

REVISED AGENDA

AGENDA INTERCITY TRANSIT AUTHORITY June 3, 2015 5:30 P.M.

CALL TO ORDER

- 1) APPROVAL OF AGENDA 1 min.
- 2) INTRODUCTIONS & RECOGNITIONS 15 min.
 - A. Michael Kingsley, Vehicle Cleaner (Paul Koleber)
 - B. Jesse Singh, Vehicle Cleaner (Paul Koleber)
 - C. Breezy Medina, Commuter Services Assistant (Carolyn Newsome)
 - D. Wellness Committee Award Recognition (Heather Stafford-Smith)
- 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: May 6, 2015, Regular Meeting; May 20, 2015, Work Session.
 - B. Payroll: May 2015 Payroll in the amount of \$1,903,370.47.
 - C. Accounts Payable: Warrants dated May 1, 2015, numbers 18681-18769, in the amount of \$586,460.04; warrants dated May 15, 2015, numbers 18772-18844, in the amount of \$338,880.82; and warrants dated May 29, 2015, numbers 18849-18941, in the amount of \$493,184.23 for a total of **\$1,418,525.09**. Automated Clearing House Transfers for May in the amount of **\$12,483.48** for a monthly total of **\$1,431,008.57**.
- 5) PUBLIC HEARINGS 15 min.
 - A. Route 42 Service Enhancements (Dennis Bloom)

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
 - B. Transportation Policy Board** (*Jeff Gadman*) **3 min.**
 - C. **Citizen Advisory Committee** (*Julie Hustoft*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **2016-19 Transportation Improvement Program Adoption** **5 min.**
(*Bob Holman*)
 - B. **Bus Stop Pad Construction** (*Tammy Ferris*) **5 min.**
 - C. **Citizen Advisory Committee Reappointment** **5 min.**
(*Ann Freeman-Manzanares*)
 - D. **2016-21 Strategic Plan Policy Positions** (*Ann Freeman-Manzanares*) **30 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
May 6, 2015

CALL TO ORDER

Chair Jones called the May 6, 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; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

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

Staff Present: Dennis Bloom; Brent Campbell; Donna Feliciano; Marilyn Hemmann; Bob Holman; Jim Merrill; Carolyn Newsome; Pat Messmer; Jeff Peterson; and LeAnna Sandy.

Others Present: Legal Counsel Dale Kamerrer; and Citizen Advisory Committee (CAC) member Jan Burt.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Emily Bergkamp introduced **Dial-A-Lift Dispatch Specialist James Wanna**.
- B. Carolyn Newsome introduced **Vanpool Coordinator David Kolar**.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** April 1, 2015, Regular Meeting; April 15, 2015,

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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.

PUBLIC HEARING

- A. Transportation Improvement Program.** Bob Holman presented the public hearing for the draft 2016-2019 Transportation Improvement Program (TIP). Holman indicated he did not receive any written questions, phone calls or comments from the public.

Chair Jones opened the public hearing at 5:40 p.m. to receive comments on the Transportation Improvement Program.

Hearing no comments, Chair Jones closed the public hearing at 5:40 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met Friday, May 1. The members previewed the grant proposals for the various funding available. Intercity Transit submitted the most proposals, and those proposals looked good in relation to others. Messmer noted there is a new publication on the TRPC website called Mainstreet Journal <http://www.trpc.org/281/3391/Sustainability-News>. The primary purpose of the site is to keep the public up-to-date on what's going on with Sustainable Thurston. Messmer said the Retreat Subcommittee met and TRPC will hold their retreat in July.

- B. Transportation Policy Board (TPB).** Ryan Warner reported the TPB met April 8. The members received a detailed presentation from Paula Reeves from WSDOT, who works in the Office of Innovation. She talked about biking, walking and multi-modal options, and the work WSDOT is doing to create their own transition plan which is a requirement under the ADA. Members received a briefing on a new RTIP 15-05 Amendment to replace guardrail on WSDOT facilities throughout Thurston County; and an overview of the 2015 State Legislative Session. The members voted on a new Citizen Representative, and reappointed Martha Hankins to serve another term; and TRPC discussed their continued search for a Business Representative.

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- C. **Citizen Advisory Committee.** CAC member Jan Burt reported on the April 20 meeting. Members received an update on the Village Vans Program from Ann Bridges; Ann Freeman-Manzanares provided a report on the State of Intercity Transit; Marilyn Hemmann updated the members on the OTC Expansion Project; and members also discussed several consumer issues.

NEW BUSINESS

- A. **Storage Area Network Replacement.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase a new Storage Area Network (SAN) System to replace the existing system. The technical support for the existing equipment expires the end of July, 2015.

It was M/S/A by Citizen Representatives Messmer and Melnick to 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. **Bus Stop Shelters.** Peterson presented for approval a contract with Handi-Hut, Inc. for bus stop shelters. The contract originally in place expired August of 2014. Staff determined we can continue with the existing shelter style because it's a standard design and a number of firms can produce the product.

Ryan Warner asked if the shelters are solar-outfitted. Peterson said they are not currently fitted with solar; however, they have the capacity to be fitted in the future.

Karen Messmer asked if the cost per unit increased. Peterson replied the cost per unit did increase slightly. It was competitively bid; however, all prices increased.

Don Melnick asked if Handi-Hut was the lowest bidder. Peterson replied they were the lowest bidder.

Bud Blake asked if Handi-Hut is a local vendor. Peterson responded they are located in New Jersey.

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to 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 shelters. The estimated annual value of the contract is \$75,000.

- C. **Security Services.** Procurement Coordinator, LeAnna Sandy, presented for approval a contract with Pierce County Security to provide security services at the Lacey and Olympia Transit Centers.

Warner asked if any DBE firms submitted proposals. Sandy replied several businesses owned by women submitted bids.

It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to 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.

D. Maintenance Contract for Telephone System. Procurement Manager, Marilyn Hemmann, presented for approval a contract with Siemens for a one-year maintenance contract for the phone system. She noted the existing phone system is aging, and is no longer sold by Siemens, and it's becoming increasingly difficult to obtain parts for the kind of service expertise we need outside of the maintenance contract. Hemmann confirmed the current phone system is a proprietary system, and we rely on Siemens for the parts and expertise for repairs. Brent Campbell, Information Systems Manager, said staff is considering the replacement of the system in the near future; therefore, a one-year contract for maintenance is being considered at this time.

It was M/S/A by Citizen Representative Messmer and Commissioner Blake to 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.

E. Agreement with PSE to Relocate Utilities. Hemmann presented for approval an agreement with Puget Sound Energy (PSE) to relocate utilities at the Olympia Transit Center (OTC).

Electric and gas utilities are currently located on the northern edge of the OTC project site within a PSE easement. Relocation of public utilities were originally included in the design teams' project tasks and cost estimates for the OTC Expansion. Many discussions with the City of Olympia and PSE occurred to obtain an agreement. PSE developed 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. These costs are anticipated to remain within budget.

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Hemmann said the work can only be performed between April and October, and it can get done this year under a separate contract. This agreement will lock in costs with PSE.

It was M/S/A by Citizen Representatives Melnick and Warner to 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.

- A. Citizen Advisory Committee Recruitment.** Clerk of the Board, Pat Messmer, presented this agenda item on behalf of Ann Freeman-Manzanaras. She explained typically staff begins CAC recruitment in the spring to fill positions vacated by expired terms or members not seeking reappointment. However, since the 2014 fall recruitment was so successful, staff is seeking approval to defer the regularly scheduled spring recruitment to a fall recruitment.

A total of five CAC positions expire June 30, 2015. Valerie Elliott, Faith Hagenhofer and Joan O'Connell completed two 3-year terms and are not eligible for reappointment. Two positions are eligible for reappointment (Mitchell Chong and Dale Vincent). Mr. Vincent is not seeking reappointment. The Youth position doesn't expire until December 31, 2015; however, the current youth representative will be leaving the committee in the summer to attend college.

Warner is concerned about the student position being only six months. He asked how difficult would it be to get another student in that position?

Karen Messmer said it's difficult to recruit students starting now because they are not making commitments through the summer, but they would be available starting in the fall and we are on this cycle where it's hard to fit with the school calendar and recruitments. She's not sure going through the extra effort now for the student would reap much benefit or response.

Melnick asked if schools have requirements for students to participate in public service in which they have to start in the fall semester as opposed to starting the end of the calendar year. Is there a way where advance arrangements can be made? He presumes kids have to have a commitment in hand when they sign up to take that course requirement. Clerk Messmer said most high schools have a community service requirement for graduation. Melnick asked if there is the potential to get someone on board sooner than would be the case for the rest of the new members. Clerk Messmer responded staff would look into recruiting now to start the beginning of the school year. Clerk Messmer mentioned that she and Executive Assistant Nancy Trail visited each of the school counselors to promote the youth position last fall.

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Sullivan asked what the timeframe was for the last recruitment. Clerk Messmer said the 2014 fall recruitment began in August and ended in December. Clerk Messmer said it was expected the youth would remain on the CAC through the summer and the end of the year; however, the current member is attending college outside of the area.

Jones asked Jan Burt for comments on this topic. Burt said it is an issue having the youth position vacant for so long; however, it's hard to get a commitment during the summer. She asked if we require the student to be a senior, and can we recruit a junior? The Youth representative does not have to be a senior and we have had younger students hold the Youth Representative position.

Karen Messmer wanted to know if we could back up the schedule for the entire recruitment in order to fit it in with the beginning of the school year. Begin advertising sooner than September 21 – perhaps a full month. Back it up to the actual start of school which would be potentially the first or second week of September. She is reluctant to say we should go through two different recruitment processes. However, on the other hand, if we have to tailor it for a student, maybe just going to the schools isn't as much effort.

Sullivan said she believes she heard the current CAC member mention that a lot of the students are not looking at doing any community service in the summer, and she's sure it would not even be on their radar. She recommends moving recruitment to coincide when the school year actually starts, when we would get a broader variety and probably more students willing to apply for the position. Doing it any sooner would not be effective.

Melnick said he would be guided by the school districts and staff should get a sense of when students have the obligation and how far in advance they think of it.

Warner asked what does staff need to conduct a spring or earlier recruitment. Is there a staff timetable that creates pressure? Clerk Messmer responded a spring recruitment is possible, however, it would be a real push to get it completed so new members could be on board by the first CAC meeting in July.

Warner commented that it takes a new committee member at least six months to get in the flow of things. He's concerned the student wouldn't have the opportunity to come to an Authority meeting. So his hesitancy is with the six month window. It's a short window of service.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to approve a fall recruitment using the timetable indicated by staff to seek the

appropriate individuals with the opportunity to review the timeline closer as we get to it to see how that would fit with the student recruitment.

B. Schedule a Public Hearing to Consider Increasing Route 42 Service. Planning Manager, Dennis Bloom requested the approval to conduct a public hearing on June 3, 2015, to receive public comment for Route 42 service enhancements. Any time there is a service change over 10% there is the need to conduct a public process. He explained Thurston County's new Accountability and Restitution Center (ARC) is opening in the summer. It is anticipated that an increase from 6.0 hours to 12.3 hours per day will be needed. This would allow an increase from 15 trips to 25 trips per weekday. It also adds 3,328 annual miles.

Jones pointed out the Authority has discussed Route 42 in the past, which currently does not meet performance standards. He said increasing service hours from 6 to 13 hours with a projected ridership increase resulting in 15 to 25 trips would drop productivity. He said what is actually being proposed is a public hearing to discuss what he calls a "policy service" to meet a community need, not to meet a productivity demand.

It was M/S/A by Citizen Representatives Melnick and Messmer to schedule a public hearing for June 3, 2015, at 5:30 p.m. to receive and consider public comment for Route 42 service enhancements.

