/2015	06040	CITY OF LACEY	\$696.03	
00018630	4/17/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$323.93	
00018631	4/17/2015	07220	CUMMINS INC	\$340.45	
00018632	4/17/2015	08780	EMERALD SERVICES INC	\$295.63	
00018633	4/17/2015	09820	FLEET-NET CORP	\$238.00	
00018634	4/17/2015	10660	GILLIG LLC	\$7,467.18	
00018635	4/17/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00018636	4/17/2015	11414	HULTZ BHU ENGINEERS INC	\$398.35	
00018637	4/17/2015	11422	HUNG RIGHT DOORS LLC	\$453.70	
00018638	4/17/2015	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,636.50	
00018639	4/17/2015	11810	INTERSTATE BATTERY	\$178.32	
00018640	4/17/2015	11930	JERRYS AUTOMOTIVE TOWING	\$637.02	
00018641	4/17/2015	13510	LES SCHWAB TIRE CENTER	\$283.97	
00018642	4/17/2015	13850	MASON TRANSIT AUTHORITY	\$1,278.00	
00018643	4/17/2015	14160	MCMASTER-CARR SUPPLY CO.	\$35.90	
00018644	4/17/2015	14590	MOHAWK MFG & SUPPLY	\$49.56	
00018645	4/17/2015	14750	MULLINAX FORD	\$1,624.13	
00018646	4/17/2015	14900	NAPA AUTO PARTS	\$735.70	
00018647	4/17/2015	15545	OLYMPIA COPY & PRINTING	\$662.41	
00018648	4/17/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00018649	4/17/2015	16557	PACIFIC MODULAR, INC	\$707.20	
00018650	4/17/2015	16765	PETRO CARD	\$74,367.45	
00018651	4/17/2015	17290	PUGET SOUND ENERGY	\$18,219.36	
00018652	4/17/2015	17505	RAINIER DODGE INC	\$147.38	
00018653	4/17/2015	17760	ROSS AND WHITE COMPANY	\$1,210.27	
00018654	4/17/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$389.36	
00018655	4/17/2015	17981	SECURITAS SECURITY SERVICES USA INC	\$15,040.00	
00018656	4/17/2015	18160	SKILLINGS CONNOLLY INC	\$16,561.92	
00018657	4/17/2015	18705	SUNBELT RENTALS	\$733.36	
00018658	4/17/2015	18711	SUNSET AIR INC	\$387.60	
00018659	4/17/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$262.90	
00018660	4/17/2015	18895	TECHNOLOGY UNLIMITED	\$1,462.22	
00018661	4/17/2015	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00018662	4/17/2015	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,252.00	
00018663	4/17/2015	21930	TIRES INC	\$3,152.65	
00018664	4/17/2015	21950	TITUS-WILL CHEVROLET	\$1,988.36	
00018665	4/17/2015	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$205.85	
00018666	4/17/2015	22010	TOYOTA OF OLYMPIA	\$225.65	
00018667	4/17/2015	22100	TRANSIT SOLUTIONS, LLC	\$2,098.83	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/17/2015

Thru Date: 04/17/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018668	4/17/2015	22420	TUMWATER PRINTING	\$135.88	
00018669	4/17/2015	23410	U S BANK VOYAGER FLEET SYSTEMS	\$37,782.94	
00018670	4/17/2015	23530	U S POSTAL SERVICE	\$220.00	
00018671	4/17/2015	23660	UNITED WAY OF THURSTON COUNTY	\$1,095.00	
00018672	4/17/2015	23950	VOSS KENNETH J./SNAP-ON TOOLS	\$257.86	
00018673	4/17/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$133.52	
00018674	4/17/2015	24640	WA ST DEPT OF TRANSPORTATION	\$81,541.69	
00018675	4/17/2015	24742	WA ST EMPLOYMENT SECURITY	\$1.49	
00018676	4/17/2015	24750	WA ST GET PROGRAM	\$494.00	
00018677	4/17/2015	25380	WASHINGTON GARDENS	\$315.52	
00018678	4/17/2015	26405	XIOLOIX LLC	\$15,224.08	
00018679	4/17/2015	26800	ZUMAR INDUSTRIES INC	\$545.14	
			Total:	\$404,994.19	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	15 WRT QTR	DI	4/3/2015			2,700.00	2,700.00	2,700.00		2,700.00
08005 DIRITO CHRISTINE										
00	03/5-6/15	DI	4/3/2015			82.00	82.00	82.00		2,782.00
10205 FREEMAN-MANZANARES ANN										
00	01/13-3/30/2015	DI	4/3/2015			348.47	348.47	348.47		3,130.47
00	03/7-12/2015	DI	4/3/2015			485.48	485.48	833.95		3,615.95
11308 HOFSTETTER SHANNON										
00	3/27/15	DI	4/3/2015			192.30	192.30	192.30		3,808.25
11325 HOLMAN, ROBERT L										
00	03/16/2015	DI	4/3/2015			71.38	71.38	71.38		3,879.63

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2015MAR2	DI	4/17/2015			749.00	749.00	749.00		749.00
11775 INTERCITY TRANSIT WELLNESS										
00	2015MAR2	DI	4/17/2015			663.00	663.00	663.00		1,412.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: May 06, 2015

FOR: Intercity Transit Authority
FROM: Bob Holman, ext. 705-5885
SUBJECT: TIP Public Hearing

-
- 1) **The Issue:** Take public testimony on the draft 2016-2019 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional and state planning documents prior to proposed ITA adoption on June 3, 2015.
-
- 2) **Recommended Action:** Receive and consider public testimony.
-
- 3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.
-
- 4) **Background:** On April 1, 2015 the ITA scheduled a public hearing on the draft 2016-19 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's *2015-2025 Capital Improvement Program* (an internal planning document), the *2014-2019 Transit Development Plan*, and the *2015-2020 Strategic Plan* (the latter two published on Intercity Transit's website). The TIP is the first step in the recurring annual cycle of independently updating these related planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP).

