

AGENDA
INTERCITY TRANSIT AUTHORITY
April 6, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Daniel MacMillan, Maintenance Supervisor** (*Karl Shenkel*)
 - B. **Puget Sound Energy - Presentation for Green Power Participation**
(*Farra Vargas - Casey Cochrane*)

- 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 requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address 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.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** March 2, 2011, Regular Meeting; March 16, 2011, Special Meeting.

 - B. **Payroll:** March 2011 Payroll in the amount of \$1,676,379.45.

 - C. **Accounts Payable:** Warrants dated March 11, 2011, numbers 83090, 83336-83449 in the amount of \$355,192.93; warrants dated March 25, 2011, numbers 83451-83575 in the amount of \$653,600.60 for a monthly total of \$1,008,793.53.

 - D. **Computer Equipment Award:** Accept the process proposed to select a vendor and authorize the General Manager to purchase 32 desktop computers and eight laptops through the Dell Corporation in the amount of \$57,103.35. (*Melody Jamieson*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**

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| | C. Urban Corridors Task Force (<i>Ed Hildreth</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Gerald Abernathy</i>) | 3 min. |
| | E. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | OLD BUSINESS - None | |
| 8) | NEW BUSINESS | |
| | A. Hawks Prairie Park and Ride Easement Agreement (<i>Marilyn Hemmann</i>) | 15 min. |
| | B. One Regional Card for All (ORCA) - Smart Card Technology (<i>Dennis Bloom</i>) | 15 min. |
| | C. Adopt the Annual Report & Transit Development Plan (<i>Dennis Bloom</i>) | 5 min. |
| | D. Landscape & Grounds Maintenance Services - Contract Award (<i>Melody Jamieson</i>) | 5 min. |
| | E. Review Olympia Express Service: Pierce Transit Routes 601 & 603A (<i>Dennis Bloom</i>) | 15 min. |
| | F. Approval of Memorandum of Understanding to Complete the Regional Plan for Sustainable Development (<i>Mike Harbour</i>) | 10 min. |
| | G. State of Intercity Transit (<i>Mike Harbour</i>) | 15 min. |
| | H. 2011 Citizen Advisory Committee Recruitment (<i>Rhodetta Seward</i>) | 5 min. |
| | I. General Manager Performance Evaluation Process (<i>Rhodetta Seward</i>) | 10 min. |
| 9) | GENERAL MANAGER'S REPORT | 10 min. |
| 10) | AUTHORITY ISSUES | 10 min. |
| 11) | MEETING EVALUATION | 5 min. |
| 12) | EXECUTIVE SESSION -None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 2, 2011

CALL TO ORDER

Chair Romero called the March 2, 2011, regular meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Thurston County Commissioner Sandra Romero; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Melody Jamieson; Meg Kester; Jim Merrill; Ben Foreman; Emily Bergkamp; Karl Shenkel; Marilyn Hemmann; Christine DiRito; Pat Messmer; and Carolyn Newsome.

Others Present: Legal Counsel Tom Bjorgen; Citizen Advisory Committee (CAC) member Jill Geyen; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Baker and Deputy Mayor Clarkson to approve the agenda as presented.

INTRODUCTIONS & RECOGNITIONS

- A. Buddy Foster, Service Worker.** Shenkel introduced Buddy Foster, Service Worker.
- B. Kyle Rogers, Coach Technician.** Shenkel introduced Coach Technician Kyle Rogers.
- C. Brent Campbell, IS Manager.** Foreman introduced Brent Campbell as the agency's IS Manager.
- D. Ann Freeman-Manzanares, Development Director.** Harbour announced the promotion of Freeman-Manzanares as the agency's Development Director.

PUBLIC COMMENT

Ben Courtney, 4929 51st Avenue, Lacey, commented on continued personal difficulties

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encountered when boarding buses with wheelchair ramps. He prefers buses with certain wheelchair lifts because of the difficulty associated with disembarking at his particular stop.

Merrill advised the new coaches have an improved ramp reducing steepness which should be an improvement over existing ramps in service.

APPROVAL OF CONSENT AGENDA ITEMS

Thies asked to pull items D and E from the consent agenda.

It was M/S/A from Citizen Representative Thies and Councilmember Hildreth to approve the consent agenda as amended.

- A. **Approval of Minutes:** February 2, 2011, Regular Meeting; February 16, 2011, Work Session.
- B. **Accounts Payable:** Warrants dated December 3, 2010, number 82526-82605 in the amount of \$409,288.14; warrants dated December 17, 2010, numbers 81735; 81738; 82606-82732 in the amount of \$570,224.90; warrants dated December 31, 2010, numbers 82793-82950 in the amount of \$2,466,691.51. Warrants dated January 28, 2011, numbers 82956-83089 in the amount of \$1,385,658.29.
- C. **Payroll:** February 2011 Payroll in the amount of \$1,697,241.30.
- D. **Purchase and Installation of the Posi-lock System - *Pulled***
- E. **Purchase One Staff and One Operations Supervisors' Vehicle - *Pulled***

CONSIDERATION OF PULLED ITEMS

(D) Purchase and Installation of the Posi-lock System. Thies asked staff to describe the Posi-lock system and why it adds value to agency operations. Hemmann advised when the Posi-lock system was installed, it included a supporting framework for the hoses to enable a full filling of gas tanks. Without the Posi-lock system, which guarantees a 95% fill, vehicles are more likely to receive a short fill, which impacts bus operations. The second component of the system is the ability to provide a secure locking system preventing fuel spills. The system reduces flammable hazards, prevents fueling delays caused by fuel spills, and reduces environmental impacts. Without a Posi-lock system, fueling efficiencies decrease. The system also ensures against spillage

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if fuel caps are not secured properly. Additionally, in a rollover accident, the system contains the fuel and prevents spills.

Thies referred to the line item in the budget for new Dial-A-Lift (DAL) vehicles and Posi-locks and asked about the outcome of actual cost versus budget. Hemmann affirmed Posi-locks are included in the budget item. Some vehicle manufacturers do not include Posi-lock systems, which require a retrofit. Staff verified Posi-locks are a sole source item in the U.S. and consulted with other transit agencies on the product and installation costs. The agency believes the installation cost is fair and reasonable.

Freeman-Manzanares reported the budget includes \$190,000 for nine DAL vehicles to include other items outside the vehicle purchase contract. The entire purchase is within the budget amount.

It was M/S/A by Citizen Representative Thies and Councilmember Hildreth to authorize the General Manager to enter into a contract with Muncie Transit Supply/ABC Companies to provide and install the Posi-lock system on twenty Dial-A-Lift vehicles in an amount not to exceed \$46,269.20 exclusive of tax.

(E) Purchase One Staff and One Operations Supervisors' Vehicle. Clarkson asked that future agenda forms specify the inclusion or exclusion of sales tax for purchase requests.

Thies asked about the budget for the vehicles. Hemmann replied the budget for the 7-passenger van is \$26,660 and \$30,560 for the Chevrolet Colorado.

It was M/S/A by Citizen Representative Thies and Citizen Representative Messmer to authorize the General Manager, pursuant to Washington State Contract 06310, to issue a purchase order to Karmart Automotive Group for the purchase of one 7-passenger Dodge Caravan in the amount of \$23,521. They also authorized the General Manager, pursuant to Washington State Contract 05910, to issue a purchase order to Jerry Chambers Chevrolet for the purchase of one crew cab Chevrolet Colorado truck in the amount of \$25,665. The total cost of this purchase is \$49,186.

COMMITTEE REPORTS

A. Transportation Policy Board (TPB). Hildreth reported the Board received a briefing on the Rural and Tribal Transportation Program, which provides service to residents in south county. Approximately 75% of the users earn less than \$10,000 annually. Staff provided an update on the Walk and Roll Program. Approximately 40 years ago, 50% of all students walked to school. Today, that number is 15%. Fifty

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percent of students driven to school live within a half mile of school. Staff briefed members on the ramp metering project on the I-5 northbound ramps at Marvin Road and Nisqually. Hildreth said he conveyed the agency's request to include an HOV lane on the northbound ramp at Marvin Road. Washington State Department of Transportation (WSDOT) representatives in attendance acknowledged the request.

B. Citizen Advisory Committee. Geyen reported on the successful CAC ad hoc committee's discussion for filling the youth position. The recommendation is scheduled for the Authority's consideration at its meeting on March 16.

NEW BUSINESS

A. Contract Award - Dial-A-Lift Customer Satisfaction Survey. Jamieson reported the agency received seven proposals by the submittal deadline. Staff from Operations, Marketing, and Procurement as well as a representative from the CAC evaluated the proposals. The proposals were evaluated based on established criteria for technical competence, recent experience with a similar project, proposed method for accomplishing the survey with demonstrated understanding of the challenges associated with the survey, and cost.

Four firms were interviewed and the selection panel recommends awarding a contract to Corey, Canapary & Galanis based on extensive experience with customer satisfaction work in the paratransit industry.

The 2011 budget includes \$20,000 for DAL Market Research and the contract is \$832 more than the budget.

Hildreth asked how the agency utilizes survey results. Bergkamp advised the survey helps inform the agency and provides a baseline to gauge customer satisfaction. The last survey was conducted in 1997. The survey will reveal what the agency does well and where service can be improved to meet the needs desired by clients.

Messmer asked about timing associated with completion of the survey. Jamieson said the intent is to present the report at the end of July. The company presented proposals on how the survey is completed. The majority of the survey is a telephone survey.

Johnson asked whether the agency received any comments from DAL clients about having the survey completed by a consultant rather than internally. Bergkamp said she discussed the process with other transit agencies that used a consultant and agencies that completed surveys internally to ascertain the pros and cons of both processes. The agency hasn't received any feedback from DAL clients on contracting the surveying.

It was M/S/A by Citizen Representative Thies and Deputy Director Clarkson to authorize the General Manager to execute a contract in an amount not to exceed \$20,832.00 with Corey, Canapary & Galanis to conduct a DAL Customer Satisfaction Survey.

B. Compensation and Classification Update. Hemmann requested consideration of an award for compensation and classification consultation services.

In January 2004, the agency awarded a contract to Fox Lawson and Associates to complete a classification and compensation study for all non-represented agency positions. The agency adopted Fox Lawson's proprietary Decision Band Method for creating and classifying all non-represented position descriptions, aligning the positions, and setting compensation ranges.

Since that study, Intercity Transit used the Decision Band Method to create several new positions and adjust several existing positions experiencing a change in duties. It's been seven years and the agency believes it's time to conduct a pre-audit review of all non-represented positions. Human Resources will leading the effort and Fox Lawson and Associates will be utilized for areas where specific expertise is required. The project will verify the Decision Band Method is used correctly in creating new job descriptions, review current position descriptions to ensure they correspond to existing positions, recommend modifications to any position descriptions that merit change, and confirm the alignment is correct. Additionally, a periodic compensation benchmarking survey of selected transit agencies will be undertaken using Fox Lawson's survey tool.

A scope of work was negotiated with Fox Lawson, and the agency received information from several other transit agencies which recently created a similar project with Fox Lawson and other firms. Fox Lawson has many years of experience working with public agencies including transit agencies, such as King County Metro, Community Transit, C-Tran, Pierce Transit, and Ben Franklin Transit. The company has expertise in applying its methodology to positions within transit agencies and a solid national reputation. Based on the fair and reasonable negotiated cost, staff recommends awarding the contract to Fox Lawson.

Hemmann responded to questions about the project and described the Decision Band Method, which is a tool used to create job descriptions and classifying the descriptions by applying a methodology.

DiRito said there are different classifications and compensation systems. She provided additional information on how the Decision Band Method determines a position level and compensation value.

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Romero asked how many non-represented employees are employed by the agency. DiRito said there are 79 positions.

Harbour said the agency elected to reevaluate the existing system to avoid spending several hundred thousand of dollars. Organizational changes since the last review may have impacted positions.

Clarkson said he assumes positions are evaluated periodically with incumbents documenting actual job responsibility changes regardless of the job classification, and management addresses those variances. Harbour said on rare occasions, a position might be changed. For example, this year a lower position was eliminated and a new higher position created because job responsibilities changed significantly. In those instances, the Authority approves those types of change, which are rare.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Johnson to authorize the General Manager to enter into a contract with Fox Lawson and Associates to provide professional services in an amount not to exceed \$22,840.

C. Purchase of Replacement Buses. Freeman-Manzanares reported the Transit Development Plan identifies the need to replace 14 coaches by 2014. The agency received approximately \$3.7 million in federal funds to purchase hybrid/electric vehicles. The seven vehicles identified for purchase will replace two-1996 Gillig Phantoms and five-1998 Gillig Low-Floors. The agency anticipates the vehicles will be in service by summer 2012.

Staff recommends the Authority authorize the General Manager to issue a purchase order to the Gillig Corporation.

It was M/S by Citizen Representative Thies and Deputy Mayor Clarkson to authorize the General Manager to issue a purchase order to the Gillig Corporation for seven, 40 foot, hybrid/electric, low floor buses pursuant to the New York Hybrid Electric Bus Consortium in an amount not to exceed \$4,592,273.53, inclusive of tax.

Clarkson asked about the timing for replacement of the agency's entire fleet of older buses. Freeman-Manzanares replied the agency anticipates replacing seven additional vehicles by 2014 dependent upon funding. The next vehicles for replacement are 2004 vehicles. The build cycle averages between 14 to 24 months dependent upon the market.

Hildreth asked whether the buses are similar to the recent purchase of hybrid buses and what fuel economy is with the new buses. Freeman responded they are very similar to

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the existing hybrid vehicles recently purchased. Shenkel reported the six hybrid vehicles have only been in service for eight months and are currently under warranty. Based on other discussions with transit agencies fuel economy was anticipated to be approximately 20%. However, Intercity Transit is experiencing fuel economy of 21% to 26%.

Thies asked about receiving an estimate of annual fuel consumption between regular diesel coaches and hybrid buses. Freeman-Manzanares advised staff is compiling some statistics on annual fuel and maintenance economy associated with hybrid buses for review by the Authority at a future meeting.

The motion carried.

D. Review of Draft of Annual Update of the Transit Development Plan. Bloom reported the Transit Development Plan is an annual requirement by the state due the first week in April.

Highlights of this year's update include:

- Fares: Recovered percentage of operating costs will resemble last year's rate of 10.4% for fixed rate and .7% for DAL
- Vanpool vehicles reduced from 179 in 2009 to 175 in 2010 primarily because of the reduction in ridership because of unemployment and the economy. The program is functioning well and the agency expects to see an increase in the vanpools as the economy begins recovering.
- Commute Trip Reduction (CTR). Senate Bill 6088 requires all state work sites regardless of size in the urban areas of Lacey, Olympia, and Tumwater to participate in CTR. That increases work sites from approximately 100 to 191 sites that are now affected by CTR law. TRPC administers the CTR program for the Thurston region. The program includes all colleges for the first time as well.

Romero referred to the agency's review of land use permitting requests and asked whether the agency provides negative input on applications that are not maximizing opportunities for public transportation. Bloom said input includes a review of the proposed development and providing comments on future service plans and needed public transportation amenities. Some instances include a review of land use and potential developments in areas where there is no public transportation. There are situations where the agency has pointed out the development is located in an area

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where service isn't provided. All jurisdictions are supportive of transit infrastructure and service.

Messmer stressed the importance of appropriate placement of bus stops in new developments to ensure the distance is conducive to attract the neighborhood to use transit. Bloom advised staff often provides recommendations on pathways within developments to ensure residents can easily access a bus stop.

- Vehicle Projections – projections include the current fleet and projected fleet vehicles through 2016.
- 2010 Route Service Summary – individual routes are ranked based on passengers served. Route performance is monitored on a regular basis.

Messmer recommended including the agency's participation and efforts on supporting and encouraging active transportation to include bicycling and walking, participation in programs supporting children walking to school, the Bicycle Commuter Contest, and other programs on page 11 under section 5, Environmental Quality and Health.

Hildreth questioned vehicle projections, which doesn't include any increase in vehicles. Harbour reported the TDP is a financially constrained plan. If the agency expands its fleet, the agency must secure other state or federal funds or levy the remaining 1/10th of one cent sales tax.

Thies asked about rating definitions for route service. Bloom said the service standards are conducive for the size of the agency. There are different standards for different sized systems. The four categories of marginal, exceeds, satisfactory, and unsatisfactory are standardized and have been used for a number of years. He offered to provide additional details offline.

Bloom reviewed public outreach to receive public feedback on the TDP. The Authority is scheduled to consider and approve the TDP at its first meeting in April.

E. Collective Bargaining Agreement between the International Association of Machinists, Lodge 160 and Intercity Transit. Harbour requested the approval of a collective bargaining agreement between Intercity Transit and the International Association of Machinists, Lodge 160 (IAM). In January, the Authority discussed the agreement during an executive session. After the tentative agreement, the union rejected the agreement by a 17 to 15 vote in January. Since then, the parties continued to meet and renegotiated some provisions with the union approving the agreement earlier in the day by a 27 to 7 vote.

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Harbour reviewed some of the major contract elements:

- Shift Differential – Increased Swing shift differential from 60 cents to 65 cents an hour and graveyard shift differential from 75 cents to 95 cents per hour.
- ASE Certification – Technicians attaining ASE Master Certification or Auto/Light Truck Master Certification will receive an extra \$1 per hour.
- Floating Holidays – Provisions reflect current practice of replacing holiday time with vacation time.
- Definition of Vacation Week
- Industrial Injury
- Military Leave
- Safety Shoes – Safety shoe allowance increased from \$90 to \$100 per year.
- Duration of Agreement – Three-year agreement from January 1, 2011, to December 31, 2013.
- Technician 1 Wage Schedule
- Wages – There is no wage increase in 2011, a wage increase equal to ATU increase +2% in 2012, and a wage increase equal to ATU increase + 1% in 2013.

Harbour outlined two major changes involving compensatory time and vacation time. During negotiations, the parties agreed to achieve some parity with other employee groups. IAM is the only group to receive compensatory time and during the negotiations, a proposal increased vacation time by eight hours and decreased compensatory time. However, the vote failed, and there was agreement to change the provisions to retain compensatory time.

Harbour requested approval of the proposed agreement.

It was M/S/A by Citizen Representative Johnson and Councilmember Baker to approve a collective bargaining agreement between Intercity Transit and the International Association of Machinists, Lodge 160.

GENERAL MANAGER'S REPORT

Vanpool added 66 new riders through new incentive/marketing programs. Three new vanpool groups were added in 2011 with the agency on track to meet its goal of adding 100 new riders in 2011.

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The Washington State Transit Insurance Pool reviewed "**Best Practices**" for vanpool risk management with the program receiving praise for the agency's rigorous and thorough driver approval and training program.

Bloom and Kathy Miller provided the Thurston County Commission with a demonstration on **Google Transit** on March 1.

TRPC and TPB were notified of the Authority's respective **appointments** to each body.

The **letter** from local policymakers was finalized to the City of Olympia seeking reconsideration of its decision to withdraw funding for the Centennial Station. Seward is obtaining signatures, and the letter should be delivered to Olympia Mayor Mah by the end of the week.

Pierce Transit announced its **service reduction** of 35% in October because of the failure of its sale tax measure. The reduction is significant and entails many layoffs as well. The reduction will have impacts on Intercity Transit's service to the north involving express service. It is likely the agency will receive more requests for express service. The Authority will receive additional information over the next several months. Pierce Transit recently experienced the loss of its Compressed Natural Gas (CNG) filling station because of an explosion. The agency is assessing its ability to meet schedules and is considering decreasing express service. Harbour advised he offered Pierce Transit the use of three contingency diesel vehicles in the interim to help the agency maintain its service level.

Ruttledge has taken a month's **leave of absence** because of an injury. Another HR employee is on maternity leave and staffing is limited within the department. Other staff members stepped up to provide coverage. Several recruitments will be delayed as well as the work on the classification and compensation project approved earlier in the meeting.

Seward is attending the **Legislative Conference in Washington, D.C.** Harbour is also attending the conference and meeting with the agency's lobbyist. Kester is attending as part of the Leadership APTA program. Stites will be attending as well and will join Harbour in several legislative visits.

The agency contended with the recent **snow storm** well and operations overall were handled well. Jurisdictions assisted in clearing roads. Customer service experienced a lower volume in calls likely because of the web and mobile technology.

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Environmental Management System training continues with staff attending another workshop in May. At the April worksession, the Authority will receive information on environmental policies.

The Authority is scheduled to discuss **Dash service** at its March work session to include recent statistics and current status as well as options.

There is some discussion in the **Legislature** to provide some funding options in King County and Community Transit because sales tax authority has been maximized and the systems are experiencing revenue shortfalls. Taxing options include a congestion charge. Several public disclosure bills are being tracked in terms of electronic data and excessive public disclosures requests to agencies.

Fuel prices are at \$3.20 a gallon for B20. A year ago, the cost was \$2.25 a gallon and two years ago, the agency paid \$1.50 a gallon for B20.

The agency's **Fixed Route Manager** announced his retirement effective March 25.

Thies asked whether other transit agencies offer service similar to Dash. Bloom responded that the agency identified 30 locations offering similar circulator service. A number are within the Northwest.

AUTHORITY ISSUES

Hildreth reported Tumwater Mayor Kmet recently requested intergovernmental updates by each respective agency during a Council meeting.

Rogers invited everyone to attend her birthday party on March 17 at the Eagles in Olympia at 7:00 p.m.

Romero reported the county is updating its Critical Areas Ordinance and as a result, a new aggressive group has formed that has attended and disrupted Thurston County Planning Commission meetings by taking photographs of the Planning Commissioners. The county also received public disclosure requests for photos of staff members.

Messmer said it speaks to the issue of what degree an agency needs to provide information about staff. It might be beneficial to receive counsel on what is necessary to provide under public disclosure.

Romero asked Bjorgen to provide additional information on the subject during a work session.

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Romero shared details on the group's logo, which is a barrel of a gun with red splatter resembling a stop sign. Many people are concerned because of the event that occurred in Arizona.

Thies asked whether bus washing is a seasonal expense based on the seasons. Staff reported the agency washes buses year-round. In the winter during a freeze, it's not possible to wash buses. There have been discussions about reducing washes during warmer weather cycles. However, savings would be minimal. Messmer added that she previously advocated for the new maintenance facility to have windows placed in the washing area so pedestrians can view the wash process.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Thies to adjourn the meeting at 7:01 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved:

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
March 16, 2011

CALL TO ORDER

Chair Romero called the March 16, 2011, special meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Thurston County Commissioner Sandra Romero; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Eve Johnson; and Citizen Representative Karen Messmer.

Members Excused: Labor Representative Karen Stites.

Staff Present: Rhodetta Seward; Dennis Bloom; Jim Merrill; Ann Freeman-Manzanares; Marc Jones; and Marilyn Hemmann.

Others Present: Citizen Advisory Committee (CAC) member Linda Olson and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Johnson and Deputy Mayor Clarkson to approve the agenda as published.

PUBLIC HEARING - DRAFT ANNUAL REPORT AND TRANSIT DEVELOPMENT PLAN

Romero opened the public hearing on the draft 2010 Annual Report and 2011-2016 Transit Development Plan at 5:31 p.m.

Bloom presented public comments received to the Authority. Updates to the plan since the Authority's last review include:

- Fares: Recovered 11% of operating costs for fixed route and 2.6% for Dial-A-Lift service.
- Transit Service: Additional information was included on the sales tax election and service levels in 2010.

- Environmental Quality and Health: Additional language was included highlighting Intercity Transit's involvement in programs promoting multi-modal transportation options.

The Plan was released for public comment and information was provided on the agency's website, at public libraries, Rider Updates on buses, and at Intercity Transit facilities.

Miles Franzoni, 216 9th Avenue, Olympia, said he reviewed the plan at the library and is a life-long user of public transportation. He suggested including more information on multi-modal cooperation, such as between Amtrak and Intercity Transit, later express service to SR-512 and return, and better coordination of Amtrak train schedules. In one instance while he was disembarking from the train, the last bus for the evening left the station requiring him to call a cab from Lacey. He suggested buses should delay leaving until all passengers disembark from the train. Intercity Transit is doing a fabulous job and he uses the service every day.

Franzoni responded to questions regarding the train and indicated the train wasn't late. It's a matter of better coordination between arriving trains and buses. The last occurrence was in October 2010. Messmer added she witnessed a similar occurrence on March 8, when she arrived on a train from Portland. Before all passengers had an opportunity to disembark, the bus left the station.

Franzoni said Routes 64 and 94 have opportunities and problems involving schedule deficits, and he understands issues associated with bus scheduling.

With no further comments coming before the Authority, Romero closed the public hearing at 5:42 p.m.

HAWKS PRAIRIE PARK AND RIDE - STATUS REPORT

Hemann provided an update on the Hawks Prairie Park and Ride project. The agency identified a potential site for a park and ride lot on the corner of the Thurston County Waste and Recovery Center close to I-5. Because the location was on a landfill, the agency hired KPFF Consulting Engineers to complete a feasibility study in 2008. The study determined building on the lot was possible in two phases involving preparation of the site and construction of the park and ride facility. The agency applied for Washington State Department of Transportation (WSDOT) Regional Mobility Grant Program funding for two grants. The first grant of \$3,038,784 was awarded in the current biennium for the preparation work. The agency anticipates

receiving funding of over \$3 million in the next biennium. Agency matching funds are \$591,419. Additionally, the agency negotiated a lease from Thurston County for eight acres.

Hemmann reviewed the qualifications of the project team and how the agency and consultants constantly review and monitor activities. There were many unknowns associated with the landfill site. Twelve drillings of the site revealed two to three feet of dirt on top followed by the landfill cover and a depth of 25 to 45 feet of refuse under the cover. Below the refuse are glacial deposits with groundwater present at a depth of 40 to 50 feet below. Three factors are necessary to control the site design involving water, gas, and compaction. It's important to ensure no tears are present in the liner allowing water to percolate through the refuse and contaminate underlying groundwater. Geoengineers anticipated tearing would likely occur around the edge. Subsequently, the liner was dug up around the edge and replaced with a new 12-foot liner. Temporary modifications were necessary to the gas system as well by moving all pipes underground.

The project requires 148,000 tons of fill for compaction of half the site for six to nine months to eliminate voids in the material. Thirteen different points are monitoring settlement depths. It took six weeks to complete the fill project for one half of the site.

The agency anticipates receiving land use approval by the end of May with 90% design completed by August. Advertising for construction could occur in December for construction to begin in mid to late 2012. Currently, the design is at 30%. The site plan calls for 332 parking spaces with five bus bays and an emergency access road. External pedestrian and bicycle access is included along with a sidewalk to the adjacent dog park. The plan includes internal pedestrian walkways.

Discussion followed on access to the dog park from the park and ride lot. The park and ride lot will be enclosed with a four-foot fence. Currently, there is no drop-off site, but there are many areas where cars can drop people off. Discussions are continuing on potentially incorporating a drop-off site. Signs will be posted indicating the site is for transit only. Romero suggested deferring discussion on pedestrian access to another work session.

Hemmann reported the site includes ADA parking spaces placed close to the transit island. A Dial-A-Lift (DAL) stop is planned for DAL service in the area. Two passenger shelters, bike rack, portable restroom for drivers, and 11 ADA accessible parking spaces are planned for the site. Four to six electric vehicle charging stations are included within the design with the possibility of future expansion.

Some of the design decisions are dictated by the site, such as the isolation of the lot in relationship to other park and ride lots, which led to issues, such as ensuring users feel secure and safe using the site. Staff discussed those issues with the Thurston County Sheriff's Department as well as the City of Lacey Police Department as the site is within the City of Lacey. The plan includes a 24-hour video camera surveillance system and a license plate capture camera with options included for expansion. The lighting system can be configured for different times reducing energy consumption when minimum usage of the lot occurs. An energy plan prepared by the engineers can turn off 40% of the lights during non-commute hours saving 22% in electricity costs annually. Some lighting remains on to provide security as well as support the video surveillance system. It's possible to restore full illumination if customers or the agency desires a different lighting configuration.

Romero asked whether a reduction in lighting impacts the resolution of the video or camera systems. Hemmann reported the cameras will switch to black-and-white in lowlight and it shouldn't affect the resolution. It's an issue that has been discussed at length with law enforcement.

Hemmann reported the landscape design must consider the site is located on a landfill with only 2 to 3 feet of dirt. The footprint of the site enables water runoff to irrigate plants. Plants will be of low height for security reasons and must be easy to maintain as well as be attractive.

Another consideration is a solar trash compactor. Other transit agencies use solar trash compactors in specific locations. The compactors use solar energy and compact five to six times as much trash as a regular trash container would hold requiring less emptying of the trash cans. A solar trash compactor was considered for this site because the site is more isolated and maintenance crews may not access the site as much for trash pickup. Another reason is because the site is located on a landfill and no activities can attract seagulls.

Messmer questioned whether the site presents a good opportunity for bicycle lockers, because of its location with many riders traveling north and wanting to leave their bicycles at the site. Hemmann acknowledged discussions are planned regarding bike storage.

Baker questioned the length of the lease. Hemmann reported the lease with the county is for 20 years with an option to extend another 20 years with the understanding that the agency could renegotiate with the county after the 40 years expired.

Thies complimented Hemmann on the details provided within the presentation as it provides a good picture of the overall project and pertinent issues. Thies asked about the potential demand for the park and ride lot. Bloom reported the agency completed a park and ride lot study and projections for that area, based on 300 parking stalls was that within the first several years, at least half of the lot would be filled. Olympia's express service will utilize the park and ride lot.

Clarkson commented that in the future, a southbound exit off the freeway will connect directly to Hogum Bay, which will impact congestion especially during peak travel hours from southbound I-5. Hemmann reported there have been many discussions with City of Lacey traffic engineers regarding future transportation plans in that area.

REVIEW DASH SERVICE

Bloom distributed additional materials and statistics on Dash Service. The intent of the briefing is to continue the conversation from last year. Part of the discussion leading up to that point evolved around concerns with the budget if the sales tax ballot measure did not pass. The conversation included what routes were not doing well and Dash was one of those routes not performing well.

Prior to Dash service, there was a shuttle service from the Courthouse to the Capitol for approximately 10 years. At the same time, the Department of General Administration was helping fund the shuttle service as well as the City of Olympia and Thurston County. With the loss of budgets, the shuttle service ended and transitioned to the Star Pass program for state employees enabling employees to ride any Intercity Transit bus at no cost.

From 2000 to 2005, several routes provided similar types of service to Olympia City Hall and to the Courthouse. Ridership and budgets decreased, and eventually the routes were reduced and eliminated. For several years, the state relied on the Star Pass Program.