GENERAL MANAGER'S REPORT

The Director of Operations, Jim Merrill, provided the General Manager's report in the absence of Ann Freeman-Manzanares:

- There are 207 active vanpool groups. Since the start of the 2014-2015 Vanpool Incentive Program, we now have 157 new riders to date.
- The majority of our lighting upgrades were completed a year ago, and the total project cost was \$237,495.03. We received a rebate from PSE in the amount of \$88,000, bringing the final cost to Intercity Transit at \$149,493.03. In the last 12 months 273,100 kWh were saved resulting in a savings of \$28,695.17. The project return on investment is expected to be approximately 5.2 years (with only 4.2 years remaining).
- Sales tax is up 4.42% for April. Year-to-year, it's up 6.53%.
- There was a Walk to School event today. From Pioneer Elementary 155 students rode their bikes to school (compared to 41 on Tuesday). There was a great turnout with many special guests. At Washington Middle School, 76 students

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biked with over 150 arriving to school on foot. From Peter G. Schmidt Elementary in Tumwater, 70 students walked and biked, and they were joined by the Tumwater Police Department and the Thurston Regional Planning Council.

- Intercity Transit's Wellness Committee is hosting the Annual Wellness Fair, Wednesday, May 13 from 10 a.m. until 3 p.m. in the Maintenance building. A free healthy lunch is provided to all who attend.
- Intercity Transit provided a bus on May 1 (May Day) on the request of the City of Olympia, to be on hand in the event of any issues with protestors.
- Planning Manager, Dennis Bloom, attended an Open House Environmental Scoping Meeting hosted by WSDOT, to learn about proposed improvements to traffic flow on Interstate 5 through the Joint Base Lewis-McChord area.
- A Celebration of Life service will be held Saturday, May 9 for Operator Jacob Austin, who passed away from a kayaking accident several weeks ago. It's expected to be attended by many Intercity Transit staff.

AUTHORITY ISSUES

Sullivan said the Tumwater Transportation Benefit District Proposition 1 (Street and Sidewalk Maintenance Ballot Measure) passed with a huge margin of 68%.

Melnick asked Bloom if there is anticipated increase of ridership as a result of South Puget Sound Community College opening a campus in Lacey. Bloom said he has been in touch with the College, but does not have any projections.

Melnick reported the first meeting of the Senior/Intercity Transit conversation took place on April 28. In attendance were several staff members from Intercity Transit, representatives from Rebels by Bus, two Panorama Departments, and the Resident Council Chair of Panorama Television. It was a pretty encouraging conversation, and he appreciates everyone for participating. They plan to meet again in June to move further ahead.

Melnick asked if the facilitator for the August planning session has been selected. He said it's difficult to schedule qualified facilitators, and with the planning session only four months away, he encourages staff to lock in the a facilitator, Paula Dillard, who was recommended by several Authority members.

Karen Messmer said the Walk N'Roll Program is working very well, as there are a large number of students riding their bikes to Pioneer Elementary School in Olympia.

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Unfortunately, they do not have a secure dry place to park their bikes. The bicycles are lying out on the lawn, or jammed into the parking for this particular school. She will send communications to the school board about this problem.

Commissioner Blake said the Thurston County Commissioners proclaimed May 2015 as Bicycle Commuter Month. Duncan Green accepted the Proclamation.

Warner said he had the opportunity to bring the MPA Transportation Policy class to Intercity Transit on Sunday, May 3. He thanked staff who attended. He said riding the bus to Intercity Transit and talking about the bus system and the policy challenges is one of the highlights of the class.

ADJOURNMENT

It was M/S/A by Councilmembers Baker and Sullivan to adjourn the meeting at 6:47 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 3, 2015.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
May 20, 2015

CALL TO ORDER

Chair Jones called the May 20, 2015, work session of the Intercity Transit Authority to order at 5:35 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.

Members Excused: Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Kris Fransen; Pat Messmer; Heather Stafford-Smith; and Steve Swan.

Others Present: Citizen Advisory Committee (CAC) member Denise Clark.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Chair Jones welcomed new CAC member, Denise Clark. Clark provided a self-introduction.

CITIZEN ADVISORY COMMITTEE REPORT

Denise Clark reported the CAC met May 18. She said Dennis Bloom presented information about the proposed Route 42 service enhancements. Clark said there was much discussion about that route and the different options and end results to the agency's budget. A majority of the CAC favored Options 2 and 3. However, she asked Bloom about obtaining more data before going forward with any service changes. She said there was a discussion about the Strategic Plan, and the Goals and End Policies. Several questions were raised as a result of that discussion.

ROUTE 42 SERVICE PROPOSAL

Planning Manager, Dennis Bloom, confirmed there is a public hearing scheduled June 3, to receive comment on the proposed changes to Route 42. Bloom guided the Authority through three available route options. The current route is a short loop route, and is the lowest performing route averaging 30 riders a day, which are five boardings per revenue hour.

The request came from the County to extend the route to serve the Accountability and Restitution Center known as "ARC" located on Ferguson. Originally, Bloom assumed the request for more service from the County was to serve staff from the work release program, or visitors going to the jail. However, the request is focused on serving the work release inmates needing to attend school or jobs.

Bloom presented three options and referred to the handout "Route 42: Proposed Weekday Service Change Options."

Option 1 maintains the current schedule but extends the existing route 0.8 of a mile to accommodate the ARC. This option runs in two hour increments starting around 7 a.m. through 6:10 p.m. Daily this amounts to 7.5 hours; 110.3 miles; annual cost \$162,563.

Option 2 extends the existing route 0.8 of a mile to accommodate the ARC, and adds two trips at the end of the day extending the hours to 7 p.m. The County requested service hours to be 7 a.m. to 12 p.m. and 3 p.m. to 7 p.m. Daily this amounts to 8.3 hours; 112.0 miles; and \$180,625 annual cost.

Option 3 extends the existing route 0.8 of a mile to accommodate the ARC, and adds 30 minutes of all-day service. Daily this amounts to 12.8 hours; 138.2 miles; and \$278,162 annual cost.

Bloom proceeded with a Q and A session and asked the Authority for any modifications to the proposed options.

Gadman proposed a fourth option to add two trips at the end of the day extending the hours to 7 p.m. but do not add the 0.8 mile extension to ARC.

Melnick said in order to get a clear sense of what potential additional ridership there may be from the businesses and community, he feels extraordinary efforts are warranted to make sure people in the area know about the changes, even if they don't ride the bus or read our website. He suggested staff do the very best they could to contact and notify everyone along this route about the proposed changes.

Messmer suggested contacting the Chamber of Commerce to see if there is an association of businesses located in that geographic area or some other central communication outlet that can get the word out to the business owners and operators, and ask they share the information with their employees.

STRATEGIC PLAN - GOALS AND END POLICIES

Freeman-Manzanares reviewed the results of the Draft Goals and End Policies based on the Authority's suggestions made at their last meeting. New changes are noted in italics. The Authority agreed Goals 1 and 4 are closely related and require further consideration. Freeman-Manzanares asked the Authority to send their comments and suggestions to her.

Goal 1 - Assess the transportation needs of our community PTBA-wide.

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.

Goal 3 - Maintain a safe and secure operating system.

End Policy-All Intercity Transit *facilities*, customers, employees *and facilities* will be assured safety and security.

Goal 4 - Provide responsive transportation options within financial limitations.

End Policy- Customers and staff will have access to programs and services that benefit and promote community sustainability.

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

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

Goal 6 - Encourage use of services.

End Policy-Educate and encourage community members to explore *and appreciate* the benefits of public transportation.

2016-2021 STRATEGIC PLAN POLICY POSITIONS

Freeman-Manzanares reviewed policy issues pulled from the 2014 Strategic Plan in order to obtain the Authority's direction for 2015. Changes are noted in italics.

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

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Authority direction for 2015 was to dedicate funds to replace the underground storage tanks at the Pattison Street Facility, dedicate funding to enhance bus stops and shelters and look for opportunities to complete final design and construction of the Pattison Street Facility.

Question: Should we dedicate funds to complete the final design for the Pattison Street Facility Rehabilitation and Expansion project placing us in a more competitive position should funding become available?

New Authority Direction: Back away from completing final design, and staff continue to identify strategic items needed to move forward (i.e. UST, server room), that don't interrupt the ultimate goal and leverage other dollars in the process.

2. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass Programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?

Authority direction for 2015 was to continue all of these programs in future years.

Question: Village Vans has been funded in part by federal JARC funds. Those federal funds have been eliminated. Quite recently the state has offered grant funds effective through March 2016. We have yet to hear about the workforce development grant we submitted in December 2014. The expectation was to award in March 2015. With the continuing resolution, it's unclear when those grant award winners will be announced. If grant funding is not available, does the Authority wish to continue to support the Village Vans program with local dollars?

New Authority Direction: Continue to look for options and opportunities. Village Vans Program remains status quo.

3. What role should Intercity Transit play in local transportation projects - Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Contest?

Authority direction for 2015 was to continue our work in all of these areas.

New Authority Direction: Continue these programs while looking for other funding options to offer these services. Focus on senior population.

4. Should Intercity Transit pursue additional park-and-ride facilities at this time?

Authority direction for 2015 was to not pursue additional park-and-ride facilities at this time.

New Authority Direction: Status quo.

5. Should transit priority measures - signal priority, queue bypasses, bus lanes - be considered?

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Authority direction for 2015 was to implement the pilot signal preemption program.

New Authority Direction: Maintain status quo.

6. What additional investments in technology should be made?

Authority direction for 2015 was to develop a plan to address server room issues as well as implement low level improvements to our website, telephone and advanced communications system.

New Authority Direction: Continue exploring more efficient services and more ways to enhance service for users. The camera system remains an important security and safety feature.

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

Authority direction for 2014 was to add one Vanpool Coordinator to support the continued growth of the program and provide for the addition of 10 new groups a year. The program did not add 10 vehicles to the program in 2015.

New Authority Direction: Focus on meeting demand and help grow demand as part of the program.

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

Authority direction for 2014 was to add a Travel Trainer position and focus on expanding the travel training program with Bus Buddies. We continue to build both programs.

New Authority Direction: Status quo.

9. Is the current fare policy appropriate?

Authority direction for 2015 was to retain our policy to review fares every three years. Our last fare structure became effective February 2013. Continuing this practice necessitates a review.

New Authority Direction: Status quo.

GENERAL MANAGER'S REPORT

Sales tax for April was at 4.42%.

The grant requests forwarded for approval by the Transportation Policy Board to TRPC were approved.

- STP - Pattison Underground Storage Tank Project for \$1.7M

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- TAP – Bus Stop Enhancements for Safety and Accessibility for \$150,725
- CMAQ
 - Tumwater Square Station – Transit, Pedestrian and Bike Improvements (we requested \$198,950) approved for \$196,950
 - Walk N’Roll Program approved for \$80,000
 - Sustainable Public Transportation – A Community Conversation approved for \$48,372 (requested \$65,050).

The State believes they can offer an additional \$88,000 in JARC funds to be expended by March 2016 and they are working on the details. No word yet from the FTA regarding the federal grant we submitted in December.

ITA and CAC members are invited to attend Transit Appreciation Day (TAD) being held Wednesday, August 12 from 10 a.m. until 4 p.m. on the bus yard. The award recognition program begins at noon recognizing 20, 25, 30 and 35 years of service anniversaries and our Wall of Fame honorees.

AUTHORITY ISSUES

Melnick thanked staff for coming to Panorama to start a collaboration to help seniors understand the alternatives to driving their personal vehicles. The residents of Panorama met and are excited to begin formalizing this process.

Melnick reported on the status of the subcommittee formed around the community conversation. The committee met today, and they are still in the process of obtaining information from other transit agencies about how they are addressing the issue of the lack of funding. Messmer said the new grants provide additional resources, but also comes with time restraints, so this will be a staged process.

