

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**November 6, 2013**  
**5:30 P.M.**

**CALL TO ORDER**

- |           |                             |                |
|-----------|-----------------------------|----------------|
| <b>1)</b> | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2)</b> | <b>INTRODUCTIONS - None</b> | <b>0 min.</b>  |
| <b>3)</b> | <b>PUBLIC COMMENT</b>       | <b>10 min.</b> |

*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.*

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*

- |           |   |                |
|-----------|---|----------------|
| <b>4)</b> | <b>APPROVAL OF CONSENT AGENDA ITEMS</b>   | <b>1 min.</b>  |
|           | <b>A. Approval of Minutes:</b> October 2, 2013, Regular Meeting; October 16, 2013, Special Meeting.   |                |
|           | <b>B. Payroll:</b> October 2013 Payroll in the amount of \$1,818,832.51.  |                |
|           | <b>C. Accounts Payable:</b> Warrants dated October 4, 2013, numbers 15077-15163, in the amount of \$627,396.71; warrants dated October 18, 2013, numbers 15167-15257 in the amount of \$411,286.67 for a monthly total of \$1,038,683.38.   |                |
|           | <b>D. Uniforms for Operations Staff – Contract Extension:</b> Authorize the General Manager to enter into the final one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$65,000, including taxes, for the provision of Operations uniforms. <i>(Erin Hamilton)</i> |                |
|           | <b>E. Surplus Property:</b> Declare the property listed on Exhibit “A” as surplus. <i>(Marilyn Hemmann)</i>   |                |
| <b>5)</b> | <b>PUBLIC HEARINGS</b>  |                |
|           | <b>A. 2014 Draft Budget</b> <i>(Ben Foreman)</i>  | <b>10 min.</b> |

- B. 2014-2019 Draft Strategic Plan** (*Ann Freeman-Manzanares*) **20 min.**
- 6) **COMMITTEE REPORTS**
- A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
  - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**
  - C. **Thurston Sustainable Task Force** (*Karen Messmer*) **3 min.**
  - D. **Citizen Advisory Committee** (*Quinn Johnson*) **3 min.**
- 7) **NEW BUSINESS**
- A. **Lighting Upgrade** (*Erin Hamilton*) **5 min.**
  - B. **Security Camera System - Lacey Transit Center** (*Jeff Peterson*) **10 min.**
  - C. **Website Enhancement Project** (*Erin Hamilton*) **10 min.**
  - D. **2012 State Auditor's Report** (*Ben Foreman*) **15 min.**
- 9) **GENERAL MANAGER'S REPORT** **10 min.**
- 10) **AUTHORITY ISSUES** **10 min.**
- 11) **EXECUTIVE SESSION** **10 min.**
- A. **Personnel - General Manager's 3-Month Performance Evaluation**  
(*Marty Thies*)

**ADJOURNMENT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 2, 2013**

**CALL TO ORDER**

Chair Thies called the October 2, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Rusty Caldwell, Labor Representative (alternate).

**Members Excused:** Vice Chair and City of Tumwater Councilmember Ed Hildreth; and Labor Representative Karen Stites.

**Staff Present:** Ann Freeman-Manzanares; Ben Foreman; Erin Hamilton; Marilyn Hemmann; Jim Merrill; Pat Messmer; Karl Shenkel; and Heather Stafford.

**Others Present:** Legal Counsel Dale Kamerrer.

**APPROVAL OF AGENDA**

The agenda was amended to remove consideration of a *Lighting Upgrade Contract*.

It was M/S/A by Mayor Clarkson and Citizen Representative Warner to approve the agenda as amended.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

**A. Approval of Minutes:** September 4, 2013, Regular Meeting; September 18, 2013, ITA/CAC Joint Meeting.

**B. Payroll:** August 2013 Payroll in the amount of \$2,621,060.08. September 2013 Payroll in the amount of \$1,896,768.72.