Project elements in the draft TIP are:

- Preventive maintenance of vehicles in IT's fleet during the years 2016-2019;
- Purchasing heavy duty coaches to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;
- Conducting a Youth Education Program that fosters potential for using transit and/or bicycle forms of transportation;
- Providing bus stop enhancements including ADA improvements;
- and

- Operations funding with PSRC “earned share” for activities supporting vanpool vans and commuter coach operations.

One additional project is identified for planning purposes in order to maintain a focus on it as a regionally significant project. The following project which is related to but goes beyond the UST project identified above does not as yet have a federal funding source identified:

- The Pattison Maintenance Facility Expansion Project.

Projects are identified in the draft TIP for public review and comment and proposed for ITA adoption on June 3, 2015. They are also subject to review by the Thurston Regional Planning Council and, for projects with PSRC Earned Share formula funds, by the Puget Sound Regional Council for the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. TIP projects for 2016-19 TIP total more than \$46.3 million with more than \$32.8 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2016 through 2019 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process and project elements support agency goals:
Goal #1: *“Assess the transportation needs of our community.”* **Goal #4:** *“Provide responsive transportation options.”*

8) **References:** Exhibit 1 – Draft 2016-2019 TIP
Exhibit 2 – Published TIP News Release.

Exhibit 1 Draft 2016-19 TIP

2016-19 Transportation Improvement Program (TIP) / Programming of Projects (POP) for Projects with Anticipated Federal Funding												
IT #	Project	2016	2017	2018	2019	TOTAL 2016-2019	Federal	Type	Local	Total	Fed %	Project Status
IT 1601	Capital Preventive Maintenance (TRPC & PSRC estimated apportionments)	\$5,653,500	\$5,766,570	\$5,881,901	\$5,999,539	\$23,301,511	\$18,641,209	Sec. 5307 IT Apportionment & PSRC Earned Share	4,660,302	23,301,511	80.0%	Planned & Secured 5307/5340
IT 1602	Construction Phase for Replacement of Underground Storage Tanks at Pattison Maintenance Facility with grading to meet expansion needs.	\$6,788,000				\$6,788,000	\$2,900,000	Sec. 5339 thru WSDOT and FHWA (STP) thru TRPC	3,888,000	6,788,000	42.7%	Secured funding pending. Applications in process March, 2015
IT 1603	Vanpool Vans - Replacement & Expansion (PSRC)	\$912,186	\$912,186	\$912,186	\$912,186	\$3,648,744	\$2,918,995	Sec. 5307 PSRC Earned Share	729,749	3,648,744	80.0%	Planned & Secured PSRC 5307 Earned Share
IT 1604	2014-15 FHWA Transfer (TAP) Bus Stop Enhancements	\$185,000	\$185,000	\$185,000	\$185,000	\$740,000	\$640,100	FHWA (TAP in 2016) transfer to FTA	99,900	740,000	86.5%	Planned FHWA funding 2016 forward. Applications in process March, 2015
IT 1605	2014-15 2014-15 FHWA Transfer (CMAQ &/or TAP) Walk-N-Roll Youth Transportation Education	\$39,000	\$39,000	\$39,000	\$39,000	\$156,000	\$134,940	FHWA (CMAQ in 2016) transfer to FTA	21,060	156,000	86.5%	Planned FHWA funding 2016 forward. Applications in process March, 2015
IT 1606	Vanpool & Fixed Route Operations (PSRC)	\$1,406,454	\$1,434,583	\$1,463,274	\$1,492,540	\$5,796,851	\$2,898,426	Sec. 5307 PSRC Earned Share	2,898,426	5,796,851	50.0%	Secured PSRC 5307 Earned Share
IT 1701	Replacement, heavy duty coaches - order in 2018-19 (PSRC)	\$0	\$4,140,446	\$887,500	\$887,500	\$5,915,446	\$4,732,357	Sec. 5307 PSRC Earned Share	1,183,089	5,915,446	80.0%	Secured PSRC 5307 Earned Share
Total Federal Funded Projects		\$14,984,140	\$12,477,785	\$9,368,861	\$9,515,765	\$46,346,552	\$32,866,026		\$13,480,526	\$46,346,552	70.9%	
Regionally Significant - Federal Funds Not Yet Identified												
IT #	Project	2016-2019				State	Type	Local	Total	Federal	Project Status	
	Pattison Maintenance Facility Expansion			\$22,000,000			unknown	unknown	unknown	unknown	Regionally Significant RTIP Project Contingent on Securing Federal \$\$	
NOTE: Grant type: Sec. 5307 & PSRC* 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. 5307 also has Small Transit Intensive Cities (5340) performance based funds rolled into the total. *Puget Sound Regional Council												



News Release

For Immediate Release:
April 2, 2015

Exhibit 2 - Published TIP News Release

For More Information:
Kris Franzen 360-705-5836
www.intercitytransit.com

Public Invited to Comment on Transportation Improvement Projects

Intercity Transit (IT) invites public comment on IT's programming of projects in the 2016-19 Transportation Improvement Program (TIP). IT has a reasonable expectation that we will use federal transportation funding for these projects. The Intercity Transit Authority (ITA) will hear comments at a public hearing on Wednesday, May 06, 2015, at 5:30 p.m. at their business office, 526 Pattison Street SE, in Olympia. Routes 62A, 62B, and 66 service this location.