Sullivan shared the Intercity Transit advertisement inserted in with the Tumwater utility bills.

Sullivan attended the Celebration of Life memorial for transit operator Jacob Austin, and she said it was one of the best services she’s ever attended.

Jones said the City Council authorized hiring two individuals in the permit office because permit requests are increasing, showing signs of economic improvement.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Warner to adjourn the meeting at 8:10 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 3, 2015

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

PERIOD DATES: 4/19 - 5/2/2015						PERIOD DATES: 5/3-16/2015					
PAYDATE 5/08/2015						PAYDAY 5/22/2015					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	72,785.06		3	FIT		WIRE	71,590.17	
4	MT		EFT	19,861.64	92,646.70	4	MT		WIRE	19,644.02	91,234.19
5	A2/35	Life Ins.	Check Dave 2nd	2,096.43	0.00	5	AL/34	Life Ins.	Check Dave 2nc	4,184.62	0.00
6	D3/31	Disability In	Check Dave 2nd	1,517.86	0.00	6	DI/32	Disability In	Check Dave 2nc	2,037.90	0.00
7	HE/37	Health In1st	Check Dave 2nd	16,301.00	0.00	7	HI/38	Health In1st	Check Dave 2nc	232,669.00	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brgkmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3	
10	GN/08	Garnish	CHECK last	83.08		10	GN/08	Garnish	CHECK last	83.08	
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	8,482.08	8,482.08	14	D1/98	D.Dep. #1	ACH WIRE every	8,430.95	8,430.95
15	D2/97	D.Dep. #2	ACH WIRE every	16,725.64	16,725.64	15	D2/97	D.Dep. #2	ACH WIRE every	16,725.50	16,725.50
16						16	GL/11	Gr.TrmLife		0.00	
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	155.00	155.00	17	HS/59	Health Svgs	ACH Wire every	155.00	155.00
18	DC/97	Vgrd EE	Wire	43,995.26		18	DC/97	Vgrd EE	Wire	45,245.31	
19	DC/22	Vgrd ER	Wire	29,237.65	73,232.91	19	DC/22	Vgrd ER	Wire	29,600.91	74,846.22
20	L2/29	401k Ln#2	Wire	4,573.20		20	L2/29	401k Ln#2	Wire	4,483.82	
20	LN/29	401k Ln #1	Wire	9,605.39	14,178.59	20	LN/29	401k Ln#1	Wire	9,552.19	14,036.01
22		TTL VNGRD		87,411.50		22		TTL VNGRD		88,882.23	
23	LI/02	L&I	EFT Quarterly	26,818.69		23	LI/02	L&I	EFT Quarterly	26,844.95	0.00
24	MD/51	Mch.UnDues	Check last	1,272.78		24	M2/51	Mch.UnDue	Check last	1,272.97	
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
26	MS/60	Misc. Draw		233.00		26	MS/60			0.00	0.00
27	TF/				0.00	27	GL/11	GTLife		0.00	
28	TF/	Tx.Fr.Benefit	Employer	401.00	0.00	28	R1	Misc. draw		0.00	0.00
28	TF/					28	TF/	Taxable Fr.Benefits		152.00	
29	PA/66	Proj.Asslst	Check last	373.00		29	PA/66	Proj.Asslst	Check last	376.00	
30	PN/04	PERS EE	EFT	35,797.40	0.00	30	PN/04	PERS EE	EFT	35,630.92	0.00
31	PN/04	PERS ER	EFT	65,380.20	101,177.60	31	PN/04	PERS ER	EFT	65,057.36	100,688.28
32		TTL PERS		101,177.60		32		TTL PERS		100,688.28	
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	5,181.88		34	RC/24	ICMA EE	WIRE	5,122.41	0.00
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	998.11	1,603.50
37	RR/25	ICMA ER	WIRE	2,965.31	8,147.19	37	RR/25	ICMA ER	WIRE	2,932.98	8,055.39
38		TTL ICMA		9,885.76	10,300.37	38		TTL ICMA		9,658.89	10,073.50
39	SD/26	457 ST EE	EFT	11,313.36		39	SD/26	457 ST EE	EFT	11,313.78	
40	SR/27	457 ST ER	EFT	6,256.82	17,570.18	40	SR/27	457 ST ER	EFT	6,192.10	17,505.88
41	ST/67	ShTrmDisab	EFT	3,435.51	3,435.51	41	ST/67	ShTrmDisal	EFT	84.50	84.50
42	UC/45	Un COPE	Check 1st	135.00		42	UC/45	Un COPE			
42	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	606.00	
43	UD/42	Un Dues	Check last	5,484.25		43	UD/42	Un Dues	Check last	5,505.97	
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	2,713.50		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	533.50	
47	WF/64	Wellness	Check last	329.50		47	WF/64	Wellness	Check last	329.50	
48		NET PAY (dir. Deposit)	ACH Wire every	444,443.72	444,443.72	48		Net Pay (Dir. Dep.)		435,585.89	435,585.89
49		TOTAL TRANSFER (tie to Treasurer Notifications)			\$784,291.37	49		TOTAL TRANSFER		9,135.92	\$771,308.99
50		TOTAL PAYROLL*:		\$847,588.77		50		TOTAL PAYROLL*:		\$1,055,781.70	
51		GROSS EARNINGS:		711,362.36		51		GROSS EARNINGS:		716,092.56	
52		EMPR MISC DED:		126,295.59		52		EMPR MISC DED:		329,867.13	
53		EMPR MEDICARE TAX:		9,930.82		53		EMPR MEDICARE TAX:		9,822.01	
54		TOTAL PAYROLL*:		\$847,588.77		54		TOTAL PAYROLL*:		\$1,055,781.70	
55		TOTAL PAYROLL FOR MAY 2015				55		TOTAL PAYROLL FOR MAY 2015		\$1,903,370.47	
56		ACH WIRE TOTAL		469,806.44		56		ACH WIRE TOTAL		460,897.34	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/01/2015

Thru Date: 05/01/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018681	5/1/2015	01305	ACCESS INFORMATION MANAGEMENT	\$714.88	
00018682	5/1/2015	01405	ADVANCE GLASS INC	\$3,003.06	
00018683	5/1/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$14,511.98	
00018684	5/1/2015	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$325.00	
00018685	5/1/2015	01960	AMERICAN SEATING COMPANY	\$361.66	
00018686	5/1/2015	02060	AMERISAFE	\$119.24	
00018687	5/1/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$39.62	
00018688	5/1/2015	02380	ARAMARK UNIFORM SERVICES	\$746.04	
00018689	5/1/2015	02480	ASE SUPPLY INC	\$86.54	
00018690	5/1/2015	02580	ASSOCIATED PETROLEUM	\$645.82	
00018691	5/1/2015	02825	AUTO PLUS - OLYMPIA	\$413.17	
00018692	5/1/2015	02990	B&B SIGN COMPANY LLC	\$369.92	
00018693	5/1/2015	03250	BATTERY SYSTEMS, INC	\$3,104.59	
00018694	5/1/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,445.38	
00018695	5/1/2015	03610	BLANCHARD ELECTRIC	\$1,816.96	
00018696	5/1/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018697	5/1/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018698	5/1/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00018699	5/1/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$4,857.16	
00018700	5/1/2015	05115	CAMCAL INC	\$547.34	
00018701	5/1/2015	05167	CANNON, ERIC	\$30.00	
00018702	5/1/2015	05210	CAPITAL COLLISION CENTER	\$419.97	
00018703	5/1/2015	05230	CAPITAL HEATING & COOLING	\$4,235.00	
00018704	5/1/2015	05340	CAPITOL COURIER SERVICE	\$365.75	
00018705	5/1/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$90.09	
00018706	5/1/2015	05942	CENTURYLINK	\$13,088.14	
00018707	5/1/2015	06060	CITY OF OLYMPIA	\$1,179.52	
00018708	5/1/2015	06120	CITY OF OLYMPIA UTILITIES	\$4,431.98	
00018709	5/1/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$3,444.28	
00018710	5/1/2015	07150	CROSSROADS COLLISION CENTER	\$1,401.02	
00018711	5/1/2015	07220	CUMMINS INC	\$0.00	✓
00018712	5/1/2015	07220	CUMMINS INC	\$6,407.06	
00018713	5/1/2015	07617	DAVID M HOWE TRUSTEE	\$332.32	
00018714	5/1/2015	08495	DZINES: CREATIVE SOLUTIONS & GRAPHIC	\$776.12	
00018715	5/1/2015	08840	EMPLOYER RESOURCES NORTHWEST	\$6,081.71	
00018716	5/1/2015	09805	FLEET PRIDE	\$423.61	
00018717	5/1/2015	10660	GILLIG LLC	\$0.00	✓
00018718	5/1/2015	10660	GILLIG LLC	\$18,286.35	
00018719	5/1/2015	10820	GRAPHIC COMMUNICATIONS	\$169.73	
00018720	5/1/2015	10886	GROUP HEALTH COOPERATIVE	\$190.00	
00018721	5/1/2015	11175	HEALTH CARE AUTHORITY	\$262,053.22	
00018722	5/1/2015	11765	INTERCITY TRANSIT PETTY CASH	\$296.87	
00018723	5/1/2015	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,636.50	
00018724	5/1/2015	11865	ISLAND SUPERIOR AIR FILTER	\$470.48	
00018725	5/1/2015	12620	KEYBANK NATIONAL ASSOCIATION	\$34.88	
00018726	5/1/2015	12665	KGY INC	\$754.00	
00018727	5/1/2015	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00018728	5/1/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$612.35	
00018729	5/1/2015	13510	LES SCHWAB TIRE CENTER	\$283.97	
00018730	5/1/2015	13555	LIBBY ENVIRONMENTAL, LLC	\$175.00	
00018731	5/1/2015	13661	LOOMIS	\$450.25	
00018732	5/1/2015	13725	MAD ISMS PRECISION SILK SCREEN	\$537.45	
00018733	5/1/2015	14590	MOHAWK MFG & SUPPLY	\$81.62	
00018734	5/1/2015	14750	MULLINAX FORD	\$0.00	✓

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/01/2015

Thru Date: 05/01/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018735	5/1/2015	14750	MULLINAX FORD	\$2,369.77	
00018736	5/1/2015	14900	NAPA AUTO PARTS	\$257.67	
00018737	5/1/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$748.98	
00018738	5/1/2015	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$437.11	
00018739	5/1/2015	16593	PACIFIC OFFICE AUTOMATION	\$2,784.09	
00018740	5/1/2015	16595	PACIFIC POWER GROUP LLC	\$0.00	✓
00018741	5/1/2015	16595	PACIFIC POWER GROUP LLC	\$1,965.42	
00018742	5/1/2015	16765	PETRO CARD	\$40,418.54	
00018743	5/1/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00018744	5/1/2015	17290	PUGET SOUND ENERGY	\$360.68	
00018745	5/1/2015	17505	RAINIER DODGE INC	\$728.85	
00018746	5/1/2015	17560	RE AUTO ELECTRIC INC	\$45.65	
00018747	5/1/2015	17900	SCHETKY NW SALES INC	\$3,488.23	
00018748	5/1/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$800.39	
00018749	5/1/2015	18355	SOUND TRANSIT	\$25,254.02	
00018750	5/1/2015	18470	SPORTWORKS NORTHWEST INC	\$176.06	
00018751	5/1/2015	18695	SUMMIT LAW GROUP PLLC	\$2,000.88	
00018752	5/1/2015	18705	SUNBELT RENTALS	\$1,254.97	
00018753	5/1/2015	21610	TETRA TECH INC	\$76,569.31	
00018754	5/1/2015	21660	THERMO KING NORTHWEST	\$363.19	
00018755	5/1/2015	21930	TIRES INC	\$4,391.79	
00018756	5/1/2015	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00018757	5/1/2015	21950	TITUS-WILL CHEVROLET	\$3,274.46	
00018758	5/1/2015	22010	TOYOTA OF OLYMPIA	\$74.85	
00018759	5/1/2015	22100	TRANSIT SOLUTIONS, LLC	\$107.77	
00018760	5/1/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00018761	5/1/2015	23530	U S POSTAL SERVICE	\$220.00	
00018762	5/1/2015	23660	UNITED WAY OF THURSTON COUNTY	\$1,105.00	
00018763	5/1/2015	23715	URBAN SOLAR CORPORATION	\$32,313.60	
00018764	5/1/2015	24100	WA ST DEPT OF ECOLOGY 1	\$379.81	
00018765	5/1/2015	24640	WA ST DEPT OF TRANSPORTATION	\$7,196.87	
00018766	5/1/2015	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$9,207.00	
00018767	5/1/2015	24750	WA ST GET PROGRAM	\$247.00	
00018768	5/1/2015	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$345.00	
00018769	5/1/2015	25858	WESTCARE CLINIC LLC PS	\$600.00	
Total:				\$586,460.04	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/15/2015