**C. Accounts Payable:** Warrants dated September 6, 2013, numbers 14896-14967, in the amount of \$226,103.39; warrants dated September 20, 2013, numbers

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October 2, 2013

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14971-15070 in the amount of \$317,425.77 for a monthly total of \$543,529.16.

- D. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*
- E. Purchase of Software Licenses:** Authorized the General Manager to issue a purchase order for \$46,376, including taxes, to the Washington State Department of Enterprise Services for the software upgrades and licenses shown in the attachment. *(Marilyn Hemmann)*
- F. Transit Pass Printing and Delivery Contract Extension:** Authorized the General Manager to execute a one-year contract extension with Tumwater Printing in the not-to-exceed amount of \$22,717, including taxes, for the provision of transit pass printing and delivery. *(Erin Hamilton)*
- G. Schedule Public Hearings 2014-2019 Draft Strategic Plan and 2014 Draft Budget:** Scheduled a public hearing for Wednesday, November 6, 2013, 5:30 p.m., to receive and consider comments on the 2014-2019 Strategic Plan and the 2014 Budget. *(Ben Foreman)*

### COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Commissioner Valenzuela reported TRPC met on September 6. Members received a presentation from the Department of Transportation about the state of rail within Washington. Another agenda topic included a South Sound Travel Study that TRPC is conducting along with participation by Intercity Transit whereby 2,500 households within the community will be sampled for trip information data through a questionnaire.
- B. Transportation Policy Board (TPB).** No report.
- C. TRPC Sustainable Thurston Task Force.** Messmer reported the Sustainable Thurston Task Force met on September 23. The members reviewed the comments submitted up to that time. Many of the jurisdictions and planning commissions conducted presentations and discussions, and additional public comments are being submitted. The comments closed today for all except Intercity - we were granted an extension until October 3. The Task Force meets again on October 7 to review all comments.
- D. Citizen Advisory Committee (CAC).** No report.

**NEW BUSINESS**

- A. Collective Bargaining Agreement** - Stafford requested approval for the General Manager to sign the labor agreement between Intercity Transit and the Amalgamated Transit Union (ATU), Local 1765.

She explained the agreement would be retroactive effective January 1, 2012, and expires December 31, 2014. Negotiations with the ATU began in the fall of 2011. After several months of unsuccessful bargaining, staff participated in two unsuccessful mediation sessions. An arbitration hearing was conducted in June 2013 and the arbitrator's decision was reached in August 2013. The decision included a change to the effective status of serious discipline and a wage award for three years. It includes a 0% general wage adjustment for 2012; 0.75% market adjustment for the van operators in 2012. It included a 2.54% general wage adjustment in 2013 and 1.2% in 2014.

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to approve a collective bargaining agreement between Intercity Transit and Amalgamated Transit Union, Local 1765 (ATU), and to authorize the General Manager to sign the agreement.**

**Surplus Van Grant Program Award:** Freeman-Manzanares explained in 2003 the Authority adopted a resolution making available each year up to four surplus vanpool vehicles to non-profit groups within the Thurston County PTBA. The review team consisting of Meg Kester, Meta Hogan, Carolyn Newsome and Freeman-Manzanares received ten applications by the deadline. Based on a specific selection criteria, four top candidates were selected. Staff is seeking approval to grant four surplus vanpool vehicles to Thurston County Food Bank, Panza for Quixote Village, Stonewall Youth, and Garden Raised Urban Bounty (GRuB).

**It was M/S/A by Councilmember Baker and Commissioner Valenzuela to authorize the General Manager to grant four surplus vanpool vehicles to Thurston County Food Bank, Panza for Quixote Village, Stonewall Youth, and Garden Raised Urban Bounty (GRuB).**

- B. 2014-2019 Strategic Plan:** Freeman-Manzanares indicated it was the Authority's desire for staff to provide recommendations on our policy positions. This establishes our budget and staff is asking for confirmation they are moving in the right direction. The elimination of the bus and bus facilities program which traditionally funded 80% of our bus purchases and our construction costs for rehabilitation and expansion such as the Pattison Street facility has been in the forefront. Staff has taken the second option with a measured approach in terms of some of the projects we've taken on. Staff recommends focusing on any potential

expansion for Pattison Street, because this facility is hinging on our ability to grow into the future.