Once adopted by the ITA, Thurston Regional Planning Council will use Intercity Transit's TIP as an element in constructing the regional TIP (RTIP) and the state and federally approved annual program document (STIP). TIP projects could total more than \$40.4 million in combined federal and local funds for the 2016-2019 period.

Projects for which IT has programmed potential funding for 2016-2019 are:

- Preventive maintenance of vehicles in IT's fleet during the years 2016-2019;
- Purchasing heavy duty coaches to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;

- Conducting a Youth Education Program that fosters potential for using transit and/or bicycle forms of transportation and
- Providing bus stop enhancements including ADA improvements.
- Operations funding with PSRC “*earned share*” for activities supporting vanpool vans and commuter coach operations. PSRC “*earned share*” is funding we are eligible for based on vanpool and commuter services in and out of the Puget Sound Regional Council, south Sound area.

The draft Intercity Transit 2016-19 TIP represents IT’s complete programming of projects (POP) for which we expect federal funds to be available for fiscal years 2016 through 2019.

Copies of the draft Intercity Transit 2016-19 TIP for federally funded projects are available at Intercity Transit’s business office, 526 Pattison Street SE, Olympia. The office is open Monday through Friday, 8 a.m. to 5 p.m.

Members of the public may comment at the May 6 public hearing or send written comments to the Grants Program Administrator, Executive Department, Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659. Intercity Transit requests that written comments be sent to us by 4 p.m. on Tuesday, May 05, 2015. Questions or comments may also be directed to Bob Holman, Grants Program Administrator by email at ***bholman@intercitytransit.com*** or by phone at (360) 705-5885.

###

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Sandra Romero

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
George Barner

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, May 1, 2015 8:30 a.m. – 11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – April 3, 2015
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 15-05

CY 2015 Call For Projects – Candidate Proposals

1ST REVIEW

Through its CY 2015 Call for Projects, TRPC will award \$2.3 million in federal transportation funds to priority regional projects. The Call for Projects generated eleven proposals, of which ten are going forward for further consideration. Proposals were reviewed for their technical feasibility and compliance with federal and regional requirements on April 16th and are available for public review and comment through May 4th. On May 13th the Transportation Policy Board will review each proposal and forward to TRPC its funding recommendation for consideration and action by the Council on June 5th. This meeting on May 1st is an opportunity for TRPC to preview the proposals working their way through the regional process.

2015 Legislative Session

UPDATE / DISCUSSION

Staff will provide an overview of the 2015 Regular Session which adjourned on April 26, 2015.

TRPC Retreat Subcommittee Report

DISCUSSION

The 2015 TRPC Retreat Subcommittee met to begin to put shape to the Council retreat agenda. The retreat will be held on July 10th at the Thurston County Emergency Operations Center on Tilley Road. Subcommittee members and staff will give a brief update on the progress.

RTIP Amendment 15-06

1ST REVIEW

WSDOT proposes amending 3 new projects into the RTIP and STIP for US 12 safety improvements, region-wide intersection safety improvements, and I-5 culvert repair. Amending new projects requires TRPC action. TRPC action expected in June.

CY 2015 Administrative Amendment to the RTP

1ST REVIEW

To maintain compliance with federal transportation requirements concerning air quality conformity, the existing Regional Transportation Plan requires an administrative amendment. This amendment will extend the planning horizon one year – to 2036 – and include an updated finding of air quality conformity by state and federal agencies. This amendment and finding will ensure the region has time to complete the thoughtful, comprehensive update of this plan that is currently underway without a lapse in compliance. TRPC will be asked to take action on this amendment on June 5th.

Request for Funding Award Update – Tumwater's "Historical Park Trail Connection"

1ST REVIEW

In 2014, TRPC awarded \$206,346 in federal Transportation Alternatives Program (TAP) funds to Tumwater for design and construction of the "Historical Park Trail Connection." During the Transportation Policy Board review and recommendation of this project, the City was asked to reconsider its original design to add a parallel soft-surfaced trail for runners. The City was invited to petition the Council for further funding if costs increased as a result of this design change; the region had \$27,600 in unallocated TAP funds remaining from that CY 2014 process. Tumwater has completed design of the enhanced trail project and requests an additional \$23,355 in FFY 2015 TAP funds to construct the project with dual trail surfaces. TRPC will take action on this request on June 5th.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 20, 2015

CALL TO ORDER

Chair Van Gelder called the April 20, 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; Joan O'Connell; Kahlil Sibree; Dale Vincent; Valerie Elliott; Jan Burt; Billie Clark; Grace Arnis; Julie Hustoft; Denise Clark; Lin Zenki, Faith Hagenhofer, Mitchell Chong; and Ursula Euler.

Absent: Sue Pierce; Charles Richardson; Quinn Johnson and Leah Bradley.

Staff Present: Ben Foreman; Ann Bridges; Marilyn Hemmann; and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Van Gelder introduced Authority member, Nathaniel Jones.

MEETING ATTENDANCE

- A. May 6, 2015, Regular Meeting - Leah Bradley
- B. May 20, 2015, Work Session - Denise Clark

APPROVAL OF MINUTES

It was M/S/A by EULER and SEE to approve the minutes of the March 16, 2015 meeting.

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

- *VanderDoes* - Kudos to Intercity Transit
- *See* - Comments on 62 and 12 routes.

NEW BUSINESS

O'Connell arrived.