In 2005, the City of Olympia approached the Transit Authority and expressed concerns about parking in the South Capitol neighborhood and the perceived lack of parking on Capitol Campus. The neighborhood worked with the City on parking requirements within the neighborhood and part of the solution was creating a circulator route which is now known as Dash service. Dash was initiated in part because of the recognition of the South Capitol neighborhood parking issue and, at that time, the Wheeler parking lot could be used for people visiting the Legislature. The agency offered transit service

along Capitol Way for many years. Dash Service has been in operation for the last six years.

Bloom referred to a graph of weekly Dash boardings between 2006 and 2011. Each year compares to the previous year. In 2011, the figure reflects -12.1%, which compares current ridership to last year's ridership for the same time. It is recognized there are short and long legislative sessions for the Legislature. With the advent of many political issues on campus, Dash ridership increases. The information is a quick synopsis of total boardings for Dash service.

The second graph illustrates 2010 Weekday Dash: Boardings Per Revenue Hour Throughout Day. The graph illustrates ridership spikes at lunchtime. Near the end of the day from 5:30 to 7:30 p.m., ridership drops off dramatically, which might be a consideration for shortening the service day.

The third graph reflects all bus routes serving Capitol Way. Routes 12, 13, 45, and 68 provide service on weekdays. Routes 12, 13, 45, and 68 provide service on Saturday. Routes 12, 13, and 68 provide service on Sundays.

Possible reasons for the decrease in ridership in 2010 are the loss of the Wheeler lot, which provided parking for visitors, and the disbursement of people finding parking on Capitol Campus and in the city.

Bloom reviewed Dash totals by year reflecting service days, boardings, vehicle service hours, revenue service hours, passengers per revenue service hours, and passengers per day. The information includes the percentage of change over the years for each year. In 2007, there was a substantial increase in ridership of approximately 37%, and it incrementally increased for several years. Within the last year, ridership steadily decreased.

Messmer said additional information on how the Dash totals by year compare with other secondary routes would be helpful. Bloom referred to the Transit Development Plan and information on route performance. The information includes the range of ridership based on the category of the route. For 2010 within the TDP -- service was rated as Marginal.

Johnson asked if the new Data Center will have parking available and the number of available parking spaces. Bloom replied that the Data Center has 25 public parking spaces at the front of the building. For employees, parking is underground in the parking garage.

Johnson asked whether the agency has any input on the amount of parking provided for the new Data Center. Bloom replied that the agency commented on the plan and submitted several letters and participated in the process. The South Capitol Neighborhood participated and requested including more employee parking. Johnson asked if the agency attempted to have less parking included within the new building. Bloom advised the agency was seeking more parking near the state Department of Transportation building of 38 parking stalls that are metered.

Thies asked for a comparison of the cost per boarding between Dash and fixed route. It is also clear that Dash service is seasonal, and it fluctuates by the month of the year, day of week, and by time of day. Generally, ridership appears to be decreasing within the past two years. The rating for Dash service is marginal and adjustments to routes are a matter of course for the agency. It's the Authority's fiscal responsibility to look at the route. He asked if it's possible to improve the rating of Dash service by manipulating the schedule by season, day of week, and time of day. He acknowledged Dash is a showcase service that could lead people to use public transportation. That aspect provides value, but there are concerns with the marginal status.

Hildreth agreed and indicated the numbers reflect Dash is not supporting itself. Most of the time the performance rating is unsatisfactory except for several hours during the day. He asked about the savings if service is reduced during off-season. Bloom offered to provide that information at the next meeting.

Clarkson asked whether staff determines when the service is too expensive based on the level of ridership. Bloom replied it's a policy decision of the Authority. The decision can be difficult. Service cuts have been experienced in the past and all are difficult decisions during a time when there was a downturn in the revenue. Currently, several routes are underperforming, and the agency implemented adjustments, such as reducing the length of service to improve performance. Clarkson pointed out the decisions the Authority makes are based on information provided by staff.

Messmer commented on the relationship between the use of Dash service and the availability of bus passes. For example, if she has a bus pass, it essentially provides the same option as Dash. State workers and others have the availability of using any bus route when they use the pass. She asked how many pass users are using other routes along Capitol Way other than Dash. She questioned whether there is a relationship between users who use regular routes and the reduction in Dash ridership. Bloom replied an onboard survey was completed in September 2010. The convenience of having a bus stop on Capitol Campus made a difference to state employees. To answer the question, another on-board survey should be undertaken.

Hildreth commented that while overall fixed route ridership is increasing, Dash ridership is decreasing.

Miles Franzoni, 216 9th Avenue, Olympia, shared information about his regular use of Dash. He uses Dash service each day for lunch and recently purchased a bus pass and uses any of the buses on the Capitol Way route. He suggested the agency should consider a free ride area available in other cities.

Romero advised because Intercity Transit is a regional authority, the resources of the agency are shared between jurisdictions making it difficult to focus resources in one area.

Bloom advised if the Authority moves forward with a possible service change, a three-month public process is necessary. Since Dash is a stand-alone route, it doesn't necessitate any other route changes. If Dash service is reduced, savings from that reduction can be used to increase service on other routes.

Rogers advised the Olympia City Council wants to retain existing Dash service.

Romero added the Authority will analyze where ridership offers the highest value and will not necessarily cut service for the sake of cutting service.

Clarkson asked how often recommendations are presented for major service alterations. Jones said recommendations are typically presented once annually. However, it's dependent upon funding. The last service increase in February was the first major change in three years.

CAC YOUTH POSITION RECRUITMENT PROCESS

Seward reported the CAC's ad hoc committee of four CAC members and two staff members met and developed a proposal for the recruitment process for the youth position on the CAC. The CAC will review the proposal at its March 21 meeting.

Ad hoc members considered its recruitment process as well as the City of Lacey's youth recruitment process and determined the current application with modifications could be used by adding several references of "if applicable" as it may not pertain to a student. Another section was included designating the age group of 15 to 19 years of age and added local high school as an area of representation.

Members reviewed the cover letter and adjusted the reference for the number of members to "20" instead of "19." Members discussed how the information is conveyed to youth and received by the agency.

Romero asked about recruitment in the Rochester area as it's outside the service boundary of Intercity Transit. Seward noted the CAC is comprised of members representing the entire county and not just the service area.

Faxing or emailing the application was included in the application form as additional options for returning the application.

Advertising for the position includes a different look for the Rider Alert that will attract more readership of 15 to 19 year olds. There are many high school students who are home-schooled as well as some homeless students who may not attend school. The intent is to ensure the advertising reaches those students as well. The information will be available at the Olympia Center, at sport parks, Community Youth Services, and the tribes, as well as working with high school career centers. High school students require 20 hours a year of community service to graduate. Based on the CAC meeting schedule, only 18 hours could be served. The proposal includes working with the agency's Youth Education Specialist to develop other projects to ensure the CAC youth member satisfies the community service requirement.

Ad hoc members discussed various methods of advertising and recommends advertising through Facebook, Twitter, and blogging. The goal is to have the applications in the schools by March 31 and available to students when they return from spring break.

The Authority offered several suggestions:

- Consider updating the application or having an open ended application inviting students to share information about them rather than specifying interests
- Clarify section on location of residence/representation.
- Consider parents as a source for conveying information about the position to students youths.

Seward outlined the next steps. Applications will be presented to the Authority at its June meeting. The ad hoc committee reviewed interview questions and made some slight modifications.

Baker suggested including a signature block for parents. Seward replied the group discussed that option and decided not to include a signature block as some students

may be unable to obtain a signature, such as a homeless youth or some other circumstance.

Thies left the meeting.

PRIVACY AND PUBLIC DISCLOSURE

Bjorgen provided the Authority with information on privacy and public disclosure.

The Public Disclosure Act is found in RCW 42.56. The basic rule is that public agencies must disclose public records to members of the public who ask for them. The Records Act also contains many exemptions, which is where the consideration of privacy is addressed in an examination of whether or not one of the exemptions apply. The notion of public records is defined very broadly and is not confined to paper but includes any medium containing information.

The U.S. Supreme Court addressed the right of privacy through rulings based on a zone of privacy and zone of privacy based on a reasonable expectation of privacy. Bjorgen cited the example of recording equipment located near a bus driver. In that instance, it would not violate any reasonable expectation of privacy because the area is heavily trafficked. However, if a recording device picked up whispered conversation between two people in the back of the bus, that might intrude on the zone of a reasonable expectation of privacy. The agency solved that issue by posting notices of recordings on bus. The third type of privacy implicated by the Public Records Act is from tort law and recognizes if somebody discloses information about another that are both highly offensive and of no legitimate concern to the public, that person may be liable in tort law. That is the zone of the privacy that the Legislature incorporated within the Public Records Act – the notion that a disclosure can violate the zone of privacy if it meets those two prongs. This definition is of importance in the Public Records Act. There is no general exemption for privacy in the Act or no general exemption for documents that would violate someone's right to privacy. The consideration of privacy comes into play when one looks at specific exemptions that are found in the text of the statute. In order to be exempt from disclosure because of violation of privacy, it has to fall within one of the specific exemptions.

Bjorgen referred to RCW 42.50 6.230 Personal Information. Number 2 states, "Personal information and files maintained for employees, appointees, and for elected officials of any public agency to the extent that disclosure would violate their right to privacy."

This is an example of how a right to privacy is incorporated within a specific exemption.

Personal information is basically information that is associated with an individual, such as information that can be identified to a specific individual. In a court case involving a school district placing cameras on buses that picked up a fight between two elementary students, the court ruled the video was not exempt and that two students fighting did not constitute personal information.

Bjorgen cited another case involving an employee of a public library who was also the union representative who submitted a public records request for the names of all employees of the library, identification number, pay rates, vacation and leave information, benefits, and employer contributions to pensions. The case went to the Court of Appeals which ruled with one exception that the disclosure of the information would not be within the zone of privacy. One element that was within the zone of privacy was the ID number as it could be used to track protected information. The court did not allow disclosure of the ID number.

Examples of information within the zone of privacy include the amount of union dues, the amount of charitable contributions, medical records, disabilities, some performance evaluations, and marital and family information. Unfortunately, there is no clear definition; examples of cases must be reviewed to help ascertain what is protected.

Another case involved a secretary with a city prosecutor's office who used her office email for hundreds of personal transactions. She was subsequently fired and the newspaper submitted a public records request for the emails. The court ruled against the request as the email pertained to private and intimate matters, and there was no legitimate public concern in knowing the details of the emails.

Several Authority members asked whether emails pertaining to Intercity Transit on home computers are subject to public disclosure. Bjorgen cited a court case involving the City of Monroe where city councilmembers sent emails containing personal email addresses the City did not want to disclose. The court ruled as long as the emails were disclosable, the personal email addresses could not be excised. One court decision indicates that personal email messages fall within the zone of privacy. However, there is no blanket or umbrella exemption, and it must be within the terms of a specific exemption. Personal email must be held by public agencies and if the emails are from one private computer to another it is not considered to be held by a public agency.

Bjorgen cited RCW 42.56.250 (3), which states, "The residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, Social Security numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses,

residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, Social Security numbers, and emergency contact information of dependents of employees or volunteers of a public agency held by any public agency and personnel records, public employment related records, or volunteer rosters, or are included in e-mailing list of employee or volunteers of any public agency." He noted the exemption does not require a privacy analysis to fall within subsection 3. It's interesting to note the provision only applies to employees and volunteers and not to elected officials.

Discussion followed on an elected official considered as an employee. Bjorgen recommended directing that question to each respective City Attorney for clarification.

Bjorgen referred to the definition of highly offensive and how it relates to employee performance evaluations. There have been several court cases on the issue. Performance evaluations involve a person's competence and ability and a performance evaluation that criticizes someone could be deemed as highly offensive. The state Supreme Court ruled for performance evaluations that did not list specific instances of wrong-doing were protected and would have been highly offensive. However, performance evaluations that had specific instances of misconduct were not protected. The court likely considered the public interest in knowing about wrongdoing of public officials.

Clarkson asked whether each Authority member's hours are submitted to the Department of Labor and Industries or the Department of Unemployment Security. Seward acknowledged all Authority member hours are submitted to the Department of Labor and Industries.

Bjorgen said another case pertaining to highly offensive is a Bellevue case where the Seattle Times requested the names of all teachers from the Bellevue School District who received an allegation within the last 10 years of sexual contact with students. The decision by the state Supreme Court included drawing a distinction between substantiated and unsubstantiated allegations. If the allegation was substantiated, it was not protected and would be disclosed. The issue involves the definition of "substantiated." A similar case involved hiring a consultant to conduct an investigation and the investigative report was sufficient to substantiate the allegation for purposes of disclosure. The court tries to balance the damage against a person from a false allegation against the public's need to know.

Another issue is when an agency receives a request for disclosure, and it doesn't fall under any exemption but the agency believes the request constitutes a violation of the

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state or federal constitution. He shared that in 1981 as an assistant attorney general, one of his clients was the state library which received a request from the organization, "The Moral Majority," for disclosure of library circulation records to show who checked out sex education materials. After a review of the law, which at that time had no exemption in the Public Disclosure law, it became clear that the confidentiality of library records are an important part of the First Amendment and are protected. The Moral Majority sued the state and prior to the court date, withdrew the suit. States do not have the right to avoid the reach of the federal constitution through reliance on state statute.

Messmer thanked Bjorgen for the update as public disclosure evolves over time based on cases. Sometimes, the rulings are not logical. As a public body with many employees and public risks, it's helpful to have the foundation and to understand where the lines reside.

Romero noted that the swearing in ceremony of the State Supreme Court Justices do not swear to uphold the state constitution, but rather the federal constitution.

Clarkson acknowledged how helpful the briefing was for the Authority.

Seward shared that she recently attended advance public records training. In the near future, the Authority will receive an updated policy for consideration. The policy hasn't been updated in several years.

Messmer suggested the way the agency operates within the electronic records environment should be influenced by the desired transparency and the ease of recovering records. It's a matter of a balancing act. Seward replied that one of the steps staff is recommending is including more information on the public disclosure form regarding what's available on the website as well as including more documents on the website.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Councilmember Hildreth to adjourn the meeting at 7:50 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved:

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services

PERIOD DATES: 02/13 - 26/2011						PAYDAY 03/04/2011						PERIOD DATES: 2/27 - 3/12/2011						PAYDAY3/18/2011					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		WIRE	65,911.91	65,911.91	3	FIT		WIRE	65,223.23	65,223.23	4	MT	8324.23	WIRE	16,648.46	16,648.46	4	MT	8296.79	WIRE	16,593.58	16,593.58
5	AL/34	Life Ins.	Check	828.00	0.00	5	AL/34	Life Ins.	Check	2,078.24	0.00	6	DI/32	Disability In:	Check	982.73	0.00	6	DI/32	Disability In:	Check	2,490.90	0.00
6	HI/38	Health In1st	Check	7,787.50	0.00	7	HI/38	Health In1st	Check	262,472.50	0.00	7	HI/38	Health In1st	Check	7,787.50	0.00	7	HI/38	Health In1st	Check	262,472.50	0.00
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00
9	CC/61	Child Care	Hofstetter	217.39		9	CC/61	Child Care	Hofstetter	217.39		9	CC/61	Child Care	Hofstetter	217.39		9	CC/61	Child Care	Hofstetter	217.39	
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00	
11	GN/08	Garnish	Manual	657.13		11	GN/08	Garnish	Manual	655.48		11	GN/08	Garnish	Manual	655.48		11	GN/08	Garnish	Manual	655.48	
12	CS/09	DSHS	EFT	1,039.83	1,039.83	12	CS/09	DSHS	EFT	1,013.99	1,013.99	12	CS/09	DSHS	EFT	1,013.99	1,013.99	12	CS/09	DSHS	EFT	1,013.99	1,013.99
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	Check	339.02	344.02
14	D1/98	D.Dep. #1	WIRE	6,960.27	6,960.27	14	D1/98	D.Dep. #1	WIRE	6,760.47	6,760.47	14	D1/98	D.Dep. #1	WIRE	6,760.47	6,760.47	14	D1/98	D.Dep. #1	WIRE	6,760.47	6,760.47
15	D2/97	D.Dep. #2	WIRE	21,003.49	21,003.49	15	D2/97	D.Dep. #2	WIRE	21,059.64	21,059.64	15	D2/97	D.Dep. #2	WIRE	21,059.64	21,059.64	15	D2/97	D.Dep. #2	WIRE	21,059.64	21,059.64
16	GN/08	James	Check			16	GN/08	Riker	Check	0.00		16	GN/08	Riker	Check	0.00		16	GN/08	Riker	Check	0.00	
16	GN/08	Riker	Check			16	GN/08	James	Check	0.00		16	GN/08	James	Check	0.00		16	GN/08	James	Check	0.00	
17	GT/63	G.Ed.Tuit	Check	150.00		17	GT/63	G.Ed.Tuit	Check	150.00		17	GT/63	G.Ed.Tuit	Check	150.00		17	GT/63	G.Ed.Tuit	Check	150.00	
18	DC/97	Vgrd Empl	Wire	40,485.91		18	DC/97	Vgrd Empl	Wire	41,267.32		18	DC/97	Vgrd Empl	Wire	41,267.32		18	DC/97	Vgrd Empl	Wire	41,267.32	
19	DC/22	Vgrd Emplr	Wire	27,530.70	68,016.61	19	DC/22	Vgrd Emplr	Wire	28,104.38	69,371.70	19	DC/22	Vgrd Emplr	Wire	28,104.38	69,371.70	19	DC/22	Vgrd Emplr	Wire	28,104.38	69,371.70
20	L2/29	401k Ln#2	Wire	2,928.54		20	L2/29	401k Ln#2	Wire	2,990.64		20	L2/29	401k Ln#2	Wire	2,990.64		20	L2/29	401k Ln#2	Wire	2,990.64	
20	LN/29	401k Ln #1	Wire	7,779.46	10,708.00	20	LN/29	401k Ln #1	Wire	7,755.02	10,745.66	20	LN/29	401k Ln #1	Wire	7,755.02	10,745.66	20	LN/29	401k Ln #1	Wire	7,755.02	10,745.66
22	TTL VNGRD			78,724.61		22	TTL VNGRD			80,117.36		22	TTL VNGRD			80,117.36		22	TTL VNGRD			80,117.36	
23	LI/02	L&i	Check	24,785.31		23	LI/02	L&i	Check	25,141.67	0.00	23	LI/02	L&i	Check	25,141.67	0.00	23	LI/02	L&i	Check	25,141.67	0.00
24	MD/51	Mch.UnDues	Check	1,135.62		24	MD/51	Mch.UnDues	Check	1,135.88		24	MD/51	Mch.UnDues	Check	1,135.88		24	MD/51	Mch.UnDues	Check	1,135.88	
25	MI/52	Mac.Initiation	Check	105.38		25	MI/52	Mac.Initiation	Check	105.37		25	MI/52	Mac.Initiation	Check	105.37		25	MI/52	Mac.Initiation	Check	105.37	
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00
27	MS/60		draw check	0.00	0.00	27	R1	Anderson di	draw	0.00	0.00	27	R1	Anderson di	draw	0.00	0.00	27	R1	Anderson di	draw	0.00	0.00
28					0.00	28	R2				0.00	28	R2				0.00	28	R2				0.00
29	PA/66	Proj.Assist	Direct Dep	408.00		29	PA/66	Proj.Assist	Direct Dep	407.00		29	PA/66	Proj.Assist	Direct Dep	407.00		29	PA/66	Proj.Assist	Direct Dep	407.00	
30	PN/04	PERS emple	EFT	25,342.03	0.00	30	PN/04	PERS emple	EFT	25,657.66	0.00	30	PN/04	PERS emple	EFT	25,657.66	0.00	30	PN/04	PERS emple	EFT	25,657.66	0.00
31	PN/04	PERS emplr	EFT	32,515.31	57,857.34	31	PN/04	PERS emplr	EFT	32,980.99	58,638.65	31	PN/04	PERS emplr	EFT	32,980.99	58,638.65	31	PN/04	PERS emplr	EFT	32,980.99	58,638.65
32	TTL PERS			57,857.34		32	TTL PERS			58,638.65		32	TTL PERS			58,638.65		32	TTL PERS			58,638.65	
33	R3/20	ICMA Ln#2	WIRE	261.07	0.00	33	R3/20	ICMA Ln#2	WIRE	261.07	0.00	33	R3/20	ICMA Ln#2	WIRE	261.07	0.00	33	R3/20	ICMA Ln#2	WIRE	261.07	0.00
34	RC/24	ICMA Emple	WIRE	5,753.30		34	RC/24	ICMA Emple	WIRE	5,793.45	0.00	34	RC/24	ICMA Emple	WIRE	5,793.45	0.00	34	RC/24	ICMA Emple	WIRE	5,793.45	0.00
35	RI/23	ICMA Roth	WIRE	723.06	723.06	35	RI/23	ICMA Roth	WIRE	542.30	542.30	35	RI/23	ICMA Roth	WIRE	542.30	542.30	35	RI/23	ICMA Roth	WIRE	542.30	542.30
36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,613.89	36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,613.89	36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,613.89	36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,613.89
37	RR/25	ICMA emplr	WIRE	3,073.25	8,826.55	37	RR/25	ICMA emplr	WIRE	3,078.23	8,871.68	37	RR/25	ICMA emplr	WIRE	3,078.23	8,871.68	37	RR/25	ICMA emplr	WIRE	3,078.23	8,871.68
38	TTL ICMA			10,440.44	11,163.50	38	TTL ICMA			10,485.57	11,027.87	38	TTL ICMA			10,485.57	11,027.87	38	TTL ICMA			10,485.57	11,027.87
39	SD/26	Defr Emplee	EFT	8,986.15		39	SD/26	Defr Emplee	EFT	9,132.38		39	SD/26	Defr Emplee	EFT	9,132.38		39	SD/26	Defr Emplee	EFT	9,132.38	
40	SR/27	Defr Emplr	EFT	4,042.37	13,028.52	40	SR/27	Defr Emplr	EFT	3,981.65	13,114.03	40	SR/27	Defr Emplr	EFT	3,981.65	13,114.03	40	SR/27	Defr Emplr	EFT	3,981.65	13,114.03
41	UC/45	Un COPE		141.00		41	UC/45	Un COPE				41	UC/45	Un COPE				41	UC/45	Un COPE			
42	UA/44	Un Assess	Check			42	UA/44	Un Assess	Check	546.00		42	UA/44	Un Assess	Check	546.00		42	UA/44	Un Assess	Check	546.00	
43	UD/42	Un Dues	Check	4,637.77		43	UD/42	Un Dues	Check	4,677.81		43	UD/42	Un Dues	Check	4,677.81		43	UD/42	Un Dues	Check	4,677.81	
44	UI/41	Un Initiatn	Check	70.00		44	UI/41	Un Initiatn	Check	70.00		44	UI/41	Un Initiatn	Check	70.00		44	UI/41	Un Initiatn	Check	70.00	
45	UT/43	Un Tax	Check	2,031.30		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00	
46	UW/62	United Way	Check	867.00		46	UW/62	United Way	Check	840.00		46	UW/62	United Way	Check	840.00		46	UW/62	United Way	Check	840.00	
47	WF/64	Wellness	Direct Dep	286.00		47	WF/64	Wellness	Direct Dep	285.00		47	WF/64	Wellness	Direct Dep	285.00		47	WF/64	Wellness	Direct Dep	285.00	
48	NET PAY (dir. Deposit)			389,024.51	389,024.51	48	NET PAY (dir. Deposit)			387,459.43	387,459.43	48	NET PAY (dir. Deposit)			387,459.43	387,459.43	48	NET PAY (dir. Deposit)			387,459.43	387,459.43
50	Paychecks			4,293.87		50	Paychecks			1,230.48		50	Paychecks			1,230.48		50	Paychecks			1,230.48	
50	TOTAL TRANSFER				\$661,706.46	49	TOTAL TRANSFER				\$661,352.27	49	TOTAL TRANSFER				\$661,352.27	49	TOTAL TRANSFER				\$661,352.27
51	TOTAL PAYROLL*:			\$711,806.96		51	TOTAL PAYROLL*:			\$964,572.49		51	TOTAL PAYROLL*:			\$964,572.49		51	TOTAL PAYROLL*:				\$964,572.49
52	GROSS EARNINGS:			615,542.63		52	GROSS EARNINGS:			622,852.94		52	GROSS EARNINGS:			622,852.94		52	GROSS EARNINGS:				622,852.94
53	EMPR MISC DED:			87,940.10		53	EMPR MISC DED:			333,422.76		53	EMPR MISC DED:			333,422.76		53	EMPR MISC DED:				333,422.76
53	EMPR MEDICARE TAX:			8,324.23		53	EMPR MEDICARE TAX:			8,296.79		53	EMPR MEDICARE TAX:			8,296.79		53	EMPR MEDICARE TAX:				8,296.79
54						54						54						54					
55	TOTAL PAYROLL*:			\$711,806.96		55	TOTAL PAYROLL*:			\$964,572.49		55	TOTAL PAYROLL*:			\$964,572.49		55	TOTAL PAYROLL*:				\$964,572.49
56						56	TOTAL PAYROLL FOR MONTH:			\$1,676,379.45		56	TOTAL PAYROLL FOR MONTH:			\$1,676,379.45		56	TOTAL PAYROLL FOR MONTH:				\$1,676,379.45

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Check #	Check Date	Ref #	Name	Amount	Voided
00083090	3/11/2011	25955	WHITE JANET	\$18.00	
00083336	3/11/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$5,861.52	
00083337	3/11/2011	01405	ADVANCE GLASS INC	\$1,843.75	
00083338	3/11/2011	01480	AIR FLOW SYSTEMS INC	\$723.30	
00083339	3/11/2011	01640	ALL CITY LOCK & KEY	\$93.48	
00083340	3/11/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083341	3/11/2011	01660	ALL STAR FORD	\$8,290.69	
00083342	3/11/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$141.00	
00083343	3/11/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$245.56	
00083344	3/11/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$54.89	
00083345	3/11/2011	02380	ARAMARK UNIFORM SERVICES	\$817.67	
00083346	3/11/2011	02480	ASE SUPPLY INC	\$97.57	
00083347	3/11/2011	02580	ASSOCIATED PETROLEUM	\$122,318.83	
00083348	3/11/2011	02680	ASSOCIATION OF WASHINGTON CITIES	\$95.00	
00083349	3/11/2011	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$123.43	
00083350	3/11/2011	05460	CARQUEST AUTO PARTS-OLY	\$263.83	
00083351	3/11/2011	05740	CED	\$422.54	
00083352	3/11/2011	06040	CITY OF LACEY	\$340.19	
00083353	3/11/2011	06060	CITY OF OLYMPIA	\$758.90	
00083354	3/11/2011	06120	CITY OF OLYMPIA UTILITIES	\$2,868.47	
00083355	3/11/2011	06607	COMDATA	\$34,744.08	
00083356	3/11/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$328.41	
00083357	3/11/2011	07105	CRAIN'S OFFICE SUPPLY	\$104.30	
00083358	3/11/2011	07120	CREATIVE OFFICE THE	\$48.90	
00083359	3/11/2011	07150	CROSSROADS COLLISION CENTER	\$4,211.05	
00083360	3/11/2011	07160	CT SPECIALTIES	\$173.92	
00083361	3/11/2011	07220	CUMMINS NORTHWEST INC		<input checked="" type="checkbox"/>
00083362	3/11/2011	07220	CUMMINS NORTHWEST INC	\$4,723.97	
00083363	3/11/2011	07520	DAILY JOURNAL OF COMMERCE	\$96.00	
00083364	3/11/2011	07620	DAVIS WRIGHT TREMAINE LLP	\$1,025.00	
00083365	3/11/2011	09180	EXPRESS SERVICES INC	\$689.20	
00083366	3/11/2011	09575	FASTENAL COMPANY	\$57.38	
00083367	3/11/2011	09580	FASTSIGNS	\$424.70	
00083368	3/11/2011	09720	FIRST ADVANTAGE ADR	\$2,824.36	
00083369	3/11/2011	09820	FLEET-NET CORP	\$1,434.84	
00083370	3/11/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083371	3/11/2011	10660	GILLIG LLC	\$17,702.22	
00083372	3/11/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,020.52	
00083373	3/11/2011	11015	HARBOUR MICHAEL S.	\$242.06	
00083374	3/11/2011	11230	HELM INC	\$5,300.00	
00083375	3/11/2011	11250	HERGUTH LABORATORIES INC.	\$940.48	
00083376	3/11/2011	11285	HILTI	\$1,085.91	
00083377	3/11/2011	11308	HOFSTETTER SHANNON	\$217.39	
00083378	3/11/2011	11310	HOGAN MFG INC	\$1,674.32	
00083379	3/11/2011	11325	HOLMAN, BOB	\$153.00	
00083380	3/11/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00083381	3/11/2011	11525	IKON OFFICE SOLUTIONS	\$253.26	
00083382	3/11/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$571.74	
00083383	3/11/2011	11810	INTERSTATE BATTERY	\$3,042.51	
00083384	3/11/2011	11905	JANEK CORPORATION	\$445.67	
00083385	3/11/2011	11930	JERRYS AUTOMOTIVE TOWING	\$427.18	
00083386	3/11/2011	12375	KALLAS, MARK	\$105.00	
00083387	3/11/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$200.00	
00083388	3/11/2011	13510	LES SCHWAB (TUMWATER)	\$244.56	