Freeman-Manzanares provided a brief introduction for each of the following questions, and the Authority responded with comments and questions accordingly.

**1. Should Intercity Transit maintain status quo service levels in 2014 or consider new or expanded local transit services needed to serve the growing population?**

- a. Staff's recommendation is to take a status quo approach; continue to work on the short/long range plan; if there is opportunity to get grant funding to rehabilitate and expand the Pattison Street facility to move on that; consider raising the sales tax by 1/10<sup>th</sup> of a percent in 2014 or 2015.
- b. Messmer referred to adding service where grant funds or partnerships provide a significant portion of the cost. She said there should be a criteria and a service discussion about what's next, what is needed, who do we serve and then how do we fund it. "If someone comes to us with a bag of money and asks us to do something that's not in our plan, we shouldn't accept the money, because it costs us local funds to do that." She'd like to see discussion about regional and local service, what we should be spending our assets on and prioritize those and know what we want, then say "go get money for that and apply for grants.
- c. Valenzuela is concerned about the reference to the sales tax measure. She hasn't seen an airtight business case for asking voters additional money.
- d. Messmer said the Pattison Expansion is a huge effort and budget issue. We need to be more creative thinking how to manage this issue starting now with or without funded money. This needs more detailed conversation.
- e. Valenzuela said the Pattison facility is in the middle of one of the areas identified by Sustainable Thurston called the Martin Way District Plan because we front the major east-west corridor. She agrees we need additional space to grow, however, because of our physical location in the middle of the newly identified districts for creating this new sustainable community we inherited a special responsibility for helping to implement the vision in Sustainable Thurston draft plan. The expansion needs to fit with what's being imagined in Sustainable Thurston.

*Councilmember Jones arrived.*

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

- a. Thies said regional mobility is an important commitment because people want to get around here and other places.

- b. Jones said he doesn't think the Authority has fully given direction to staff about what our role should be and invites staff to take the Authority through a process to answer that question. This is a major budget consideration. He likes Messmer's approach which is fundamentally who are we and what do we see our role in the community. It's the Authority's responsibility to wrestle with it.
- c. Messmer would like to hear the CAC's response to this question and it will fuel the Authority's conversation.
- 3. **What role should Intercity Transit play in serving downtown Olympia, downtown Lacey, and the Tumwater Town Center areas?**
- 4. **Is there a role for local express service in the current service area?**
  - a. Messmer wants to be sure the Authority understands local express service versus express service. Make sure the terminology doesn't confuse the public.
- 5. **Should transit priority measures - signal priority, queue bypasses, bus lanes be considered?**
- 6. **Should Intercity Transit pursue efforts to coordinate service with local school districts?**
  - a. Warner said to be cautious coordinating with schools as there are federal issues surrounding coordinating school transportation.
  - b. Thies feels the schools should approach Intercity Transit with service needs.
  - c. Valenzuela feels there's a lack of participation by the school districts and they site schools out of the city. She said more students are delaying getting drivers' licenses and their schedules are varied. She doesn't agree to wait for the schools to come to us and said we could be a solution to their transportation problems. She encourages the Authority to build on current efforts around youth education, and partner with the school districts.
- 7. **What level of passenger amenities (bus shelter, benches, lighted stops, passenger information) is appropriate?**
- 8. **What additional investments in technology should be made beyond the current Advanced Communications System project?**
- 9. **Should the vanpool program continue to expand to keep pace with demand?**
  - a. The Authority supports continuation of the vanpool program.
- 10. **Are there capital purchases or other projects needed to allow future growth? What is the appropriate timeline for these projects?**
- 11. **Should Intercity Transit pursue additional park-and-ride facilities?**
  - a. The Authority does not wish to commit to new park-and-ride lots at this time.
  - b. Messmer said in the long run, she prefers the language not include that we're spending effort locating property or establish putting down new asphalt. She likes the idea of using existing asphalt areas.