- A. **VILLAGE VANS UPDATE** - (*Ann Bridges*) Bridges introduced herself as the coordinator of the program. Speaking with the Authority a few days ago she realized that she needed to incorporate in some history. She shared that she is resigning effective June 30, 2015 after being with Intercity Transit for 12 years. When she was hired her supervisor Roger Dean,

Intercity Transit Citizen Advisory Committee

April 20, 2015

Page 2 of 8

told her that project may only last 6 months because the grant required a local match. She took the job anyway, because it was a good fit for her experience. Intercity Transit was able to meet the local match by valuing the drivers and the administrative help.

Sibree arrived.

Shortly after she started the ratio for output to outcome the program was at operating capacity. The outcomes were tremendous. People's lives were changing because of Village Vans. The amount of time spent researching, designing, planning, training scheduling advocating, evaluating, and marketing was a great deal of output.

Bridges shared a story about Jane who moved here from out of state with her son who was pre-grade school age. Jane was referred by someone at DSHS. She ended up getting hired by another Transit agency and she continues to drive for them today. She has since saved enough for a down payment on a home.

Hagenhofer arrived.

Bridges shared another story about Jon who lives outside our service and DAL area. He is developmentally disabled and his parents both work. He was offered a position at St. Peter's hospital, but the only way he could do it is if he found transportation. Village Vans has been providing that transportation for 8 years. The program has hundreds of those stories.

Bridges indicated at the end of 2014, 112 participants in the customized job skills program had obtained jobs. Part of that number includes 24 that were with us in 2013; of those 4 are still current; 5 left; 1 decided to go to school; 5 were asked to leave because of attendance; and 8 found good employment. Volunteers worked 6,024 hours last year. They are so valuable to the program and their time is valued at \$133,493.

Bridges stated the funding the program received for many years ended in the last biennium and we are using the last of it through June of this year. We have applied for a new grant for innovative type programs. We are already doing what this program is funding. We submitted on December 30, 2014, and are expecting to hear any day.

Bridges added the CAC has always been extremely supportive of the program and she hopes it will continue. The people we are helping are raising the sales tax in our community. They are not using human service organizations as much and becoming productive citizens and neighbors. All of the human resources, medical, and mental health are being used less because of the success of the people in this program.

Bridges answered questions.

Clark - asked if the funding amount is going to be the same, or are you expanding the program.

Bridges - indicated the amount we are asking for is the same. There is no physical room to expand the program. We operate 3 vans every day. One of the issues we have is that I spend a lot of time recruiting from our community partners. When

Intercity Transit Citizen Advisory Committee

April 20, 2015

Page 3 of 8

volunteers come in we never know when they are going to leave and be successful. We might have a full roster of people that can drive, which is 8 and maybe 3 or 4 of them leave and it creates a gap. This means we have to deny service. She indicated she has not been able to find a solution to that problem.

Van Gelder – stated the work you do exemplifies why Intercity Transit is so valuable to the community.

Bridges received a standing ovation from the committee.

B. OLYMPIA TRANSIT CENTER UPDATE - (Marilyn Hemmann) Hemmann began reviewing the renderings of the current design at the Olympia Transit Center. She provided some background regarding the use of Architectural and Engineering services to come up with a draft plan that could be used on the very small site. She identified the additional bus bays; location of Greyhound; orientation of the building; meeting room and training space; the passageway between the buildings from the transit island; customer service area; and package storage for greyhound. There will be security cameras around the building; along with covered waiting areas.

Hemmann indicated after the consultants came up with the design there were several requirements including a groundwater monitoring report, and a Section 106 archeological survey. This section of Olympia is fingers of land and a lot of fill. Staff had a presubmittal with Olympia and as a result they required that we consolidate all the lots and redesign the building to accommodate for sea-level rise. That is why this design has the ramp going up to the lobby. The building is now two feet above sidewalk grade. They also required that we move the trash collection site. The generator will end up adjacent to the trash collection location.

Hemmann relayed that as part of the master plan process at Pattison it was determined that we needed additional office space. Additional office space wasn't addressed in the Pattison Street project until Phase II and beyond so the ITA decided to incorporate office space into the OTC project to address this need. We have completed Value Engineering. Value engineering is another set of eyes to review the design and attempt to locate any deficiencies. In this process they found issues with easements and utilities on the north side of the grassy triangle. These underground utilities had been in place since the original construction and had a large easement. If you are at the transit center you will notice there are a number of green boxes on the site. The other interesting thing is that there are 3 power circuits intersecting our site. We've been working with PSE for some time and have come up with a plan to deal with the utility issues that the City agrees will work. We will use pad mount transformers because they create a voltage drop and will be located underground in a vault under the sidewalks. Currently we are working on submitting this to the City of Olympia. We still are on budget.

Hemmann answered questions.

Hustoft – inquired about the location of bike lockers.

Hemmann – responded we are looking at placing covered storage along State Street.

See – asked if there has been any discussion about what it would look like along State Ave with the new building.

Hemmann – we've discussed the space from a functional perspective and are working with experienced architects that specialize in urban design. The design will work with the existing building and the new construction

Hagenhofer – asked if it will be white.

Hemmann – stated there will be more input on the colors as the project moves forward. It will have a fairly natural look.

O'Connell – asked if she heard that Hemmann was retiring?

Hemmann – indicated she was retiring at the end of June and the agency was looking to a contract manager to complete the project.

Chong – asked if the building foundation was going to be raised.

Hemmann – yes - the building will be raised two feet above sidewalk grade to accommodate sea-level rise, as directed by the City of Olympia. The foundation will be on pilings.