Thru Date: 05/15/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018772	5/15/2015	18643	STOCKARD, JESSE	\$306.00	
00018773	5/15/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$135.00	
00018774	5/15/2015	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00018775	5/15/2015	01820	AMERICAN DRIVING RECORDS INC	\$394.32	
00018776	5/15/2015	02150	ANALYSTS, INC.	\$2,853.74	
00018777	5/15/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$287.49	
00018778	5/15/2015	02380	ARAMARK UNIFORM SERVICES	\$863.80	
00018779	5/15/2015	02580	ASSOCIATED PETROLEUM	\$349.04	
00018780	5/15/2015	02990	B&B SIGN COMPANY LLC	\$493.79	
00018781	5/15/2015	03250	BATTERY SYSTEMS, INC	\$1,161.66	
00018782	5/15/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,692.63	
00018783	5/15/2015	03760	BOLANDER SIGNS	\$620.16	
00018784	5/15/2015	04120	BUILDERS HARDWARE CO	\$330.77	
00018785	5/15/2015	05115	CAMCAL INC	\$605.54	
00018786	5/15/2015	05165	CANDYCE BOLLINGER COUNSELING SERVIC	\$250.00	
00018787	5/15/2015	05740	CED	\$357.89	
00018788	5/15/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,708.13	
00018789	5/15/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$1,461.00	
00018790	5/15/2015	06035	CITY OF DUPONT	\$19.55	
00018791	5/15/2015	06040	CITY OF LACEY	\$689.97	
00018792	5/15/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$1,253.44	
00018793	5/15/2015	07150	CROSSROADS COLLISION CENTER	\$1,947.40	
00018794	5/15/2015	07220	CUMMINS INC	\$0.00	✓
00018795	5/15/2015	07220	CUMMINS INC	\$8,414.59	
00018796	5/15/2015	08780	EMERALD SERVICES INC	\$890.59	
00018797	5/15/2015	09570	FAST RESPONSE DELIVERY SERVICE LLC	\$140.04	
00018798	5/15/2015	10580	GENE'S TOWING INC	\$287.18	
00018799	5/15/2015	10660	GILLIG LLC	\$0.00	✓
00018800	5/15/2015	10660	GILLIG LLC	\$11,499.25	
00018801	5/15/2015	10820	GRAPHIC COMMUNICATIONS	\$3,434.70	
00018802	5/15/2015	11048	HARGIS ENGINEERS INC	\$2,070.00	
00018803	5/15/2015	11175	HEALTH CARE AUTHORITY	\$231.71	
00018804	5/15/2015	11422	HUNG RIGHT DOORS LLC	\$201.28	
00018805	5/15/2015	11905	JANEK CORPORATION	\$949.82	
00018806	5/15/2015	11930	JERRYS AUTOMOTIVE TOWING	\$1,005.30	
00018807	5/15/2015	12870	KONE INC.	\$2,544.29	
00018808	5/15/2015	13661	LOOMIS	\$440.41	
00018809	5/15/2015	14160	MCMASTER-CARR SUPPLY CO.	\$27.56	
00018810	5/15/2015	14590	MOHAWK MFG & SUPPLY	\$205.20	
00018811	5/15/2015	14750	MULLINAX FORD	\$1,580.47	
00018812	5/15/2015	14900	NAPA AUTO PARTS	\$981.56	
00018813	5/15/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$197.17	
00018814	5/15/2015	16595	PACIFIC POWER GROUP LLC	\$749.44	
00018815	5/15/2015	16695	PATTISON WATER COMPANY	\$90.47	
00018816	5/15/2015	16765	PETRO CARD	\$87,425.91	
00018817	5/15/2015	17290	PUGET SOUND ENERGY	\$4,832.89	
00018818	5/15/2015	17392	QUALITY PARKING LOT SERVICES LLC	\$544.00	
00018819	5/15/2015	17505	RAINIER DODGE INC	\$171.88	
00018820	5/15/2015	17560	RE AUTO ELECTRIC INC	\$334.78	
00018821	5/15/2015	17710	RIGHT WAY SPRING CO	\$361.34	
00018822	5/15/2015	17900	SCHETKY NW SALES INC	\$206.21	
00018823	5/15/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$1,064.10	
00018824	5/15/2015	17981	SECURITAS SECURITY SERVICES USA INC	\$14,728.00	
00018825	5/15/2015	18145	SIX ROBBLEES INC	\$199.44	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/15/2015

Thru Date: 05/15/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018826	5/15/2015	18355	SOUND TRANSIT	\$25,572.87	
00018827	5/15/2015	18940	TENNANT COMPANY	\$64.03	
00018828	5/15/2015	21800	THURSTON COUNTY RESOURCE STEWARDS	\$1,056.00	
00018829	5/15/2015	21930	TIRES INC	\$15,129.82	
00018830	5/15/2015	21950	TITUS-WILL CHEVROLET	\$1,481.57	
00018831	5/15/2015	22420	TUMWATER PRINTING	\$217.40	
00018832	5/15/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$68,023.87	
00018833	5/15/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	✓
00018834	5/15/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,556.21	
00018835	5/15/2015	23410	U S BANK VOYAGER FLEET SYSTEMS	\$35,235.66	
00018836	5/15/2015	23575	UNDRIVING INC	\$1,040.25	
00018837	5/15/2015	23820	VERIZON WIRELESS	\$2,046.15	
00018838	5/15/2015	24000	W W GRAINGER INC	\$323.45	
00018839	5/15/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$163.17	
00018840	5/15/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$600.00	
00018841	5/15/2015	24750	WA ST GET PROGRAM	\$247.00	
00018842	5/15/2015	25380	WASHINGTON GARDENS	\$315.52	
00018843	5/15/2015	25858	WESTCARE CLINIC LLC PS	\$255.00	
00018844	5/15/2015	26700	ZEIGLER'S WELDING	\$2,007.36	
			Total:	\$338,880.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/29/2015

Thru Date: 05/29/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018849	5/29/2015	01230	A WORKSAFE SERVICE INC	\$139.00	
00018850	5/29/2015	01305	ACCESS INFORMATION MANAGEMENT	\$358.37	
00018851	5/29/2015	01405	ADVANCE GLASS INC	\$1,517.21	
00018852	5/29/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$14,529.72	
00018853	5/29/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$66.58	
00018854	5/29/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,460.80	
00018855	5/29/2015	01960	AMERICAN SEATING COMPANY	\$339.81	
00018856	5/29/2015	02060	AMERISAFE	\$69.63	
00018857	5/29/2015	02380	ARAMARK UNIFORM SERVICES	\$739.42	
00018858	5/29/2015	02580	ASSOCIATED PETROLEUM	\$2,258.09	
00018859	5/29/2015	02825	AUTO PLUS - OLYMPIA	\$103.74	
00018860	5/29/2015	03240	BATTERIES PLUS	\$34.71	
00018861	5/29/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,431.57	
00018862	5/29/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$416.16	
00018863	5/29/2015	04120	BUILDERS HARDWARE CO	\$406.21	
00018864	5/29/2015	05340	CAPITOL COURIER SERVICE	\$365.75	
00018865	5/29/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$92.70	
00018866	5/29/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$148.05	
00018867	5/29/2015	06040	CITY OF LACEY	\$1,056.00	
00018868	5/29/2015	06060	CITY OF OLYMPIA	\$6,316.00	
00018869	5/29/2015	06060	CITY OF OLYMPIA	\$858.96	
00018870	5/29/2015	06120	CITY OF OLYMPIA UTILITIES	\$6,687.45	
00018871	5/29/2015	06140	CITY OF TUMWATER	\$300.00	
00018872	5/29/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$1,190.62	
00018873	5/29/2015	07150	CROSSROADS COLLISION CENTER	\$1,702.73	
00018874	5/29/2015	07220	CUMMINS INC	\$10,578.95	
00018875	5/29/2015	07617	DAVID M HOWE TRUSTEE	\$166.16	
00018876	5/29/2015	09575	FASTENAL COMPANY	\$215.77	
00018877	5/29/2015	09660	FERGUSON ENTERPRISES, INC	\$155.35	
00018878	5/29/2015	09820	FLEET-NET CORP	\$238.00	
00018879	5/29/2015	10660	GILLIG LLC	\$0.00	✓
00018880	5/29/2015	10660	GILLIG LLC	\$10,691.92	
00018881	5/29/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00018882	5/29/2015	10820	GRAPHIC COMMUNICATIONS	\$169.73	
00018883	5/29/2015	11175	HEALTH CARE AUTHORITY	\$257,957.81	
00018884	5/29/2015	11615	INDUSTRIAL HYDRAULICS INC	\$258.87	
00018885	5/29/2015	11765	INTERCITY TRANSIT PETTY CASH	\$447.47	
00018886	5/29/2015	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,545.75	
00018887	5/29/2015	11810	INTERSTATE BATTERY	\$122.89	
00018888	5/29/2015	11895	J&I POWER EQUIPMENT INC	\$138.98	
00018889	5/29/2015	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00018890	5/29/2015	12845	KNIGHT FIRE PROTECTION	\$255.00	
00018891	5/29/2015	12870	KONE INC.	\$17,219.78	
00018892	5/29/2015	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,200.00	
00018893	5/29/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,299.25	
00018894	5/29/2015	13485	LEMAY MOBILE SHREDDING	\$61.80	
00018895	5/29/2015	13510	LES SCHWAB TIRE CENTER	\$122.28	
00018896	5/29/2015	13559	LIFTLOGIC, INC.	\$114.51	
00018897	5/29/2015	13750	MAILBOX OF OLYMPIA	\$600.00	
00018898	5/29/2015	13850	MASON TRANSIT AUTHORITY	\$1,140.00	
00018899	5/29/2015	14750	MULLINAX FORD	\$4,651.57	
00018900	5/29/2015	14900	NAPA AUTO PARTS	\$370.93	
00018901	5/29/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$160.05	
00018902	5/29/2015	15585	OLYMPIA FOOD CO-OP	\$135.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/29/2015