- c. Baker said Yelm doesn't need a separate park-and-ride because Wal-Mart allows the public to park in their parking lot.
12. **How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**
13. **Are our services - Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**
14. **Is the current fare policy appropriate?**
15. **Should Intercity Transit's planning for the next six years be financially constrained?**
  - a. Thies said we should be conservative but not constrained.
16. **What role should Intercity Transit play in local transportation projects - Commute Trip Reduction, Youth Education Programs, and the Bicycle Commuter Contest?**
17. **Should Intercity Transit's current marketing approach and level of effort be continued?**
18. **What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**
19. **What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

Messmer added she would like to see different educational information going out to the public expressing the sustainability and connection to sustainability on transit out to jurisdictions, planning commissions, chambers of commerce, and groups that can use this information. This includes how green riding the bus can be when it's full; or how green a vanpool can be when full.

*Councilmember Baker left the meeting.*

Messmer said Intercity Transit Authority should have a story to tell about how this could play out. Our story should be, "Here's the great service we can provide. It's concentrated on the corridors, and it can be frequent and convenient and easy for people to use and from a fixed-route perspective, this is what we can do for the community. This is the level we can provide to you." Also share the story of what it looks like when we continue to sprawl.

- C. Comment on Sustainable Thurston Draft Plan.** Manzanares brought before the Authority a draft response to the Sustainable Thurston Draft Plan that needs to be finalized and distributed by October 3. The Authority discussed and agreed to change the word "implore" in paragraph six to "urge." After a brief discussion a few other sentences were added / changed.



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Freeman-Manzanares will produce a final letter along with the other additional comments to be sent to TRPC, and will provide a final copy to the Authority.

### **GENERAL MANAGER'S REPORT**

Dial-A-Lift Manager, Emily Bergkamp graduated from Leadership APTA.

Freeman-Manzanares accepted a two-year appointment to serve on the APTA National Diversity Council.

Intercity Transit began Express Service on September 30. Sound Transit began operating Route 592 (Olympia/Lacey - DuPont/Lakewood/Seattle); and Intercity Transit began service on Route 609 between Tumwater and Lakewood. Preliminary numbers for Route 609 indicate there were 89 boardings on Monday; 163 boardings on Tuesday; and 73 this morning.

We have 220 active vanpools. Two more ESD groups are forming to begin this month and three more work groups are forming from west Olympia to Puyallup.

### **AUTHORITY ISSUES**

Valenzuela indicated she asked Freeman-Manzanares to review a contract approved by the Authority several months ago whereby 20% was added to the contract to cover the implementation of the Affordable Care Act. Freeman-Manzanares said staff recognized there was going to be an increase in the minimum wage, so they incorporated it into the future cost of the contract (under Security Services). Staff asked for approval to negotiate with that firm when the healthcare reform took place. Staff issued the contract for \$168,000, which was less than the original not-to-exceed amount of \$184,000. They are not implementing healthcare reform until January 1, 2014, so the contract remains as it is today.

Messmer reported Grays Harbor Transit discontinued weekend service that connects to Aberdeen and Hoquiam due to cutbacks. However, they have a ballot measure set for 1/10<sup>th</sup> of a percent which may allow them to bring this service back.