VanderDoes – asked if the transformer vault would be under the sidewalk would it be subject to flooding from sea-level rise.

Hemmann – stated the transformers will be located in what they call TUT's (totally underground transformers).

O'Connell – asked if PSE pay for the relocation.

Hemmann – indicated Intercity Transit pays for that.

Elliott – inquired about the project timeline if we are currently at 30% design how long will it take to get to full design and will the agency be required to do SEPA and NEPA.

Hemmann – the project is required to comply with SEPA and NEPA requirements. We have received what is called a DCE or Declared Categorical Exclusion. She indicated the current expectation is that the utility work will be done by the end of this year and we can get the project out for bid next year.

- C. STATE OF INTERCITY TRANSIT - (Ben Foreman)** Foreman indicated he would provide the State of Intercity Transit on Ann's behalf. This will set us up for the next Strategic Plan process. The ridership for 2014 was the third highest year. Vanpool ended the year with 214 active vanpool groups. This is 6 fewer groups than the previous year but with higher ridership. Dial-A-Lift demand rose, but not as quick as it has in the past years. In 2013 a trip cost a little over \$46.

Foreman shared Environmental and Sustainability Management (ESMS) information concerning the ISO 14001 certification. The agency just completed the first scheduled surveillance audit. We will have two audits and then must go through certification again. He indicated our technology enhancements includes a potential new server room and it was determined it would cost approximately \$500k. We were able to utilize an opportunity to co-locate at WSDOT and in conjunction with that we get additional fiber connectivity making our connection redundant.

Van Gelder – indicated he was surprised the agency didn't relocate to DES.

Foreman – provided it was less money to relocate to WSDOT and two other agencies are also co-located there.

Van Gelder – stated they are designated as the Emergency Management for the state.

Foreman continued with the report indicating retaining quality staff is key to providing excellent service. Sixty percent (60%) of the senior management has left since 2010. The agency has gone from seven down to four. We continue to work through issues related to aging workforce. The majority of our workforce is over 50.

Clark – remarked that since you realize that there is going to be an influx of retirement has there been any succession planning

Foreman – responded we do succession readiness.

Hagenhofer – asked if Intercity Transit attends conferences where people interested in transportation might learn of employment opportunities.

Foreman – human resources and managers attend functions and belong to professional associations where employment opportunities are shared. Staff members attend a variety of job fairs and seek to advertisement in a variety of locations to gain the greatest coverage for those potentially interested.

O'Connell – remarked that she is always impressed with cross training that occurs at the agency.

Foreman – relayed a story about information systems staff person that started as a driver; moved to facilities and eventually moved into information services.

Foreman continued with the report indicated the underground storage tank (UST) project is off and running and there are two possible grants we believe we may get that would enhance the project to \$7M and allow us to go down to the depth we need to for future development.

Foreman indicated that sales tax revenue is 70% of our funding. To get a clearer picture of how this works from 1984 to 2008 our sales tax growth has averaged 5.7% and the remaining ten years has been at 1.9%. The Authority has talked about going out for some

Intercity Transit Citizen Advisory Committee

April 20, 2015

Page 6 of 8

additional sales tax, but we are in a holding pattern to see if Representative Reykdal is able to get increase the cap on the amount we can ask for. The agency uses a million gallons of fuel annually and we are down over the year, but in a heartbeat we can see fuel jump quickly. Because fuel pricing is so volatile, we have not revised fuel pricing in the long term financial strategic plan to reflect the current pricing because we think it wise to remain conservative in our planning.

Foreman answered questions.

Euler – asked if fuel goes up to \$5.00/gallon does ridership go up accordingly.

Foreman – indicated when fuel prices jump up, demand for services rises as well. Interestingly, when fuel prices have gone down, ridership has stayed the same. This is particularly true for vanpooling. Once people try it, they find they like it and stay with the program.

O’Connell – asked about the total amount the tax increase would allow Intercity Transit to ask for.

Jones – relayed that current state law allows for 1/10th of 1 percent. The new legislation would include the potential of an additional 3/10th of 1 percent.

Hustoft – asked if the new UST’s will be single walled.

Foreman – responded the current tanks are single walled and they no longer meet industry standards. The new tanks will be to code.

Jones – stated it’s his understanding they will be double walled with sensors.

Hagenhofer – asked why we would not look at the gas tax as another funding source.

Van Gelder – indicated the constitution says we can’t.

Hagenhofer – asked if vanpool pick up/ drop off locations are always the same.

Foreman – responded they are determined by the group.

Clark – asked about legislation she heard for a tax increase in Seattle/King County and was wondering if it passed.

Van Gelder – indicated there is a proposal in both the House and the Senate transportation packages concerning authorization for Sound Transit. The legislation hasn’t passed yet. There is a proposal for additional local taxing options for Community Transit, Kitsap Transit, and Intercity Transit.

Clark – inquired if it was feasible to join forces with other transit agencies.

Intercity Transit Citizen Advisory Committee

April 20, 2015

Page 7 of 8

Van Gelder – responded that each district must be aware of their local delegations that have opposition to transit funding and this left it to the individual agencies.

Hagenhofer – asked if it was only for this biennium.

Van Gelder – stated if approved, it would allow additional local options for an unspecified period of time. The authorized amount allowed by law would change in statute.