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00083389	3/11/2011	13750	MAILBOX OF OLYMPIA	\$400.00	
00083390	3/11/2011	13850	MASON COUNTY TRANSIT	\$1,167.00	
00083391	3/11/2011	14160	MCMASTER-CARR SUPPLY CO.	\$609.97	
00083392	3/11/2011	14590	MOHAWK MFG & SUPPLY	\$276.96	
00083393	3/11/2011	14760	MUNCIE TRANSIT SUPPLY	\$276.63	
00083394	3/11/2011	14839	MYERS TIRE SUPPLY	\$25.23	
00083395	3/11/2011	14900	NAPA AUTO PARTS	\$354.76	
00083396	3/11/2011	15255	NORTHWEST PUMP & EQUIP CO	\$119.35	
00083397	3/11/2011	15545	OLYMPIA COPY & PRINTING	\$453.17	
00083398	3/11/2011	15700	OLYMPIAN THE	\$303.71	
00083399	3/11/2011	16340	OSG DOZING, LLC	\$6,160.30	
00083400	3/11/2011	16490	PACIFIC DISPOSAL INC	\$709.25	
00083401	3/11/2011	16595	PACIFIC POWER PRODUCTS	\$11,562.89	
00083402	3/11/2011	16695	PATTISON WATER COMPANY	\$137.74	
00083403	3/11/2011	16760	PETTIT OIL COMPANY	\$114.78	
00083404	3/11/2011	16820	PIERCE COUNTY SECURITY	\$12,269.72	
00083405	3/11/2011	16841	PIONEER FIRE & SECURITY INC	\$120.64	
00083406	3/11/2011	17300	PUGET SOUND MEETING SERVICES	\$1,103.75	
00083407	3/11/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00083408	3/11/2011	17394	QWEST	\$231.79	
00083409	3/11/2011	17395	QWEST	\$3,347.46	
00083410	3/11/2011	17520	RAMCO CONSULTING SERVICES INC	\$625.00	
00083411	3/11/2011	17560	RE AUTO ELECTRIC INC	\$1,057.82	
00083412	3/11/2011	17712	RIGHT! SYSTEMS INC	\$293.49	
00083413	3/11/2011	17900	SCHETKY NW SALES INC		<input checked="" type="checkbox"/>
00083414	3/11/2011	17900	SCHETKY NW SALES INC	\$2,317.20	
00083415	3/11/2011	17970	SEATTLE MEDIUM	\$252.00	
00083416	3/11/2011	18068	SHINING EXAMPLE INC	\$303.33	
00083417	3/11/2011	18075	SIEGEL OIL COMPANY	\$211.24	
00083418	3/11/2011	18085	SIEMENS ENTERPRISE COMMUNICATIONS IN	\$135.88	
00083419	3/11/2011	18112	SIMPSON TRAVIS	\$161.51	
00083420	3/11/2011	18145	SIX ROBBLEES INC	\$124.28	
00083421	3/11/2011	18285	SOCIETY FOR HUMAN RESOURCE MANAGEM	\$180.00	
00083422	3/11/2011	18470	SPORTWORKS NORTHWEST INC	\$182.54	
00083423	3/11/2011	18473	SPRAGUE	\$91.30	
00083424	3/11/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$154.25	
00083425	3/11/2011	18801	TAGS AWARDS & SPECIALTIES	\$21.74	
00083426	3/11/2011	18990	THERMO KING NORTHWEST	\$275.34	
00083427	3/11/2011	21840	THURSTON COUNTY SUPERIOR COURT	\$1,736.99	
00083428	3/11/2011	21910	THYSSENKRUPP ELEVATOR	\$349.70	
00083429	3/11/2011	21930	TIRES INC	\$12,218.12	
00083430	3/11/2011	21950	TITUS-WILL CHEVROLET	\$690.38	
00083431	3/11/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$95.44	
00083432	3/11/2011	22010	TOYOTA OF OLYMPIA	\$34.02	
00083433	3/11/2011	22100	TRANSIT SOLUTIONS, LLC	\$20,120.22	
00083434	3/11/2011	22420	TUMWATER PRINTING	\$2,040.85	
00083435	3/11/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$22,333.19	
00083436	3/11/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,587.54	
00083437	3/11/2011	23480	U S DEPT OF EDUCATION	\$209.90	
00083438	3/11/2011	23620	UNITED PARCEL SERVICE	\$243.06	
00083439	3/11/2011	23740	USSC LLC	\$62.30	
00083440	3/11/2011	23820	VERIZON WIRELESS	\$2,206.67	
00083441	3/11/2011	24000	W W GRAINGER INC	\$980.04	
00083442	3/11/2011	24750	WA ST GET PROGRAM	\$150.00	

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00083443	3/11/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$313.40	
00083444	3/11/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$744.82	
00083445	3/11/2011	25380	WASHINGTON GARDENS	\$314.65	
00083446	3/11/2011	25670	WAXIE SANITARY SUPPLY	\$1,067.68	
00083447	3/11/2011	26540	YELLOW FREIGHT	\$234.22	
00083448	3/11/2011	26720	ZEP MANUFACTURING CO	\$1,084.09	
00083449	3/11/2011	26760	ZONES	\$1,197.82	
			Total:	\$355,192.93	

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00083451	3/25/2011	01405	ADVANCE GLASS INC	\$943.37	
00083452	3/25/2011	01480	AIR FLOW SYSTEMS INC	\$630.82	
00083453	3/25/2011	01640	ALL CITY LOCK & KEY	\$13.04	
00083454	3/25/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083455	3/25/2011	01660	ALL STAR FORD	\$2,731.44	
00083456	3/25/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,032.88	
00083457	3/25/2011	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,000.04	
00083458	3/25/2011	01960	AMERICAN SEATING COMPANY	\$1,252.23	
00083459	3/25/2011	02180	ANDERSON CHRISTINA	\$2,027.61	
00083460	3/25/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$702.21	
00083461	3/25/2011	02380	ARAMARK UNIFORM SERVICES	\$666.18	
00083462	3/25/2011	02480	ASE SUPPLY INC	\$17.96	
00083463	3/25/2011	02580	ASSOCIATED PETROLEUM	\$104,192.00	
00083464	3/25/2011	02760	ATLAS SUPPLY CO	\$69.94	
00083465	3/25/2011	02825	AUTO PLUS - OLYMPIA	\$238.32	
00083466	3/25/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00083467	3/25/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,086.68	
00083468	3/25/2011	04040	BUD CLARY CHEVROLET	\$499.04	
00083469	3/25/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$350.00	
00083470	3/25/2011	05340	CAPITOL COURIER SERVICE	\$315.87	
00083471	3/25/2011	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$368.23	
00083472	3/25/2011	05460	CARQUEST AUTO PARTS-OLY	\$368.02	
00083473	3/25/2011	05740	CED	\$77.32	
00083474	3/25/2011	06040	CITY OF LACEY	\$488.87	
00083475	3/25/2011	06060	CITY OF OLYMPIA	\$797.62	
00083476	3/25/2011	06120	CITY OF OLYMPIA UTILITIES	\$2,063.70	
00083477	3/25/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00083478	3/25/2011	06520	COLOR GRAPHICS	\$1,611.48	
00083479	3/25/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$108.70	
00083480	3/25/2011	07105	CRAIN'S OFFICE SUPPLY	\$1,401.89	
00083481	3/25/2011	07120	CREATIVE OFFICE THE	\$534.53	
00083482	3/25/2011	07150	CROSSROADS COLLISION CENTER	\$507.63	
00083483	3/25/2011	07220	CUMMINS NORTHWEST INC	\$3,265.64	
00083484	3/25/2011	07617	DAVID M HOWE TRUSTEE	\$894.46	
00083485	3/25/2011	07925	DIAMOND MANUFACTURING	\$1,446.50	
00083486	3/25/2011	08435	DUJMOV RICK DAVID	\$103.90	
00083487	3/25/2011	08785	EMERGENCY TRAINING ASSOCIATES	\$700.00	
00083488	3/25/2011	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$346.95	
00083489	3/25/2011	09120	EXCEL SUPPLY COMPANY	\$488.61	
00083490	3/25/2011	09180	EXPRESS SERVICES INC	\$1,791.92	
00083491	3/25/2011	09575	FASTENAL COMPANY	\$373.28	
00083492	3/25/2011	09820	FLEET-NET CORP	\$203.81	
00083493	3/25/2011	10290	FUSION GRAPHIX	\$4,542.18	
00083494	3/25/2011	10630	GFI GENFARE	\$216.64	
00083495	3/25/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083496	3/25/2011	10660	GILLIG LLC	\$11,491.74	
00083497	3/25/2011	10820	GRAPHIC COMMUNICATIONS	\$144.57	
00083498	3/25/2011	11175	HEALTH CARE AUTHORITY	\$277,175.88	
00083499	3/25/2011	11185	HEALTHFORCE PARTNERS INC	\$50.00	
00083500	3/25/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00083501	3/25/2011	11308	HOFSTETTER SHANNON	\$434.78	
00083502	3/25/2011	11310	HOGAN MFG INC	\$1,604.97	
00083503	3/25/2011	11523	IKON OFFICE SOLUTIONS	\$1,887.76	
00083504	3/25/2011	11525	IKON OFFICE SOLUTIONS	\$730.60	

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00083505	3/25/2011	11535	ILIUM ASSOCIATES INC	\$1,243.75	
00083506	3/25/2011	11615	INDUSTRIAL HYDRAULICS INC	\$130.53	
00083507	3/25/2011	11735	INTELIUS SCREENING SOLUTIONS LLC	\$253.25	
00083508	3/25/2011	11753	INTERCITY FITNESS	\$571.00	
00083509	3/25/2011	11770	INTERCITY PETTY CASH	\$187.26	
00083510	3/25/2011	11775	INTERCITY PROJECT ASSISTANCE	\$815.00	
00083511	3/25/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,482.25	
00083512	3/25/2011	11810	INTERSTATE BATTERY	\$1,509.30	
00083513	3/25/2011	11865	ISLAND SUPERIOR AIR FILTER	\$383.00	
00083514	3/25/2011	11895	J&I POWER EQUIPMENT INC	\$864.04	
00083515	3/25/2011	11905	JANEK CORPORATION	\$277.19	
00083516	3/25/2011	11930	JERRYS AUTOMOTIVE TOWING	\$761.99	
00083517	3/25/2011	12665	KGY INC	\$455.00	
00083518	3/25/2011	12875	KPFF CONSULTING ENGINEERS INC	\$45,991.72	
00083519	3/25/2011	13510	LES SCHWAB (TUMWATER)	\$222.83	
00083520	3/25/2011	13555	LIBBY ENVIRONMENTAL, LLC	\$80.00	
00083521	3/25/2011	13661	LOOMIS	\$310.44	
00083522	3/25/2011	13700	LUMINATOR HOLDING, L.P.	\$105.09	
00083523	3/25/2011	14160	MCMASTER-CARR SUPPLY CO.	\$542.97	
00083524	3/25/2011	14530	MINUTEMAN PRESS(EASTSIDE)	\$2,139.31	
00083525	3/25/2011	14590	MOHAWK MFG & SUPPLY	\$768.19	
00083526	3/25/2011	14900	NAPA AUTO PARTS	\$332.07	
00083527	3/25/2011	15030	NATIONAL SAFETY COUNCIL	\$55.00	
00083528	3/25/2011	15213	NORTHWEST ECOBUILDING GUILD	\$550.00	
00083529	3/25/2011	15255	NORTHWEST PUMP & EQUIP CO	\$684.74	
00083530	3/25/2011	15295	O'KEEFE JERRY	\$65.00	
00083531	3/25/2011	16595	PACIFIC POWER PRODUCTS	\$76.66	
00083532	3/25/2011	16841	PIONEER FIRE & SECURITY INC	\$2,347.92	
00083533	3/25/2011	17290	PUGET SOUND ENERGY	\$25,718.23	
00083534	3/25/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$369.58	
00083535	3/25/2011	17394	QWEST	\$173.95	
00083536	3/25/2011	17505	RAINIER DODGE INC	\$18.27	
00083537	3/25/2011	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$313.17	
00083538	3/25/2011	17525	RAMCO ENGINEERING INC	\$138.12	
00083539	3/25/2011	17712	RIGHT! SYSTEMS INC	\$8,731.33	
00083540	3/25/2011	17755	ROOD DAVID	\$65.00	
00083541	3/25/2011	17760	ROSS AND WHITE COMPANY	\$3,442.82	
00083542	3/25/2011	17818	RUSTY'S AUTOBODY	\$1,190.48	
00083543	3/25/2011	17893	SCHEDULE MASTERS	\$8,287.50	
00083544	3/25/2011	17900	SCHETKY NW SALES INC	\$1,220.98	
00083545	3/25/2011	18035	SEWARD RHODETTA	\$247.00	
00083546	3/25/2011	18510	SRG PARTNERSHIP	\$4,130.00	
00083547	3/25/2011	18620	STERICYCLE INC	\$10.36	
00083548	3/25/2011	18695	SUMMIT LAW GROUP PLLC	\$85.50	
00083549	3/25/2011	18705	SUNBELT RENTALS	\$391.22	
00083550	3/25/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$101.04	
00083551	3/25/2011	18748	SWARNER COMMUNICATIONS	\$450.00	
00083552	3/25/2011	18755	S-SQUARE TUBE PRODUCTS	\$1,991.54	
00083553	3/25/2011	18767	TACOMA SCREW PRODUCTS	\$38.38	
00083554	3/25/2011	18815	TALEO CORPORATION	\$1,251.00	
00083555	3/25/2011	18970	TETRA TECH INC	\$41,831.00	
00083556	3/25/2011	18990	THERMO KING NORTHWEST	\$34.28	
00083557	3/25/2011	21930	TIRES INC	\$1,249.78	
00083558	3/25/2011	21950	TITUS-WILL CHEVROLET	\$641.45	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/25/2011

Thru Date: 03/25/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083559	3/25/2011	22010	TOYOTA OF OLYMPIA	\$31.31	
00083560	3/25/2011	22320	TSS SYSTEMS LLC	\$705.00	
00083561	3/25/2011	23480	U S DEPT OF EDUCATION	\$208.25	
00083562	3/25/2011	23620	UNITED PARCEL SERVICE	\$196.37	
00083563	3/25/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,707.00	
00083564	3/25/2011	23740	USSC LLC	\$425.47	
00083565	3/25/2011	24000	W W GRAINGER INC	\$397.11	
00083566	3/25/2011	24205	WA ST DEPT OF INFORMATION SERVICES	\$126.23	
00083567	3/25/2011	24750	WA ST GET PROGRAM	\$150.00	
00083568	3/25/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$1,815.40	
00083569	3/25/2011	25275	WASHINGTON ASSOC OF PUBLIC RECORDS	\$75.00	
00083570	3/25/2011	25540	WASHINGTON STATE RIDESHARING ORG	\$170.00	
00083571	3/25/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$18,132.00	
00083572	3/25/2011	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$73.00	
00083573	3/25/2011	25670	WAXIE SANITARY SUPPLY	\$728.09	
00083574	3/25/2011	25880	WESTERN PETERBILT INC	\$818.71	
00083575	3/25/2011	26720	ZEP MANUFACTURING CO	\$915.37	
Total:				\$653,600.60	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority
FROM: Melody Jamieson, 705-5878
SUBJECT: Computer Equipment Award

1. **The Issue:** Whether to purchase computer equipment.

2. **Recommended Action:** Accept the process proposed to select a vendor and authorize the General Manager to purchase 32 desktop computers and eight laptops through the Dell Corporation in the amount of \$57,103.35, inclusive of tax.

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

4. **Background:** The 2011 budget includes the purchase of replacement computers. This request is to purchase a portion of the scheduled 2011 equipment.

Staff completed their yearly review of the computer market and concluded Dell continues to be the product of choice. In addition, standardizing on Dell equipment streamlined our Information Services function.

The purchase of computer equipment is a procurement where staff requests authorization to deviate from our traditional competitive sealed bid process. Because the configuration and pricing of computer equipment can vary so significantly over a relatively short period, the time required to pursue a traditional bid hinders our ability to receive the most recent configurations and achieve the most competitive pricing. In March, staff requested and received quotes from the Western States Contracting Alliance (WSCA) and from the Dell Corporation. The WSCA contract is competitively bid by a 15 state purchasing cooperative. By pursuing this method of purchase, Intercity Transit still benefits from a competitive process and is not bound to potential configuration changes and negative pricing impacts that a traditional bid process would impose.

Pricing under the WSCA contract and from the Dell Corporation varies with the market. At this time, we are able to achieve the best pricing by purchasing from the Dell Corporation directly. Attached is a list of prices for the various computers we propose to purchase at this time.

5. **Alternatives:**

- A. Accept the process proposed to select a vendor and authorize the General Manager to purchase 32 desktop computers and eight laptops through the Dell Corporation in the amount of \$57,103.35.
- B. Defer action. The computers will replace older equipment.

6. **Budget Notes:** The 2011 budget includes \$386,500 for Information Services Equipment. This proposed equipment purchase falls below initial budget estimates for the specified equipment.

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

8. **References:** 2011 Annual Computer Purchase.

2011 Annual Computer Purchase**Annual budgeted purchase of computers to replace those nearing the end of their planned service life.**

Description	Purpose	Price/Unit	# Units	Total	with tax
Dell Latitude E4310 with mouse, docking station and keyboard	Development dept laptop	1,965.75	6	11,794.50	\$12,820.62
Dell Latitude E6410 ATG (semi rugged)	Semi Rugged Laptop for Maintenance	2,350.24	1	2,350.24	\$2,554.73
Dell Latitude E6510 with mouse, docking station, and keyboard	Full sized laptop for Training	1,977.28	1	1,977.28	\$2,149.29
Dell Optiplex 780 with Monitors	PCs with monitors	1,250.63	19	23,761.97	\$25,829.26
Dell Optiplex 780 without Monitors and CDs	PCs without Monitors	976.29	2	1,952.58	\$2,122.44
Dell Optiplex 780 without monitors and no documentation	PCs without Monitors	972.40	11	10,696.40	\$11,627.01
			40		\$57,103.35

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Stephen Buxbaum

City of Rainier

Dennis McVey

City of Tenino

Ken Jones

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Gary Givens

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Pending

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Joseph Beaulieu

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, April 1, 2011 8:30-10:30 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.

- Approval of Minutes – March 4, 2011
- Approval of Vouchers
- Approval of RTIP Amendment – WSDOT Olympic Region

Tenino High School “Target Zero” Program

PRESENTATION

A creative education and encouragement program has been designed and implemented by a Tenino High School leadership program. Students will present information about the program that focuses on the dangers of distracted driving.

Military Communities (JBLM) Partnership MOU

ACTION

The purpose of the Memorandum of Agreement (MOA) is to establish the South Sound Military & Communities Partnership (SSMCP). The SSMCP will provide a framework for collaboration with local governments, military installations, State and Federal agencies to better coordinate development efforts in the South Sound region. The SSMCP will address issues such as military relations, transportation and land use planning, environment protection, emergency preparedness, data coordination, grant applications, health care coordination, population forecasting, workforce, education, housing and community development, economic development, and other issues that may arise. The Council is being asked to authorize the chairman to sign.

2011 State Legislative Session

UPDATE

The Council will continue its discussion on Legislative plans and strategies.

Sustainability Grant MOU

ACTION

Last summer 29 partners signed onto a grant application to participate in a process that would produce a Regional Plan for Sustainable Development. The Thurston Regional Planning Council was one of 45 regions (out of 1000 applicants) chosen to receive this Department of Housing and Urban Development funding. One of the first steps in the project is for those partners to sign a Memorandum of Understanding reiterating their agreement to participate in the process. TRPC Executive Director Lon Wyrick and Assistant Director Jared Burbidge will be contacting those partners over the next month.

Update on Sound Transit Meeting

INFORMATION

On March 8th a group of elected officials and staff from the Thurston region traveled to Tacoma to meet with the Pierce County Sound Transit committee. The purpose of this meeting was to have an initial discussion regarding future expansions of high capacity transit into the Thurston region. Members and staff who attended will report to the Council on this meeting.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 21, 2011

CALL TO ORDER

Chair Linda Olson called the March 21, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:34 p.m., at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Stephen Abernathy; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Seema Gupta; Meta Hogan; Don Melnick; Joan O'Connell; Linda Olson; Jacqueline Reid; Kahlil Sibree; and Rob Workman.

Members Excused: Catherine Golding; Roberta Gray; and Julie Hustoft.

Member Unexcused: Faith Hagenhofer.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Freeman-Manzanares; Dennis Bloom; and Marilyn Hemmann.

Others Present: Authority Member Sandra Romero and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Hogan and Elliott to approve the agenda as amended adding Olson's report on her attendance to the March 16, 2011, Special Meeting.

MEETING ATTENDANCE

- A. **April 6, 2011, Regular Meeting** (Don Melnick)
- B. **April 20, 2011, Work Session** (Seema Gupta)

APPROVAL OF MINUTES -FEBRUARY 14, 2011, MINUTES

It was M/S/A by Melnick and Elliott to approve the minutes of February 14, 2011, as presented.

NEW BUSINESS

- A. **Review and Make Possible Changes to the Self-Assessment Instrument.**
Seward reported the self-assessment instrument is the same one the committee used for

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March 21, 2011

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several years and includes the same statements and questions. There are eight statements. Staff seeks input from the CAC on any changes. If any changes are required, they need to be made soon as the committee will receive the self-assessment instrument at its May meeting to complete prior to the June meeting.

Workman recommended adding an open ended statement at the end whereby members could offer suggestions and/or comments.

Sibree arrived.

Hawks Prairie Park and Ride Status. Hemmann provided an update on the Hawks Prairie Park and Ride project. The agency identified a potential site for a park and ride lot on the corner of the Thurston County Waste and Recovery Center close to I-5. Because the location was on a landfill, the agency hired KPFF Consulting Engineers to complete a feasibility study in 2008. The study determined building on the lot was possible in two phases involving preparation of the site and construction of the park and ride facility. The agency applied for Washington State Department of Transportation (WSDOT) Regional Mobility Grant Program funding for two grants. The first grant of \$3,038,784 was awarded in the current biennium for the preparation work. The agency anticipates receiving funding of over \$3 million in the next biennium. Agency matching funds are \$591,419. Additionally, the agency negotiated a lease from Thurston County for eight acres.

Hemmann reviewed the qualifications of the project team and how the agency and consultants constantly review and monitor activities. There were many unknowns associated with the landfill site. Twelve drillings of the site revealed two to three feet of dirt on top followed by the landfill cover and a depth of 25 to 45 feet of refuse under the cover. Below the refuse are glacial deposits with groundwater present at a depth of 40 to 50 feet below. Three factors are necessary to control the site design involving water, gas, and compaction. It's important to ensure no tears are present in the liner allowing water to percolate through the refuse and contaminate underlying groundwater. Geoengineers anticipated tearing would likely occur around the edge. Subsequently, the liner was dug up around the edge and replaced with a new 12-foot liner. Temporary modifications were necessary to the gas collection system as well by moving all pipes underground.

The project requires 148,000 tons of fill for compaction of half the site for six to nine months to eliminate voids in the material. Thirteen different points are monitoring settlement depths. Hemmann displayed several photos of the site. It took six weeks to complete the fill project for one half of the site to a depth of 12 feet.

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The agency anticipates receiving land use approval by the end of May with 90% design completed by August. Advertising for construction could occur in December for construction to begin in mid to late 2012. Currently, the design is at 30%. The site plan calls for 332 parking spaces with five bus bays and an emergency access road. External pedestrian and bicycle access is included, along with a sidewalk to the adjacent dog park. The plan includes internal pedestrian walkways.

Hemann reported the site includes ADA parking spaces placed close to the transit island. A Dial-A-Lift (DAL) stop is planned for DAL service in the area. Two passenger shelters, a bike rack, portable restroom for drivers, and 11 ADA accessible parking spaces are planned for the site. Four to six electric vehicle charging stations are included within the design with the possibility of future expansion.

Some of the design decisions are dictated by site security, such as the isolation of the lot in relationship to other park and ride lots, which led to issues, such as ensuring users feel secure and safe using the site. Staff discussed those issues with the Thurston County Sheriff's Department as well as the City of Lacey Police Department as the site is within the City of Lacey. The plan includes a 24-hour video camera surveillance system and a license plate capture camera with options included for expansion. The lighting system can be configured for different times reducing energy consumption when minimum usage of the lot occurs. An energy plan prepared by the engineers can turn off 40% of the lights during non-commute hours saving 22% in electricity costs annually. Some lighting remains on to provide security as well as support the video surveillance system. It's possible to restore full illumination if customers or the agency desires a different lighting configuration.

Hemann reported the landscape design must consider the site is located on a landfill with only 2 to 3 feet of dirt. The footprint of the site enables water runoff to irrigate plants. Plants will be of low height for security reasons and must be easy to maintain as well as be attractive.

Another consideration is a solar trash compactor. Other transit agencies use solar trash compactors in specific locations. The compactors use solar energy and compact 5 to 6 times as much trash as a regular trash container would hold requiring less emptying of the trash cans. A solar trash compactor was considered for this site because the site is more isolated and maintenance crews may not access the site as much for trash pickup. Another reason is because the site is located on a landfill and no activities can attract seagulls.

Commissioner Romero arrived.

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Workman commented he was recently at Centralia Community College and discovered an automatic and hands-free water bottle filler machine. Hemmann offered to follow up with more information.

Elliott asked about access to the site for pedestrians and bicycles because she is concerned about the safety of pedestrians and bicyclists especially near I-5 and the interchange. She asked if that is being considered. Several members pointed out the agency does not have any control over the interchange as that comes under the control of the Washington State Department of Transportation. Local roads are under the jurisdiction of the City of Lacey, which is planning to make some changes.

Collins commented on a location in New Jersey that used solar lighting and asked whether we've given any consideration to using solar lights at the park and ride lot. Hemmann replied solar lights were considered; however, solar lighting needed for that area would cost approximately \$5,000-\$10,000 for each pole with a need for more poles at the site to obtain the same amount of light. Although solar lighting continues to improve, the collectors for this area's climate would need to be so large, it would create other problems.

S. Abernathy asked about the possibility of solar lighting in the shelters. Hemmann replied based on the lighting design and the work with the lighting consultants, solar lighting proved to be very effective in the first two bus shelter tests.

Melnick asked about the settlement the site is experiencing. Hemmann stated there has been about a foot and a half of settlement on the shallow half of the site. It is anticipated more compression will occur on the second half based on estimates by the geoenvironmental engineers. G. Abernathy asked about the source of the soil. Hemmann said the fill is actually modified gravel obtained from a WSDOT certified source. She explained how the gravel will be moved to the second half of the site. The degree of compaction will determine how much is remaining, which will be used for part of the site. The estimate is 30,000 tons of leftover soil, and the agency is considering several options as the county might have some use for the fill. The agency contacted some of the larger developers in the Hawks Prairie area and advised them of the potential availability of fill.

Olson welcomed Romero to the meeting.

B. Youth Recruitment Process. Seward reported the ad hoc committee's proposal was presented to the Authority at its special meeting on March 16, 2011. She acknowledged the work of Melnick, Hogan, Geyen, O'Connell, and Intercity Transit's Youth Education Specialist Erin Scheel as members of the ad hoc committee. The intent

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is to receive feedback and approval to proceed with the process of recruitment for the youth position.

Seward described the process the committee used to review the application for the youth position and the materials provided to the committee for reference. Additionally, during the Authority's review, there were several changes suggested to clarify the application under Section 2 involving the applicant's general location of residence/representation and the section on areas of interest, which can be confusing. Seward advised she made the suggested changes to the location of residence but did not change the areas of interest pending feedback from the committee.

Members offered a variety of comments, suggestions, as well as feedback on the application:

- Rephrase the question so everybody understands what groups they would feel they could be representing or have an affiliation with in some way.
- The areas could be more generalized so the applicant wouldn't necessarily feel they had to be actively involved in a specific group.
- Eliminate the section completely and perhaps add it as a question during the interview as a way of soliciting their interest on different issues. Applicants will be youths who likely lack a lot of experience.
- Concern the Authority wanted to have specific jurisdictions listed because many people do not necessarily know what jurisdiction they reside in because jurisdictional lines are often blurred.
- Several members cited confusion with mail, public safety, and other issues concerning jurisdictional boundaries. Adults often don't know what jurisdiction they live in. Members were reminded of the perspective to ensure that 15 members are not representing any one jurisdiction. The intent is to have representation from across the region.
- The second question could be revised to state, "Indicate which of the following perspectives you think you might bring to the committee."
- Members were reminded the application is intended to be used for both adults and youths.
- Listing general location is unnecessary as the applicant is providing an address. Members were advised many applicants fill out their work address rather than their home address or use a PO Box which does indicate if they even reside in Thurston County.
- "Citizens at large" can be confusing terminology and could be revised to reflect "new to the area or unaffiliated with any group."

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- For #5 under general location, change it to Thurston County rather than unincorporated areas or change it to "Other: (Tenino, Bucoda, Rainier and Rochester)." A majority of the members agreed with the latter suggestion.
- Add "Student" to "Occupation" on the first page.

Seward reviewed the cover letter and indicated the reference for the number of members was changed to "20" instead of "19."

Advertising for the position includes a different look for the Rider Alert to attract more readership of 15 to 19 year olds. There are many high school students who are home-schooled as well as some homeless students who may not attend school. The intent is to ensure the advertising reaches those students as well. The information will be available at the Olympia Center, at sport parks, Community Youth Services, and the tribes, as well as working with high school career centers, and all high school clubs. The information will be provided to all local libraries and the YMCA.

Ad hoc members discussed various methods of advertising and recommends advertising through Facebook, Twitter, and blogging. The goal is to have the applications in the schools by March 31 and available to students when they return from spring break.

The timeline for the packets, posters, and advertising is to be ready by the week of April 11. The deadline for submittal of the application is May 20, which is also the same deadline for CAC members. The applications will be forwarded to the Authority for their June meeting for their review. Interviews will take place the week of June 6 through June 10 prior to the end of the school year. The Authority will make appointments on July 6.

Several additional suggestions for locations was to place the information included the New Market Skills Center, Parent Co-op, Grub (Garden Raised Bounty), the Boys and Girls Club, and The Olympian. Workman suggested the agency consider donating inside bus space for advertising the position. Seward advised the agency will send out a press release, but is unlikely to advertise in The Olympian because of the cost.

Members discussed the benefits of the Rider Alert and suggested it should serve the same purpose as advertising within the bus.

C. **State of Intercity Transit.** Harbour provided members with the State of Intercity Transit Report. In 2010, the overwhelming issue was the sales tax ballot because of its importance for the future of the agency. It passed with a 64% positive vote, reflecting strong community support, allowing the agency to maintain a strong financial

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condition and able to provide a modest service increase in February. Service improvements included increasing service on the agency's busiest route, The Evergreen State College, adding late-night and new weekend service on several routes, and improving Sunday express service to Tacoma.

Intercity Transit experienced something new in 2010 with the first wave of employee turnover hitting the agency. The Development Director retired after 30 years with the agency and the Maintenance Director left after 27 years. The agency also lost its Information Services Manager, who had 17 years of service with the agency. Freeman-Manzanares was promoted as the Development Director. The Maintenance position was filled internally as well. The departures came at a time when the agency was reluctant to rehire because of the pending sales tax measure, and consequently all three positions remained open for at least six months. The agency is continuing to fill positions to reach budgeted staff levels. The Human Resources Director announced his retirement in early 2011.

Ridership in 2010 also increased, which was unusual as other transit agencies did not experience similar increases.

All departments were busy throughout the year, and the agency received its 15th consecutive clean audit. At the end of last year, the Authority approved the discounted bus pass program in effect this year. A review of the program will occur in the next six months. The Executive and Training departments continue to coordinate agency-wide initiatives in a number of areas.

Marketing and Communications is always busy and coordinates many youth activities and improvements in the agency's communications with the website, Google transit, and soon, One Bus Away, a smart phone application. Another accomplishment was adding St. Martin's University to the agency's student pass program.