Thru Date: 05/29/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018903	5/29/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00018904	5/29/2015	16557	PACIFIC MODULAR, INC	\$707.20	
00018905	5/29/2015	16593	PACIFIC OFFICE AUTOMATION	\$3,016.29	
00018906	5/29/2015	16595	PACIFIC POWER GROUP LLC	\$1,125.34	
00018907	5/29/2015	16761	PETTIT LEROY	\$80.00	
00018908	5/29/2015	16765	PETRO CARD	\$70,650.91	
00018909	5/29/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$260.48	
00018910	5/29/2015	16900	PLUMBMASTER, INC	\$74.48	
00018911	5/29/2015	17290	PUGET SOUND ENERGY	\$10,756.02	
00018912	5/29/2015	17505	RAINIER DODGE INC	\$609.49	
00018913	5/29/2015	17685	RENE CHRISTINE CELERIDAD	\$850.00	
00018914	5/29/2015	17760	ROSS AND WHITE COMPANY	\$491.50	
00018915	5/29/2015	17900	SCHETKY NW SALES INC	\$598.95	
00018916	5/29/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$903.01	
00018917	5/29/2015	18068	SHINING EXAMPLE INC	\$303.33	
00018918	5/29/2015	18104	SILVERSTONE GROUP INC	\$5,950.00	
00018919	5/29/2015	18160	SKILLINGS CONNOLLY INC	\$9,690.93	
00018920	5/29/2015	18695	SUMMIT LAW GROUP PLLC	\$366.00	
00018921	5/29/2015	18705	SUNBELT RENTALS	\$783.82	
00018922	5/29/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$191.26	
00018923	5/29/2015	18900	TEKNON CORPORATION	\$5,972.40	
00018924	5/29/2015	21830	THURSTON COUNTY SOLID WASTE	\$112.00	
00018925	5/29/2015	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00018926	5/29/2015	21930	TIRES INC	\$1,934.20	
00018927	5/29/2015	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00018928	5/29/2015	21950	TITUS-WILL CHEVROLET	\$2,602.74	
00018929	5/29/2015	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00018930	5/29/2015	22010	TOYOTA OF OLYMPIA	\$360.94	
00018931	5/29/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00018932	5/29/2015	22420	TUMWATER PRINTING	\$668.51	
00018933	5/29/2015	23660	UNITED WAY OF THURSTON COUNTY	\$1,095.00	
00018934	5/29/2015	23740	USSC LLC	\$546.93	
00018935	5/29/2015	23820	VERIZON WIRELESS	\$50.02	
00018936	5/29/2015	24000	W W GRAINGER INC	\$199.20	
00018937	5/29/2015	24100	WA ST DEPT OF ECOLOGY 1	\$44.68	
00018938	5/29/2015	24640	WA ST DEPT OF TRANSPORTATION	\$3,931.61	
00018939	5/29/2015	24750	WA ST GET PROGRAM	\$247.00	
00018940	5/29/2015	25580	WASHINGTON STATE TRANSIT INSURANCE	\$175.00	
00018941	5/29/2015	25858	WESTCARE CLINIC LLC PS	\$300.00	
Total:				\$493,184.23	

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	04/16-17/15	DI	5/1/2015			252.34	252.34	252.34		252.34
00	2015/01-04	DI	5/1/2015			1,152.00	1,152.00	1,404.34		1,404.34
09960 FOREMAN BENJAMIN T III										
00	04/14-16/15	DI	5/1/2015			371.37	371.37	371.37		1,775.71
10775 GOULD, JESSICA										
00	8032	DI	5/1/2015			79.03	79.03	79.03		1,854.74
10874 GREEN, DUNCAN										
00	218461	DI	5/1/2015			60.00	60.00	60.00		1,914.74
11308 HOFSTETTER SHANNON										
00	4/10/15	DI	5/1/2015			192.30	192.30	192.30		2,107.04
00	4/24/15	DI	5/1/2015			192.30	192.30	384.60		2,299.34
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2015APR	DI	5/1/2015			762.50	762.50	762.50		3,061.84
11775 INTERCITY TRANSIT WELLNESS										
00	2015APR	DI	5/1/2015			674.00	674.00	674.00		3,735.84
13557 LICHT JON										
00	04/14-16/15	DI	5/1/2015			165.00	165.00	165.00		3,900.84
14655 MORTON KENDRA										
00	2015CDL	DI	5/1/2015			80.00	80.00	80.00		3,980.84
15120 NEWSOME CAROLYN										
00	15120	DI	5/1/2015			134.66	134.66	134.66		4,115.50
16905 PLUMMER, DAVID										
00	2015CDL	DI	5/1/2015			80.00	80.00	80.00		4,195.50
26030 WILLIAMSON LESLIE										
00	04/14-16/15	DI	5/1/2015			407.09	407.09	407.09		4,602.59

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
04160 BURKE THOMAS K										
00	04/16-17/15	DI	5/15/2015			70.00	70.00	70.00		70.00
09960 FOREMAN BENJAMIN T III										
00	04/28-30/15	DI	5/15/2015			446.22	446.22	446.22		516.22
10120										
00	05/3-5/15	DI	5/15/2015			152.10	152.10	152.10		668.32
11355 HOOSIER, CAROL										
00	04/12-16/15	DI	5/15/2015			1,775.34	1,775.34	1,775.34		2,443.66
12866 KOLEBER, PAUL										
00	05/1-6/15	DI	5/15/2015			406.00	406.00	406.00		2,849.66
14385 MESSMER, PAT										
00	04/26-28/15	DI	5/15/2015			590.60	590.60	590.60		3,440.26
17085 PRATT, ERIN										
00	04/26-28/15	DI	5/15/2015			200.33	200.33	200.33		3,640.59
17734 ROGERS, KYLE										
00	04/16-17/15	DI	5/15/2015			70.00	70.00	70.00		3,710.59
18031 SERRIANNE MICHAEL										
00	04/26-28/15	DI	5/15/2015			198.00	198.00	198.00		3,908.59
18275 SNYDER WILLIAM										
00	05/01-06/15	DI	5/15/2015			306.00	306.00	306.00		4,214.59
18749 SWIDECKI GRANT										
00	05/01-06/15	DI	5/15/2015			306.00	306.00	306.00		4,520.59
26030 WILLIAMSON LESLIE										
00	04/22/2015	DI	5/15/2015			77.34	77.34	77.34		4,597.93
00	04/28-30/15	DI	5/15/2015			641.42	641.42	718.76		5,239.35

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
08005 DIRITO CHRISTINE										
00	05/5-6/15	DI	5/29/2015			63.33	63.33	63.33		63.33
11308 HOFSTETTER SHANNON										
00	05/08/15	DI	5/29/2015			192.30	192.30	192.30		255.63
00	05/22/15	DI	5/29/2015			192.30	192.30	384.60		447.93
11325 HOLMAN, ROBERT L										
00	05/14-15/15	DI	5/29/2015			91.00	91.00	91.00		538.93
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2015MAY	DI	5/29/2015			749.00	749.00	749.00		1,287.93
11775 INTERCITY TRANSIT WELLNESS										
00	2015MAY	DI	5/29/2015			659.00	659.00	659.00		1,946.93
12375 KALLAS, MARK										
00	05/17-18/15	DI	5/29/2015			61.01	61.01	61.01		2,007.94
13557 LICHT JON										
00	05/18-20/15	DI	5/29/2015			56.00	56.00	56.00		2,063.94
16757 PETERSON, LEE										
00	05/2-5/15	DI	5/29/2015			150.92	150.92	150.92		2,214.86
22055 TRAIL, NANCY										
00	04/22-24/15	DI	5/29/2015			426.68	426.68	426.68		2,641.54

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: June 3, 2015

FOR: Intercity Transit Authority

FROM: Dennis Bloom, 705-5832

SUBJECT: Public Hearing: Consideration of Increasing
Route 42 Service in August 2015

-
- 1) **The Issue:** Conduct a public hearing to consider changes to Route 42 that extends the current route to the County's new Accountability and Restitution Center (ARC) and increases service hours.

 - 2) **Recommended Action:** Receive and consider public comment on June 3, 2015, for the extension of Route 42's service hours and routing.

 - 3) **Policy Analysis:** Agency policy requires a public review process occur before the Authority approves proposals that change a route by 10% or more.

 - 4) **Background:** Thurston County's new ARC facility is planning to open during the coming summer. The County 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

facility, there is now an interest for additional Route 42 service to cover the times of day needed for this program. As it stands now, it is projected that an increase from 6.0 hours to 12.3 hour per day are needed. This would allow an increase from 15 trips to 25 trips per weekday. While a route extension could add up to an additional 3,328 annual miles, the additional cost of that change only increases when the vehicle hours increase (by adding trips). Since the added distance per trip to the ARC is small the cost of that additional mileage is covered by the basic hourly cost of operating the schedule (see *proposed schedule options* attachment). Basically, there's enough time built into the schedule to cover the cost of extending the route 0.8 mile (under 2 minutes) to the ARC.

A public review process and information about the proposals have been made available to the public starting on May 21. Information has been distributed on buses, posted on our website and social media, available at the OTC Customer Service office and a press release sent to the news media. This information has also been emailed to businesses and the Home Owner Associations in the vicinity of the ARC and proposed Route 42 extension. Staff anticipates that in order to implement any changes that can coincide with the opening of the ARC in August, these will need to come before the Authority for adoption either on June 17 or July 1.

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.

Attached: Current Route 42 map (with proposed extension) and three proposed schedule options that include both "extended" and "not extended" routing.

Public Process Schedule

- ✓ May 18, 2015 - CAC presentation
- ✓ May 20 - ITA Work Session presentation
- ✓ May 21 - Proposed changes posted/released for public review
- June 3 - Public Hearing on proposed Route 42 service changes
- June 17 - Request for Action (tentative)
- Estimate mid-August: Any approved changes implemented

Route 42: Proposed Weekday Service Change Options: Schedule and/or Route Extension to ARC

Option 1: Current Schedule

Total Trips: 15

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:02	7:06	7:15	42
7:20	7:27	7:31	7:40	42
7:45	7:52	7:56	8:05	42
8:10	8:17	8:21	8:30	42
8:35	8:42	8:46	8:55	---
11:40	11:47	11:51	12:00	42
12:05	12:12	12:16	12:25	42
12:30	12:37	12:41	12:50	42
12:55	1:02	1:06	1:15	42
1:20	1:27	1:31	1:40	---
4:10	4:17	4:21	4:30	42
4:35	4:42	4:46	4:55	42
5:00	5:07	5:11	5:20	42
5:25	5:32	5:36	5:45	42
5:50	5:57	6:01	6:10	---

Option 2: Schedule Adds 2 Evening Trips

Total Trips: 17

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:02	7:06	7:15	42
7:20	7:27	7:31	7:40	42
7:45	7:52	7:56	8:05	42
8:10	8:17	8:21	8:30	42
8:35	8:42	8:46	8:55	---
11:40	11:47	11:51	12:00	42
12:05	12:12	12:16	12:25	42
12:30	12:37	12:41	12:50	42
12:55	1:02	1:06	1:15	42
1:20	1:27	1:31	1:40	---
4:10	4:17	4:21	4:30	42
4:35	4:42	4:46	4:55	42
5:00	5:07	5:11	5:20	42
5:25	5:32	5:36	5:45	42
5:50	5:57	6:01	6:10	42
6:15	6:22	6:26	6:35	42
6:40	6:47	6:51	7:00	---

Option 3: Schedule Adds 10 Trips

Total Trips: 25

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:03	7:05	7:15	42
7:25	7:33	7:35	7:45	42
7:55	8:03	8:05	8:15	42
8:25	8:33	8:35	8:45	42
8:55	9:03	9:05	9:15	42
9:25	9:33	9:35	9:45	42
9:55	10:03	10:05	10:15	42
10:25	10:33	10:35	10:45	42
10:55	11:03	11:05	11:15	42
11:25	11:33	11:35	11:45	42
11:55	12:03	12:05	12:15	42
12:25	12:33	12:35	12:45	42
12:55	1:03	1:05	1:15	42
1:25	1:33	1:35	1:45	42
1:55	2:03	2:05	2:15	42
2:25	2:33	2:35	2:45	42
2:55	3:03	3:05	3:15	42
3:25	3:33	3:35	3:45	42
3:55	4:03	4:05	4:15	42
4:25	4:33	4:35	4:45	42
4:55	5:03	5:05	5:15	42
5:25	5:33	5:35	5:45	42
5:55	6:03	6:05	6:15	42
6:25	6:33	6:35	6:45	42
6:55	7:03	7:05	7:15	---