CONSUMER ISSUES

- *VanderDoes* – relayed kudos from a recent meeting with the ARC of Washington regarding an endowment trust fund for developmentally disabled. VanderDoes always brings up transportation as an issue to success. The person they were speaking to told him about her mother and that she is totally blind and has been using transit for 25 years. She was very emotionally moved. The drivers and the bus system itself received nothing but praise.
- *See* – relayed that he participated in the Earth Day Market Ride this last weekend and it was easily the best turn out he's seen. Great job Duncan!
- *See* also remarked he has a co-worker who has a broken heel and is using a scooter. He rides from Shelton to OTC and then on to DOL. He has had 2 experiences on DASH and route 12 where the driver was giving him a difficult time about getting on bus with the scooter. Specifically on route 12 at 5:10 pm to the OTC. The driver wouldn't lower the bus on capital way and was rude. Staff asked *See* to collect additional information and relay it to customer service to investigate.

O'Connell – provided that she has a lot of experience bringing concerns forward and if you call the 800 number there is immediate action. There is video and audio available to confirm the situation. The more detailed you are with information the better it will be. The agency looks at it as a training opportunity.

- *Elliott* – relayed that her persistence regarding a tow truck repeatedly parking in a bus zone several months ago was ultimately resolved.
- *See* – requested assistance regarding a "For Lease" sign blocking the pathway to the bus stop at the Sunset building on Capitol Boulevard. It is a Rants Group sign and he's wondering if it can be relocated. Staff will investigate and respond.

REPORTS

- *Arnis* – provided the report from the March 18, 2015, Work Session – and the Authority received the same presentation on the Walk n Roll program and a larger presentation on JBLM corridor study.
- *Zenki* – provided the report from the April 1, 2015, Authority Meeting and that it was the first time she attended one of those meetings and it was excellent. There were four new hires in various departments and it was great to see their boss come and introduce them at the

Intercity Transit Citizen Advisory Committee

April 20, 2015

Page 8 of 8

board meeting and they shook hands with each board member. Everyone was treated with respect and it was excellent. There was a hearing scheduled for May 6 on the TIP and a list of projects presented.

- *Chong* - provided the report from the April 15, 2015, Work Session - discussed the Bylaws and Erin talked about Youth.

NEXT MEETING: May 18, 2015.

ADJOURNMENT

It was M/S/A by ELLIOTT and SIBREE to adjourn the meeting at 6:52 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Storage Area Network replacement

1) **The Issue:** Consideration for the purchase of a new Storage Area Network (SAN) system to replace our existing system.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order for \$43,125 to Xiologix for the SAN system, inclusive of shipping, sales tax, and five years of maintenance.

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

4) **Background:** The SAN is the shared storage for our VMWARE (virtualization platform) cluster environment. Two thirds of our servers are running on this VMWARE. These servers manage all of the data for the CAD/AVL system, our Website, File and Print functions, Routematch scheduling, some processes for email, and processes for our telephones. Intercity Transit purchased the current SAN in 2010 and additional disk storage in 2011.

The manufacture of our existing equipment notified Intercity Transit that the technical support for our model SAN will end in July of 2015. Not having support leaves Intercity Transit vulnerable to the potential of extended server failure.

Information Systems (IS) and Procurement investigated the SAN market and determined it was most advantageous to use the Department of Enterprise Services (DES) competitively bid contracts for SAN systems. Each provider on the contract has a unique solution. Intercity Transit sought proposals from the providers on the DES contract to determine which solution and cost would provide the best value for Intercity Transit. Two responsive proposals were received and evaluated. It was determined that Xiologix offers fair and reasonable pricing, and provides the best value at the lowest cost.

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- 5) **Alternatives:**
- A. Authorize the General Manager to issue a purchase order for \$43,125 to Xiologix for the SAN system, inclusive of shipping, sales tax, and five years of maintenance.
 - B. Defer action. Deferred action will continue the use of aging equipment that will no longer be supported after July 2015.

6) **Budget Notes:** This expenditure will be covered by the IS budget of \$211,000 for replacement of aging equipment. IS anticipates this category of expense will remain within budget in 2015.

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-B
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Bus Stop Shelters

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- 1) **The Issue:** Consideration of a contract for bus stop shelters.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract with Handi-Hut Inc. for an initial three year contract, with the option of two one-year extensions, for bus stop shelters. The estimated annual value of the contract is \$75,000.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
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- 4) **Background:** Intercity Transit provides shelters for customers at many bus stops throughout the service area. The placement of shelters is determined by a ranking system that includes customer requests, ridership levels, transit dependence, prominence of location, and frequency of service.

The existing contract for shelters expired in August 2014. Procurement and Facilities researched shelter companies and their standard options to learn about the current market. It was determined we can continue with our existing shelter style (barrel roof design, twenty four inch square glass panels, and green in color) as it is still a standard design and a number of firms can produce the product.

Specifications were developed using our existing design. Procurement issued a Request for Bids on April 1, 2015, and received five responses by the submittal deadline of April 21, 2015.

After reviewing the bids, it was determined that the responsive, responsible low bidder is Handi-Hut Inc. Handi-Hut Inc. was our past provider of shelters. Both their product and customer service have been satisfactory. Staff has determined that Handi-Hut's pricing is fair and reasonable and represents the best value for the agency. Staff recommendation is to award a term contract to Handi-Hut.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Handi-Hut Inc. for an initial three year contract, with the option of two one-year extensions, for bus stop shelters. The estimated annual value of the contract is \$75,000.
- B. Defer action. Deferred action will delay the purchase of shelters under competitively bid pricing.