Dial-A-Lift and Travel Training continue to move forward with the Travel Trainer doing great work with Behavioral Health Resources.

Harbour reviewed capital projects underway to include the Pattison Street expansion, which is nearing completion of engineering, the Olympia Transit Center, which is moving into detail design, the Hawks Prairie Park and Ride Lot project, and the ordering of new hybrid buses.

Another major challenge facing the agency in 2011 and beyond includes increased demands for service. The agency is now at the level of service it can operate with its current sales tax level. The agency can maintain what it has, but it does not have a lot of

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excess capacity, which could change based on the economy. At this point, it appears to be challenging. With that, the agency will see increased demand for more service, particularly between Olympia and Pierce County and Lakewood. If the Sounder comes to Lakewood in 2012, the agency will likely experience more requests for connecting to that service. Joint Base Lewis McCord continues to grow, increasing congestion on I-5. There'll be more requests for the agency to provide service.

One challenge facing the agency fairly soon is Pierce Transit service reductions. Pierce Transit's February 2011 sales tax measure was unsuccessful. The agency announced a 35% service reduction to be implemented in September 2011, which includes reducing half of the service the agency operates between Olympia and Pierce County. If Intercity Transit does nothing, buses will be at capacity. The question is whether the agency can add service. The Authority will make a decision in July on whether to add service.

Dash will be an issue this year, and a decision should be made by July on whether any adjustments will be made to the service.

Discussions continue about the possibility of expanding Sound Transit commuter rail to Thurston County. There was a meeting with Sound Transit officials and local officials from the area to discuss the future. A staff effort is under way to define the issues, as the issues are numerous and include political, technical, and financial issues. The financial burden would be tremendous, as it cost Sound Transit \$180 million to lease space on the Burlington Northern Santa Fe line to run four trains.

Improvements in Dial-A-Lift will continue to be challenging as the number of clients continue to increase in Thurston County as the population ages. The population of Thurston County is expected to increase by 68% between 2010 and 2040 while the number of persons over 65 is expected to increase by 165% in the same period.

The agency continues to adjust to fuel price changes. In 2008, when fuel cost \$4 a gallon, the agency experienced an increase in ridership. For each dollar increase in fuel, the agency's budget increases by \$1 million. Increased demand plus increased cost of fuel could affect the agency's ability to add more service.

The agency continues working on succession planning. Two department heads left the organization in 2010, and the remaining four as well as the General Manager will likely retire before 2018. One of the Division Managers will also be retiring soon. Seward is actively engaged in succession planning.

The agency is in the process of implementing an Environmental and Sustainability Management System (ESMS). At the end of the process, the agency will have a

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documented set of policies, procedures, requirements, and training in place to ensure the agency is managing its environmental impact efficiently and effectively, and can respond quickly to an emergency situation.

A challenge facing the agency is keeping fares affordable, especially for people with low incomes and the homeless. Poverty is prevalent in the community and with rising fuel prices and the economy, it is difficult financially for many people. It will be challenging for the agency to keep fares affordable.

Effectively using technology is an ongoing challenge. The agency hired a new IS Manager, who brings many skills to the organization.

Another goal is integrating the system with a regional fare system (ORCA). The agency has been working for several years and hopes to have an agreement with Pierce Transit shortly. At some point, the agency will have to consider whether it wants the fare agency-wide.

Finally, another major challenge will be federal funding. Reauthorization for transportation funding expired, and Congress has not enacted new authorization. The uncertainty makes it difficult to plan. The agency was included in the Senate budget for an earmark in the 2011 budget for \$1 million for new buses. However, the earmark was eliminated as all the earmarks in the 2011 budget were removed. The agency doesn't have any information regarding the 2012 federal budget at this point.

Harbour addressed questions about the reauthorization and whether the agency could absorb reauthorization at the 2006 level. The agency receives Small Intensive Transit funding provided to communities having high levels of ridership or high levels of service. The agency receives approximately \$900,000 annually from the program. If the agency lost funding, it would be detrimental to the agency and difficult to absorb.

Colley asked about the impact of the explosion at Pierce Transit to express service between Olympia and Pierce County. Harbour said Pierce Transit lost its compressed natural gas fueling station in an explosion, and because of this, is unable to maintain their current service levels. Subsequently they reduced their service to a modified Saturday service level. Part of that modified service included the elimination of two round express trips in each peak period. Subsequently, at Pierce Transit's request, Intercity Transit added two buses from the agency's contingency fleet in each of the peak periods. In theory, the agency is supposed to receive reimbursement, although it is not guaranteed. At this time, it is not a huge financial cost to the agency. It may be creating some overtime, but not a substantial number of hours a day. The service may continue into mid-May.

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Workman commented disparagingly on the quality and level of Dial-A-Lift service and requested the State of Intercity Transit Report shouldn't characterize DAL as outstanding. Harbour replied the agency is receiving 18 new vans which should help address some of the issues and concerns Rob brings up.

Harbour responded to questions about the certification for the ESMS and explained it is an application process for a Federal Transit Administration (FTA) grant. The agency applied for consideration as one of the 10 transit systems selected every two years to complete the process. Currently, the agency's team is training at Virginia Tech for four training sessions. FTA offers several training sessions at Intercity Transit as well. FTA provides the training, and at the end of the process, the agency can pursue certification, which requires outside auditors to ensure the agency is meeting the requirements. The benefits of certification demonstrate to the community and to the organization that the agency meets the standard, and it does prompt the agency to maintain its certification, and to pursue the process on an ongoing basis. There is also some prestige associated with the certification.

REPORTS

A. March 2, 2011, Regular Meeting – Geyen provided a recap of the Authority meeting on March 2.

B. March 16, 2011, Special Meeting – Olson provided a recap of the special meeting on March 16, 2011.

MEMBER & STAFF COMMENTS

Workman commented on recent concerns by students at The Evergreen State College about backup buses, buses are frequently full, and many students are turned away. He shared information on how much students pay for the service and cited various statistics on student ridership. Backup routes are not appearing as regularly scheduled and causing students to miss classes. Information in the Rider Guide indicates service every 15 minutes, which is inaccurate. There appears to be some confusion. He asked the agency develop a yearly transit schedule, so students know when their passes are affected.

Harbour replied the agency previously would run a backup bus. However, it was very difficult to manage and often what occurred was passengers would fill the first bus with no passengers taking the second bus. To address the issue, this year during peak periods, the agency provides 15-minute service to provide more route predictability. At this point, the agency hasn't seen the need for backup buses. However, if the loads

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increase, the agency will re-examine the situation to determine whether there are some trips that need a backup bus.

Workman asked whether state workers pay individually for commuter pass programs. Harbour advised it is a contract with the State of Washington. Workman complained the advertisement on the Rider Guide is inaccurate as the students pay each quarter for transit service. Harbour asked him to email his comments to him.

G. Abernathy asked about usage of the gas from the Hawks Prairie Park and Ride Lot to generate electricity. Melnick commented the amount of the gas generated is not a significant amount due to the extent of the compaction.

ADJOURNMENT

It was M/S/A by Hogan and S. Abernathy to adjourn the meeting at 7:29 p.m.

Prepared by Valerie L Gow, Recording Secretary/President
Puget Sound Meeting Services

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-A
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Hawks Prairie Park and Ride
Easement Agreement

1) **The Issue:** Consideration of entering into an agreement with Thurston County and the Meridian Campus Commercial Owners Association (MCCOA) for a permanent slope easement on the north side of the Hawks Prairie Park and Ride site.

2) **Recommended Action:** Authorize the General Manager to enter into an easement agreement with the MCCOA, and with Thurston County as a co-grantee. The easement agreement will be permanent as long as Intercity Transit or Thurston County operates the park and ride, for a total payment of \$10.00 to the MCCOA.

3) **Policy Analysis:** Staff requests Authority approval on this easement agreement for real property which is a key element of a major capital improvement.

4) **Background:** The north side of the Hawks Prairie Park and Ride site is 25 feet higher than the adjoining tract of open space land owned by the MCCOA. Project engineers determined the vehicle and transit access road planned for the north side of the site will require support along the property line to ensure a stable base for the roadway. After evaluating options, it was determined building a slope that extends onto the MCCOA property will be the most cost effective solution for supporting the roadway.

The MCCOA agreed to grant a permanent slope easement to Intercity Transit with Thurston County as a co-grantee. If Intercity Transit ever ceases to operate the park and ride and terminates the lease for the site, Thurston County will regain responsibility for the site. The MCCOA asked for co-grantees as assurance that either Intercity Transit or Thurston County will be responsible for the easement portion of the site as long as the park and ride is in operation. Intercity Transit and Thurston County agreed on a final version of the easement with the MCCOA. It is anticipated the easement will go before the Thurston County Commissioners for approval in April.

Project engineers and consultants studied the adjoining MCCOA open space tract and do not anticipate the permanent slope easement will require additional environmental mitigation.

Staff recommends the Authority authorize the General Manager to enter into the easement agreement. In order to complete the permitting processes and maintain the project timeline, the design of the vehicle and transit access road must be finalized. Project engineers are currently drafting designs based on the permanent slope easement. Pursuing other options would significantly reduce the amount of funds available for the remaining construction of the park and ride facility.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an easement agreement with the MCCOA, and with Thurston County as a co-grantee, for a permanent slope easement on MCCOA property adjoining the north side of the Hawks Prairie Park and Ride site.
- B. Defer action. This will delay design work and final submission to Thurston County for permit review.

6) **Budget Notes:** The \$10 total cost for this easement fits within the project budget.

7) **Goal Reference:** This agenda item meets Goal 2: *“Providing outstanding customer service.”* Goal 4: *“Provide responsive transportation options.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-B
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: One Regional Card for All (ORCA) - Smart Card Technology

-
- 1) **The Issue:** Update on the Central Puget Sound's smart card fare technology, One Regional Card for All (ORCA), for use on Olympia Express Service.
-
- 2) **Recommended Action:** For information and discussion purposes on how Intercity Transit might participate in this project.
-
- 3) **Policy Analysis:** Consideration of implementing a new fare media/system that integrates and requires an interagency partnership agreement requiring the Authority's approval.
-
- 4) **Background:** The Central Puget Sound transit systems and the Washington State Ferry System (7 systems) deployed the use of an integrated fare media system based on "smart card" technology. The marketing name for the system is "ORCA," which utilizes an embedded computer chip inside a credit card sized plastic card. Much like a bank's debt card, an individual rider adds value to their ORCA card account. When used for a fare payment (on bus, rail, light rail and ferry), it automatically debits the account, eliminating the need for cash and/or paper transfers.

This technology project actually began back in 1994 with King County Metro. It has a long start-up history, but was finally implemented in the Central Puget Sound region in late 2009. Intercity Transit was not a participant nor involved with establishing or implementing the new fare system. However, ORCA does have a direct impact on fare integration for cross-county services. Intercity Transit's intent, as previously discussed with the Authority, and budgeted for over the past two years, is to become the first system outside of the initial group of seven systems to consider participating in the ORCA system.

The Authority previously saw presentations on ORCA by Pierce Transit (PT) staff, who were assigned by the ORCA partnership to help with implementation of the fare system on our Olympia Express service. The last presentation on the topic was in mid- 2009. Since then, PT staff have been working through the legal and inter-

agency complexity of making the fare system available to other transportation providers.

When the ORCA system 'roll-out' began in the Central Puget Sound, it also included an eight month transitioning period from the previous cross- county fare media of the "Puget Pass." Since July 2010, the ORCA system replaced all cross- county fare media and paper transfers on bus, commuter rail, light rail and ferry service. However, Intercity Transit's Olympia Express service is an exception. To help resolve this potential issue, PT and Intercity Transit established an interim Agreement allowing customers with an ORCA card to use it as a "flash pass." In turn, Intercity Transit tracks and receives a percentage of reimbursement from PT for the use of the electronic card on our service.

PT now has two elements for implementing the ORCA system on Olympia Express service: a) Agreement for Cost Reimbursement - start-up costs estimated to be up to \$35,000, and b) Interlocal Cooperative Agreement - the addition of ORCA equipment on Olympia Express buses. Both proposed Agreements are under review and negotiations.

-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** This is currently indentified in the 2011 Budget for \$500,000, which estimated implementing the system only on Olympia Express service routes. If full system wide participation is pursued, it will cost Intercity Transit significantly more and require additional negotiations with the ORCA parties.
-
- 7) **Goal Reference:** This discussion provides background for increasing interagency coordination and efficiency through advancements in fare technology. In particular, it reflects Goal #2: *"Provide outstanding customer service."* Strategy #2: By enhancing user friendly systems. Goal#4: *"Provide responsive transportation options."* Strategy #3: Including coordination with regional transportation providers.
-
- 8) **References:** Slide show handout: The Smarter Way to Ride.



The Smarter Way to Ride



Project Overview

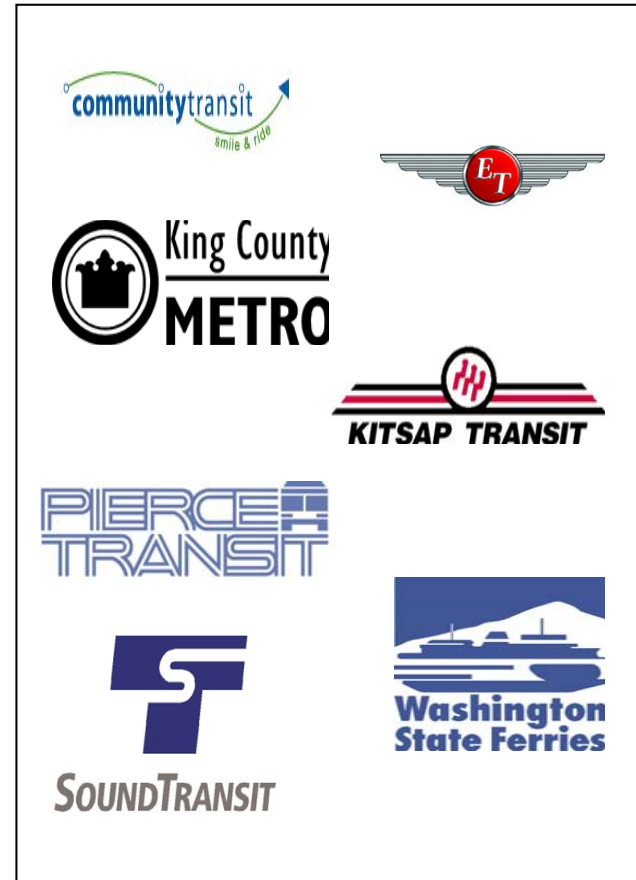
- Launched 1994 by KCM; regional contract signed 2003
- Total capital budget: \$43.2m
- Provides a single “smart card” for fare payment for all transit in Central Puget Sound; replaces PugetPass
- Provides improved efficiency and convenience for customers
- Provides improved accounting and efficient pricing for employer/institutional pass programs
- Provides accurate and timely fare and pass sale revenue distribution for transit agencies

Project Participants

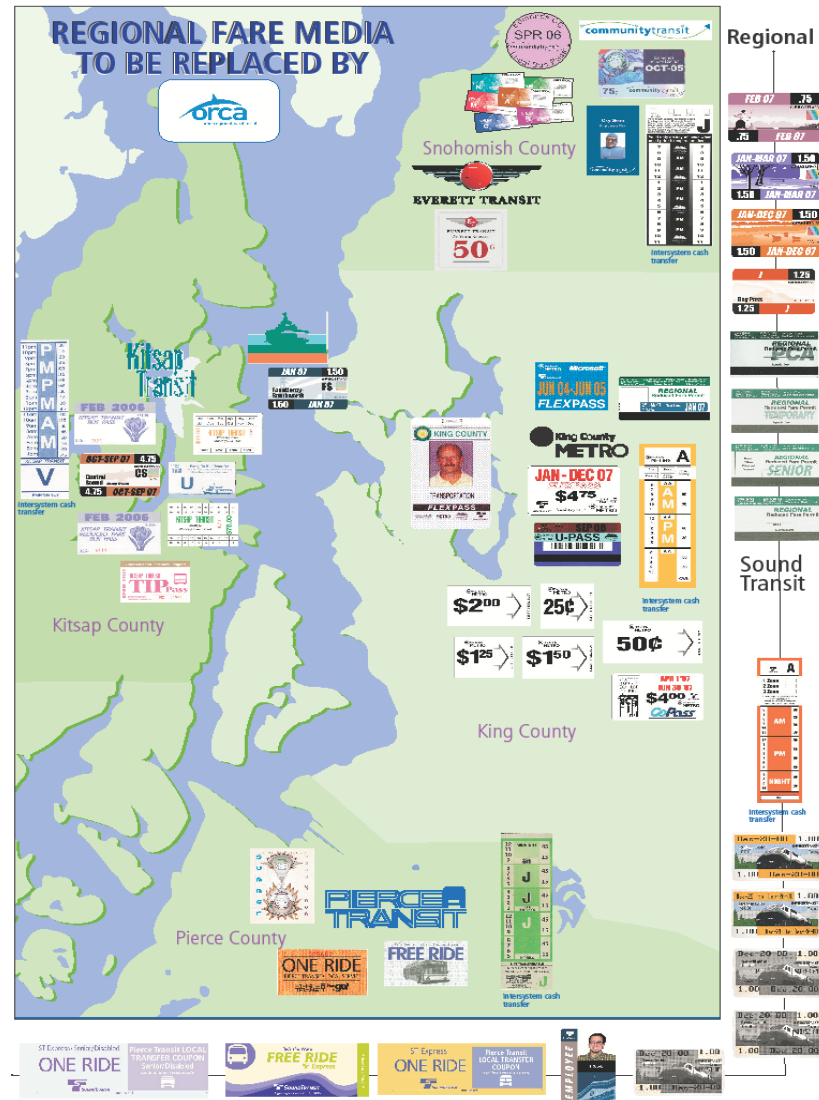
Transit Agencies

- Community Transit
- Everett Transit
- King County Metro Transit
- Pierce Transit
- Kitsap Transit
- Sound Transit
- Washington State Ferries

Vendor: ERG



There were
over 50 fare
media
choices



Replaced
by
Regional
Fare Media



How The System Works



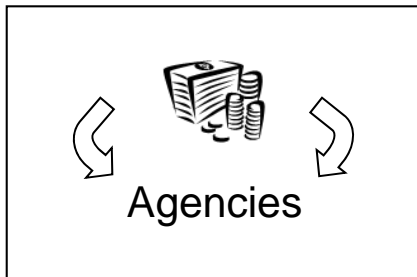
- ❑ The ORCA card has an embedded computer chip which contains transportation value such as a PugetPass, agency product, or e-purse.
- ❑ Customer can add value by phone, mail, or at third party retailers, ticket vending machines, customer service centers, and the Cardholder web site.
- ❑ With normal use, the card will be usable for 3-5 years.
- ❑ Cards fee are \$5 for adult and youth; \$3 for RRFP. During the first few months, cards were issued free of charge.

How The System Works



- ❑ Customers “tap” their cards on a bus, ferry, or train platform.
- ❑ The driver is able to carry out functions such as reversals, group fares, and count non-ORCA customers

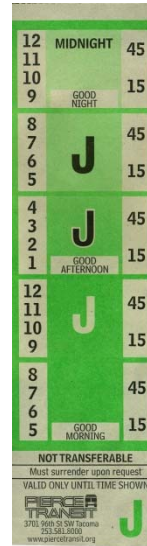
How The System Works



- ❑ ERG computer system tracks transactions and associated fares.
- ❑ The fares are then distributed among seven agencies based on ridership formula

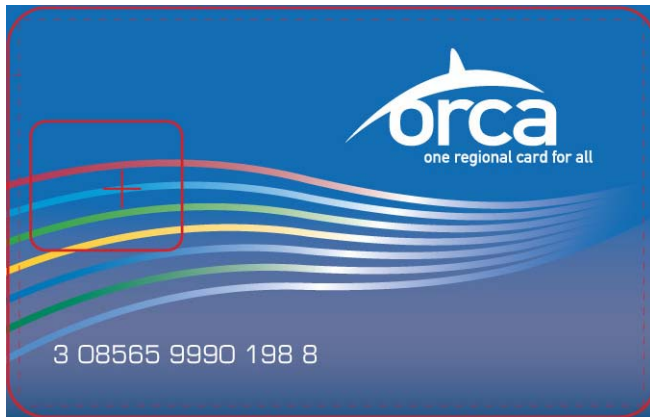
Current Cash Payment

Pay \$1.50 cash,
issued paper transfer

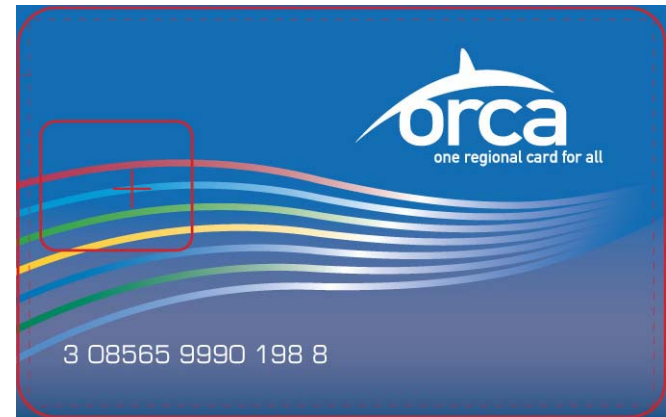


Transfer valid
for local fare
value
on next bus

ORCA E-Purse



\$1.75 deducted from
E-Purse
(pre-paid value)



\$1.75 transfer credit on
card
applied to next trip

Regional Pass

- Like PugetPass
- Monthly only
- Unlimited monthly rides at trip value
- Available in multiple increment trip values (e.g. \$1.00, \$1.25, \$1.50, etc.)
- Priced at 36 times the trip value (local Pierce Transit \$1.75 trip pass = \$63.00)

ILA Agreement

- ❑ 10-year agreement that establishes the terms for operation and management of ORCA system
- ❑ Defines agency responsibilities as regional partners
- ❑ Defines responsibilities of agencies in regional lead roles
- ❑ Retains original framework from 2003 ILA, updated to reflect more detailed requirements for operating system
- ❑ Formalizes delegation of authority to Joint Board for operational decisions

Project Status

- ❑ ORCA initiated a soft launch on April 20, 2009
 - Based on current discussions, paper pass sales will terminate 1/1/10
 - Based on current discussions, card fees will take effect 2/1/10
 - Regional Reduced Fare Permits: 4/09 – 3/10
 - Business Accounts: 4/09 – 3/10

- ❑ Full System Acceptance Testing began 10/1/09 and is expected to be concluded during 2011 (it was to have been completed 8/10).



INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-C
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Adopt the Annual Report & Transit Development Plan

1) **The Issue:** The annual update of the system's Transit Development Plan requires Authority approval before submitting it to the Washington State Department of Transportation.

2) **Recommended Action:** Adopt the "2010 Annual Report" and approve the "2011 - 2016 Transit Development Plan," as presented at the public hearing held on March 16, 2011.

3) **Policy Analysis:** Washington State requires the local transit's governing body review the annual report and Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of the plan, which was accomplished at the March 16, 2011, Special Meeting.

4) **Background:** A public hearing was conducted on March 16, 2011, on the "Draft 2010 Annual Report and 2011 - 2016 Transit Development Plan (TDP)." There were two public comments received prior to the hearing and forwarded to the Authority. Another comment was made at the hearing concerning the Plan. A brief discussion was followed by the Authority.

Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan during April of each year. While this year's update is again a procedural process, staff anticipates continued discussion over the next several months on elements needed to update the system's strategic plan, including budget considerations for 2012.

5) **Alternatives:**

- A. Adopt the "2010 Annual Report" and approve the "2011 - 2016 Transit Development Plan," as presented at the public hearing held on March 16, 2011.
- B. Delay adoption to a later date. This which would require notification to the WSDOT requesting additional time.

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

7) **Goal Reference:** Goal#1: *“Assess the transportation needs of our community.”* This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

8) **References:** Copies of the approved TDP will be distributed to WSDOT, local jurisdictions and other appropriate organizations and businesses.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-D
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Melody Jamieson, 705-5878

SUBJECT: Landscape & Grounds Maintenance Services - Contract Award

1) **The Issue:** Consider an award for landscape and grounds maintenance services for the Pattison Administrative and Maintenance facilities, the Amtrak station, Olympia and Lacey Transit Centers and the Martin Way Park and Ride.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with two, one-year options to extend, with a firm and in an amount, to be announced at the Authority meeting on April 6, 2011.

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

4) **Background:** Intercity Transit issued a request for proposals for the provision of landscape and grounds maintenance services on February 23, 2011, and held a pre-proposal conference and site visit on March 7, 2011. Seven proposals were received by the submittal deadline of March 17, 2011.

An evaluation team made up of members from Maintenance, Facilities and Procurement reviewed the proposals. The proposals were evaluated based on the criteria established in the RFP of 60% for approach, performance, capability and reliability and 40% for costs. The Phase I evaluation identified two firms in the competitive range.

Interviews and reference checks will be conducted. Staff expects to have a recommendation for award at the April 6 Authority meeting.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year contract, with two, one-year options to extend, with a firm and in an amount, to be announced at the Authority meeting on April 6, 2011.

B) Defer action. As the current contract expires April 13, 2011, deferring action would require a contract extension.

6) **Budget Notes:** The 2011 landscape and grounds maintenance services budget is \$49,000.

7) **Goal Reference:** Goal # 2: *“Provide outstanding customer service.”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-E
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Review Olympia Express Service: Pierce Transit Routes 601 & 603A

1) **The Issue:** Staff will review the Olympia Express trips Intercity Transit is currently operating for Pierce Transit (PT) during emergency service conditions. PT implemented service reductions due to the loss of their Compressed Natural Gas (CNG) refueling stations. Review will highlight service conditions and possible next steps.

2) **Recommended Action:** Presentation and discussion only. Staff will bring alternative service options to the Authority for review and discussion.

3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make a significant service change.

4) **Background:** Due to a major equipment failure and explosion in early March at Pierce Transit's compressed natural gas (CNG) refueling station, PT implemented emergency service measures. They replaced weekday service with a Saturday level of service. The reduction went into effect on March 7, the weekend after the catastrophe. As a result of this reduction, they also cut their weekday Olympia Express service from 16 trips to eight (50% reduction) per day.

Given the significant and quick response needed to cope with this event, a number of transit systems offered to assist PT with spare buses. The caveat was the vehicles operated on diesel fuel. Intercity Transit, however, offered to assist by operating the eight Express trips that were going to be dropped. PT gladly accepted the offer along with the caveat to reimburse Intercity Transit for the service and for us to keep the fares collected on those trips. In a matter of days, Intercity Transit staff was able to pull together the backup service, utilize spare buses, and rely on our operators to step forward to assist in this endeavor. We have been covering those eight PT Olympia Express trips every weekday since March 7.

Intercity Transit was recently notified by PT staff that they now expect the CNG refueling stations will take much longer to get replaced. It appears it may not occur until fall. At the same time, PT went through the loss of a local sales tax ballot measure a couple of months ago. This will result in the loss of approximately 35% of their service system wide. As originally envisioned, the service reduction was to have been 5% in June and 30% in October. Given the estimated delay in getting a refueling station into operation, PT just announced that they will implement a 20% reduction in June and a 15% reduction in October. In either case, PT staff indicated their Olympia Express weekday service will be reduced to the 50% level of only eight trips per day starting in June.

June 12, 2011, will be the 'regularly scheduled' implementation date for any service changes Intercity Transit would normally consider. A public process and decision timeframe associated with a service change would have to begin as soon as possible with Authority adoption occurring at the regularly scheduled May 4, 2011, meeting.

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

6) **Budget Notes:** PT's Olympia Express service trips are being covered by current 2011 operating budget and are expected to be reimbursed by PT.

7) **Goal Reference:** Goal#1: *"Assess the transportation needs of our community."*

8) **References:** Olympia Express Service Routes/Schedules
Pierce Transit Service Plan Reduction Announcement

Olympia Express: Consideration of Options for Pierce Transit's Service Reductions

Based on Pierce Transit's (PT) recent announcement to reduce service levels by 35% - a 20 % reduction on June 12 and a 15% reduction on October 2, 2011 – we anticipate PT will reduce their Olympia Express service on Routes 601 and 603A by 50% at the June service change (from 16 trips to eight trips per weekday). No additional reductions for these two routes are anticipated for October.

Currently, PT operates the following 16 trips on weekdays (eight in each direction):

Route 601: Four round trips between Gig Harbor/Tacoma/Lakewood/Olympia.

Route 603A: Four round trips each direction between Tacoma/Lakewood/Lacey/Olympia.

Since March 7, 2011, when PT implemented a 20% emergency service reduction, (Saturday service levels) due to the loss of their Compressed Natural Gas (CNG) refueling stations, Intercity Transit offered and PT accepted, that we help by operating two round trips per route (a total of eight trips per day). PT anticipates reimbursing Intercity Transit for the operating costs of this service.

Given PT's previous public review process for potential service reductions, which they conducted during 2010, PT staff anticipate the same Olympia Express trips Intercity Transit currently operates for them will be the ones cut in June. They do not anticipate they can fund or share the operating costs of these trips due to the agency's current financial constraints.

Given the upcoming loss of service, Pierce County residents currently utilizing PT's Olympia Express service may be hard pressed to find other commuting options. We will continue to work with PT staff to find commute alternatives, like vanpools and carpools, but anticipate Intercity Transit's Olympia Express Route 603 will also be impacted by these reductions.

Service options for Intercity Transit to consider

- a) Operate the eight PT trips being dropped in June (estimated cost of over \$355,000 annually). Consideration of fleet availability will need to be resolved.
- b) Consider operating a smaller number of PT trips and/or reduce the routes to either downtown Tacoma or to the Lakewood park and ride lots in an effort to increase route efficiency.
- c) Do not pick up any of the PT trips in June (possibly ending our current coverage sooner).
- d) Provide back-up buses for overcrowded Intercity Transit trips. Consideration of fleet availability will need to be resolved.
- e) Consider future increase in Intercity Transit's Olympia Express service in October 2011 or later, depending on financial reserves and customer demand on trips that PT will continue to operate.