Current Service Totals (Revenue & Deadhead*)			
Current Daily Veh Miles:	97.2		
Current Daily Veh Hrs:	7.50		
Current Annual Miles:	24,786.0		
Current Annual Hrs/Cost	1,912.50	\$162,869	
Av Boardings/Wk Day	30	5/Rev Hr	

orange = schedule time point change

* Vehicle Cost: Hourly rate includes milage, fuel, maintenance and labor

Option 1

Change Daily Miles: 0.0
 Change Daily Veh Hrs: 0.00
 Change Annual Miles: 0.0
 Change Annual Hrs: 0.00

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	97.2	110.3	13.4%
Daily Total Hrs:	7.5	7.5	0.0%
Annual Total Miles:	24,786.0	28,113.8	13.4%
Annual Total Hrs:	1,912.5	1,912.5	0.0%
Annual Cost*	\$162,869	\$162,869	0.0%

Option 2

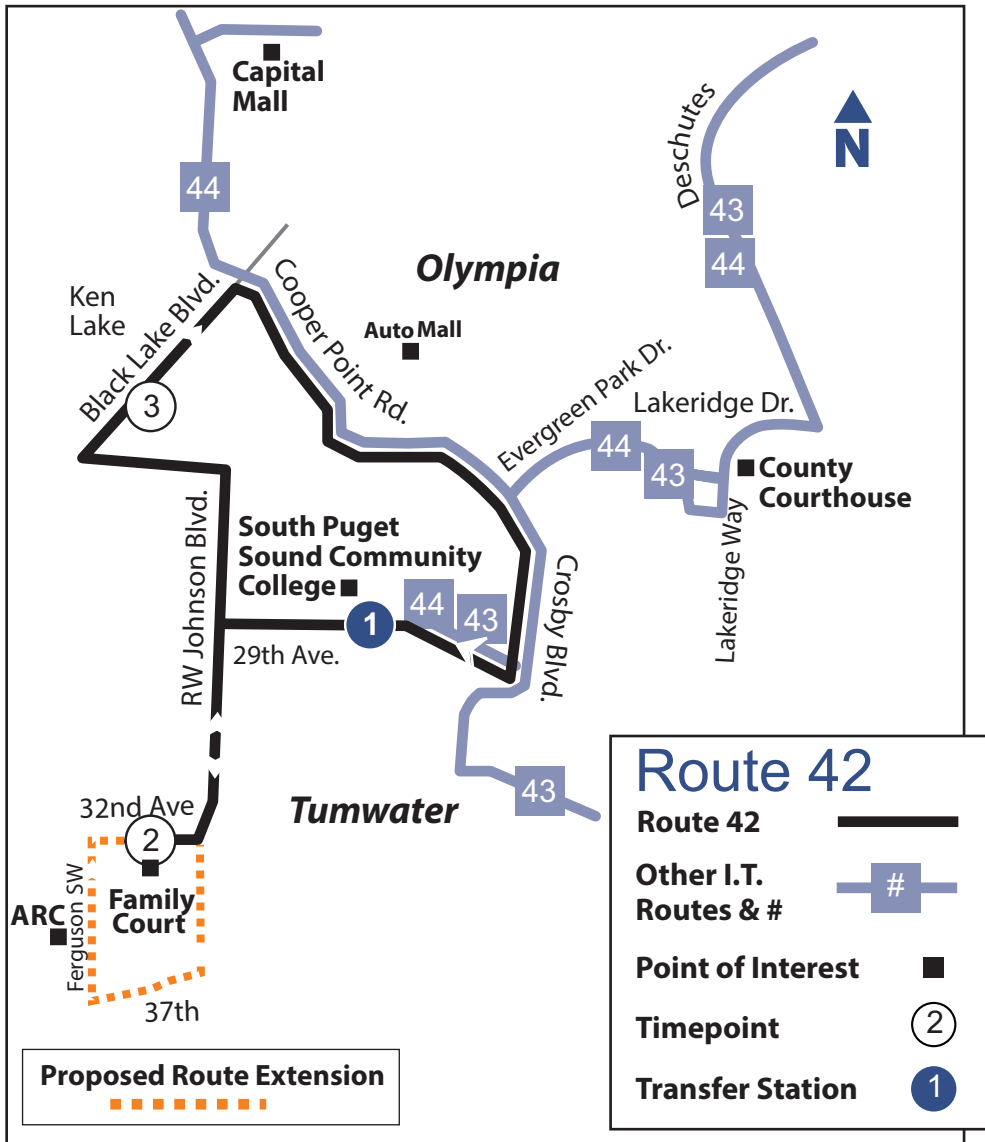
Change Daily Miles: 8.4
 Change Daily Hrs: 0.83
 Change Annual Miles: 2,142.0
 Change Annual Hrs: 212.50

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	105.6	112.0	15.2%
Daily Total Hrs:	8.3	8.3	11.1%
Annual Total Miles:	26,928.0	28,557.5	15.2%
Annual Total Hrs:	2,125.0	2,125.0	11.1%
Annual Cost*	\$180,965	\$180,965	11.1%

Option 3

Change Daily Miles: 19.2
 Change Daily Hrs: 5.33
 Change Annual Miles: 4,896.0
 Change Annual Hrs: 1,360.00

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	116.4	138.2	42.1%
Daily Total Hrs:	12.8	12.8	71.1%
Annual Total Miles:	29,682.0	35,228.3	42.1%
Annual Total Hrs:	3,272.5	3,272.5	71.1%
Annual Cost*	\$278,686	\$278,686	71.1%



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, June 5, 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 – May 1, 2015
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 15-06
- d. Approval of CY 2015 Administrative Amendment to the RTP
- e. Approval of Request for Increased Award – “Tumwater Historical Park Trail Connection”

CY 2015 Call For Projects – Candidate Proposals

ACTION

TRPC is asked to select those projects to receive federal STP, TAP, and CMAQ funding and to approve an amendment to the Regional Transportation Improvement Program adding the selected projects. The Transportation Policy Board evaluated the candidate projects and forwarded its recommendation to TRPC on funding priorities.

2015 Legislative Session

UPDATE / DISCUSSION

Staff will provide an overview of the 2015 Special Session which began on April 29, 2015.

TRPC Retreat Subcommittee Report

DISCUSSION

The TRPC retreat is scheduled for all day on July 10, 2015 and will be held at the Thurston County Emergency Coordination Center (ECC) on Tilley Road. The retreat sub-committee met on May 4th to finalize the interview questions that the contracted facilitator, Rick Kramer, has since conducted. The preliminary results of the interviews as well as feedback from the TRPC staff retreat will be presented to the sub-committee at their next meeting on June 5th. At that meeting, the sub-committee will draft an agenda for the retreat.

RTIP Amendment 15-07

1st REVIEW

WSDOT proposes adding a new paving project to the consolidated Asphalt/Pavement Preservation Project. A significant change in the scope of work requires TRPC action. TRPC action expected in July.

Foresight into Transportation’s Future & Its Impacts on Today’s Decision-making

PRESENTATION

The rapid pace of change affects all aspects of life and society, including transportation. How do organizations – local agencies, state DOTs, schools, regional planning agencies – understand and plan for transportation needs when the future is so uncertain? The Transportation Research Board has developed a suite of research reports and tools to help agencies think strategically about the future and make decisions today that are robust under a range of possible future scenarios. This briefing and discussion will introduce these tools and resources to TRPC.

Grant Consortium

DISCUSSION

Staff will provide an update on current efforts regarding the establishment of a regional grant consortium.

Revised Population & Employment Forecast Allocations

1st REVIEW

TRPC is in the midst of updating the Regional Transportation Model, and the transportation team has requested that the Population and Employment Forecast allocations be extended to the year 2040. This agenda item reviews draft population and employment forecast allocations. Action will be requested at TRPC’s July meeting.

Ride Your Bike, Thurston County!

INFORMATION

On May 12, TRPC released the 5th print edition of the Thurston County Bicycle Map. In addition to updated route information, the new map includes a fresh format, mountain bike trails, and instructions for loading a bike on an Intercity Transit bus. Members will learn who and what is involved with producing the map, where it’s available in the community, and a demonstration of the map on a smart phone app.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
May 18, 2015

CALL TO ORDER

Chair Van Gelder called the May 18, 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; Jan Burt; Billie Clark; Denise Clark; Lin Zenki, Faith Hagenhofer, Mitchell Chong; Sue Pierce; and Ursula Euler.

Absent: Julie Hustoft; Valerie Elliott; Quinn Johnson; Charles Richardson; Dale Vincent; Grace Arnis; and Leah Bradley.

Staff Present: Dennis Bloom and Nancy Trail.

Chair Van Gelder noted General Manager Ann Freeman-Manzanares would attend the meeting via teleconference. Please raise your hands and wait to be acknowledged prior to speaking so Ann will know who is speaking.

APPROVAL OF AGENDA

It was M/S/A by HAGENHOFER and EULER to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Ed Bricker.

MEETING ATTENDANCE

- A. June 3, 2015, Regular Meeting - Julie Hustoft
- B. June 17, 2015, Work Session - Quinn Johnson

APPROVAL OF MINUTES

It was M/S/A by CLARK and ZENKI to approve the minutes of the April 20, 2015 meeting.

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

- VanderDoes - another kudos to share.

O'Connell arrived.

NEW BUSINESS

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- A. CAC SELF-ASSESSMENT -** (*Nancy Trail*) Trail indicated each year the CAC participates in a self-assessment process. This year staff decided, on the recommendation of Charles Richardson, to move from the traditional paper survey to an on-line survey.

Trail stated staff will distribute the link to the survey via email and would appreciate responses completed by June 5, 2015. Staff will compile the results and they will be discussed at the June meeting. Results will also be shared and discussed at the joint meeting with the ITA.

- B. NOMINATION OF OFFICERS -** (*Nancy Trail*) Trail reviewed the CAC Bylaws regarding the process for choosing officers which shall consist of nominations in May and affirmation by majority votes in June. If only one person is nominated a unanimous ballot may be cast. Nominations from the floor are not accepted at the June meeting.

Trail opened the floor for nominations. The following were nominated for Chair: Sue Pierce; Denise Clark; Victor VanderDoes; Lin Zenki; and Ursula Euler.

Trail called for any additional nominations for chair and having received none, closed the nominations.

Trail opened the floor for nominations for Vice Chair. The following were nominated: Jan Burt; and Denise Clark.

Trail called for any additional nominations for Vice Chair and having received none, closed the nominations.

Trail answered questions.

Zenki – asked if voting was done by secret ballot.

Trail - responded that voting by secret ballot was in violation of the Open Public Meetings Act.

- C. ROUTE 42 SERVICE REQUEST -** (*Dennis Bloom*) Bloom introduced himself as the planning manager and Steve Swan as his associate planner. He indicated the requested changes are in the material received in the packet and a handout. The request came about in response to the opening of the Accountability and Restitution Center (ARC). Route 42 is a small circulator route serving the Community College. The route provides transfers to the 43 and 44 routes. The new county jail has a work release program and part of the request is to assist those participating in this program. Route 42 began in 1998 and is the slowest performing route we have. Over the last 3 or 4 years we have narrowed service down into groups of service including morning, midday and afternoon. It meets the needs of the juvenile detention center and we have stayed in touch with the County on that.

Bloom stated with the opening of the new facility the County has asked us to extend service hours from 7:00 am to 7:00 pm with half hour service frequency. If we were to go the full timeframe requested it would increase daily trips from 15 to 25. Currently we are looking at 3 options. Option 1 extends the route and leaves the service as it is. This adds more miles to

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the route but only 15 trips per day. Option 2 adds 2 additional trips in the early evening extending to 7:00 pm to accommodate the work release program. By extending 2 trips there is an 11% increase in our costs. One thing to point out is that this includes not only revenue hours but also dead-head time. When we program service we do it by total service miles. Option 3 is we move the times by 5 minutes for each of those blocks. Anytime we move a route it triggers a notification process. This option represents a 71% increase in miles, hours and costs. Bloom indicated we are looking for comments on these options.