### **ADJOURNMENT**

**With no further business to come before the Authority, it was M/S/A by Mayor Clarkson and Chair Thies to adjourn the meeting at 7:36 p.m.**

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**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Martin J. Thies, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: November 6, 2013**

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

**Exhibit "A"**  
**Surplus Property - September 2013**

Quantity	Item Description	Value	Total
7	Dell flat screen 20" LCD	\$20.00	\$140.00
7	Dell Optiplex GX620 CPU	\$30.00	\$210.00
11	Dell Optiplex 755 CPU	\$40.00	\$440.00
2	Dell Latitude D420/D630 laptops	\$50.00	\$100.00
1	HP/Compaq 4400 laptop	\$50.00	\$50.00
1	Smart-UPS 2200	\$25.00	\$25.00
4	Magtek check writers	\$20.00	\$80.00
4	Receipt printers	\$10.00	\$40.00
1	Box misc. keyboards, mice, cables	\$10.00	\$10.00
1	Box misc. server lighting, patch panels, cables	\$100.00	\$100.00
1	Box misc. Dell server rails	\$30.00	\$30.00
15	Boxes Cat5e cable, various lengths on rolls per box	varies	\$300.00
	Total		\$1,525.00



**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Special Meeting**  
**October 16, 2013**

**CALL TO ORDER**

Chair Thies called the October 16, 2013, 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 Citizen Representative Martin Thies; the Vice Chair and City of Tumwater Councilmember Ed Hildreth; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate).

**Members Excused:** Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Christine DiRito; Ben Foreman; Meg Kester; Erin Scheel; and Pat Messmer.

**Others Present:** Citizen Advisory Committee (CAC) member Don Melnick.

**APPROVAL OF AGENDA**

**It was M/S/A by Mayor Clarkson and Commissioner Valenzuela to approve the agenda.**

**CITIZEN ADVISORY COMMITTEE REPORT**

No report.

**GRANT AWARD ACCEPTANCE SAFE ROUTES TO SCHOOL**

Scheel reported staff seeks approval for an inter-local agreement with the City of Olympia in the amount of \$63,000 to provide education and encouragement activities over the next two years. This amount mainly goes to cover another position to assist with these programs. Intercity Transit will be a sub-recipient in completing the education and encouragement component of the project.

The project includes a school program that encourages students to walk, bicycle, and take transit or the school bus to school.

**It was M/S/A by Councilmember Hildreth and Citizen Representative Warner to authorize the General Manager to enter into an inter-local agreement with the City of Olympia as a partnership obligation for Intercity Transit to provide \$63,000 worth of education and encouragement activities over the next two years.**

## **YOUTH EDUCATION PROGRAM UPDATE**

Scheel provided an update on the Youth Education Program - what Intercity Transit did last school year, and what will be done in the next two years with two new grants.

Intercity Transit's youth education program began six years ago and it's considered a valuable resource to area schools and jurisdictions. Staff works with all four school districts in our PTBA and connects with young people outside schools through community groups and local programs.

Scheel pointed out the new Walk N'Roll logo which includes visual cues about biking, busing and walking. The goal of the program is safety, health, well-being and choices. To promote transit, regular physical activity, reinforce good traffic safety skills, focus on safe walking and biking street improvements, especially within one half mile of schools, and coordinate and partner on school siting, design, education and encouragement.

Scheel noted there were several forums over the past several years, in which the main question was, "Why are most students being driven to school, and what do we do about it?" As a result of those forums, the Healthy Kids - Safe Street Action Plan was formed. The Action Plan resulted from school and community stakeholder ideas and Walk N'Roll demonstration project findings. The plan identifies strategies, programs and policies that address school, transportation, and community health issues.

Scheel said staff implemented 200 events in the past four years in 24 different schools (Olympia, Tumwater and Yelm). Outreach is always a partnership effort. She explained how the walking school bus program works. Staff also works with Thurston Regional Planning Council to identify the safest routes to school. Maps are created which include safety tips and a Walk N'Roll newsletter is sent out each month, making it possible to reach thousands of students and their families with information about upcoming walks, bike clinics, and new transit routes.

Scheel said the plan is now part of Sustainable Thurston. She indicated a market research showed 46% of our most frequent riders are under the age of 25, and this generation will continue to drive how we perform outreach.

Scheel answered questions.

Kester recognized Scheel for stepping up to nurture and grow multiple programs that fit into our mission and vision and further the objectives of the Marketing and Communications program.