6) **Budget Notes:** Based on yearly averages, \$75,000 is budgeted each year to purchase shelters to maintain inventory levels and accommodate new stop locations. It is anticipated that shelter purchases will remain within budget in 2015.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority
FROM: LeAnna Sandy, 705-5837
SUBJECT: Security Services

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- 1) **The Issue:** Whether to consider an award for security services at the Lacey and Olympia Transit Centers.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with three one-year options to extend, with Pierce County Security in an amount not-to-exceed \$173,858 for the provision of security services at the Lacey and Olympia Transit Centers.
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- 3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.
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- 4) **Background:** Intercity Transit issued a request for proposals for the provision of security services on February 18, 2015, and held a pre-proposal conference and site visit on March 5. Thirteen proposals were received by the submittal deadline of March 25.

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

Pierce County Security will provide one security officer at each facility as follows:

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

Current Pierce County Security clients include Department of Health, LOTT Clean Water Alliance, City of Olympia Municipal Court, and the City of Olympia Municipal Administration Building. Based on references and interviews, staff is confident Pierce County Security will enhance our efforts to provide a professional security presence and good customer service at the Olympia and Lacey Transit Centers and recommend award of contract to Pierce County Security.

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- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a one-year contract, with three one-year options to extend, with Pierce County Security in an amount not-to-exceed \$173,858 for the provision of security services at the Lacey and Olympia Transit Centers.
 - B. Defer action. This alternative could result in a lapse in security coverage as the contract with the current provider expires the end of May.

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- 6) **Budget Notes:** The cost of this contract falls within the 2015 budget of \$186,000.

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- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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- 8) **References:** N/A.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Maintenance Contract for Telephone System

1) **The Issue:** Consideration of an award of contract to Siemens for a one-year maintenance contract for the telephone system.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract with Siemens for the maintenance of the agency telephone system for \$32,608, including taxes.

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

4) **Background:** In 2005, Intercity Transit purchased and installed a Siemens telephone system. As the end of each maintenance contract year approaches, Siemens audits the state of the system as well as what has been added or subtracted from the system during the year. With this information, Siemens calculates the proposed cost of maintenance for the coming year. Based on the maintenance costs for previous years and our knowledge of the current system, the cost proposed for this year is fair and reasonable.

5) **Alternatives:**

A. Authorize the General Manager to execute a one-year contract with Siemens for the maintenance of the agency telephone system for \$32,608, including taxes.

B. Defer action. The current maintenance contract expires June 19, 2015. Deferred action may increase the costs, delay repairs or create operational problems for the telephone system if it is necessary to locate alternative repair expertise or an alternative contract.

6) **Budget Notes:** This expenditure is within the 2015 budget of \$33,500 for the maintenance agreement for the telephone system. Even though the equipment is a year older, the base cost is the same as for last year's maintenance agreement.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Agreement with PSE to Relocate Utilities

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- 1) **The Issue:** Consideration of entering into an agreement with the Puget Sound Energy (PSE) to relocate utilities at the Olympia Transit Center (OTC).

 - 2) **Recommended Action:** Authorize the General Manager to enter into an agreement with PSE for the relocation of their electric utilities for the OTC expansion project in the amount of \$265,300.

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

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- 4) **Background:** The Olympia Transit Center was the first construction project in downtown Olympia to underground the utilities. Electric and gas utilities are located on the northern edge of the project site within a PSE easement. From the beginning of project planning and design, relocation of public utilities were included in the design teams (SRG) project tasks and cost estimates. However, as part of the detailed focus during the value engineering review of the 30% design, new information came to light that alerted the project team to the fact that utility relocation could be more complicated than anticipated.

Staff pursued PSE to learn specifics of how the electric utilities within the project site might be relocated. After numerous discussions, it was decided that several of their boxes and transformers could be relocated closer to the existing OTC facility. The two pad transformers at the corner of Olympia and Franklin would be much more difficult to relocate due to the fact that they could only be moved a short distance in order to avoid an unacceptable voltage drop and there were restrictive requirements concerning their re-installation.

SRG and staff continued discussions with PSE and the City of Olympia to obtain informal agreement on an option for relocation of these pad transformers. The project team and PSE presented one relocation plan to the City which was eventually rejected. The project team spent considerable time developing a new plan. After more discussions with PSE and the City, informal agreement was

reached that the pad transformers could be installed in a totally underground vault in the City's sidewalk on Franklin, close to Olympia Avenue.

Following this informal agreement, more meetings and clarifications, PSE was asked to develop the specifications and construction plans for the relocation. This allowed PSE to calculate \$265,300 as the cost of the agreement for PSE's portion of the utility relocation work. Other associated costs beyond the PSE agreement will be SRG's assistance with the construction bid, City permitting, the construction work for the trenches, a possible small cost adjustment for PSE to provide product that meets Buy America standards, relocation of the gas line and secondary PSE connection costs for the new service to the expansion facility. This is all anticipated to be within budget.

PSE will only complete this type of utility relocation between April and October and the relocation work must be done first before the whole facility construction project can proceed. With rejection of the first relocation option and the time needed to develop the second option, one relocation season was lost. SRG and staff have determined that the relocation work can be done under its own construction contract or can be included as part of the construction contract for the whole facility. Staff believes the construction work for this task should not be lengthy and that it is possible to go to bid for the relocation work yet this season. Otherwise, it will be included in the request for bids for the whole project for construction in 2016.

PSE's portion of the task will remain the same and entering into an agreement now will lock in PSE's proposed cost for both construction scenarios. Staff is recommending approval of entering into the agreement with PSE for the relocation work.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an agreement with PSE for the relocation of their electric utilities for the Olympia Transit Center expansion project in the amount of \$265,300.
- B. Defer action. The construction of the new facility at the Olympia Transit Center cannot proceed without relocation of the PSE utilities.