Bloom answered questions.

Pierce - asked if the county is going to chip in any money.

Bloom - responded the County has not offered any at this point.

Pierce - inquired why the County waited so long before asking.

Bloom- indicated they weren't sure when they would be able to open it. The facility was complete in 2010 and they weren't able to fund the operation until this year. We didn't know the request was going to be this number of hours, and thought it was simply going to extending the route. The actual mileage increase is .08.

Clark, D. - asked if there is really a need to extend service from facility opening/closing and if there would be enough riders outside the current 3 blocks of time.

Bloom - indicated the County initially wanted 7:00 am to 12:00 pm and then pick up again 3:00 pm to 7:00 pm. Family Court needs the service as it is currently blocked.

Sibree arrived.

Clark, D. - inquired if the County would provide data for a few years and then determine an average.

Bloom - stated we still have to do some homework.

Chong - asked if the County could do some type of survey for the route. Then we could do some type of pilot program.

Bloom - responded the County has not identified how many people are in the work release program. With the new facility opening it will attract people. There are a few hundred houses in the area and a number warehouses. This may increase ridership for a low-performing route.

See - indicated his inclination was to support option 2 and ask for the County to make the case for themselves with data to back it up, or for us to gather the data via a pilot project. He asked if parking was an issue at the facility.

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Bloom - indicated the County has a commute trip reduction program for all its employees. They encourage people to take alternate transportation. The County pays for employees to ride transit.

Bricker arrived.

Hagenhofer- indicated she thinks the population could work and doesn't think the County would ask without having the numbers to back it up. She is in favor of option 3.

Zenki- stated she agrees with Hagenhofer. You get more bang for your buck with option 3. Serving the college more frequently would benefit people and she would like to see us make a generous attempt to get people out there.

O'Connell - indicated she doesn't agree that the County knows the numbers. The ridership is important but it's not going to make up the difference in the cost.

Bloom - responded we subsidize ridership with the cost per rider at approximately \$4.75. The County created a facility and it is pretty isolated. They just assumed that service was going to be provided. NE Lacey has been asking for service for a long time and they don't have it.

Sibree - stated he is inclined to recommend option 3. They should be able to count on certain services at certain times. The citizens that need it the most are the people at the ARC.

Euler - indicated she is concerned about the budget on option 3 because she doesn't have enough information to spend money like that. A testing period of time would be a good idea. Option 2 provides them the extended time and it might be a good incentive, if ridership goes up a certain degree to consider expansion into option 3. Bus replacement and the elimination of federal funding are more pressing issues.

Pierce - stated she agrees with Euler and that the concept of build it and they will come doesn't always work with transit. Option 2 is a little bit of an increase and the pockets of time may meet those needs and seems like a good way to get started and give the County time to get their numbers together to justify the things they are asking for in their dream plan.

VanderDoes - indicated it has been a long time opening, how long do you think it will stay open. He supports option 2 - it provides something.

Bloom - stated that is difficult to answer. They are closing the other one, so it would mean they would need to keep it open.

O'Connell - asked if this includes staff going back and forth.

Bloom - responded the County didn't disclose that information. Even though we've asked the question there is a certain amount of reluctance to provide the information. They won't give a specific date for opening.

Clark, D. - indicated the starting time may not get the work release participants where they need to be if they start at 7. Finding out the start time average would be beneficial.

Bloom - responded the original question was what time.

O'Connell - indicated if it comes to the point where you have to help them solve their own problem, they know the schedules and there could be a meeting point.

Bloom - stated the County released an RFP for someone to provide service on the weekends. Funding to bring additional service is an issue and we're not going for a ballot measure this year. There is no funding to extend service, so who shares those expenses.

Van Gelder - stated there are concerns about increased costs and awareness of tradeoffs recognizing that there have been other areas that have asked for service. If the agency would be performing a useful public service assisting families to get together and the cost would be for a social good. Ridership may increase. Let us know if you need anything more from us.

D. STRATEGIC PLAN - GOALS AND END POLICIES (*Dennis Bloom*) Bloom indicated he was presenting this agenda item on behalf of Ann. The Strategic Plan document is online and these are some of the notes from the ITA's first meeting on the policy positions for the 2016-2021 Strategic Plan. The ITA had some ideas regarding wordsmithing the goals and end policies which are very succinct and provide direction. The policy analysis is reflective of the goals. There are currently 5 goals and they are suggesting an additional goal to help provide direction to staff and the agency.

Goal 1 Assess the transportation needs of our community PTBA-wide.

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.

Euler - asked why they wanted to add "PTBA-wide."

Bloom - We currently do not provide services to everyone within the PTBA. In addition, people think that community-wide means more than the PTBA. We are not talking about anything outside the PTBA at this point. The public may not be aware of the PTBA and they are trying to narrow it down to the current boundary.

Hagenhofer - stated she really appreciates the specificity of this - it allows the authority to see where there are gaps in the service in the PTBA. It is good to know that because then it can be addressed.

Euler - asked if the area has been adjusted in recent history in the last few years.

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Bloom – responded that in 1999 a statewide initiative removed the excise tax and when it was approved, we lost 45% of our budget. As a result we had to cut 42% of our service and reduce our boundaries.

Sibree left.

Goal 2 Provide outstanding customer service.

End Policy – Customers will report high satisfaction. ~~And ridership will increase.~~

Bloom indicated we may face a situation where we have to reduce service due to the elimination of federal funding. Our success, in that instance shouldn't be measured on ridership increasing.

Goal 3 Maintain a safe and secure operating system.

End Policy – All Intercity Transit facilities, customers and employees will be assured safety and security.

Bloom stated there was no change to goal 3.

Goal 4 Provide responsive transportation options within financial limitations.

End Policy – Customers and staff will have access to programs and services that benefit and promote community sustainability.

Bloom indicated that in addition to the elimination of federal funding, the Thurston County area has been slow to recover from the economic downturn and our area is just beginning to recover. Adding “within financial limitations” recognizes that we have limited funds.

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.

Bloom stated goal 5 does not change.

Bloom indicated the ITA is adding a new goal recognizing the importance of education.

Goal 6 Encourage use of services.

End Policy – Educate and encourage community members to explore the benefits of public transportation.

Bloom stated this underscores the need to have outreach and educate people. The agency made a request for some grant funding from TRPC for grant funds to create a community conversation to look at what happens to public transportation in the parameters of the budget. If we don't get the sales tax increase we'll be asking for additional funding or we'll be looking at reducing service. TRPC recommended our request for funding go through for approval

O'Connell – remarked that this would allow the dialogue to continue. She would like to see a conversation started if you were in a position to use transit and don't, why not. By doing this we can start breaking myths. This kind of dialogue makes our system safer.

Pierce – indicated goal 6 has been a part of the conversation for a long time.

E. 2016-2021 STRATEGIC PLAN POLICY POSITIONS (*Dennis Bloom*) Bloom stated this is the first of several strategic plan discussions surrounding the annual update. Staff will be coming back with additional questions following future discussions. Bloom indicated he would go through each one and that this will be a continuing conversation over the next few months.

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

Authority direction for 2015 was to dedicate funds to replace the underground storage tanks at the Pattison Street facility, dedicate funding to enhance bus stops and shelters and look for opportunities to complete final design and construction of the Pattison Street facility.

Question: Should we dedicate funds to complete the final design for the Pattison Street facility rehabilitation and expansion project placing us in a more competitive position should funding become available?

Bloom indicated the agency has been able to piece together some funding this year and DOT has set aside some funding along with surface transportation funding to add to this project.

Hagenhofer – asked if other transit systems in the nation have LIDs that are facility specific.

Bloom – responded yes they do.

Hagenhofer – asked what the agency's history is of considering one.

Bloom – indicated it is down to the local level how regional money is distributed. For example the federal money that is now available since MAP 21 goes to much larger metropolitan areas and some small rural systems. It is the smaller to medium systems that don't get money anymore.

Hagenhofer- asked if it would be something that the ITA could discuss.

Bloom – indicated they may. You will most likely see other jurisdictions asking for LID's as Tumwater just did. They are looking at the same thing and that is one of the avenues they are using.

Van Gelder – suggests the ITA look towards the IRS 6320 rule that allows the public entity to contract with a private entity to develop a facility and that private entity raises funds on the private market, with very little liability on the public entity. They then create a lease and at the end of the lease it is the agency's free and clear.

Hagenhofer - remarked that arts organizations use it quite successfully.

2. How do Village Vans, Community Van, the Surplus Van Grant, and Discounted Bus Pass Programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?

Authority direction for 2015 was to continue all of these programs in future years.

Question: Village Vans has been funded in part by federal JARC funds. Those federal funds have been eliminated but quite recently a new potential grant source was announced. Award of those funds is uncertain. If grant funding is not available, does the Authority wish to continue to support the Village Van program with local dollars?

Clark, D. - stated there weren't enough statistics in the presentation provided last month.

Bloom - remarked we can get additional information. It is a unique program and there are other agencies trying to replicate it.

VanderDoes - stated as with any other grant funded programs we can't say Village Vans yes or no, but what do we lose if we fund it. We have to weigh it against everything else that isn't being funded by a grant.

Euler - asked how this fits into the mission and vision because it is a policy position and is this getting down to a core that doesn't really help. People have to start riding the bus more. Is that really part of the core and vision and mission that Intercity Transit has, and maybe that's the real question. Does it apply to all the funding sources? Can money be spent differently so the financial feasibility grows so we get a better diversity of people riding the bus?

Bloom - indicated the program serves a very specific clientele that lack employment and in the program we are helping them become more participatory in the economy.

Pierce - remarked if grant funding is not available and there other programs or other places that have started their own version, maybe we can partner with them.

3. What roll should Intercity Transit play in local transportation projects - Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Contest?

Authority direction for 2015 was to continue our work in all of these areas.

4. Should Intercity Transit pursue additional park and ride facilities at this time?

Authority direction for 2015 was to not pursue additional park and ride facilities at this time.

Van Gelder - remarked we should search for partners that go beyond DOT.

5. Should transit priority measures - signal priority, queue bypasses, bus lanes - be considered?

Authority direction for 2015 was to implement the pilot signal preemption program.

Bricker – remarked with an enthusiastic yes!

6. What additional investments in technology should be made?

Authority direction for 2015 was to develop a plan to address server room issues as well as implement low level improvements to our website, telephone, and advanced communications system.

Bloom indicated we moved our server room to DOT as part of these efforts.

Zenki – inquired about the integration of the ORCA card.

Bloom – responded the smart cards are something we’re pursuing.

Zenki – inquired about the use of smart phones and that it would be very convenient.

Bloom – remarked that Trimet does it right now.

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

Authority direction for 2014 was to add one Vanpool Coordinator to support the continued growth of the program and provide the addition of 10 new groups a year. The program did not add 10 vehicles to the program in 2015.

Hagenhofer – asked if new groups/vehicles are the same thing.

Bloom – responded each group would need a vehicle.

Hagenhofer – remarked this ties to goal 6 and is a great fit for people who think they don’t want to use public transportation.

Bloom – indicated JBLM is up to 30 vans. The market is still ripe. Even though gas prices have fallen, the interest to commute as a group is still there.

Hagenhofer – asked if groups more often organized around shared employer or where they live.

Bloom – stated it is typically around the end destination. It has to be at least 10 miles round trip and the average is around 50-60 miles.

Clark, D. – remarked that this links up with goal 4 in additional park & rides and goal 6 and they all interconnect. Even though gas prices have dropped one of the things that has been on her mind in getting riders is getting on the “green” band wagon.