Timeline for a June 12, 2011, Service Change

April 6: Authority reviews service options, provide direction, if any, for public review process. If additional Olympia Express service is pursued then the following dates would apply:

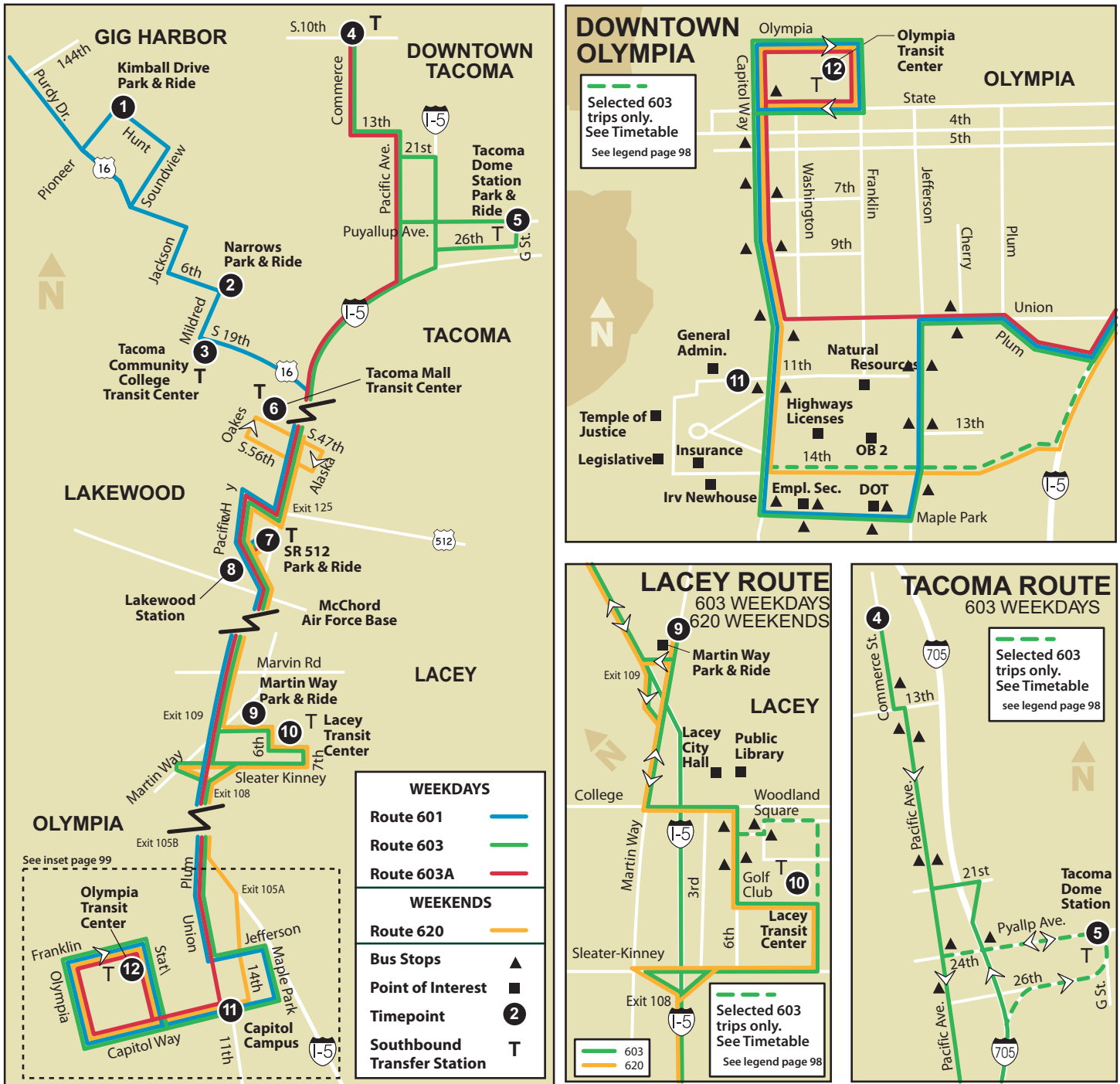
April 7 – 20: Public review process, possibly in concert with PT's public process that runs between April 11 – 28.

April 20: Public Hearing on an Olympia Express service increase. (This will require setting a special meeting.

May 4: Authority Adoption.

June 12: Service Change.

Olympia Express Routes



IT Operated Trips During PT Emergency Service Reductions

IT Temporarily Operated PT Trips: 8 Trips per Wkday (4 per route)

Route	Per Day				Days	Annual			
	RSH	VSH	RSM	VSM		RSH	VSH	RSM	VSM
Wkdays: 601*	4.9	8.1	135.2	253.0	254	1,253	2,057	34,341	64,262
Wkdays: 603A	5.0	8.4	130.0	250.0	254	1,274	2,121	33,020	63,500
Total	10.0	16.5	265.2	503.0	254	2,527	4,178	67,361	127,762
Deadhead (* Rt 601 truncated)		6.5		237.0					
		39.9%		47.1%					
Estimated Cost									
Per Day		\$1,398							
March 7 - June 10		\$96,479							
Annual							\$355,156		

Av Boardings	Per Day	Per Trip
601	48	11.9
603A	63	15.6

IT Route 603: 32 Trips per Wkday

Route	Per Day				Days	Annual			
	RSH	VSH	RSM	VSM		RSH	VSH	RSM	VSM
Wkdays: 603	43.3	47.6	1,053.7	1,146.3	255	11,042	12,147	268,694	292,307
Estimated Cost									
Per Day		\$4,049					\$1,032,453		

Av Boardings	Per Day	Per Trip
603	615	19.2

Olympia Express: Routes 601, 603, 603A - WEEKDAYS - Feb 2011

Gig Harbor & Tacoma to

IT = Intercity Transit PT = Pierce Transit	Look for Route Number:	1	2	3	4	5	7	8	9	10	11	12
		Kimball Drive Park & Ride	Narrows Park & Ride	TCC Transit Center	Tacoma 10th & Commerce	Tacoma Dome Station	SR 512 Park & Ride ?	Lakewood Station	Martin Way Park & Ride	Lacey Transit Center / Bay L	Capitol & 11th	ARRIVE! Olympia Transit Center
PT	601	5:06	5:16	5:20	—	—	5:40	5:42	—	—	6:15*	6:20
PT	601	5:36	5:46	5:50	—	—	6:10	6:12	—	—	6:45*	6:50
PT	601	6:00	6:10	6:14	—	—	6:34	6:36	—	—	7:09*	7:14
IT	603	—	—	—	6:15	6:22	6:40	6:42	—	—	7:20*	7:25
PT	601	6:31	6:41	6:45	—	—	7:05	7:07	—	—	7:44*	7:49
IT	603	—	—	—	6:45	6:52	7:10	7:12	—	—	7:50*	7:55
IT	603	—	—	—	6:50	6:57	7:15	7:17	—	7:48+	—	—
IT	603	—	—	—	7:05	7:12	7:30	7:32	—	—	8:10*	8:15
IT	603	—	—	—	7:35	7:42	8:00	8:02	—	—	8:40*	8:45
IT	603	—	—	—	9:05	9:12	9:30	9:32	—	—	10:10*	10:15
IT	603	—	—	—	10:30	10:37	10:55	10:57	—	—	11:35*	11:40
IT	603	—	—	—	12:00	12:07	12:25	12:27	—	—	1:05*	1:10
IT	603•	—	—	—	1:25	—	1:50	1:52	2:20*	2:27*	2:35*	2:45
PT	603A	—	—	—	2:54	—	3:20	3:22	3:47*	—	—	4:02
IT	603•	—	—	—	3:10	—	3:35	3:37	4:05*	4:12*	4:20*	4:30
PT	603A	—	—	—	3:24	—	3:46	3:48	4:13*	—	—	4:28
PT	603A	—	—	—	3:51	—	4:13	4:15	4:40*	—	—	4:55
IT	603•	—	—	—	4:25	—	4:50	4:52	5:25*	5:35*	5:45*	5:55
PT	603A	—	—	—	4:48	—	5:13	5:15	5:40*	—	—	5:55
IT	603•	—	—	—	5:30	—	5:55	5:57	6:25*	6:35*	6:45*	6:55
IT	603•	—	—	—	6:00	—	6:25	6:27	6:50*	6:57*	7:05*	7:15
IT	603•	—	—	—	6:30	6:37	6:55	6:57	7:20*	7:27*	7:35*	7:45
IT	603•	—	—	—	6:55	7:02	7:20	7:22	7:45*	7:52*	8:00*	8:10
IT	603•	—	—	—	8:40	—	9:00	9:02	9:25*	9:32*	9:40*	9:45

Olympia & Lacey

Olympia & Lacey to

IT = Intercity Transit PT = Pierce Transit	Look for Route Number:	12	11	10	9	8	7	5	4	3	2	1
		Olympia Transit Center Bay M	Capitol & 11th	Lacey Transit Center Bay L	Martin Way Park & Ride	Lakewood Station	SR 512 Park & Ride ?	Tacoma Dome Station	Tacoma 10th & Commerce	TCC Transit Center	Narrows Park & Ride	Kimball Drive Park & Ride
IT	603	—	—	—	5:20	5:42*	5:45*	6:00*	6:10	—	—	—
IT	603	—	—	—	5:45	6:07*	6:10*	6:25*	6:35	—	—	—
IT	603•	5:40	5:44	5:55	6:00	6:27*	6:30*	—	6:50	—	—	—
IT	603•	6:10	6:14	6:25	6:30	6:57*	7:00*	—	7:20	—	—	—
PT	603A	6:35	—	—	6:47	7:07*	7:10*	—	7:30	—	—	—
PT	603A	7:00	—	—	7:12	7:32*	7:35*	—	7:55	—	—	—
PT	603A	7:30	—	—	7:42	8:02*	8:05*	—	8:25	—	—	—
IT	603•	7:45	7:49	8:00	8:05	8:32*	8:35*	—	8:55	—	—	—
PT	603A	8:00	—	—	8:12	8:32*	8:35*	—	8:55	—	—	—
IT	603•	9:00	9:04	9:15	9:20	9:47*	9:50*	—	10:10	—	—	—
IT	603•	10:30	10:34	10:45	10:50	11:17*	11:20*	—	11:40	—	—	—
IT	603	12:00	12:05	—	—	12:42*	12:45*	1:00*	1:10	—	—	—
IT	603	1:30	1:35	—	—	2:12*	2:15*	2:30*	2:40	—	—	—
IT	603	3:00	3:05	—	—	3:42*	3:45*	4:00*	4:10	—	—	—
IT	603	4:05	4:10	—	—	4:57*	5:00*	5:15*	5:25	—	—	—
PT	601	4:15	4:20	—	—	4:57*	5:00*	—	—	5:18*	5:21*	5:33
IT	603	—	—	4:35 +	—	5:12*	5:15*	5:30*	5:40	—	—	—
IT	603	4:35	4:40	—	—	5:27*	5:30*	5:45*	5:55	—	—	—
PT	601	4:53	4:58	—	—	5:35*	5:38*	—	—	5:56*	5:59*	6:11
IT	603	5:05	5:10	—	—	5:57*	6:00*	6:15*	6:25	—	—	—
PT	601	5:25	5:30	—	—	6:07*	6:10*	—	—	6:28*	6:31*	6:43
IT	603	5:35	5:40	—	—	6:17*	6:20*	6:35*	6:45	—	—	—
PT	601	6:30	6:35	—	—	7:10*	7:13*	—	—	7:31	—	—
IT	603	7:30	7:35	—	—	8:07*	8:10*	8:22*	8:30	—	—	—

Tacoma & Gig Harbor

* These are estimated times. Arrival times may vary slightly depending on traffic conditions. Buses will proceed to arrival to the next timepoint. This may be before the time shown on our schedule.

• These Route 603 trips use the 14th Avenue tunnel, and do not serve Maple Park or Union.

T Transfer Station

● Intercity Transit operated trips

* These are estimated times. Arrival times may vary slightly depending on traffic conditions> Buses will proceed on arrival to the next timepoint. This may be before the time shown on our schedule.

+ This trip serves Woodland Square.

? Service to Lakewood Station is approximately 2 minutes after the SR 512 Park & Ride departure times.

Pierce Transit Reduction Plan to Begin Early Due to Fueling Station Fire

Due to the anticipated schedule for repair of the fueling station, Pierce Transit cannot return to regular service levels prior to beginning the planned service reductions. Emergency reduced service will continue to operate through June 11, 2011.

As a result of the economic recession and failure of Proposition 1, the Pierce Transit Board of Commissioners directed staff to implement a 35% reduction in service by October 2011 to address the agency's budget shortfall.

Since February 28, 2011, a fire in Pierce Transit's compressed natural gas fueling station has significantly reduced the agency's ability to operate the regular weekday service schedule. Regular service has been reduced by approximately 20% as a result.

Repairs to the fueling station will take several months and the agency will be unable to return to regular service levels prior to implementing permanent reductions.

The plan begins with a 20% reduction on June 12, 2011, and a 15% reduction on October 2, 2011.

Pierce Transit Chief Executive Officer, Lynne Griffith, stated, "In response to comments we heard from our riders, the focus of this service change will be to get people to jobs and school and reduce low ridership routes and trips." The June 2011 service change will begin to incorporate elements of the reduction plan. These service levels will be similar to the current emergency reduced service levels. Details of the June service change will be published in The Bus Stops Here booklet available at the usual locations in early June.

Beginning April 2, the Reduction Plan Rider Alert pamphlet will be available on board buses, at Bus Shop locations, at Pierce Transit Headquarters, and at piercetransit.org. This pamphlet provides route-by-route information about the proposed service reductions.

SHUTTLE Paratransit service for people with disabilities will also be reduced on October 2, 2011. This service operates on the same days and during the same time within $\frac{3}{4}$ of a mile of bus routes. As bus service is reduced, SHUTTLE service will be reduced.

Public hearings are scheduled throughout April at five different locations to allow the public to comment on the June and October service reductions. Transit users and the community are encouraged to attend a Public Hearing to have their voice heard by the Pierce Transit Board of Commissioners.

Lakewood/University Place

Monday, April 11 4:00 PM – 6:00 PM

Pierce Transit Training Center

Rainier Room

3720 96th St SW, Lakewood

Gig Harbor/Key Peninsula

Monday, April 18 4:00 PM – 6:00 PM

Gig Harbor Civic Center

Council Chambers

3510 Grandview Street, Gig Harbor, WA 98335

Tacoma

Thursday, April 21 5:00 PM – 7:00 PM

Municipal Building

Council Chambers – 1st Floor

747 Market Street, Tacoma

Puyallup/South Hill

Monday, April 25 4:00 PM – 6:00 PM

Puyallup City Hall

Council Chambers

333 S. Meridian, Puyallup

East Pierce County

Thursday, April 28 5:30 PM – 7:30 PM

Interim Justice Center

Council / Court Chambers

9002 Main Street East, Bonney Lake

Visit piercetransit.org or call Customer Service 253.581.8000 for updates.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-F
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour, General Manager, 705-5855

SUBJECT: Approval of Memorandum of Understanding to Complete the Regional Plan for Sustainable Development

-
- 1) **The Issue:** Whether to authorize the Intercity Transit Authority Chair to sign the Memorandum of Understanding.
-
- 2) **Recommended Action:** Authorize the Authority Chair to sign the MOU to complete the Regional Plan for Sustainable Development.
-
- 3) **Policy Analysis:** The MOU commits Intercity Transit to work in cooperation with the Thurston Regional Planning Council (TRPC) and other signatories to complete a Regional Plan for Sustainable Development (RPSD). This is a policy decision of the Authority.
-
- 4) **Background:** The TRPC received a \$1,500,000 grant from the U.S. Department of Housing and Urban Development to embark on a three-year process to develop a Regional Plan for Sustainable Development.

The parties to the MOU agree to follow the six Livability Principles listed below:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.
6. Value communities and neighborhoods.

Intercity Transit is considered a Core Consortium partner and will have membership on the RPSD Task Force. The Task Force serves as an advisory body to the TRPC.

- 5) **Alternatives:**
- A. Authorize the Authority Chair to sign the MOU to complete the Regional Plan for Sustainable Development. The Authority expressed support for the application for this grant.
 - B. The Authority could choose to not be a party to the MOU or could delay its decision.
-

- 6) **Budget Notes:** Signing the MOU does not represent a financial commitment by the Authority. Staff time will be devoted to the project, and Intercity Transit may enter into a funding/work agreement with the TRPC at a later date.
-

- 7) **Goal Reference:** The goals of this effort are in alignment with the goals of the Authority. In particular, this project supports Goal 5: *“Align best practices and support agency sustainable technologies and activities.”*
-

- 8) **References:** Regional Plan for Sustainable Development, Memorandum of Understanding for the Thurston County, Washington Region

**REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT
MEMORANDUM OF UNDERSTANDING
FOR THE
THURSTON COUNTY, WASHINGTON REGION**

PURPOSE: The purpose of this Memorandum of Understanding (MOU) is to provide a mutual understanding in support of the signatory agencies, organizations, governments, and individuals that will be working in cooperation to complete a Regional Plan for Sustainable Development. This MOU serves as the “consortium agreement” required by the U.S. Department of Housing and Urban Development, which is the primary funding source for this project.

BACKGROUND AND FEDERAL POLICY: In August 2010 the Thurston Regional Planning Council submitted a grant application to the U.S. Department of Housing and Urban Development (HUD) under the Sustainable Communities Regional Planning Grant Program on behalf of a consortium of eligible partners. The grant application was successful, and the region received \$1,500,000 to embark on a three year process to develop a Regional Plan for Sustainable Development – an integrated regional plan that articulates a vision for growth that federal housing, transportation and other federal investments can support.

The Sustainable Communities Regional Planning Grant Program is part of an effort underway by the Department of Housing and Urban Development (HUD), the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, provide more transportation options, and lower transportation costs while protecting the environment in communities nationwide. A set of guiding livability principles and a federal interagency partnership agreement is intended to guide their efforts in coordinating federal housing, transportation, and other infrastructure investments designed to protect the environment, promote equitable development, and help to address the challenges of climate change.

More importantly, the three federal agencies have made a commitment to utilize the integrated regional plans or visions to guide their planning and funding decision-making. Funding to these metropolitan regions would generally be directed towards programs and projects identified in “Regional Plans for Sustainable Development” aimed at increasing transportation choices, reducing combined housing and transportation costs for American families, improving the quality of life in communities, and improving the natural and built environment.

GOALS AND OBJECTIVES FOR THE CONSORTIUM: Consistent with and in addition to Federal policy, statutes, executive orders and supplemental agency policies and guidance, the Parties to this MOU collaboratively seek to follow the common set of six Livability Principles listed below:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.
6. Value Communities and neighborhoods.

Following are the high-level goals that are anticipated throughout the planning process:

- Development of a Regional Plan for Sustainable Development (RPSD) for Thurston County, including implementation steps for local governments, and recommendations for state and federal governments, and private sector stakeholders.
- Development of a Regional Housing Plan, and update of fair share housing allocations.

- Update of the County-wide planning policies in order to set a regional framework for the update of Local Comprehensive Plans.
- Development of a Regional Economic Strategy with government, education and private sector stakeholders,
- Development of a list of Projects of Regional Priority.
- Large scale public education to increase visibility and awareness of regional issues relating to land use, the economy, the environment, and transportation.
- Region-wide civic engagement in the planning process, helping to build a constituency of knowledgeable and committed supporters who will work to translate the plan into reality.
- Region-wide outreach to members of the public that typically do not participate in planning processes to obtain a full range of issues and solutions, and integrate their perspectives into the process.
- Institutional capacity building throughout the region, linking technology and information to community decision making for current and future planning processes.

As evidenced by these goals, the RPSD will be a driving planning document for the region going forward.

ROLES AND RESPONSIBILITIES: Each signatory to this MOU has committed to active participation in plan development. The commitment level depends on the size and resources of each partner - which ranges from small non-profits or towns with few paid staff to the county government. At a minimum, each partner will send a representative to Task Force or panel meetings. TRPC is responsible for approving eligible new consortium partners throughout the development of the RPSD.

Specific information about engagement of the community, timetables for completion of tasks, and a schedule of anticipated meetings and work flow can be found in the document “*Regional Plan for Sustainable Development, Thurston County, WA*” (*Attachment A*). This work program also articulates decision making authority of major components of the planning process and spells out specific structures for governance, subcommittees, and working groups. The organizational charts in the Work Program identify the interrelationships of these bodies and specifically how working groups will influence TRPC’s decision making as outlined in the section below, entitled “Joinability”.

The specific roles of each partner are clearly articulated in the document “*Regional Plan for Sustainable Development Project Participants and Roles*” (*Appendix 2 of Attachment A*). This document spells out which organizations are providing staff support and provides details about the tiers of participation.

ACCOUNTABILITY: Each signatory to this MOU will be held accountable for the work that they have agreed to perform using the bylaws that TRPC operates under on a daily basis. Partners who receive grant funds to perform specific tasks will be held to a higher level of accountability through generally accepted accounting practices such as invoicing, reporting, and auditing.

DECISION MAKING: Decisions related to this project shall be made by the Thurston Regional Planning Council according to their bylaws, which identify voting procedures and rules of order. Recommendations and planning documents will be generated by working groups, vetted through the RPSD Task Force, and then presented to TRPC for final binding action. This type of regional planning effort, led by TRPC and with cooperation of regional partners, has been effective for the last 50 years in Thurston County. The decisions and recommendations that come out of such a process are viewed more favorably by regional partners since they have been methodically and publicly vetted and adopted. They are then more readily adopted into local plans and policies as well as regional planning processes.

There will be some consortium members who are not members of TRPC, and therefore do not have voting power on final decisions relating to the RPSD. The most effective way for these groups to make their opinions and positions known is to be actively involved in the panels, public process, and the RPSD-Task Force and be willing to serve as chair-persons or leaders in their area of expertise. All such groups, as well as individual members of

the public will be encouraged to provide input at public meetings and will be given ample opportunities throughout the process to do so, as outlined in the Work Program.

All panels, work groups, sub-committees, and the RPSD-Task Force will be expected to follow a set of meeting norms and guidelines that will be distributed to the elected or appointed chairperson of that group. These norms will outline governance structure and a decision-making process that strives for consensus, but gives practical solutions for moving forward if consensus cannot be achieved.

JOINABILITY: It is expected that there will be interested parties not currently included in the consortium that will either request inclusion, or that will be identified by the consortium and asked to participate. The degree to which an interested party will be able to engage in the process will be evaluated on a case by case basis. When a potential interested party is identified, the RPSD Task Force will strive to determine the best fit for them. Options for inclusion range from accepting written input on specific plan elements, to being included on a panel or workgroup, to being named a member of the RPSD Task Force.

Every effort shall be made to recruit and include eligible groups and interested parties that have not historically been represented in regional planning efforts. Whether they be minority populations, special interest groups, or underrepresented interests, membership in the RPSD Task Force is flexible enough to enable participation and inclusion of such groups.

OTHER LAWS AND MATTERS: This MOU is for internal management purposes of the Parties involved. It shall not be construed to provide a private right or cause of action for or by any person or entity. This MOU in no way restricts the Parties from participating in any activity with other public or private agencies, organizations or individuals.

The Parties mutually recognize and acknowledge that MOU implementation will be subject to financial, technical, and other mission-related considerations. It is not intended to create any rights, benefits, or trust responsibilities, either substantive or procedural, nor is it enforceable in law by a party against the US, its agencies, its officers, or any other person.

Collaboration under this MOU will be in accordance with applicable statutes and regulations governing the respective Parties. Nothing in this MOU is intended to affect existing obligations or other agreements of the Parties.

EFFECTIVE PERIOD: This MOU will become effective upon signature by any two parties. Any Party may terminate its participation in this MOU upon written notice to the other Parties. The provisions of the MOU will be reviewed periodically, as appropriate, and amended or supplemented as may be mutually agreed upon.

MODIFICATIONS: This MOU can be modified through mutual written agreement among the Parties.

PROGRAMMING, BUDGETING, FUNDING AND REIMBURSEMENT ARRANGEMENT:

- a. Endeavors involving the transfer of funds will follow normal procurement or other appropriate processes and will be affected in writing by representatives of the organizations involved.
- b. This MOU is neither a fiscal nor a funds obligation document. Any transfer of funds between parties may take place through existing authorities and procedures.
- c. This MOU in no way restricts the signatories from participating in similar activities or arrangements with other entities or agencies.

AGREEMENT:

Whereas, a Regional Plan for Sustainable Development Work Program (Attachment A) has been prepared and will be managed by the Thurston Regional Planning Council, in cooperation with the MOU signatories; and

Whereas, the Thurston Regional Planning Council (TRPC) is an existing decision-making body comprised of elected officials from jurisdictions in Thurston County through an Inter-local Agreement specifically for the purpose of regional planning; and

Whereas, the Regional Plan for Sustainable Development Task Force (RPSD-TF) has been established to act as an advisory board to TRPC in order to ensure that the Work Program is implemented according to the Livability Principles and with input from under-represented groups; and

Whereas, a list of participants and roles (Appendix 2 of Attachment A) has been developed to clarify the structure and administration of the Regional Plan for Sustainable Development; and

Whereas, the signatories agree to the best of their abilities and within the limits of their resources to work cooperatively on the project; and

Whereas, any eligible private sector organization, non-profit, academic or research institution, philanthropic partner, community organization, governmental entity, or intermediary agency that bears responsibility for, or has an interest in, the sustainable development and redevelopment of the Thurston Region may be a partner and signatory to this MOU.

Now, Therefore, this MOU is established to create a framework for coordinating efforts related to successfully completing the work funded under the Sustainable Communities Regional Planning grant.

SIGNATORIES:

The undersigned individuals hereby execute this MOU on behalf of their respective agencies. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Each Party has signed this six-page MOU. The original signature pages are on file at the Thurston Regional Planning Council: 2424 Heritage Ct. SW, Suite A, Olympia, WA 98502-6031, Phone: (360) 956-7575.

Signature
Alan Carr, Mayor
Town of Bucoda

Date

Signature
Ken Jones, Mayor
City of Tenino

Date

Signature
Michael Cade, Executive Director
Economic Development Council of Thurston County

Date

Signature
David Schaffert, President/CEO
Thurston Chamber of Commerce

Date

Signature
Sandra Romero, Chair
Intercity Transit Authority

Date

Signature
Karen Valenzuela, Chair
Board of Thurston County Commissioners

Date

Signature
James M. Broman, Fire Chief
Lacey Fire District #3

Date

Signature
Pete Kmet, Mayor
City of Tumwater

Date

Signature
Doug Mah, Mayor
City of Olympia

Date

Signature
Ron Harding, Mayor
City of Yelm

Date

Signature
Bill Lahmann, Superintendent
Olympia School District

Date

Signature
Andy Wolf, Superintendent
Yelm Community Schools

Date

Signature
Randy Schlies, Mayor
City of Rainier

Date

Signature
Dennis McVey, Chair
Thurston Regional Planning Council

Date

Signature
Tim Garchow, Superintendent
Rainier School District

Date

Signature
Chris Lowell, Executive Director
Housing Authority of Thurston County

Date

Signature
Brian K. VanCamp, Fire Chief
South Bay Fire District #8

Date

Signature
Tom Nelson, Mayor
City of Lacey

Date

Signature
John Hurley, Vice President, Finance & Administration
The Evergreen State College

Date

Signature
Marilyn Knight, Co-President
League of Women Voters

Date

Signature
Graeme Sackrison, Board Chair
Thurston Climate Action Team

Date

Signature
Ed Stanley, President
LOTT Clean Water Alliance Board

Date

Signature
Mike Kirby, Superintendent
Tumwater School District

Date

Signature
Raj Manhas, Superintendent
North Thurston Public Schools

Date

Signature
Leonard Bauer, Managing Director
Washington State Department of Commerce

Date

Signature
Michael H. Kennedy, CEO
Pacific Mountain Workforce

Date

Signature
Joyce Turner, Director
Washington State Department of General Administration

Date

Signature
Chris Stearns, President
Thurston Public Utility District #1

Date

Signature
Michael J. Gaffney, Acting Director
Washington State University Div. of Governmental Studies &
Services

Date

Signature
Rita Hutcheson, Fire Chief
Southeast Thurston Fire Authority

Date

Regional Plan for Sustainable Development, Thurston County, WA ABSTRACT

PROBLEM:

The average Thurston County resident spends more than 50 percent of their income on housing and transportation. During the fifteen years of growth management implementation, only 5 percent of new housing units were located in areas with frequent transit service. Local market research shows that our residents – especially the Baby Boom generation and young people just entering the work force – want more housing choices. They desire more walkable and transit-oriented communities, with close by shopping, parks, schools, and other amenities. By providing these options, our community will attract skilled workers and their families, supplying local businesses with both employees and customers to support viable business.

STRATEGIES:

To meet the needs of our present population, without compromising the ability of future generations to meet theirs, our community requires a 20-year regional sustainability vision and plan. We have convened an impressive set of committed partners for this effort, who will involve the people who live, work, and make public and private decisions in our community in plan development. With their assistance, we will involve school employees and attendees, business owners, landlords, renters, homeowners, local and Tribal government employees and elected officials, Joint Base Lewis McChord management and personnel, reporters at our local newspaper, non-profit volunteers, and employees and students at our local colleges. As the state capital, we will also engage state elected officials and agency management. We must engender ownership, passion, and commitment to the plan for successful long-term community sustainability. The plan will look at the economy, environment, and society together, rather than as separate elements, ensuring that we realize the full benefits of future investments and growth.

OUTCOMES:

Our policy makers have committed to work together to implement the strategies that emerge from the plan to strengthen their communities and the region as a whole. These efforts will result in an increase in community support to provide a full range of options for housing and neighborhood businesses. Policy makers will adopt a regional plan for sustainable development, and integrate all key policies into local plans. With community understanding and support, we will implement policies by updating development regulations. Schools and colleges will work with the business community to understand work force needs, creating a curriculum that trains and educates students to compete in the local job market. Local, Tribal, and State governments and schools will add new criteria to investment decisions and locate new facilities in areas accessible by transit or in areas easily accessible to their residents. The region will work together to identify and attract economic opportunities that strengthen our small towns and city centers and preserve our rural lands. By doing so, our region will become more environmentally and economically stable, because we will use water, energy, and other resources more efficiently.

Regional Plan for Sustainable Development, Thurston County, WA

PROBLEM STATEMENT

The average resident of Thurston County spends more than 50 percent of their income on housing and transportation. During the fifteen years of growth management implementation, only 5 percent of new housing units have been built in areas with frequent transit service.

Local market research shows that our residents want more housing choices. They desire walkable and transit-oriented communities, with close by shopping, parks, schools and other amenities. By providing these options, our community will attract skilled workers and their families. This will provide the employees and customers needed for viable local business.

Over the last two decades, we have adopted local plans and policies that move us toward sustainability. The Regional Plan for Sustainable Development (RPSD) will provide a clear and integrated regional vision and implementation plan that pulls all of the individual plans together. We will involve a broad range of the public and policy makers, so that people will understand all the issues and contribute to the overall goal of sustainability through their individual decisions.

