

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**WORK SESSION**  
**January 20, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |   |                |
|------------|---|----------------|
| <b>1)</b>  | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2)</b>  | <b>INTRODUCTIONS</b><br>A. Welcome City of Yelm Councilmember Molly Carmody<br>B. Welcome City of Olympia Councilmember Clark Gilman  | <b>5 min.</b>  |
| <b>3)</b>  | <b>PUBLIC COMMENT</b><br><i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is 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.</i><br><br><i>The Authority will not typically respond to your comments this same evening;</i> | <b>10 min.</b> |
| <b>4)</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT</b> (Denise Clark)   | <b>5 min.</b>  |
| <b>5)</b>  | <b>2016 PROCUREMENT PLAN</b> (Laura Lowe)   | <b>30 min.</b> |
| <b>6)</b>  | <b>BUS STOP PROJECT UPDATE</b> (Dennis Bloom)   | <b>30 min.</b> |
| <b>7)</b>  | <b>BUS / FACILITY CAMERA SYSTEMS OVERVIEW</b><br>(Ann Freeman-Manzanaras)   | <b>30 min.</b> |
| <b>8)</b>  | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| <b>9)</b>  | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>10)</b> | <b>ADJOURNMENT</b>  |                |

*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](mailto: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).*

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 5  
MEETING DATE: January 20, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Laura Lowe, 705-5833

**SUBJECT:** 2016 Procurement Plan

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1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2016.

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2) **Recommended Action:** This item is for information and discussion.

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3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2016 Procurement will present a number of recommendations to the Authority for approval to enter into contracts.

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4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2016 Procurement plan are included in the attached summary. Many things impact the flow of projects and the plan is adjusted as needed during the year.

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

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

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7) **Goal Reference:** The 2016 project list represents all agency goals.

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8) **References:** Highlights of the Draft 2016 Procurement Plan.

## HIGHLIGHTS OF THE DRAFT 2016 PROCUREMENT PLAN

<b>On-Going Procurement/Projects</b>	
Olympia Transit Center Facility Expansion	
Pattison/Underground Storage Tank Replacement Project	
Transit Signal Prioritization	
OTC and Amtrak HVAC replacements	
<b>First Quarter Procurements</b>	<b>ITA Approval</b>
Transit Signal Prioritization Equipment	Yes
Vehicle Towing Contracts	Yes
Vanpool Replacement Vehicles (33)	Yes
General Legal Counsel-Contract Renewal	Yes
Federal Advocacy Services-Contract Renewal	Yes
Servers, VMWARE Upgrade & License Renewal	Yes
Bus Stop Pad Engineering Contract	Yes
Utility Relocation-OTC Facility Expansion	Yes
Facilities Truck	Yes
Staff cars (1 electric, 1 wagon)	Yes
Maintenance Pit to Lift Engineering Design	Possibly
Purchase Lift	Yes
Research Dial-A-Lift (DAL) Vehicles	Ongoing
Cisco Consultant Contract	Under threshold
Elevator Maintenance Contract	Under threshold
<b>Second Quarter Procurements</b>	
OTC Project Manager	Yes
Bus Stop Pad Construction Contract	Yes
Pattison/Amtrak Interior Paint	Yes
Front-Facing Bus Camera (road view)	Yes
Operations Digital Voice Recording System Replacement	Yes
Phone system Replacement	Yes
Security Services-Contract Renewal	Yes
Renew landscaping	Under threshold
Siemen's telephone maintenance renewal	Yes
Begin research enterprise systems to replace Fleetnet	Ongoing
Pattison & Amtrak – Repaint Interiors	Yes
UST Construction Manager	Yes

UST Construction Contract	Yes
<b>Third Quarter Procurements</b>	
Purchase DAL Vehicles	Yes
ACS System Maintenance Renewal	Yes
Janitorial Services Renewal	Yes
Transit Pass Printing-Renewal	Yes
Interjurisdictional Agreements-Transit Signal Prioritization	Yes
Research-Updating Maintenance Boiler and Controls	Possibly
Research-Dispatch Repairs and Upgrades	Possibly
Website Maintenance Contract	Under threshold
Bus Stop Solar Lighting Units	Yes
On-Bus Camera Software	Yes
Marketing and Communications Contracts	Yes
<b>Fourth Quarter Procurements</b>	
OTC Facility Expansion Construction Contract	Yes
ACS Software Integration-Transit Signal Prioritization	Ongoing
L&I Third Party Assessment-Contract	Yes
Telephone System Equipment Install-Contract	Yes
RouteMatch Software Maintenance Renewal	Yes

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 6  
MEETING DATE: January 20, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Dennis Bloom (705-5832)  
**SUBJECT:** Bus Stop Project Update

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- 1) **The Issue:** Staff will provide an update on this year's effort to make 42 bus stop enhancements within our service district.
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- 2) **Recommended Action:** For information and discussion only.
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- 3) **Policy Analysis:** Since the last staff update on bus stop enhancements occurred in the spring of 2014, Intercity Transit completed another round of 30 stop improvements in 2015. This year's projection to improve 42 bus stop locations has already gotten underway. The Intercity Transit Authority approves this type of capital investment and staff will provide an update on these efforts.
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- 4) **Background:** Since 2004, Intercity Transit has been successful in receiving five regional grants through Thurston Regional Planning Council's awarding of federal funds under the Transportation Alternatives Program (formerly called, "Enhancements") for bus stop improvements. These grants, along with local match (typically only 13.5%), has allowed us to make over \$1.4 million in bus stop improvements throughout Intercity Transit's service district.

The Transit Authority approved the use of local funds to match the grants and directly funded other stop improvements through the agency's annual budget process. In making these funds available, these improvements have increased pedestrian and ADA accessible, improved operationally safety and where warranted, added shelters and other passenger amenities (seating and solar lighting) for our customers and the general public to use. In short, the adage that "a ride begins before you get on a bus," has been the focus over the past eleven years in making these improvements.

Staff will provide an update on the process for identifying these bus stop improvements and current efforts to make additional improvements to stop locations throughout our district.

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

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6) **Budget Notes:** The 2016 project is estimated to total about \$275,000. The Planning division budget includes \$175,000 (86.5% grant funded) for stop improvements and will be utilizing an additional \$100,000 from the Facilities division 'bus stop' line item to help complete this year's project.

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

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8) **References:** Slide show and materials will be available at the meeting.



**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 7  
MEETING DATE: January 20, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares (705-5838)  
**SUBJECT:** Bus and Facility Camera Systems Overview

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- 1) **The Issue:** Staff will provide an overview of Intercity Transit’s mobile and facility camera systems and their capabilities.
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- 2) **Recommended Action:** For your information.
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- 3) **Policy Analysis:** The Intercity Transit Authority approves budgeted projects as well as project procurements over \$25,000.
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- 4) **Background:** Over the years, the Authority authorized the purchase and installation of cameras on all of our buses and Dial-A-Lift vehicles as well as at our facilities. Staff will provide an overview of our existing systems and highlight the capabilities of those systems.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** This item is for information only and doesn’t include the commitment of dollars.
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- 7) **Goal Reference: Goal #3:** *“Maintain a safe and secure operating system.” Goal #6:* *“Encourage use of services.”*
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- 8) **References:** N/A.