Bloom – indicated he would differentiate vanpools because they can meet at a lot of different places. A park and ride lot has transit service. We don’t have many park and pool lots. It is typically at a church because they aren’t using it during the week.

Euler – asked how much vanpools are subsidized.

Bloom - stated they mostly pay for themselves with over 90% recovery.

Euler - asked if this includes the purchase of the vehicle.

Bloom - responded they are typically purchased with grant funds. We have 213 vanpools on the road.

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

Authority direction for 2014 was to add a Travel Trainer position and focus on expanding the travel training program with Bus Buddies. We continue to build both programs. Award of Bus Buddies funding is uncertain.

9. Is the current fare policy appropriate?

Authority direction for 2015 was to retain our policy to review fares every three years. Our last fare structure became effective February 2013. Continuing this practice necessitates a review.

Clark, D. - asked if the current structure is sustainable with today's budget.

Bloom - responded it is under the current budget. In anticipation of going out for a sales tax election, a piece to that is the board went ahead and raised the fares by \$.25. This was a 33% increase, and as a result you will lose ridership. There is that tradeoff. We looked at the cost of living and people who ride the bus and those are the elements that go into the conversation with the transit authority.

Clark, D. - asked if it is sustainable not to raise it.

Bloom - indicated the numbers Ben brought forward currently sustain it. It doesn't address replacing the fleet, or Pattison replacement, or increase in service. The base adult fare is \$1.25. The question is do we continue to revisit this every 3 years.

Pierce - remarked having it on a schedule every 3 years is beneficial and reasonable.

Burt - remarked that since there are certain things considered during a fare increase - is there a formula.

Bloom - responded we look at what the local economy is doing, cost of living, cost of goods, etc. Then he does an elasticity study that is based on a formula.

Chong - stated if we do present a fare increase to the public we should show them positive changes that will happen with the increase.

VanderDoes - stated everything goes up every year and thinks we should look at it every year. It's a mistake not to, at a minimum every 2 years.

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Clark, B. - remarked it is like the postage stamp it is one of the best deals around, riding the bus is a really good deal.

CONSUMER ISSUES

- *VanderDoes* - attended a Kokua board meeting recently, and they provide supportive living services for the developmentally disabled. They were looking to expand services. The feedback at the meeting and with other people who have handicapped children was positive for our transit system. He doesn't normally mention the CAC, but we are very well thought of in that community.

Van Gelder - This is all part of the story we can tell about Intercity Transit.

REPORTS

- *Burt* - provided the report from the May 6, 2015, Authority meeting including the introduction of new employees; scheduling a public hearing for June 3rd on Route 42 Service Request; authorized several purchases; and changed the CAC recruitment to the fall.
- *Trail* - asked members to mark their calendars for our annual Transit Appreciation Day celebration on August 12, 2015. Trail reported that the Intercity Transit Wellness Committee had recently received recognition from the State of Washington Team WorkWell for our program and received the American Heart Association's Fit Friendly Worksite designation. Trail then read a letter from the Lacey Police Department recognizing Intercity Transit's assistance in a recent criminal investigation.

NEXT MEETING: June 15, 2015.

ADJOURNMENT

It was M/S/A by O'CONNELL and BURT to adjourn the meeting at 7:40 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: June 03, 2015

FOR: Intercity Transit Authority
FROM: Bob Holman, 705-5885
SUBJECT: 2016-19 Transportation Improvement Program Adoption

- 1) **The Issue:** Whether to adopt the 2016-19 transportation improvement program (TIP) for projects with anticipated Federal Transit Administration (FTA) funding over the next four years.

- 2) **Recommended Action:** Adopt the 2016-19 Transportation Improvement Program (TIP) for projects with anticipated FTA funding.

- 3) **Policy Analysis:** Federal grant guidelines require that a TIP be adopted by the governing body.

- 4) **Background:** The draft 2016-19 TIP for projects with anticipated FTA funding was introduced to the Intercity Transit Authority on April 1, 2015, at which time the Authority scheduled a Public Hearing for May 6, 2015. Staff made the TIP available to the public and solicited public input. A public hearing was held on May 6, 2015. At that time there were no public comments, nor were there written or other comments made before or since that hearing.

The 2016-19 TIP that staff made available to the Authority and to the public for review contains the following elements:

- Preventive maintenance of vehicles in Intercity Transit's fleet during the years 2016-2019;
- Purchasing heavy duty coaches to replace those 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 Intercity Transit'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.

Staff identified one additional project in the 2016-19 TIP and applied for federal funds through TRPC's selection process for allocating their share of 2015 Federal Highway Funds. Intercity Transit anticipates the TRPC will award Intercity Transit approximately \$63,000. Staff added this project, **Sustainable Public Transportation - a Community Conversation**, to the 2016-19 TIP. The public participation requirement relative to this project is met through the TRPC process associated with their 2015 funding allocation and STIP programming. With this funding, Intercity Transit proposes to conduct research to capture data about riders, non-riders, potential users, and community attitudes. We need to determine how the Region uses our services, their level of satisfaction, and how we might improve within limited resources. This outreach, and the resultant analysis, will inform our short and long-range plans and provide direction regarding the elimination of service or how we might grow if the community supports that effort. Therefore, the following is added to the 2016-19 TIP:

- Sustainable Public Transportation - a Community Conversation Project

One additional project that was previously identified in the TIP 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.

5) **Alternatives:**

- A. Adopt the 2016-19 TIP as recommended. This will meet our local requirement for Federal Transit Administration grant guidelines.
- B. Reject the programs. This will prevent or delay federal grant funding.

6) **Budget Notes:** The TIP is consistent with projects programmed in the current Intercity Transit 2014-19 Transit Development Plan.

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 - **2016-2019 TIP.**

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.
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	FHWA Transfer (TAP & CMAQ) Bus Stop Enhancements - including Tumwater Square	\$412,650	\$185,000	\$185,000	\$185,000	\$967,650	\$837,017	FHWA (TAP) transfer to FTA	130,633	967,650	86.5%	Planned FHWA funding 2016 forward. Applications in process.
IT 1605	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.
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 1607	FHWA Transfer (CMAQ) • Sustainable Public Trans. – a Community Conversation	\$173,050				\$173,050	\$48,372	FHWA (TAP) transfer to FTA	124,678	173,050	28.0%	Planned FHWA funding 2016. Applications in process.
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		\$15,384,840	\$12,477,785	\$9,368,861	\$9,515,765	\$46,747,252	\$33,111,315		\$13,635,936	\$46,747,252	70.8%	
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 \$\$
<p>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</p>												

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 7-B

MEETING DATE: June 3, 2015

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Bus Stop Pad Construction and Improvement Contract Award

1) **The Issue:** Consideration of an award for the construction of bus stop pads.

2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of 27 bus stop pads with Asphalt Patch Systems, Inc., in the not-to-exceed amount of \$116,450, including taxes.

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

4) **Background:** Intercity Transit issued a Request for Bids May 13, 2015. Interested contractors attended a pre-bid conference May 22, 2015.

The 2015 budget includes funding for bus stop enhancements to provide safety and accessibility, with funds designated for the construction of bus stop pads. The Stops and Zones Committee selected the pad locations based on criteria that prioritize sites for accessibility enhancements and shelter placement.

Two bids were received by the submittal deadline of 11:00 a.m. on May 29, 2015. Asphalt Patch Systems, Inc. was the low bidder and staff found all their bid documentation to be in order. References indicate the contractor is reputable and competent. This company also satisfactorily completed the stop pad construction project for Intercity Transit in 2014. Staff recommends award of contract to the lowest, responsive and responsible bidder, Asphalt Patch Systems, Inc.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract for the construction of 27 bus stop pads with Asphalt Patch Systems, Inc., in the not-to-exceed amount of \$116,450, including taxes.

B. Defer action. Deferring action may result in missing the best weather for the outdoor construction.

6) **Budget Notes:** Intercity Transit received \$160,000 in federal funds for this project with a \$25,000 local match. In addition, \$50,000 from the ADA Bus Stop Enhancements budget is being put towards this project for a total of \$235,000. These funds are programmed in the 2015 budget for engineering and construction services as well as the required shelters. Staff anticipates the project will be completed within budget.

7) **Goal References:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: June 3, 2015

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares 705-5838
SUBJECT: Citizen Advisory Committee Reappointment

1) **The Issue:** Whether to consider reappointment of one CAC member.

2) **Recommended Action:**

A. Consider the reappointment of one current member to a term beginning July 1, 2015, through June 30, 2018: *Mitchell Chong* expressed interest in reappointment, has met attendance requirements, and is eligible for another three-year term.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee.

4) **Background:** There are currently five CAC positions that 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 CAC members are eligible to seek reappointment for another three-year term: *Mitchell Chong and Dale Vincent*. Mr. Chong submitted a verbal request for reappointment. Mr. Vincent is not seeking reappointment.

On May 16, 2015, the Authority authorized staff to perform a recruitment in the fall instead of a spring recruitment. If Mr. Chong is reappointed, four positions will remain vacant until December 30, 2015.

5) **Alternatives:**

- A. Reappoint Mitchell Chong to a term beginning July 1, 2015, ending June 30, 2018.
 - B. Direct staff to solicit applicants during the fall recruitment to fill this position.
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6) **Budget Notes:** N/A.

7) **Goal References:** Appointment of members to the CAC assists in meeting all goals of the agency.

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: June 3, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2016 - 2021 Strategic Plan Policy Positions

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- 1) **The Issue:** Second review of policy issues for the 2016-2021 Strategic Plan.

 - 2) **Recommended Action:** Discuss and provide staff direction.

 - 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.

 - 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. This is the second of those meeting sessions.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2015 as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the meeting.

1. **Should Intercity Transit maintain status quo service levels in 2016 or consider new or expanded local transit services needed to serve the growing population?**

Authority Direction for 2015: While new or expanded local services are needed to serve our current population, our financial outlook necessitates a conservative approach. If state funding is approved, continue two grant-funded Express Routes - Tumwater to Lakewood and Olympia to Seattle.

2. **What is Intercity Transit's role in providing regional mobility?**

Authority Direction for 2015: Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the 1-5 corridor. Continue support of the vanpool program and continue to work with our partners to consider alternatives for serving the corridor.

3. **What role should Intercity Transit play in serving downtown Olympia, downtown Lacey and the Tumwater Town Center areas?**

Authority Direction for 2015: Work with the state to identify adequate parking for the dash. Work with area stakeholders to market and cross promote transit in core areas of downtown

Olympia, Lacey, and Tumwater. Work with major employers and jurisdictions regarding parking, using commute alternatives and CTR plans.

4. Is there a role for local express service in the current service area?

Authority Direction for 2015: We currently do not offer local express service which operates in major corridors increasing service speeds by reducing the number of stops to reduce travel times. Continue to support transit signal prioritization. Monitor intra-county ridership related to the Tumwater to Lakewood and Olympia to Seattle service.

5. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

Authority Direction for 2015: Bring together community stakeholders in having a greater role in providing alternative funding for transit services rather than relying on federal funding. Request assistance from TRPC to facilitate a community conversation about the gap in regional expectations and available funds.

6. Should Intercity Transit's planning for the next six years be financially constrained?

Authority Direction for 2015: Consider an August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital. The 2015 State Legislature is considering an additional sales tax option for Intercity Transit. The Authority directed staff to hold on the August election date pending a decision. The issue was not resolved by the August election resolution filing date of May 8, 2015. The Authority needs to consider alternative direction.

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

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

7) **Goal Reference:** The strategic plan provides the basis for all our goals.

8) **References:** Intercity Transit Strategic Plan 2015-2020.
<http://www.intercitytransit.com/SiteCollectionDocuments/Strategic%20Plan%20Final%202015-2020.pdf>