PROJECT SUMMARY

Thurston Regional Planning Council (TRPC) and its 29 partners have begun to develop a regional vision and regional plan for sustainable development. Developed over three years, this plan includes the following fundamental objectives:

- Develop a Regional Plan for Sustainable Development (RPSD) for Thurston County, including implementation steps for local governments, and recommendations for state and federal governments, and private sector stakeholders
- Develop a Regional Housing Plan, and update fair share housing allocations
- Update of the County-wide planning policies to set a regional framework for the update of Local Comprehensive Plans
- Develop a Regional Economic Strategy with government, education and private sector stakeholders
- Develop a list of Projects of Regional Priority
- Undertake a large scale public education initiative to increase visibility and awareness of regional issues relating to land use, economy, environment, and transportation.
- Encourage region-wide civic engagement in the planning process, helping to build a constituency of knowledgeable and committed supporters who will work to translate the plan into reality
- Conduct region-wide outreach to members of the public that typically do not participate in planning processes to obtain a full range of issues and solutions
- Build institutional capacity throughout the region, linking technology and information to community decision making for current and future planning processes

PRINCIPLES

The RPSD will be consistent with the six principles of livability identified by the Partnership for Sustainable Communities:

1. Provide more transportation choices.

Develop safe, reliable and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions and promote public health.

2. Promote equitable, affordable housing.

Expand location and energy efficient housing choices for people of all ages, incomes, races and ethnicities to increase mobility and lower the combined cost of housing and transportation.

3. Enhance economic competitiveness.

Improve economic competitiveness through reliable and timely access to employment centers, education opportunities, services and other basic needs by workers as well as expanded business access to markets.

4. Support existing communities.

Target federal funding toward existing communities – through such strategies as transit-oriented, mixed-use development and land recycling – to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.

5. Coordinate policies and leverage investment.

Align federal policies and funding to remove barriers to collaboration, leverage funding and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

6. Value communities and neighborhoods.

Enhance the unique characteristics of all communities by investing in healthy, safe and walkable neighborhoods – rural, urban or suburban.

CONSORTIUM OF PARTNERS

Our consortium includes 30 partners:

- MPO – Thurston Regional Planning Council
- Cities of Lacey, Olympia, Tumwater, Yelm, Rainier, Tenino, and Bucoda
- Thurston County
- Housing Authority of Thurston County
- Five school districts: Olympia, Tumwater, North Thurston, Yelm, and Rainier
- Three fire districts: Lacey #3, Southeast Thurston, Thurston County #8,
- Two four year colleges/universities: Washington State University, The Evergreen State College
- Two state agencies: Washington State Departments of Commerce and General Administration
- Economic Development Council; Workforce Development Council; Chamber of Commerce
- Transit Agency: Intercity Transit
- Utility providers: Public Utility District and LOTT Clean Water Alliance
- Other non-profits: League of Women Voters Education Fund; Thurston Climate Action Team

COMMITMENT OF EACH PARTNER AND MECHANISM FOR ADDING NEW PARTNERS

Recognizing this as a unique opportunity to develop a RPSD, each partner has committed to active participation in plan development. The commitment level depends on the size and resources of each partner - which ranges from small non-profits or towns with few paid staff to the county government. At a minimum, each partner will send a representative to Task Force or Panel meetings. In addition, members with staff resources will provide support throughout plan development. The consortium will accept, and TRPC will approve, new partners throughout the development of the RPSD.

STRUCTURE OF PLAN DEVELOPMENT

Organization Structure:

The RPSD will be developed under the structure of the Thurston Regional Planning Council (TRPC). TRPC stands at the center of coordinated planning activities in Thurston County, with a proven organizational structure in place to facilitate development of the RPSD. The Council Bylaws (Appendix 1) outline leadership and membership responsibilities and procedures for allocating resources, setting goals, and settling disputes. The RPSD Task Force will operate in an advisory role to TRPC.

RPSD Task Force membership will be open to:

Core Consortium Partners:

- Town of Bucoda
- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Thurston County
- Intercity Transit
- WA Department of General Administration
- WA Department of Commerce
- Housing Authority of Thurston County Representative

Chairs of existing TRPC boards and panels convened for this project:

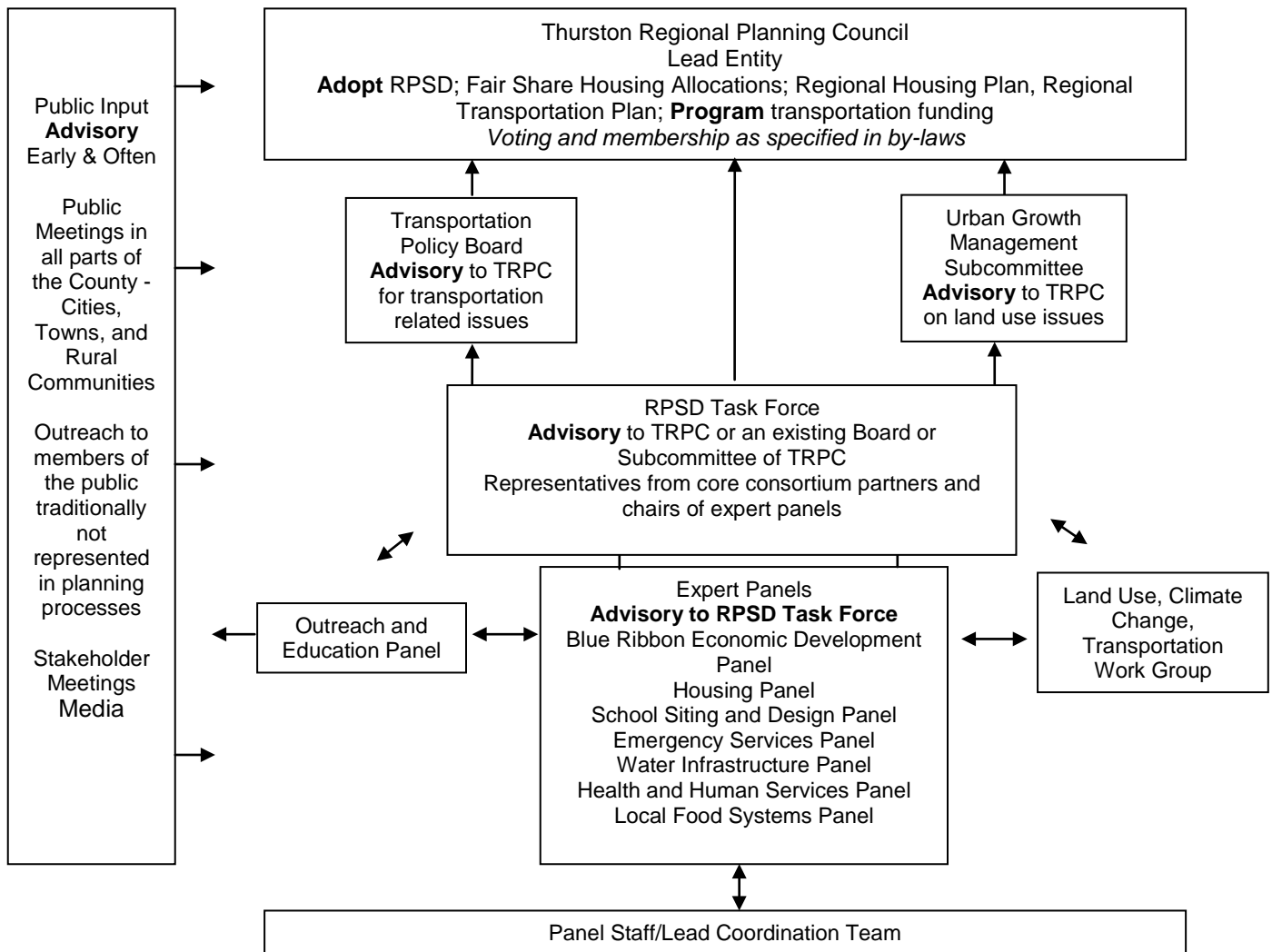
- Transportation Policy Board Representative
- Urban Growth Management Subcommittee Chair
- Blue Ribbon Economic Development Panel Chair
- School Siting and Design Issues Panel Chair
- Emergency/Fire Services Panel Chair
- Water Infrastructure Panel Chair
- Public Outreach/Education Panel Chair
- Health and Human Services Panel Chair
- Local Food Systems Panel Chair

We will seek public input early and often, using:

- Public Meetings in all parts of the County - cities, towns, and rural communities
- Outreach to members of the public traditionally not represented in planning processes
- Stakeholder Meetings
- Opportunities for public input at all Task Force and Panel meetings
- Media, including newspaper, radio, web and social media

Appendix 2 includes a full list of partnership roles.

Organizational Chart for Development and Adoption of the Regional Plan for Sustainable Development

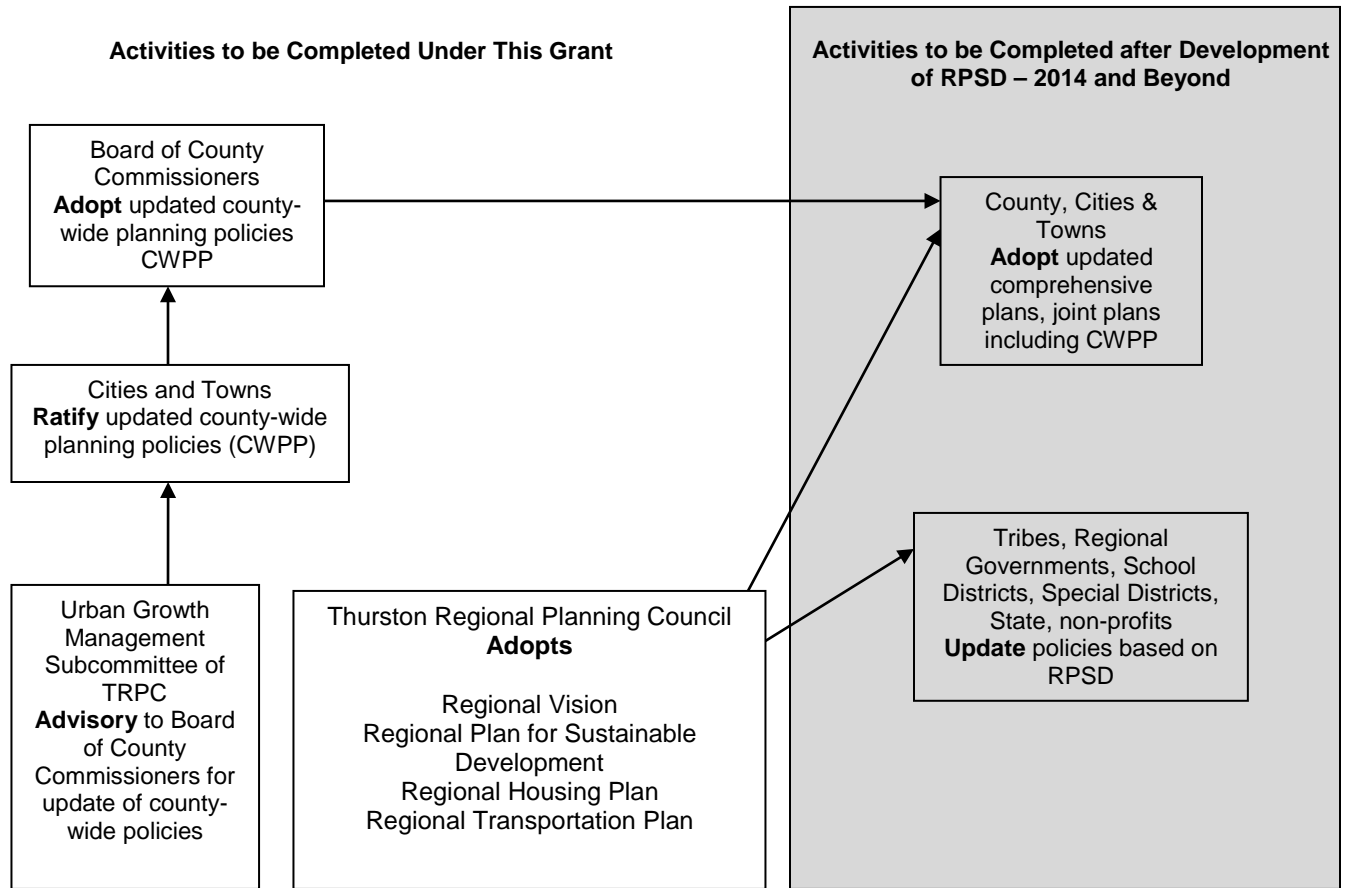


UPDATES TO LOCAL PLANS

Washington State is a Growth Management State that has a bottom-up approach to planning. Each local jurisdiction is responsible for adopting a local Comprehensive Plan and associated development regulations to guide their planning decisions. Local plans must be consistent with the Regional Transportation Plan that is adopted by the Thurston Regional Planning Council, and County-wide planning policies, which are ratified by the cities and adopted by the Thurston County board of County Commissioners.

The timing and requirements of the local updates are specified in the State’s Growth Management Act. At this time updates to local plans due by 2014. However, the state Legislature controls the timelines and may extend due to local economic conditions.

Update of Local Plans and Policies



NEW PARTNERS

It is expected that there will be interested parties not currently included in the consortium that will either request inclusion, or that will be identified by the consortium and asked to participate. The degree to which an interested party will be able to engage in the process will be evaluated on a case by case basis. When a potential interested party is identified, The RPSD Task Force will strive to determine the best fit for them. Options for inclusion range from accepting written input on specific plan elements, to being included on a panel or workgroup, to being named a member of the RPSD Task Force.

Every effort shall be made to include groups and interested parties that have not historically been represented in regional planning efforts. Whether they be minority populations, special interest groups, or underrepresented interests, membership in the RPSD Task Force is flexible enough to enable participation and inclusion of such groups.

DECISION MAKING

Decisions related to this project shall be made by the Thurston Regional Planning Council according to their bylaws, which identify voting procedures and rules of order. Recommendations and planning documents will be generated by working groups, vetted through the RPSD Task Force, and then presented to TRPC for final binding action. This type of regional planning effort, led by TRPC and with cooperation of regional partners, has been effective for the last 50 years in Thurston County. The decisions and recommendations that come out of such a process are viewed more favorably by regional partners since they have been methodically and publicly vetted and adopted. They are then more readily adopted into local plans and policies as well as regional planning processes.

There will be some consortium members who are not members of TRPC, and therefore do not have voting power on final decisions relating to the RPSD. The most effective way for these groups to make their opinions and positions known is to be actively involved in the panels, *public process*, and the RPSD-Task Force and be willing to serve as chair-persons or leaders in their area of expertise. All such groups, as well as individual members of the public will be encouraged to provide input at public meetings and will be given ample opportunities throughout the process to do so, as outlined in the Work Program.

PROJECT IMPLEMENTATION

Achieving the Regional Plan for Sustainable Development's regional vision will require the development and implementation of a strategy that includes planning and policy changes at the local, regional, state, and federal level. In addition to defining specific implementation steps, we will develop a list of Projects of Regional Priority as part of the process. . These projects will lead to implementation of the regional vision.

SHORT TERM IMPLEMENTATION STRATEGY

Developing the Regional Plan for Sustainable Development will occur over quite a long time – a three year period. Local plan updates take at least another year. This deliberative process is necessary to conduct outreach, build informed consent, and create a constituency for implementation. However, we will pursue good ideas as they emerge throughout the project. We will also develop a “short term” list of implementation strategies each fall for consideration as priority state legislative projects/programs.

COMMON ELEMENTS

Throughout the three-year process, a series of common elements will occur and re-occur as part of the overall public participation process. They include:

- Public meetings with a geographic distribution to reach all parts of the County
- Website and use of social media (face book and twitter) to engage the public and announce meetings, events, and distribute material
- Targeted outreach focused on those members of the public that traditionally do not participate in planning processes
- Institutionalize sustainability education through integration into existing training and education tools

In addition, project coordination and management will occur throughout the project. Specific tasks include:

- Project management and reporting
- Partnership agreements and management of scopes of work with partners
- Panel staff/lead coordination
- Support for panels and Regional Plan for Sustainable Development Task Force

The project will be supported by data analysis, research, and modeling. Some of the specific tasks include:

- Conduct background research into barriers and opportunities
- Develop Sustainable Community Game for public outreach and education
- Generate housing data projections (type and demand for future housing needs)
- Update Buildable Lands database and data layers
- Commission housing and corridor market studies
- Develop a neighborhood-scale scenario model
- Update existing regional models and model alternatives
- Develop monitoring metrics

THREE PHASE SCHEDULE

We will complete the project in three phases, each spanning approximately 12 months. Phases significantly overlap, with many common elements occurring continuously throughout the project. The phases simply provide a means to describe the overall flow over the three-year period.

Phase 1: Initial Visioning and Engagement of Stakeholders

Description

During this phase, we will develop a regional vision, engage public and private stakeholders and policy makers, and engage the public (business owners and residents) in an interactive Sustainable Community game at public meetings. The visioning and education process will refine the regional vision and educate community members on the benefits of sustainable development. This will target the known barrier of community and stakeholder opposition to strategies such as infill and redevelopment.

Goal

Achieve an understanding of the major vision of the region's residents and stakeholders regarding the future of the Thurston County region.

Objectives

Determine what participants see as:

1. Key successes – what has worked well – in the region
2. Key challenges or barriers to achieving the existing community goals and visions
3. Opportunity areas

Major Activities

1. Hold a kick-off forum
2. Convene eight panels and two work groups (Blue Ribbon Economic Development Panel, Housing Panel, School Siting and Design Panel, Emergency Services Panel, Water Infrastructure Panel, Health and Human Services Panel, Local Food Systems Panel and Outreach and Education Panel; Land Use – Transportation – Climate Change Work Group, and Panel Staff/Lead Coordination Work Group). We anticipate that each panel and workgroup will meet an average of three times, for a sum total of 25-30 total meetings, all of which will be open to the public.
3. Convene the Regional Plan for Sustainable Development Task Force (RPSD-TF)
4. Articulate vision, mission, and meeting norms with the RPSD-TF
5. Work with panels to develop white papers on all seven major topic areas, identifying successes, challenges/barriers, and opportunities
6. Articulate key issues to the RPSD-TF
7. Describe known key economic, social, and environmental cost/benefits of opportunities, and “did you know” factoids for public outreach
8. Conduct a review of existing plans and county-wide planning policies
9. Initiate market studies to define a range of opportunities
10. Update land use data
11. Update housing data
12. Work with a public education and outreach panel to develop public outreach material, including the Sustainable Community Game
13. Conduct targeted outreach to members of the public not traditionally involved in planning processes
14. Conduct five public meetings during Phase 1, distributed geographically around Thurston County

Products/Outcomes

1. A regional vision and identification of key regional policies
2. A report on initial visioning, including what has worked well, challenges and barriers, and opportunities. This report will include the principles that will guide the remainder of the planning process.
3. Preliminary housing and corridor market studies to inform the next phase of the planning process

Phase 2: Develop Neighborhood Growth Scenarios

Description

We will involve policy makers, public and private stakeholders, and the public (business owners and residents) in gaining a data-based understanding of the implications of current growth patterns, and developing a range of growth alternatives. We will review each topic area through data analysis to determine the neighborhood impacts of current growth patterns – or “business as usual.” Using neighborhood-scale community visioning software, we will test various growth alternatives for their impacts on neighborhoods, and measure the impacts with a set of develop a set of metrics and indicators. This phase will define a data-driven range of alternatives for regional modeling. The process is designed to create buy-in and stakeholder support through a data-driven process for the growth alternatives that will eventually be chosen through the visioning process.

Goal

To describe, in clear and understandable terms, the most likely future for the region given “business as usual,” and community-based alternatives that will have a better chance of leading to the vision articulated in Phase 1.

Objectives

1. Engage the community in building a blueprint to achieve the vision articulated in Phase 1
2. Begin with a broad range of alternatives, and narrow them down through a data driven, community- based process
3. Develop a set of three alternatives to “business as usual” for more detailed modeling in Phase 3

Major Activities

1. Project current trends into the future, and metrics and indicators to illustrate implications at a neighborhood scale
2. Use housing and commercial business market studies to inform a full range of alternatives
3. Use community visualization software to describe and quantify the effects of “business as usual” on neighborhoods
4. Use community visualization software to engage community members in developing three alternatives to business as usual
5. Finalize key policies and vision, and adopt into updated county-wide planning policies
6. Continue work on developing a Regional Economic Strategy
7. Continue to work on developing a Regional Housing Plan
8. Update “business as usual” population and employment forecast allocations
9. Update the “business as usual” regional transportation model
10. Conduct targeted outreach to members of the public not traditionally involved in planning processes
11. Conduct five public meetings during Phase 2, distributed geographically around Thurston County

Products/Outcomes

1. Report summarizing Phase 1
2. Housing data projections
3. Updated county-wide planning policies
4. Adoption of “business as usual” population and employment forecast allocations as a baseline trend projection

Phase 3: Develop a Preferred Growth Vision and Regional Plan for Sustainable Development

Description

We will involve policy makers, public and private stakeholders, and the public (business owners and residents) in developing a preferred growth alternative, and articulating the Vision in a Regional Plan for Sustainable Development, a Regional Housing Plan, a Regional Economic Strategy, Implementation Steps, and a List of Projects of Regional Priority.

Goal

To develop a community based series of Regional Plans, Strategies, Implementations Steps, and Projects of Regional that articulate the Regional Vision for Sustainable Development, and the policies and steps needed to achieve it.

Objectives

1. Develop the blueprint for how to achieve the Regional Vision identified in Phase 1
2. Build support for the blueprint by involving a full range of stakeholders in its development
3. Identify the steps necessary to achieve the vision

Major Activities

1. Model and describe three growth alternatives in the regional population and employment model
2. Model and describe three growth alternatives in the regional transportation model
3. Conduct targeted outreach to members of the public not traditionally involved in planning processes
4. Conduct five public meetings during Phase 3, distributed geographically around Thurston County
5. Select a preferred alternative
6. Develop and adopt a Regional Housing Plan
7. Develop a Regional Economic Strategy
8. Identify Implementation Steps
9. Develop a list of Projects of Regional Priority
10. Develop and adopt a Regional Plan for Sustainable Development
11. Evaluate Public Process
12. Develop inter-local agreements
13. Align funding strategies
14. Institutionalize sustainability education

Products/Outcomes

1. Summary of preferred growth alternative
2. County-wide planning policies adopted
3. Draft Regional Plan for Sustainable Development and Implementation steps
4. Draft Regional Housing Plan
5. List of Projects of Regional Priority
6. Inter-local agreements
7. Alignment of funding sources
8. Final Regional Housing Plan adopted
9. Final Regional Plan for Sustainable Development adopted

PROJECT IMPLEMENTATION SCHEDULE:

Task	2011				2012				2013				
	Quarter	1	2	3	4	1	2	3	4	1	2	3	4
1. Project Management													
a. Report to HUD													
b. Establish MOU between consortium members													
c. Develop Partnership scopes and hire consultants													
2. Coordination of Consortium Members													
a. Convene RPSD Task Force													
b. Convene expert & blue ribbon panels													
c. Coordinate with staff													
d. Hold regional forums													
3. Outreach, Education, and Public Input													
a. Conduct community outreach surveys													
b. Convene public (neighborhood) meetings													
c. Implement other outreach (ongoing)													
d. Institutionalize sustainability education													
4. Research, Data Support, Modeling & Metrics													
a. Conduct background research													
b. Develop Sustainable Community Game													
c. Compile housing data projections													
d. Update buildable lands database/GIS data layers													
e. Conduct housing and corridor market studies													
f. Model: Neighborhood scale – scenario													
g. Model: Regional models & alternatives													
h. Develop monitoring metrics													
5. Plan Development													
a. Review existing plans & policies													
b. Compare vision vs. reality/identify barriers													
c. Define vision, key policies, integrate into CWPP													
d. Adopt forecast and fair share housing allocations													
e. Development of preferred growth alternative													
f. Develop draft plan(s) & implementation steps													
g. Develop list of Projects of Regional Priority													
h. Develop inter-local agreements													
i. Develop draft RPSD and adopt													
j. Align funding strategies													
k. Update comprehensive plans (adopt in 2014)													
l. Update capital facilities & other plans													

Note: Gray shading denotes time of major activity

Appendix 1 – TRPC Bylaws

Appendix 2 – Partner Roles and Responsibilities

THURSTON REGIONAL PLANNING COUNCIL BY-LAWS

SECTION I: AUTHORITY

The Thurston Regional Planning Council (hereinafter referred to as “Council”) was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils in Washington State. The Council will comply with all applicable Local, State and Federal Laws and is authorized to receive State and Federal grant funds.

This document establishes the Council’s by-laws and is in accord with the membership and responsibilities set forth in the Thurston Regional Planning Council Agreement promulgated on May 7, 2010.

SECTION II: OFFICERS/DUTIES

The officers of the Council are Chair, Vice Chair, and Secretary. Officers may function as an executive committee in making recommendations to the full Council on budget, work program, or other policy issues as requested by the full Council.

Officers are elected at the February Council meeting from among the representatives of the voting members and officers may serve no more than two consecutive one-year terms in the same office. Prior to the February meeting, the presiding Chair will solicit nominations for office in writing from all voting member representatives. At the February meeting, as part of the election process, the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected.

A. The Chair presides at all meetings, prepares the agenda for the meetings, signs vouchers, calls special meetings, and sets the time and place of meetings in consultation with the membership. In addition, the Chair establishes committees and their membership for the purpose of making recommendations on the budget, performing the annual performance review of the Executive Director, and/or making recommendations to the full Council on other policy issues. The Chair officially represents the Council before other groups and agencies and carries out other duties as designated by the Council.

B. The Vice Chair serves in the Chair's absence and is authorized to approve vouchers.

C. The Secretary is the fiscal officer for the purpose of approving appropriate vouchers for the conduct of the Council affairs and may also serve in the absence of the Chair and Vice-Chair.

SECTION III: EXECUTIVE DIRECTOR AND STAFF

The Council may, within its authorized budget, engage an Executive Director. The Executive Director is selected or terminated with the approval of the voting members as outlined in Section VII: Voting. It is the role of the Council to set policy direction, which guides the Executive Director in the operations and administration of the agency. The Executive Director maintains all records of the Council, including necessary budget and financial records. The Executive Director is responsible for the administration of the agency pay and classification system as approved by the Council. The Executive Director is also authorized to approve expenditures within the authorized budget.

The Executive Director may, within the agency's authorized budget, employ such other personnel as needed to perform the work of the Council. Staff work under the policy direction of the Council as exercised through its Executive Director.

SECTION IV: MEMBERSHIP

Official membership of the Council shall consist of those duly designated member representatives and alternates of the entities who have entered into the Council Agreement. Member representatives and alternates, with the exception of those representing Associate and Tribal members, shall be elected officials of their jurisdiction. In the event an elected official from a member jurisdiction is not available to serve as a TRPC alternate, that entity may, with approval from the TRPC Chair, appoint a high-level, at will department head to serve as alternate. This alternate must have the authority to speak for that entity and vote on regional policies on its behalf.

If neither the duly designated member representative nor the officially designated alternate member representative is able to attend a specific meeting, then the jurisdiction may designate, for that meeting only, an additional alternate member representative. This additional alternate must have all rights, privileges, and authorities exercised by the member representative and the alternate.

SECTION V: NEW MEMBERSHIP REQUESTS

Application for membership on the Council is considered on a case-by-case basis. Entities seeking membership on the Council will submit a letter of application to the Council Chair stating the rationale for membership. The Council Chair in consultation with the Executive Director will consider whether the membership request fits into the Council's overall goals. In this initial review, there will also be an identification of the appropriate membership tier for the applicant. The Chair will present this information and make a membership recommendation to the full Council at a regular meeting. Membership requests require a vote of the Council.

SECTION VI: MEMBER RESPONSIBILITIES

To effectively carry out the work of the Council, member representatives (or alternates) must be fully engaged in the activities of the Council. Member representatives (or alternates) are expected to regularly attend, prepare for, and actively participate in scheduled meetings. It is expected that member representatives (or alternates) will also participate in other special meetings and committees as appropriate. Member representatives (or alternates) may also be asked by the TRPC Chair to represent TRPC to other organizations. It is important that member representatives (or alternates) maintain a regional perspective on matters coming before the Council. Member representatives (or alternates) work within a collegial atmosphere that strives for informed consensus in all of its decisions while respecting the viewpoints of others on the Council. Member representatives (or alternates) are responsible for conveying pertinent information discussed or presented at Council meetings back to their respective entities for information or action.

SECTION VII: MEETINGS

Regular Council meetings are held in accordance with the schedule set by the Council each year at its February meeting. To ensure appropriate notice, public involvement and effective regional decision-making, all meetings will comply with the requirements of the State Open Public Meetings Act. The Executive Director sees that official minutes are taken for each meeting and that they are signed by the Chair and the Executive Director after review and approval by the Council.

Written notices of meetings are mailed to all representatives and alternates at least five (5) days prior to the date of the meetings. Notice of special meetings called by the Chair may be made by telephone and all members will be notified. Robert's Rules of Order will be observed at all meetings. A meeting may be convened with a simple majority of the members.

SECTION VIII: VOTING

All matters coming before the Council are decided by the representatives of the voting membership. All actions before the Council require a quorum. A quorum will consist of the presence of at least 50 percent or more of the entire voting membership with at least two of those representatives being from the following jurisdictions: Thurston County, City of Olympia, City of Lacey, or City of Tumwater. Actions will be decided by a simple majority of the quorum unless two or more members request an optional weighted vote. The Council’s optional weighted voting system reflects, in some measure, the population and financial participation of the member agencies. If there is a call for a weighted vote, each voting member entity is assigned one vote weighted in the following manner:

Thurston County	7
City of Olympia	4
City of Lacey	3
City of Tumwater	2
City of Tenino	1
City of Yelm	1
City of Rainier	1
Town of Bucoda	1
LOTT Alliance	1
Thurston PUD	1
North Thurston Public Schools	1
Olympia School District	1
Intercity Transit	1
Nisqually Indian Tribe	1
Confederated Tribes of the Chehalis Reservation	<u>1</u>
Total Votes	27

SECTION IX: MEMBER ASSESSMENTS

Member assessments provide the revenue needed to carry out the Council’s Annual Work Program and Budget. Payment of member assessments is made after January 1 each year on an annual, semi-annual, or quarterly basis. In September of each year, in conjunction with preparation of the Annual Work Program and Budget, member assessments are calculated based on the following methodology:

Tier 1 – Charter Member Organizations (County, cities, towns, and tribal governments located within the region)

The current year population as defined by the Office of Financial Management is adjusted by the applicable factor as shown below. The adjusted population is multiplied by the Council established per capita rate to arrive at the yearly assessment figure. There is a \$700 minimum assessment in this category.

