

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
May 18, 2016
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
<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>

<i>The Authority will not typically respond to your comments this same evening.</i> | 10 min. |
| 3) | CITIZEN ADVISORY COMMITTEE REPORT (<i>Billie Clark</i>) | 5 min. |
| 4) | ISO 14001 CERTIFICATION & AUDITING SERVICES (<i>Jeff Peterson</i>) | 5 min. |
| 5) | LONG TERM FINANCIAL REVIEW (<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 6) | STRATEGIC PLAN GOALS AND END POLICIES
(<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 7) | 2017-2022 STRATEGIC POLICY POSITIONS (<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | 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 coordinator at (360) 705-5857 or ntrail@intercitytransit.com. If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.

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
SPECIAL MEETING
AGENDA ITEM NO. 4
MEETING DATE: May 18, 2016**

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: ISO 14001 Certification and Auditing Services

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- 1) **The Issue:** Consideration of entering into a contract for ISO 14001 training and auditing services to achieve certification through November 2019.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract with Lloyd's Register to achieve ISO 14001 certification through November 2019 in an amount not-to-exceed \$38,401.00, including taxes.
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- 3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.
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- 4) **Background:** Intercity Transit became ISO 14001:2004 certified in February 2014. As part of the certification process we participate in an external audit annually. Our last audit was completed February of 2016. ISO issues new standards approximately every ten years. The proposed contract for services will support our efforts to update the agency to the new ISO 14001:2015 certification standards, and supports Intercity Transits strong sustainability commitment.

Intercity Transit published a Request for Proposal on April 4, 2016, to solicit firms who could provide the training and auditing services to achieve ISO 14001:2015 standards. A pre-proposal conference was held April 12. Six proposals were received by the April 25, 2016, submittal deadline. All proposals were found to be responsive and responsible. The scoring committee completed a review of the proposals and determined Lloyd's Register was the most qualified firm. Lloyd's Register is the firm that completed our current certification project and has been involved with similar projects with other transit agencies including Sound Transit.

The scoring committee considered all firms' capabilities and qualifications when scoring proposals. Pricing was also considered and included in the final scoring matrix. Proposed pricing is similar to pricing received when conducting the

procurement in 2013. It was determined that Lloyd's Register's proposed costs are fair and reasonable. Staff believes Lloyd's Register will provide satisfactory services and recommends the award of the contract to this firm.

5) Alternatives:

- A. Authorize the General Manager to execute a contract with Lloyd's Register to achieve ISO 14001 certification through November 2019 in an amount not-to-exceed \$38,401.00, including taxes.
- B. Defer Action.

6) Budget Notes: This contract was not included in the 2016 budget. The Authority gave staff direction to pursue ISO 14001:2015 certification earlier this year. At that time staff estimated a three-year contract at \$45,000. The proposed three-year contract is \$38,401.

The proposed schedule and expenditures are as follows:

- 2016: Training, gap assessment, and re-certification audit in the amount not-to-exceed \$25,997.
- 2017: First Surveillance Audit and certification in the amount not-to-exceed \$6,202.
- 2018: Second Surveillance Audit and certification in the amount not-to-exceed \$6,202.

The 2016 budget has approximately \$2,000 remaining following our re-certification in February. An additional \$23,997 will be dedicated in 2016 with future expenditures included in the 2017 and 2018 budgets.

7) Goal Reference: Goal #5: *"Align best practices and support agency sustainable technologies."*

8) References: N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: May 18, 2016**

FOR: Intercity Transit Authority

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

SUBJECT: Long Range Financial Review

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- 1) **The Issue:** Review long term financial scenarios in preparation for the Strategic Plan Update, the development of the 2017 budget and the September 23 Authority Planning Session.
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- 2) **Recommended Action:** This item is for discussion only.
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- 3) **Policy Analysis:** The strategic plan is Intercity Transit's primary policy document. The Authority's direction provides the priorities and level of resources devoted to specific services and projects. Review of strategic planning priorities, along with our long term financial forecast, is necessary to insure our goals are in line with anticipated need and financial resources.
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- 4) **Background:** This is an opportunity to review long range financial scenarios. This is in preparation for future development and discussions relating to the 2017 budget as well as updating our Strategic Plan.
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- 5) **Alternatives:**
A. Review items for consideration and discussion.
B. Delay review and discussion associated with these items.
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- 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan and financial forecast are primarily staff time.
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- 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: May 18, 2016**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Strategic Plan – Goals and End Policies

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- 1) **The Issue:** Second review of our “Goals and End Policies” for the 2017-2022 Strategic Plan.
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- 2) **Recommended Action:** This item is for Authority consideration and discussion.
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- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
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- 4) **Background:** The Authority began review of the “Goals and End Policies” at the May 4, 2016, ITA meeting. The Authority requested staff provide draft language to capture the nature of the conversation for a follow-up discussion to fine-tune the statements.

Draft Goals and End Policies:

- 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- Continuous focus on enhancing the safety and security of all facilities and vehicles for all customers and employees. ~~All Intercity Transit facilities, customers and employees 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 – Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community. ~~Align best practices and support agency 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 the benefits of public transportation.

5) **Alternatives:**

- A. Review items for consideration and discussion.
- B. Delay review and discussion associated with these items.

6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority’s goals.

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: May 18, 2016**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2017 - 2022 Strategic Plan Policy Positions

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- 1) **The Issue:** First review of policy issues for the 2017-2022 Strategic Plan.
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- 2) **Recommended Action:** Discuss and provide staff direction.
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- 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.
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- 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 first of those meeting sessions.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2016 as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the meeting.

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

Authority direction for 2016 was to dedicate funds to replace the underground storage tanks at the Pattison Street Facility, dedicate funding to enhance bus stops and shelters, renovate two maintenance bays to enhance functionality and look for funding 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?

2. How does 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 2016 was to seek funding for the Village Vans Program. The question of our continued ability to support the program would be addressed as part of the 2017 budget process. No programs would be added. Continue all of these programs in future years.

Question: Does the Authority wish to continue to support these programs? Are there any programs that should be added?

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 2016 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 2016 was to not pursue additional park-and-ride facilities at this time.

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

Authority direction for 2016 was not to grow the program.

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

Authority direction for 2016 was to focus on building the Travel Training and the Bus Buddies programs.

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

Authority direction for 2016 was to implement enhancements through a combination of grant and local funding.

Question: Staff does not anticipate a continuation of grant funding for bus stop enhancements in 2017.

8. What should be Intercity Transit's policy and actions related to expansion of the PTBA?

Authority direction for 2016 was to maintain its current policy to not pursue expansion of the PTBA.

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 2016-2021](#)