6) **Budget Notes:** The 2015 budget for the construction of the new facility is \$8.2 million. This includes \$400,000 for utility relocation. Staff anticipates that the relocation costs will remain within budget.

7) **Goal Reference:** The OTC expansion project meets all of the ITA goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Citizen Advisory Committee Recruitment

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- 1) **The Issue:** Provide an update on the 2015 CAC recruitment.

 - 2) **Recommended Action:** Staff seeks Authority approval to forgo a spring CAC recruitment to pursue a fall recruitment.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.

Background: The CAC is comprised of 20 members, representing the diversity of our community. Typically, each spring, staff conducts a recruitment to fill vacancies which occur throughout the year, through expiration of terms, or if members do not seek reappointment. However, an additional fall recruit was conducted in 2014 by direction of the Authority to fill six vacancies that were not filled during the spring. Because the fall recruitment proved to be very successful, staff is recommending forgoing a spring recruitment and conducting a recruitment in the fall.

Five positions expire June 30, 2015. Three members are not eligible for reappointment having served two three-year terms: *Valerie Elliott, Faith Hagenhofer, and Joan O'Connell*. Two members are eligible to seek reappointment for another three-year term: *Mitchell Chong and Dale Vincent*; however Mr. Vincent is not seeking reappointment. Those seeking reappointment are asked to send letters to the Authority via staff, requesting reappointment by May 15, 2015. The Authority would make the reappointment at their June 3, 2015, meeting. That would leave four positions vacant from July 1, 2015, through December 31, 2015. The youth position, which expires December 31, 2015, would be included in the fall recruitment. This position will be vacant this summer as our current youth representative will be out of the area attending college.

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

6) **Budget Notes:** The cost for recruitment involves ad placements. All other work is anticipated to occur in-house.

7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.

8) **References:** 2015 Fall Recruitment Timeline.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
Fall 2015

Date	Process
Aug. 17, 2015	Seek 3 volunteers for ad hoc committee.
Sept. 2, 2015	Seeking 3 volunteers for ad hoc committee.
Aug. 1 - Sept. 18, 2015	Update advertisements, application materials and assemble packets.
Sept. 21– Oct. 28, 2015	Advertise CAC volunteer opportunity. Distribute application materials. Continue to promote.
October 29, 2015	Applications due.
Oct 30 – Nov. 2, 2015	Reviewed for eligibility.
Nov. 4, 2015	Final list of applicants go to Authority for Authority review and select candidates to interview.
Nov. 16, 2015 – Dec. 4, 2015	Interviews (possibly coordinate with 11/18/15 or 12/2/15 Authority Meeting)
Dec. 2 or Dec. 16, 2015	ITA makes appointments to CAC.
Dec. 17-18, 2015	Staff to notify and schedule new member orientation (with orientation one day during week of January 4, 2016).
Jan. 11, 2016	First meeting for new members.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-G
MEETING DATE: May 6, 2015

FOR: Intercity Transit Authority

FROM: Dennis Bloom, 705-5832

SUBJECT: Schedule a Public Hearing to Consider Increasing Route 42 Service

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- 1) **The Issue:** Request a public hearing to consider increasing service on Route 42 (SPSCC/Family Court) to include the new ARC facility.
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- 2) **Recommended Action:** Schedule a public hearing for June 3, 2015, at 5:30 p.m. to receive and consider public comment for Route 42 service enhancements.
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- 3) **Policy Analysis:** The Authority must approve service proposals that change a route/service by over 10%.
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- 4) **Background:** Thurston County's new Accountability and Restitution Center (ARC) is planning to open during the coming summer. The County has contacted Intercity Transit on a number of occasions over the past few years with regard to extending the existing Route 42 to the ARC. The route currently operates weekdays only, between the South Puget Sound Community College and the County's Family Court facility on 32nd Avenue SW.

Intercity Transit also participated in the County's site review planning efforts for the ARC with the City of Tumwater. At that time we requested the addition of a bus stop near the facility, anticipating the extension of Route 42 at the appropriate time. With the subsequent approval by the City of Tumwater for an on-street bus stop, it was a permitted requirement for the construction of this new facility and completed in 2010.

At the time of the County's previous requests for Route 42 this simply meant extending the route itself, adding a short distance of 0.8 of a mile to the route. There was already adequate time available in the schedule to cover the added distance and adjusting the schedule's time points was all that was needed.

Over the past couple of years the County's projected use of the ARC also changed. With the more recent addition of a "work release" program to the ARC

facility there is now an interest for additional Route 42 service to cover the times of day needed by new facility hours. As it stands now it is projected that an increase from 6.0 hours to 12.3 hour per day will be needed. This would allow an increase from 15 trips to 25 trips per weekday. It also adds another 3,328 annual miles. In terms of an increase in vehicle hours and miles this is well over a 10% change and requires a public review and a subsequent decision by the Authority.

Staff anticipates being able to provide more details to the Authority at their next scheduled work session on May 20. If approved, a public hearing will be held on June 3 and requested action taken on June 24. Staff also anticipates that in order to implement any service changes to Route 42, these will need to occur either during late July or early August, out of sequence with the regular regional service changes scheduled for September 27, 2015.

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

6) **Budget Notes:** Additional vehicle service hours are currently not identified in the 2015 Budget or Strategic Plan. Any additional service hours, if needed, would require a budget adjustment.

7) **Goal Reference: Goal#4:** *"Provide responsive transportation options."*

8) **References:** Any public comments received by the June 3, 2015, public hearing will be distributed to the Authority at the start of the hearing.