The following factors will apply to this tier:

- Urban county and entities with a population greater than 5,000 will be assigned a factor of 1.
- Rural county and entities with a population of less than 5,000 will be assigned a factor of .5.

Tier 2 – School District Members

The annual October 1 FTE student enrollment is multiplied by a factor of .25. This is used to arrive at an adjusted population. The adjusted population is then multiplied by the Council established per capita rate to arrive at the yearly assessment figure. There is a \$700 minimum assessment in this category.

Tier 3 – Regional Service Members (Members in this tier are entities established under State law that provide services that are regional in nature and serve a large segment of the population or the entire population)

Regional Service Members have a first year (base) assessment that is negotiated one time between the Council and the entity making application for membership. The negotiations will take into account the entity's fiscal constraints, service population, and the entity's regional role/impacts. The entity's assessment will be appropriate in comparison to other members in this tier and their membership must mutually benefit both the entity and the Council.

The base assessment is set by the Council upon approval of the entity's membership. This base will be modified each year during the budget process when assessments are re-calculated. A percentage change in assessment will be based on the corresponding percentage change in the over-all population of Thurston County. This percentage amount will be added to the base assessment and this new amount becomes the base for the following year.

Tier 4 – Associate Members (Members in this tier do not have a voting right on the Council.) This tier is designed for regional public entities who wish to participate in Council meetings and activities. Members in this tier are assessed \$1,000 per year.

SECTION X: ANNUAL WORK PROGRAM AND BUDGET

The Council develops and adopts the Annual Work Program and Budget each year as follows:

A. In August of each year, the Council Chair appoints a budget committee to review the draft version of the Annual Work Program and Budget for the coming year as prepared by the Executive Director. The budget committee reviews, refines, and then recommends a Draft Proposed Annual Work Program and Budget that is presented to full Council by the Executive Director no later than the December meeting of each year. The Chair then transmits the Approved Regional Work Program and Budget, as well as member assessments to the governing bodies of the member agencies and organizations for their information so they can incorporate their share of the member assessments into their own budgets.

The Annual Work Program consists of a statement of the projects and activities to be undertaken by the Council and staff during the following year and the corresponding member assessments. Cost estimates for all projects and activities will be provided as the basis for the budget. In developing the Work Program, Council will consider the following types of programs which are identified as the means of achieving the Council goals and policies:

1. Programs required in order to retain eligibility for state and federal grant programs and funded by member assessments.
2. Programs agreed to by a majority of the Council, which are regional in the sense that the implications and impacts of the program affect the entire County. Such programs would be funded by member assessments.

The Council adopts a consolidated agency operating budget at the meeting in January that reflects the Council's Approved Regional Work Program, as well as contracts and grants with local jurisdictions. The approved budget is then forwarded to the Thurston County Auditor.

SECTION XI: CONTRACT SERVICES

The Council may contract with member agencies or other local jurisdictions and organizations to provide professional services. The projects undertaken will support the overall mission, role and function of the Council. Contract services for member entities should take precedence over those provided to non-member entities.

It is the responsibility of the Executive Director to ensure that contracts are relevant, support the mission of the agency, and that there is adequate staffing to undertake and complete the work. The Executive Director is also authorized to sign and execute contracts on the Council's behalf.

SECTION XII: COUNCIL REVENUE AND EXPENDITURES

All funds paid to the Council are deposited to a special account in the office of the County Treasurer. Expenses and lawful claims against the Council are disbursed by the Treasurer. Funds are disbursed on warrants drawn by the County Auditor, which in turn are based on vouchers approved by the Chair, Vice Chair, or Secretary. The Council reviews and approves the claims paid at its next regularly scheduled public meeting.

SECTION XIII: FINANCIAL AND STATUS REPORTS

The Executive Director prepares semi-annual and annual reports that are provided to the Council at a regularly scheduled meeting. The reports provide budget expenditures to date and balances remaining in each budget classification.

SECTION XIV: TRANSPORTATION POLICY BOARD

The Transportation Policy Board (TPB) is a Council standing committee and advisory body whose purpose is to provide recommendation to the Council on policy and programs relating to regional transportation issues pursuant to state and federal legislation. TPB acts in accordance with its own by-laws.

SECTION XV: BY-LAW REVIEW AND AMENDMENTS

These by-laws will be reviewed at least every two years. Any amendments to the by-laws may be approved by a two thirds majority of voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Council will be taken.

Regional Plan for Sustainable Development Project Participants and Roles

Thurston Regional Planning Council (TRPC)

Role: Adopt updated Regional Transportation Plan and Regional Plan for Sustainable Development – Hear and comment on periodic updates on the RPSD process and products

Support: TRPC staff

Meeting Schedule: Monthly

Regional Plan for Sustainable Development Task Force (RPSD-TF)

Town of Bucoda
 City of Lacey
 City of Olympia
 City of Rainier
 City of Tenino
 City of Tumwater
 City of Yelm
 Thurston County
 Intercity Transit
 WA Department of General Administration
 WA Department of Commerce
 Housing Authority of Thurston County Representative
 Transportation Policy Board Representative
 Blue Ribbon Economic Panel Chair
 School Siting and Design Issues Subcommittee Chair
 Emergency/Fire Services Subcommittee Chair
 Water Infrastructure Subcommittee Chair
 Public Outreach/Education Subcommittee Chair
 Health and Human Services Chair
 Local Food Services Chair

Role: Develop a Regional Plan for Sustainable Development articulating a community defined sustainable future, actions and responsibilities to achieve it; and a Regional Housing Plan. Identify the connections within and between elements of the RPSD including (land use, transportation, housing, economic development, environment, emergency services, health, infrastructure, agriculture and local food systems, and public outreach and education.

Support: TRPC staff lead with support from jurisdiction and panel staff as needed

Meeting Schedule: Approximately every other month the first year

Standing TRPC Committees, Subcommittees or Boards

Transportation Policy Board (TPB)

Role: Update Regional Transportation Plan, incorporate RPSD goals, recommend draft to TRPC for adoption

Support: TRPC staff

Meeting Schedule: Monthly

Urban Growth Management Subcommittee

Representatives of cities/towns/county

Role: Review and update the Countywide Planning Policies (after update these are ratified by the cities/towns and adopted by the County); advisory to Thurston County on urban growth area boundaries.

Support: TRPC and local jurisdictional staff

Meeting Schedule: Periodic as needed

Panels Convened to Advise in Development of the RPSD

Blue Ribbon Economic Panel Subcommittee

Thurston Economic Development Council
Pacific Mountain Workforce Development Council
Thurston Climate Action Team
Thurston County Chamber
The Evergreen State College
St. Martin's University
South Puget Sound Community College
Other participants invited by the RPSD-TF

Role: Develop a Regional Economic Strategy.

Support: Thurston Economic Development Council and TRPC staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Housing Panel

Housing Authority of Thurston County
Housing developers
Housing lenders
Local non-profit, public and private stakeholders

Role: Articulate issues related to housing to the RPSD-TF – Develop Regional Housing Plan

Support: TRPC, City of Olympia, and Thurston County HOME Consortium staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

K-12 School Siting and Design Issues Panel

North County Healthy Kids – Safe Streets Action Team

North Thurston Public Schools and Lacey City Council/staff
Olympia School District and Olympia City Council/staff
Tumwater School District and Tumwater City Council/staff
Intercity Transit

South County Healthy Kids – Safe Streets Action Team

Rainier School District and Rainier City Council
Tenino School District and Tenino City Council
Yelm Community Schools and Yelm City Council/staff
Other school districts at their request

Role: Articulate issues related to school siting, infrastructure to support active travel, education and encouragement programs to support safety and health

Support: TRPC staff

Meeting Schedule: As necessary to articulate issues for each stage of the project

Emergency/Fire Service Panel

Lacey Fire District #3
Southeast Thurston Fire Authority
Thurston County Fire District #8
Other emergency/fire services providers at their request
Medic 1
Police and Sherriff Dept.
Representatives from local jurisdictions

Role: Articulate issues related to efficient provision of emergency services to the RPSD-TF

Support: TRPC staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Water Infrastructure Panel

LOTT Clean Water Alliance
Thurston Public Utility District
Representatives from the Public Works departments of local jurisdictions
South Thurston County representatives

Role: Articulate issues related to efficient provision of water infrastructure to the RPSD-TF

Support: TRPC staff

Meeting Schedule: As necessary to articulate issues for each phase of the project.

Housing Panel

Housing Authority of Thurston County
Housing developers
Housing lenders
Local non-profit, public and private stakeholders

Role: Articulate issues related to housing to the RPSD-TF – Develop Regional Housing Plan

Support: TRPC, City of Olympia, and Thurston County HOME Consortium staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Health and Human Services Panel

Role: Articulate issues related to health and human services in the region

Support: Thurston County Health and Social Services Dept. and TRPC staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Local Food Source Panel

Role: Articulate issues related to food production within the region

Support: TRPC staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Land Use, Transportation, and Climate Change Work Group

TRPC staff
Jurisdiction staff

Role: Articulate current regional and local plan goals as well as information from Vision/Reality, Urban Corridor Task Force, and State and County Climate Action information

Support: TRPC and jurisdiction staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Public Outreach Panel

Transportation Policy Board – Public Information Subcommittee
Sustainability Roundtable of Thurston County
State League of Women Voters – Education Fund
WA State Department of Commerce
WA State University – Division of Government Studies and Services

Role: Develop comprehensive public outreach strategy

Support: TRPC and local jurisdictional staff

Meeting Schedule: As necessary to articulate issues for each phase of the project

Other Partners and Stakeholders

Other Partners

Washington State University Division of Governmental Studies and Services

Role: Evaluate public participation and outreach

Washington State Department of Commerce

Role: Update Planner's Short Course and teach several sessions

League of Women Voters Education Fund (State League)

Role: Update "The State We're In" Curriculum Guide

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-G
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: State of Intercity Transit

1) **The Issue:** To provide the Authority information on the current status of Intercity Transit and challenges facing the agency in 2011 and beyond.

2) **Recommended Action:** This is an information item.

3) **Policy Analysis:** This report was requested by the Citizen Advisory Committee in 2005 and presented to the Authority and the CAC each year since this time. This annual update has proven to be a useful exercise for staff and has been well received by the CAC and Intercity Transit Authority.

4) **Background:** Intercity Transit was successful in having a 0.2% sales tax increase approved by the voters in August 2010. This allowed us to implement a modest service increase in February 2011 and to continue moving forward with major capital projects.

However, there continues to be a high level of uncertainty about Intercity Transit's future. The plans by Pierce Transit to significantly reduce service will affect the express service connection between the two counties and could have other impacts on our agency. There will be an increased demand for new service and particularly for improved connections to Sound Transit service in Pierce County. The recent rise in fuel prices could also prove challenging. The State of Intercity Transit report examines these issues and provides an update of our current financial status and options for the future.

5) **Alternatives:** This is an information item.

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

7) **Goal Reference:** State of Intercity Transit Report impacts all goals of the agency.

8) **References: References:** State of Intercity Transit Report 2011

Intercity Transit Authority
State of Intercity Transit Report
March 2011

Intercity Transit entered 2010 in the midst of an unprecedented economic downturn. Intercity Transit saw a 3% drop in sales tax in 2008, the first annual decrease in sales tax collections in the agency's history. This was followed by a 10 percent reduction in 2009. We faced tough choices as service levels could not be maintained without new revenue. We faced not only the need for additional revenues, but also an increased need for our services driven by increased unemployment and the inability of human service agencies to meet the needs of their customers.

The major issue facing Intercity Transit 2010 was whether we should place a sales tax measure on the ballot, and if so, when and for what amount. A failure to increase revenues would have necessitated service reductions beginning in 2011 with a total reduction in service of approximately 14%. The Authority directed an extensive outreach effort to the community and our member jurisdictions resulting in the difficult decision to put a measure to increase the sales tax on the August 2010 ballot. The Authority also engaged in a discussion of the level of increase to request from voters. A 0.2% increase would allow Intercity Transit to maintain current service levels while a 0.3% increase was needed to meet anticipated demand for service and to address necessary capital projects. The Authority decided to move forward with a request for a 0.2% increase in sales tax and put the measure on the August ballot. The measure was overwhelmingly approved with a 64% positive vote. The measure passed in each jurisdiction including unincorporated Thurston County.

The passage of this measure resulted in Intercity Transit again being in strong financial condition and allowed a modest service increase in February 2011. Service improvements included increasing service on our busiest route, Route 41 to The Evergreen State College, adding later night and new weekend service on several routes, and improving Sunday express service to Tacoma. We have seen a recent improvement to the local economy with sales tax revenues up by 1.5% in 2010 as compared to 2009 and up over 3.5% through the first two months of 2011.

Intercity Transit experienced something new in 2010 with the first wave of employee turnover hitting the agency. Our Development Director retired after 30 years with the agency and our Maintenance Director left after 27 years to become the Maintenance Director of King County Metro. We also lost our Information Services Manager who had 17 years of service at Intercity Transit. These departures came at a time when we were reluctant to rehire due to the

pending sales tax measure, and all three positions remained open at least six months. We have now filled these positions but are still working to reach budgeted staff levels. Our Human Resources Director will retire in early 2011 and the age of our workforce means we will face an increased rate of turnover over the next five to ten years.

Intercity Transit's major efforts in 2011 will focus on continuing our efforts to expand and improve facilities and equipment. Some of the major projects include:

- Expanding the Olympia Transit Center.
- Constructing the new Hawks Prairie Park-and-Ride Facility.
- Purchase of new hybrid diesel-electric buses.
- Expansion and renovation of the Pattison Street Operations and Maintenance facility

Intercity Transit will continue to improve the quality of service and the availability of information to our customers. We will install solar lighting in over 20 shelters and make improvements at over 30 stops to make them more accessible to our passengers. We recently introduced Google Transit as a trip-planning tool for our customers and will soon offer "One Bus Away" which provides real-time service information to our customers via smart phones or computers. We are also continuing to improve our Web site to make it more useful for our customers.

Intercity Transit will continue to face significant challenges in 2011. While we have seen several months of increased sales tax revenue, the long-term outlook for the local economy remains uncertain. Fuel prices increased dramatically in recent weeks and could continue to do so. This will increase demand for our service while also increasing our costs. We are prepared to quickly expand vanpool service, but it will be difficult to expand express service to meet increased demand. The possibility of Pierce Transit reducing express service between Tacoma and Olympia could result in increased pressure for additional Intercity Transit express service. These and other major challenges for 2011 are presented in more detail later in this report.

A major effort at Intercity Transit in 2011 is one that will be invisible to the general public and our customers. Intercity Transit is one of ten systems in the nation to be selected to receive training and technical assistance to implement an

ISO 14001-certified Environmental and Sustainability Management System (ESMS). This ESMS will require a significant effort by Intercity Transit staff; however, the outcome will be a system that ensures we are doing everything possible to reduce the negative impact of our operations on the environment, can quickly and effectively respond to any unforeseen events to minimize their impacts. This effort will affect all aspects of our agency and ensure we are continually improving and reevaluating how we provide public transportation services to our community.

2010 - Intercity Transit Accomplishments and Successes

The success of the August 2010 ballot measure was the key accomplishment of 2010. Without the passage of the measure, Intercity Transit would be facing service reductions and the delay of major projects. Instead, we have been able to increase service and are moving forward with a number of major projects. The following are some of our 2010 accomplishments:

- Sustained strong ridership and use of Intercity Transit services despite the economic downturn. Fixed-route ridership increased .3% in 2010.
- Completed renovation of the Olympia Transit Center's Customer Service Area. This improved ADA accessibility, restroom facilities, and other areas.
- Completed Transportation Enhancement grant (2006) including improvements at 27 bus stops and 24 new shelters.
 - Solar Light Project underway - bid completed, units ordered (Planning), installation of the first two by Facilities.
 - Working with individual jurisdictions; identified next round of bus stops enhancements for 2011.
- Completed successful negotiation with County for a lease of a 6-acre parcel at their land fill (Waste and Recovery Center) to construct a regional Park-and-Ride facility.
- Received grant money from the WSDOT Vanpool Investment Program (VIP) to purchase 46 replacement vanpool vans.
- Completed a successful Regional Mobility Grant application to acquire buses and operate a new Olympia Express route between Tumwater and Lakewood. Project will move forward if the Legislature fully funds the regional mobility grant program for the 2011-2013 biennium.
- Doubled security hours at Lacey Transit Center.
- 147,017 Dial-A-Lift trips were provided, approximately 4% more trips than 2009.

- Recognized by the State Auditor's Office for our 15th consecutive clean audit report (no findings!).
- Implemented a pilot, year-long Discounted Bus Pass Program for qualified social service agencies and local non-profits.
- Formed 13 new vanpool groups and folded 19 groups for a net loss of six from 2009. At the close of 2010, Intercity Transit had 175 active vanpool groups.
 - Vanpool staff provided training and certification for 393 Vanpool and Community Van drivers and road tests for 17 drivers in our Village Van program.
 - Vanpool staff implemented an updated Rideshare On-Line program and provided ridematch services for over 1,200 commuters last year.
- Community Vans were used by twenty-two different organizations, logging a total of 10,415 miles, and carrying 1,551 people on 164 different trips.
- The Surplus Van Grant program awarded vans to Olympia Early Learning Center and Senior Services for South Sound.
- Village Vans provided 5,960 trips to employment support related sites.
 - Volunteer Drivers contributed 5,221 hours totaling \$113,974.43 in in-kind match. Six succeeded in finding employment.
 - We implemented a new volunteer Administrative Assistant Support position.
 - Our first AmeriCorps volunteer completed 900 hours of service in Village Vans.
 - We received national recognition in three trade publications, one nationwide web site.
 - Interest in duplicating the program came from Colorado, Michigan, Ohio, Idaho and Virginia.
- Information Services continued to implement the recommendations of the 2009 Peer Review and updated systems.
 - Removed Novell as an operating system in order to streamline our network systems, decommission one physical server, and allowed us to reassign two servers to other duties.
 - Conducted our own internal review and reconciliation of all Microsoft product licensing. By upgrading and consolidating software onto existing and new virtual servers, we were able to reduce license counts and decommission six physical servers that were very old and no longer under warranty.

- Decreased the cost and staff time required for email spam management and web-surfing tracking by implementing the Clearswift email appliance and the IPrism web appliances.
- Purchased and installed a new SAN (Storage Array Network) that replaced our existing failing SAN system, giving us substantially more file storage space and the ability to transition our VMWare virtual server system into an enhanced Hi-Availability system.
- The Washington State Transit Insurance Pool (WSTIP) reviewed our IS Security and published a report of our top 11 risks. We partially mitigated six of the eleven.
- Maintenance struggled with staffing issues throughout the year but continued to provide high quality maintenance of vehicles and facilities.
 - Successfully integrated six hybrid vehicles into the fixed route fleet. The hybrids exceeded our expectations with dependability and fuel mileage in their first five months.
 - Converted the entire revenue fleet to “brake-on” retarder operation, enhancing fuel economy.
 - Completed street side camera installation for the entire coach fleet.
- Executive and Training continued to coordinate agency-wide initiatives in a number of areas.
 - Emergency/evacuation plans were put in place and successful drills were held.
 - Another successful United Way Campaign was completed despite the difficult economy
 - Procured nine laptops and began implementation of Electronic Board Packets.
 - Held a successful Board Retreat and directed the smooth introduction of three new board members in 2010 (Mary Dean; Virgil Clarkson; Karen Stites).
 - Implemented ClarityNET web-based safety training for Maintenance and Inventory staff and developed tracking and notification system.
 - Launched Security Awareness Training for Operators.
 - Conducted first Operator Training Bid – included every operator at IT; this will be demonstrated in 2011 at the WSTTIC Training Conference in May for other transit properties.
 - Launched a Passenger Assistance Q&A book for Operators now placed in the lounge as a reference.
 - Updated the bomb threat procedures that were incorporated into the new Operator Manual.

- Marketing and Communications directed the communications effort that led to voter approval of the August sales tax measure. This included producing information that provided Thurston County voters with an unbiased and fair analysis of the implications of passage or failure of the measure. In addition, Marketing and Communications continues efforts to ensure residents in our community are fully aware of available public transportation services. Efforts included:
 - Implemented a record level of public events and activities (127 events). This was a combination of transit fairs, classroom activity, field trips and presentations.
 - Obtained additional grant funds for transportation related community programs and successfully implemented several programs. This includes a 3-year, \$90,000 EPA Energy Grant partnership with TRPC, a 2-year \$100,000 WSDOT Safe Routes to School Grant.
 - Broadened the agency's Walk n Roll program with elementary and middle schools, the implementation of a Frequent Biker and Bike Maintenance Program with Roosevelt Elementary, and the launching new school activity in Tumwater and Yelm.
 - Completed the Healthy Kids-Safe Streets Action Plan, a multi-year effort with broad community input. This effort pulled together transportation and planning professionals, school administrators, elected officials and students to develop a plan that educates and encourages walking, biking, and taking transit.
 - Intercity Transit became the first Founding Licensing Partner of the popular Undriving program, based in Seattle, and successfully tested the program in Thurston County. With the innovative Undriver Licensing Station, Undriving has elicited car-use-reduction pledges from thousands of people from Seattle to Olympia.
 - Established a significant presence at area work sites and advocated trip reduction activity in Thurston County. This includes high use of alternative transportation modes, especially during the twice-yearly Wheel Options event in which 58 area worksites participated and a combined 5,000+ commuters used transit, vanpools, carpools, cycling, walking and tele-working.
 - Witnessed significant jump in use of the agency's web site by approximately 35% in the past year.
 - Successfully launched agency use of social media for customer and public communications
 - Marketing and Communications Manager was selected for the American Public Transportation Association's 2010-2011 national leadership program.

- Planning continued to be actively involved with local jurisdictions in 2010. Other efforts included improving planning and information tools and communications with customers.
 - Completed system-wide bus stop inventory for accurate count of amenities, accessibility and location photos. Converted old Access database and developed a new GIS mapping database for bus stops.
 - Assisted with overseeing software database coordination and launching of IT's web based Trip Planner using Google Transit.
 - Oversaw and coordinated service implementation tasks leading up to February '11 service enhancements (revising street-by-street, route stop lists, revising 230 on-street schedules, working with Marketing on public information, etc.).
 - Completed annual transit pass contract renewals with the State, Colleges, County and TRPC. Added St Martin's University to the transit pass program.
 - Participated in regional transportation efforts associated with the military's Joint Base Lewis McChord (JBLM) impact on the region and WSDOT's efforts associated with the JBLM.

- Dial-A-Lift (DAL) continued to offer outstanding service to our DAL customers. The following summarizes 2010 DAL client eligibility demographics:
 - 2404 total eligible clients, 33 more than 2009
 - 328 applications processed for DAL
 - ✓ 278 Full
 - ✓ 26 Conditional
 - ✓ 19 Temporary
 - ✓ 5 Ineligible
 - ✓ 4 Appeals of eligibility decisions
 - 161 triennial re-certifications
 - 13 Physical Assessments
 - 48 Referrals for Travel Training

- Travel Training also had an active year. The following data summarizes 2010 Travel Training activity:
 - 128 New Clients
 - 350 Travel Training Trips
 - 274 Individualized Trip Plans
 - 40 Group Field Trips with approximately 388 people

- 43 DAL Clients received Travel Training
 - 16 Travel Training Outreach Presentations
- DAL dispatch moved into a remodeled space in January 2010. The remodel provides more room for the department, increasing the functionality and comfort of the space.
 - DAL continues coordination with Rural and Tribal Transportation and Beyond the Borders, two programs serving rural Thurston County. Both programs transport individuals into Intercity Transit's service area, improving access to services within the urban area of Thurston County for rural residents.

2011 - Major Capital Projects

Several major capital projects were discussed briefly above and are presented in more detail below. We begin 2011 with three major capital facility projects in progress. These three projects will allow Intercity Transit's service to continue to grow and position the organization to meet the increased demand for an expanded role for public transportation in our community, region, state and nation. These projects address both current needs as well as future growth. The Olympia Transit Center and the Pattison Street Maintenance and Operations facility both need additional capacity today.

These capital projects will be extremely challenging to staff and the Authority. Any construction project is challenging and is certain to include unexpected, and often stressful, events. Undertaking three major projects will require continuing, detailed discussions between staff and the Authority and a clear understanding of the roles of both in the process. These three projects and their challenges are summarized below:

Expansion of the Olympia Transit Center

The current Olympia Transit Center is at capacity and is able to meet current demand only by the City of Olympia allowing bus bays on a portion of Olympia Avenue. In addition to expanding capacity for Intercity Transit's local and regional services, this project also will provide space for a private, intercity bus operator to locate at the facility. The project will also include expanded facilities for customers and staff, bicycle-related facilities and office and meeting space. Additional federal funds from the Surface Transportation Program (STP) are anticipated for design and construction of the facility. This will bring total federal funding for the project to \$4,752,000. A three-story facility is being pursued with a total budget of approximately \$7,900,000. Design will be completed in 2011 with construction anticipated in 2012.

Expansion of the Pattison Street Maintenance and Operations Facility

This will be the largest and most expensive construction project ever undertaken by Intercity Transit. The project has been underway for several years. An alternatives analysis was completed in 1999 that identified use of the adjacent property at Pattison Street and Martin Way, as the most desirable means of expanding the maintenance and operations facility. The expansion plans were put on hold following the passage of I-695 in 2000. The owner of this property approached Intercity Transit in 2004 with an offer to sell the property. Required environmental work was completed and the property was purchased in 2005. In early 2009, a contract was awarded to Tetra Tech in developing a Master Site Plan for the expansion of the Pattison Street facility. The adopted Master Site Plan describes a three-phase expansion that will meet our needs through 2035. The first and largest phase expands the maintenance and operations capacity and completes major site infrastructure requirements and all frontage and street improvements. Phase 2 further expands the capacity of the Operations Department with Phase 3 addressing administrative space requirements.

Preliminary engineering and environmental work for Phase 1 began in early 2010 and is near completion. The Authority will be requested to consider beginning final engineering in mid-2011. The future of federal funding for major projects is uncertain at present, and the decision to move forward with final engineering may be delayed until this becomes clearer.

Hawks Prairie Park-and-Ride Facility

Intercity Transit received over \$3 million in State of Washington Regional Mobility grant funds to begin construction of a 325-space park-and-ride facility at the Thurston County Waste and Recovery Center. This unique project utilizes land with few other feasible uses to provide a park-and-ride facility ideally located near an I-5 interchange. This cooperative effort between Intercity Transit and Thurston County will serve Thurston County residents for many years. An additional \$3.2 million for this project is expected in the 2011-2013 Regional Mobility Grant process.

A contract for design, engineering and construction management work was awarded to KPFF Engineering in early 2009. A feasibility study was completed and led to the successful Regional Mobility grant. Design and engineering work is near completion and site preparation work began in August 2010 with the site being loaded to compress the site and prepare it for construction. This phase of the project will continue until mid-2011. The construction of the facility should be completed by mid-2012.

In addition to the facility projects, major bus and other vehicle purchases will occur in 2011. Seven replacement diesel-electric buses will be ordered in early

2011. These will arrive in mid-2012. Funding is being sought for seven other replacement buses. Eighteen Dial-A-Lift vehicles will be delivered in 2012. This replaces one-half of our Dial-A-Lift vehicles and adds one additional vehicle to the active fleet.

Financial Status

Intercity Transit enters 2011 with reserve funds significantly above the Authority's reserve policy level (reserve equivalent to 90 days operating expense). However, we will not see an increase in revenue from the new sales tax level until March 2011, and reserve levels will be reduced to approximately \$2 million above the policy level at the end of 2011. The financial forecast shows we can maintain current service levels through 2016 and maintain the policy reserve levels.

The assumptions in the financial forecast are relatively conservative, but there remains a great deal of uncertainty. We anticipate sales tax revenue will increase by 2% in 2011, and will increase an average of 3.5% per year in the 2012 to 2016 time period. We anticipate fuel prices will average \$3.00 per gallon in 2011 and increase 3% per year beginning in 2012. Recent sharp increases in fuel prices may be short-term, as we experienced in 2008, or could be a longer term trend. We also assumed 80% federal funding for the expansion of our Pattison Street operating and maintenance facility and for seven new, hybrid buses. We are unlikely to pursue the facility expansion without the federal funding, and we have been successful in obtaining federal funds for vehicles purchases.

The greatest financial challenge we may face is meeting the demand for new service we will face over the next several years. I anticipate we will see increased demand for regional express service as well as for increased local service. Our financial model shows no net increase in service beyond that added in February 2011. The Authority may wish to explore asking voters to approve the final 0.1% of sales tax authority with the tax increase tied to specific service changes. I recommend this discussion be tabled until we have a better idea of the future of federal and State of Washington funding.

Sustainability and Environmental Programs

In 2009, Intercity Transit completed a final version of our sustainability plan. This plan includes long term and short term sustainability goals. Strategic objectives are established in the areas of energy usage, carbon emissions, facilities, materials flow, growth, development and planning for the future. A copy of the Sustainability Plan can be found on our website, www.intercitytransit.com.

In 2010, Intercity Transit was selected as one of ten transit systems to participate in the Federal Transit Administration's Environmental and Sustainability Management System (ESMS) training. This year-long training is designed to result in the implementation of an ISO14001-certified ESMS at Intercity Transit. This is a very large project and will affect the entire organization. We will not only improve our organization in the area of environmental and sustainability management, but we will also have a model of a management system that can be applied in other areas of our agency.

Major Challenges in 2011 and Beyond

The success of the August 2010 sales tax measure allowed Intercity Transit to make a modest service increase (3.1%) in February 2011 and to continue with major capital projects. We should be able to maintain current service levels through 2016 with current revenue. However, there is little room for growth beyond the recently added service and we continue to need new federal funding to complete the expansion and renovation of the Operating and Maintenance facility.

I encourage the Intercity Transit Authority and the Citizen Advisory Committee to focus on the following major challenges in 2011:

Increased demands for service - A major challenge in 2011 and beyond will be to meet increased demands for more service within Thurston County and increased service connecting Thurston County to other counties, particularly Pierce County and the central Puget Sound area. Providing effective and efficient service to the fringes of the Public Transportation Benefit Area (PTBA) will continue to be a challenge. An example is the northeast Lacey area, which continues to grow. This area has some density and a large number of senior citizens. However, it is a significant distance from any current bus service, and many of the residents primarily travel to and from Pierce County rather than within Thurston County. It will be very difficult to provide a transit service that is convenient and effective for this area's residents.

Pierce Transit service reductions - We will be challenged to meet the demands for regional travel in 2011 and beyond. Pierce Transit's February 2011 sales tax measure was unsuccessful. They announced a 35% service reduction will be implemented in September 2011. It is anticipated that 50% of their service connecting Pierce and Thurston County will be eliminated. Intercity Transit must decide whether we will increase service in this corridor when this occurs. Without additional service, we are likely to see overcrowding on our service and the inability to carry all customers.

Improving Dash service and increasing productivity – Intercity Transit made a commitment in 2010 to review the Dash service and to take steps to increase its productivity. This effort should involve all stakeholders in the discussion and should include adequate opportunity for public input.

Working with Sound Transit - Sound Transit will expand its commuter rail service, The Sounder, to Lakewood in 2012. When this occurs, we are likely to see an increased demand for express service connecting to this service. In addition, we have seen increased discussion of the possibility of extending Sound Transit commuter rail to Thurston County. Sound Transit has no plans to do this or even expand service to DuPont. There are significant operational issues need to be overcome to extend service south of DuPont, and the cost would be very high. In addition, the political mechanism required would necessitate Thurston County, or some portion of Thurston County, joining Sound Transit, and implementing significant sales and other taxes. It is difficult to see the level of benefit that would justify the high cost of this action and of extending commuter rail service. I recommend we continue to focus on high quality bus service as the primary means of connecting Thurston County to Pierce County and Sound Transit services, and we focus our investments in this area.

Improving Dial-A-Lift - A continuing service challenge will be to serve the increasing number of Dial-A-Lift clients and other aging members of our community. Thurston County is getting dramatically older. The population of Thurston County is expected to increase by 68% between 2010 and 2040 while the number of persons over 65 is expected to increase by 165% in this same period. Mobility and the ability to drive both decrease with age. We are likely to see a significant increase in DAL-eligible persons, and the demand for service that reduces walking distance and offers more flexibility.

Adjusting to fuel price changes - A challenge identified in last year's report - the volatility of fuel prices - will continue to be a significant issue. A \$1.00 increase in fuel prices increases annual expenditures by approximately \$1 million. Diesel prices increased from \$2.00 per gallon in early 2007 to a high of \$4.50 per gallon in June 2008. Prices fell to \$1.50 per gallon in early 2009 and rose to approximately \$2.25 per gallon in late 2009. Prices continue to hover at approximately \$2.25 per gallon for our B20 diesel/biodiesel blend throughout 2010. Fuel prices appeared to have stabilized in 2010, but recent international events and the global economic recovery have again resulted in sharp fuel price increases. There continues to be great uncertainty about the future price of fuel. This is a cost we have little control over. We must continue to budget fuel costs conservatively to avoid a sudden unexpected cost increase, resulting in the need to reduce service levels.

Succession Planning – We need to increase attention to and planning for the aging of our workforce. Two department heads left our organization in 2010 and the remaining four and the General Manager will likely retire before 2018. We will also lose many of our division managers, technical staff and supervisors during this time period. We must provide training for current staff to step into these positions to the greatest extent possible.

Sustainability and implementation of the Environmental and Sustainability Management System (ESMS) - Full implementation of the ESMS and ISO-14001 certification will require a significant commitment by the entire organization. We should also continue to expand our sustainability plan and implement actions and policies that reduce our Greenhouse Gas (GHG) emissions and energy usage.

Keeping fares affordable for persons with low incomes – We should continue to work with the community to find ways to make public transportation more available and affordable to persons with low incomes. The Reduced Monthly Bus Pass program is a good first step. We will evaluate this program in mid-2011 and determine if it should be continued.

Effectively using technology – We should continue to define the role of Information Systems and technology management in our organization and to use technology to improve our communications with our customers. New technology must be cost-effective and result in improved service to the community.

Integrating with the regional fare system (ORCA) - We should continue to work with Sound Transit to determine the best way to coordinate with and possibly join the ORCA regional fare system. We should focus on extending the service to our express service and then determine if the system can be implemented system-wide.

Conclusion

I ended the 2010 State of Intercity Transit report on a cautious note due to the uncertainty of future funding. This year I have to be optimistic. We have incredible community support and continue to see growth in our ridership and demand for our service. We have a resilient and strong organization that has shown the ability to react to unforeseen conditions and the commitment to continually improve our services. We developed and strengthened community partnerships and continue to improve training for all employees. Our Citizen Advisory Committee continues to be actively engaged and strengthens our connections to the community, and the quality and thoroughness of staff work.

The Intercity Transit Authority continues to push the organization to excel and to ensure we stay connected with goals and needs of our member jurisdictions and the entire community.

We will face the challenges outlined above; we are well positioned to do so. The uncertainty about the economy and fuel prices requires us to be cautious and conservative about adding service or new programs. However, we remain poised to take advantage of increased federal, state or local funding and can quickly implement new service and move forward with capital programs. We continue to seek new funding and partnerships that will allow us to be more effective.

We provide excellent service to our customers and the entire community. We have one of the most modern and attractive bus fleets in the nation, and are one of the most effective systems in using technology to increase customer service and safety and continue to seek to improve in this area. Our service continues to improve; our ridership continues to grow. We have had incredible success in recruiting excellent new employees and our current employees strive for continuing improvement. Few other transit systems in the nation can compare with the quantity, quality, and diversity of service we offer to the Thurston County community.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-H
MEETING DATE: April 6, 2011

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: 2011 Citizen Advisory Committee Recruitment

-
- 1) **The Issue:** Conducting a recruitment to fill vacancies on the CAC.

 - 2) **Recommended Action:** Reviewing the timeline and proposed process for the annual recruitment for Citizen Advisory Committee (CAC) members. Provide staff feedback.

 - 3) **Policy:** The Intercity Transit Authority chartered a Citizen Advisory Committee in 2001. It is the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.

 - 4) **Background:** The Citizen Advisory Committee members serve three year terms, and may serve no more than two consecutive 3-year terms. Each April/May, staff conducts a recruitment to fill vacancies which may occur throughout the year or through expiration of terms.

The CAC is comprised of up to 20-members, representing the diversity of our community. Six members' terms expire each June, and often there may be other terms to fill based on members leaving due to other reasons.

Berl Colley and Linda Olson are not eligible to seek reappointment, two long standing members who have met the term limits. Stuart Delaney passed away earlier in 2010 leaving a vacancy, so there are a minimum of three open positions.

Four other members' terms expire June 30, 2011: Meta Hogan, Rob Workman, Seema Gupta and Roberta Gray. All four are eligible to serve another term and were contacted to determine if they were interested in seeking reappointment which requires each to submit a letter of interest. Three of the four let us know they are interested in seeking reappointment and have either submitted their letter of interest or will be within the week. We are yet to hear from Seema Gupta.

The youth recruitment is underway. Staff recommends the attached timeline which basically follows the same timeline for the youth recruitment. The only difference is it provides some flexibility if needed for the interviews. The deadline for application submittal is the same, which helps reduce confusion for the public.

5) **Alternatives:** N/A

6) **Budget Notes:** The recruitment will cost approximately \$1,200 for ad design, placement and media costs.

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

8) **References:** Recruitment Timeline; Application; Cover Letter; List of Terms.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
2011

Date	Process	Who
March 27-31, 2011	Update Application Materials/ Assemble Packets.	Rhodetta
March 25-30, 2011	Contact current members with terms expiring to determine who wishes to be considered for reappointment.	Rhodetta
April 6	Update Authority On Timeline & Process.	Rhodetta
April 7, 2011	Discuss w/ Brad Wright ad design; develop and approve. (<i>Olympian/Nisqually Valley News/Rider Alert/website/Craig's List</i>)	Rhodetta/Brad
April 10-May 8	Place ads strategically on weekends; local media.	Brad
April 18, 2011	Update CAC on timeline. Also apprise them of status on Youth recruitment	Rhodetta
April 20, 2011	Seek volunteers for ad hoc committee for interviews. (1 st week in June)	Rhodetta
April 10-May16, 2011	Packets will continue to go out electronically - mailed if requested.	Rhodetta
May 20, 2011	Applications Due.	Rhodetta
May 20-25, 2011	Reviewed for eligibility.	Rhodetta
May 26, 2011	Final list of applicants go to Authority for Authority review.	Rhodetta
June 1, 2011	Authority reviews applications for interviewing. Provides staff feedback.	Rhodetta
June 6-10, 2011 or June 12-17 Youth interviews will be 6-10 - may be able to do same night depending on #.	Identifies date for CAC and ITA members to conduct interviews - sets up interviews - approximately 15 minutes for each and 5 minutes in between. Staff schedules; confirms.	Rhodetta
July 6, 2011	Makes appointments	Authority

July 6-14, 2011	Schedules orientation with new members, Citizen Advisory Committee officers, General Manager and Authority Chair.	Rhodetta/Sandra/Marty and new CAC Officers TBA
July 18, 2011	First meeting for new members - this would be a joint meeting of the ITA and CAC.	New Members

INTERcity TRANSIT

CITIZEN ADVISORY COMMITTEE APPLICATION

Due: May 20, 2011

Name: _____ Home Telephone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Current Employment/Student Status (if applicable): _____

Occupation (former if retired): _____

Employer (if applicable): _____

Work Address: _____

Work Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

School (if student): _____

How long have you lived in Thurston County? _____

Please list community groups you are affiliated with (volunteer, professional, etc.) _____

Normally, the commitment to this committee will require 3-4 hours per month. Can you commit 3-4 hours per month to the Citizen Advisory Committee?

Yes

No

The Group meets the third Monday of the month, 5:30 p.m. to 7:30 p.m. Can you meet at this time? Yes No If not, when can you meet?

Do you have any special needs, i.e. transportation, interpreter, other? Please explain

(Using a separate sheet of paper)

Please answer the following and attach your answers to this application:

1. Describe public transportation issues of concern and importance to you.

2. Why do you want to be a member of Intercity Transit’s Citizen Advisory Committee? Please share any additional information relating to your interest and/or experience.

Indicate your general location of residence/representation:

- 1. Olympia Community _____
- 2. Tumwater Community _____
- 3. Lacey Community _____
- 4. Yelm Community _____
- 5. Unincorporated areas _____

Indicate your areas of interest you think you might bring to the committee (check all that apply):

- | | |
|---|---|
| 1. Senior Citizen _____ | 8. Youth _____ |
| 2. Persons with Disabilities _____ | 9. Medical Community _____ |
| 3. Local College Student _____ | 10. Social Service Agency _____ |
| 4. Chamber of Commerce _____ | 11. Unincorporated Community _____ |
| 5. Business Representative _____ | 12. City/State Transportation Demand Mgt. Coordinator _____ |
| 6. Service User _____ | 13. Local High School _____ |
| Check all that apply: | 14. Neighborhood Assn. _____ |
| <input type="checkbox"/> Vanpool | <input type="checkbox"/> Dial-A-Lift |
| <input type="checkbox"/> Carpool | <input type="checkbox"/> Express Service |
| <input type="checkbox"/> Fixed Route | <input type="checkbox"/> Star Pass Holder |
| <input type="checkbox"/> Community Vans | <input type="checkbox"/> Park-&-Ride Lots |
| <input type="checkbox"/> Village Vans | <input type="checkbox"/> Other _____ |
| 7. Citizens-at-Large _____ | 15. Native American _____ |
| | 16. Rural Community _____ |
| | 17. Environmentalist _____ |
| | 18. Bicyclist _____ |
| | 19. Other _____ |

Voluntary Information

The Committee desires a broad representation of backgrounds and interests on the committee. The information you volunteer here, which will remain confidential, will assist in this goal.

Race: American Indian/Eskimo _____ Black _____
 Hispanic _____ Caucasian _____
 Asian/Pacific Islander _____ Other (Specify) _____

Gender: Male _____ Female _____

Age: 15-19 _____ 20-30 _____ 31-40 _____ 41-50 _____ 51-64 _____ 65+ _____

Disability: Yes _____ No _____ If yes, list disability _____

Applicant’s Signature _____ Date: _____

Please mail this application to: Intercity Transit
 ATTN: Citizen Advisory Committee/Rhodetta Seward
 PO Box 659, Olympia, WA 98507-0659

Or drop the application by: 526 Pattison SE, Olympia 98501

Fax to: (360) 357-6184 or email to: rseward@intercitytransit.com

For more information about the Citizen Advisory Committee, call Intercity Transit at 705-5856.

INTERcity TRANSIT

April 2010

INTERCITY TRANSIT AUTHORITY CITIZEN ADVISORY COMMITTEE

The Intercity Transit Authority is soliciting applications from individuals residing within Thurston County who are interested in serving their advisory panel, the Citizen Advisory Committee. The Committee consists of 20 members from throughout the service area representing seniors, youth, persons with disabilities, college students, chambers, business owners, transit service users, social service agencies, the medical community, neighborhood associations, Native Americans, the rural community, Transit Demand Management, and citizens-at-large. The Citizen Advisory Committee is comprised of both supporters and critics of public transportation.

The Authority is seeking applications from public spirited citizens who are willing to become involved, study the issues, and serve in an advisory capacity to Intercity Transit's governing board.

The Citizen Advisory Committee meets monthly on the third Monday of each month, 5:30 to 7:30 p.m. at Intercity Transit. A copy of the Committee's operating procedures is enclosed.

If you are interested in the opportunity to be part of establishing direction for public transportation in Thurston County community, call (360) 705-5856 for additional applications. Applications are also available at the Olympia Transit Center, at the Administrative Office, 526 Pattison SE, Olympia, all Timberland Libraries, on Intercity Transit's website:(intercitytransit.com), and at Thurston County high school career centers; ROOF in Rochester; and YMCA. Applications are due May 20, 2011.

The Authority will review all applications received and schedule interviews. It is anticipated a selection will be made by late June and appointments made by the Authority at their July 6, 2011, meeting. All applicants will receive acknowledgment and notification of his or her status in the selection process.

For more information about the Citizen Advisory Committee or the selection process, contact Rhodetta Seward, (360) 705-5856.

**TERMS
CITIZEN ADVISORY COMMITTEE
INTERCITY TRANSIT
September 2010**

2009-2012

Gerald Abernathy
Wilfred Collins
Joan O'Connell
Valerie Elliott
Jackie Reid
Faith Hagenhofer

2010-2013

Don Melnick
Julie Hustoft

Catherine Golding
Stephen Abernathy
Jill Geyen
Kahlil Sibree

2008-2011

Meta Hogan
Berl Colley
Linda Olson
Rob Workman
Seema Gupta
Roberta Gray

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-I
MEETING DATE: April 6, 2011**

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, Executive Services Director (705-5856)
SUBJECT: General Manager Performance Evaluation Process

-
- 1) **The Issue:** Review forms for the 2010-2011 Evaluation for the General Manager and agree to a timeline.
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- 2) **Recommended Action:** Review the evaluation forms and timeline; direct staff if changes are needed.
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- 3) **Policy Analysis:** The Authority evaluates the General Manager on an annual basis. The General Manager's employment agreement, Section C Performance Evaluation, states the General Manager "will be subject to a written performance assessment by the Transit Authority on/by dates coinciding with your six-month and twelve-month employment anniversary dates." The General Manager's anniversary date is April 15.
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- 4) **Background:** The General Manager receives a general wage increase each January 1 as a non-represented employee, if approved with the annual budget process. The Authority also approved annually reviewing the performance of the General Manager and considering a lump sum compensation payment based on performance.

The proposed timeline:

<i>April 6, 2011</i>	Review forms & provide staff feedback.
<i>April 8, 2011</i>	Email evaluation documents to Authority members. Mail out documents to those wishing to have hard copies.
<i>April 22, 2011</i>	Deadline for completing and submitting evaluation forms to Chair.
<i>April 25-May 2, 2011</i>	Chair & Vice Chair review and score forms; prepare recommendation to Authority members.
<i>May 4, 2011</i>	Authority members conduct executive session to

	review General Manager's 2010-2011 performance.
<i>May 4, 2011</i>	Authority takes action, if appropriate, in regular session regarding performance.
<i>May 6, 2011</i>	Chair provides Clerk of the Board original evaluation forms and any official comments desired to be included in the annual letter to the General Manager.
<i>May 9-10, 2011</i>	Clerk of the Board finalizes letter to General Manager under Chair's signature. Obtains Chair's signature. Places forms in General Manager's personnel file with copy to HR.

Attached for Authority review:

- Performance Appraisal Policy (pages 1-3)
- Evaluation Rating Matrix (page 3)
- Evaluation Form (pages 4-9)
- Evaluator Score Sheet (page 10)
- Overall Rating Sheet (pages 11-12)
- General Manager's self-assessment - will be part of the package distributed on April 8.

The evaluation instrument has been updated with the current goals. The Authority will review the forms, and if changes are required, staff will make the changes and finalize the documents prior to distribution on April 8.

Staff will forward an electronic copy of the final evaluation instrument to each Authority member on April 8, 2011, as well as a hard copy to only those members requesting a paper copy. Forms are due to the Chair by **Friday, April 22, 2011**. A self-addressed, confidential envelope will be included for those receiving hard copies. The Chair and Vice Chair will use the Overall Rating Form (pages 10-11) to tally each member's scores to determine an overall rating for the General Manager.

Staff will schedule an Executive Session for the May 4, 2011, meeting to review the performance of the General Manager, per RCW 42.30.110.

5) **Alternatives:** Provide staff direction on the process and timeline.

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

7) **Goal Reference:** N/A

8) **References:** Evaluation Process and Forms.

PERFORMANCE EVALUATION FORM

MICHAEL HARBOUR, GENERAL MANAGER INTERCITY TRANSIT 2010-2011

General Manager Performance Appraisal Policy

The Governing Board of Intercity Transit is committed to delivery of high quality public service to its citizens. This policy outlines Intercity Transit's process for identifying the performance accomplishments of the General Manager's position. It outlines a consistent standard to provide merit award based on performance and outstanding service.

1. Philosophy

The Intercity Transit Authority recognizes that effective communication of the agency's goals and objectives to the General Manager is vital to ensure effective public service. The Authority desires to retain and recognize a General Manager who demonstrates high ethical standards, team orientation and a willingness to accept responsibility for his/her performance and to provide overall leadership for the agency.

2. Policy Statement

It is the policy of Intercity Transit Authority to support and motivate a well qualified, productive General Manager and to encourage and recognize activities that make a positive difference in the lives of the citizens. The Authority, therefore, endorses the use of this General Manager annual performance appraisal process as a management tool. This tool is to provide a fair and effective method of communicating job performance, expectations, results and motivation towards the achievement of Intercity Transit's goals.

3. Performance Appraisal Forms

All performance appraisals of the General Manager must be submitted on the standard form (called the Merit Pay Performance Appraisal Form) or a customized version of the form with the same rating factors and scale. No other form shall be acceptable documentation for compensation recommendations.

4. Definitions: *(Definitions of performance ratings are illustrative and are not intended to be neither inclusive nor exclusive of all rating criteria.)*

Far Exceeds Standards (Rating = 5) Exceeds Standards (Rating = 4)

The performance of the General Manager reflects work of a high achiever to a very high achiever (distinguished) for this classification. The General Manager:

- ❑ Makes a contribution to the overall mission success and sets a positive example which reflects the values;
- ❑ Exceeds the normal scope of the job requirement;
- ❑ Applies advanced or innovative problem-solving techniques effectively;
- ❑ Works independently in a highly competent and reliable manner, requiring little or no supervision.
- ❑ Is sought out by peers, subordinates and supervisors for advice and opinions within the scope of the General Manager's responsibility;
- ❑ Willingly participates in and contributes to successful team efforts, typically becoming the formal or informal team leader; and
- ❑ Effectively delegates and develops subordinates/peers, thereby increasing the output of the group.

Meets Standards (Rating = 3)

The performance of the General Manager ranges from that of a fully developed achiever, operating with minimal supervision and meeting well-stated objectives to one who makes a solid contribution in response to well-defined instructions and guidance. At this level of performance, the General Manager:

- ❑ Consistently supports the mission and values;
- ❑ Performs major aspects of the job well;
- ❑ Consistently meets the normal scope of the job's requirements; can occasionally exceed or fall short;
- ❑ May apply effective or innovative problem-solving techniques to a job identified as important;
- ❑ Generally works as an integral part of a team and contributes effectively as a team member; and
- ❑ Delegates work and trains or ensures training for subordinates appropriately.

Needs Improvement to Meet Standards (Rating = 2)

Fails to Meet Standards (Rating = 1)

The performance of the General Manager is not consistently meeting all job requirements, and the General Manager needs more supervision than should be required for someone with similar job functions and responsibilities. At this level of performance, the General Manager:

- ❑ Does not perform in a manner which consistently supports the Intercity Transit mission and values;
- ❑ Consistently performs one or more aspects of the job below expectations and established standards;
- ❑ Does not consistently apply problem-solving techniques to situations;
- ❑ Requires an unusual amount of supervisory follow-up or monitoring;
- ❑ May have difficulty working as part of a team; and
- ❑ Does not effectively delegate and develop subordinates.

5. Compensation

This merit evaluation process will occur for the General Manager's position annually, to be completed by the individual's anniversary hire date.

Following the end of the evaluation period, the Authority shall re-assess the General Manager's achievements and develop new initiatives (major tasks) and performance standards for the upcoming year. These new standards will be the measures for performance for the General Manager's merit the upcoming year.

Implementation: The General Manager shall be eligible for a *maximum* award of 4% of annual salary paid in a lump sum according to the following matrix in this policy. This amount will not be included or added to the General Manager's salary base.

EVALUATION RATING MATRIX

- 5 **Far Exceeds Standards (Distinguished)
Significantly Exceeds Expectations**
- 4 **Exceeds Standards - Highly Effective**
- 3 **Meets Standards Requirements**
- 2 **Needs Improvements to Meet Standards
Meeting Some, Not All Job Requirements**
- 1 **Fails to Meet Standards and Position
Expectations**

RATER AVERAGING MERIT PAY MATRIX

Aggregate Total	Merit Increase
4.5 - 5.0	4.00%
4.0 - 4.4	3.00%
3.5 - 3.99	2.00%
3.0 - 3.49	1.00%
< 3.0	0%

**PERFORMANCE EVALUATION FORM
MICHAEL HARBOUR, GENERAL MANAGER
INTERCITY TRANSIT
FOR: 2010-2011**

1. Comments concerning accomplishment of Priority Goals and Tasks for 2010-2011

A. Goal #1 - 2010/11 *Assess the transportation needs of our community. Score _____*
Ends Policy: Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our community.

Actions:

- Conduct and utilize market research and customer surveys.*
- Maintain communications with customers, constituents and stakeholders.*
- Build and maintain strong relationships with key community organizations and leaders.*

Evaluation of progress toward attainment, with due regard for challenges involved:

B. Goal #2 - 2010/11 *Provide outstanding customer service. Score _____*
Ends Policy: Customers will report high satisfaction and ridership will increase.

Actions:

- Enhance training to ensure an agency-wide culture of outstanding customer service.*
- Enhance Intercity Transit's user-friendly system.*
- Enhance the appearance of Intercity Transit's vehicles and facilities.*
- Provide effective vehicles, facilities and services.*

Evaluation of progress toward attainment, with due regard for challenges involved:

- C. **Goal #3 - 2010/11** *Maintain a safe and secure operating system.* Score _____
Ends Policy: *All Intercity Transit facilities, customers, and employees will be assured safety and security.*

Actions:

- Provide training and support for employees.*
- Educate and inform customers about safety and security.*
- Implement technology and practices that enhance the safety and security of our system.*

Evaluation of progress toward attainment, with due regard for challenges involved:

- D. **Goal #4 - 2010/11** *Provide responsive transportation options.* Score _____
Ends Policy: *Customers and staff will have access to programs and services that benefit and promote community sustainability.*

Actions:

- Create partnerships with local jurisdictions to plan and coordinate land use.*
- Identify opportunities to connect with local health-related and sustainability programs.*
- Coordinate with regional transportation providers and neighboring transit systems.*
- Continue to champion multimodal approaches to area transportation options.*
- Define and administer strategic planning efforts that ensure agency resources are utilized effectively for priority services.*
- Pursue funding opportunities to meet the agency's operational and capital priorities.*

Evaluation of progress toward attainment, with due regard for challenges involved:

E. Goal #5 – 2010/11 *Align best practices and support agency sustainable technologies and activities.* Score _____
Ends Policy: Resources will be used efficiently with minimal impact on the environment. .

Actions:

- Implement opportunities to reduce, reuse and recycle, utilizing the internal Sustainability Committee.*
- Provide a system of incentives/disincentives which encourage employees to use more sustainable practices. Provide awareness/training to employees.*
- Plan, design and construct new facilities which meet a minimum of LEED Silver Certification.*
- Reduce carbon footprint with the IS infrastructure.*
- Implement sustainable practices within the IS infrastructure.*

Evaluation of progress toward attainment, with due regard for challenges involved:

INTEGRITY

Score _____

The excellent manager bases decisions on sound principles of honesty, forthrightness, and openness; deals with issues in a straightforward manner; strives for continuous professional and personal improvement; provides dedicated and dependable service; stays focused on Intercity Transit’s mission; and strives to honor the Authority’s values.

General comments/exceptional efforts/improvement needs

BASIC JOB PROFICIENCY

Score _____

The excellent manager demonstrates, on a daily basis, the knowledge, skills, abilities, and willingness to do the essential functions of the job properly. Adheres to policy and procedure; is reliable and punctual. The excellent manager sets an example for subordinates; produces work free of errors, mistakes and accidents. Presentations are neat and orderly in appearance.

General comments/exceptional efforts/improvement needs

RESOURCE MANAGEMENT

Score _____

In General: An excellent manager takes time to make accurate, timely decisions and to reach sound conclusions; stays focused on long range goals; is able to accurately forecast resource requirements and is adept at managing daily details. While developing cooperation and teamwork, the resourceful manager earns respect of staff and others; guides others toward common objectives; is open to new ideas and generates alternatives.

General comments/exceptional efforts/improvement needs

Productivity - Organizational Management: The excellent manager provides leadership based upon clearly communicated expectations; develops an organization that uses all available resources; and sets high standards. Delegates appropriately and effectively; maintains an awareness of subordinates' performance; inspires confidence and communicates clear goals, direction, standards, and deadlines.

General comments/exceptional efforts/improvement needs

Project Management: The excellent manager uses good judgment in selection of team members; designs workable plans; sets realistic goals; identifies project issues; stimulates creative ideas from others; and conducts effective and efficient meetings. Understands and exhibits leadership while planning, organizing, implementing, delegating and controlling separate project phases.

General comments/exceptional efforts/improvement needs

COMMUNICATION

Score _____

Personal and Interpersonal: The excellent manager seeks to understand as well as to be understood; establishes rapport by using reflective language, non-judgmental words, and positive frames of reference. Learns the work, communication and decision-making styles of co-workers; maintains awareness of non-verbal communications; and is congruent in body language, tone and words. Ideas and information are clearly expressed; oral and written reports are both organized and understandable. Excellent communication skills include:

Openness - shares appropriate knowledge and information with others; easily approachable; honors confidentiality; practices direct communication.

Listening - gives uninterrupted time to hear others; questions or paraphrases to gain clarity.

Responsiveness - accepts and follows-through on assignments in a timely manner; provides requested support and guidance.

Accessibility - maintains balance between time for personal tasks and time available for others.

Conflict Management: Works through issues and situations directly with those involved; arranges for and participates in third party conflict resolution when needed; models conflict management skills for subordinates and peers; and remains calm in stressful situations.

General comments/exceptional efforts/improvement needs

TEAM WORK

Score _____

The excellent manager develops cooperation; acknowledges others' contributions, builds consensus and assists others with difficult or less desirable tasks. Accommodates service requests while fostering positive working relationships and contributing to a positive work environment. Builds rapport and gains respect through appropriate actions, comments and execution of plans.

General comments/exceptional efforts/improvement needs

CUSTOMER SATISFACTION

Score _____

The excellent manager understands the importance of satisfying both internal (within the organization) and external customers (members of the public). Seeks to better understand and continuously improve processes and makes good use of customer feedback. Measures quality against predetermined standards that are continuously modified by customer feedback.

General comments/exceptional efforts/improvement needs

ACCOUNTABILITY

Score _____

The excellent manager understands and follows the Authority's policies, procedures, and governing regulations. Honors commitments; follows through on agreements; proactively re-negotiates commitments and agreements as needed. Exhibits an organized approach to work assignments; demonstrates ethical business standards; and maintains an awareness of consequences of actions and decisions.

General comments/exceptional efforts/improvement needs

**INTERCITY TRANSIT
GENERAL MANAGER PERFORMANCE EVALUATION**

EVALUATOR SCORE SHEET

Period: May 2009 - April 2010

AUTHORITY MEMBER NAME: _____

SCORING MATRIX

AREA	SCORE
<i>Goals 1 - 4 = 50% of Score</i>	
Goal 1: Assess the transportation needs of our community.	
Goal 2: Provide outstanding customer service.	
Goal 3: (2008) Actively promoting and marketing products and services	
Goal 4: Maintain a safe and secure operating system.	
Goal 5: Align best practices and support agency sustainable technologies and activities.	
<i>Behavioral Expectations - 50% of Score</i>	
Integrity	
Basic Job Proficiency	
Resource Management	
Communication	
Teamwork	
Customer Satisfaction	
Accountability	

Authority Member's Signature

Date

**INTERCITY TRANSIT
Annual Appraisal of Michael Harbour
Numerical Summary**

Period: May 2010 - April 2011

Completed by Chair and Vice Chair of Intercity Transit Authority

Name of Initiative	Scores	Overall Rating*
Assess the transportation needs of our community.	____/____/____/____ ____/____/____/____/____	
Provide outstanding customer service.	____/____/____/____ ____/____/____/____/____	
Maintain a safe and secure operating system.	____/____/____/____ ____/____/____/____/____	
Provide responsive transportation options.	____/____/____/____ ____/____/____/____/____	
Align best practices and support agency sustainable technologies and activities.	____/____/____/____ ____/____/____/____/____	

Behavioral Expectations	Scores	Overall Rating
Integrity	____/____/____/____ ____/____/____/____	
Basic Job Proficiency	____/____/____/____ ____/____/____/____	
Resource Management: In General Productivity-Organization Management Project Management	____/____/____/____ ____/____/____/____	

Communications: Personal & Interpersonal Conflict Management	____/____/____/____ ____/____/____/____	
Team Work	____/____/____/____ ____/____/____/____	
Customer Satisfaction	____/____/____/____ ____/____/____/____	
Accountability	____/____/____/____ ____/____/____/____	
TOTAL		

The overall rating is the combined scores of each evaluator divided by the number of evaluators. Those ratings are then totaled and divided by the # of evaluators with one single score for goals and one single score for behavioral expectations. These two figures are totaled and divided by two for an average. The average matrix is then utilized to establish the merit increase.