## **2014 DRAFT BUDGET**

Foreman reviewed the proposed budget for 2014, including capital expenses, ongoing projects, new projects and positions.

Foreman answered questions from the Authority.

Clarkson asked how staff computes one full time employee for non-represented staff. Foreman said we do not have a specific formula for non-represented staff. For Operators we use 1,500 hours.

Hildreth asked if staff approached Puget Sound Energy (PSE) regarding grants for solar lighting for the bus shelters. Freeman-Manzanares said staff is working with PSE for a grant for the exterior/interior lighting upgrade. Staff will research grant opportunities for solar lighting.

*Hildreth left the meeting.*

## **2014-2019 STRATEGIC PLAN DISCUSSION - CONTINUED**

Freeman-Manzanares reviewed additional policy position issues to gain input and direction from the Authority.

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

**Staff recommendation:** Status quo in terms of Dash and maintain 15-minute service. Seek support for Dash and increased frequency.

**Authority recommendation:** Agree with staff recommendation. Continue to evaluate ridership and route structure.

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

**Staff recommendations:** Currently do not operate local express service and do not anticipate having equipment to offer such a service.

**Authority recommendation:** Agree with staff recommendation.

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

**Staff recommendation:** Continue implementation of the transit signal prioritization project.

**Authority recommendation:** Accelerate working with local jurisdictions on the Martin Way corridor for improved pedestrian access to transit stops.

**4. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

**Staff recommendation:** Continue our work with schools through the youth education programs, encourage public transit use when practical and encourage school placement in areas supported by public transportation.

**Authority recommendation:** Agree with staff recommendation.

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

**Staff recommendation:** Implement STP grant and seek other funding to make improvements. Prioritize ADA accessibility with a focus on level of passenger activity.

**Authority recommendation:** Agree with staff recommendation.

**6. What additional investments in technology should be made beyond the current Advanced Communications System project?**

**Staff recommendation:** Upgrade the current system rather than purchase and implement a new system.

**Authority recommendation:** Agree with staff recommendation.

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

**Staff recommendation:** Continue these programs.

**Authority recommendation:** Agree with staff recommendation.

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

**Staff recommendations:** Depending on the result of the Travel Training Pilot project, expand this program by one individual for a total of two Travel Trainers. The Dial-A-Lift Manager will present again before the Authority in March, 2014.

**Authority recommendation:** Agree with staff recommendation.

**9. Is the current fare policy appropriate?**

**Staff recommendation:** Maintain current fare policy review every three years and our current fare structure.

**Authority recommendation:** Agree with staff recommendation.



**10. What role should Intercity Transit play in location transportation projects – Commute Trip Reduction, Youth Education Programs, and the Bicycle Commuter Contest?**

**Staff recommendations:** Continue these programs.

**Authority recommendation:** Agree with staff recommendation.

**11. Should Intercity Transit's current marketing approach and level of effort be continued?**

**Staff recommendation:** Continue to aggressively market its services and at a minimum maintain the current level of marketing and community outreach efforts.

**Authority recommendation:** Agree with staff recommendation.

**12. What steps should Intercity Transit take to reduce emissions and the negative environment impacts our operations?**

**Staff recommendations:** Seek ISO 14001 certification and focus on sustainability and management systems improvements.

**Authority recommendation:** Continue focus on sustainability. Conduct a cost benefit analysis about B40 fuel and continue our purchasing policy. Freeman-Manzanares suggested further conversation with Maintenance regarding hybrids versus conventional diesel.

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

**Staff recommendation:** Retain current boundaries.

**Authority recommendation:** Agree with staff recommendation.

## **AUTHORITY ISSUES**

Jones asked what level of discussion or coordination has occurred between Enterprise Services and Intercity Transit regarding their plan for a new building at Capital Way and 11<sup>th</sup>. The current planning effort demolishes the block including 285 parking stalls at the Columbia Street garage and there's no plan to replace the parking indicating employees would be using transit. Bloom replied Intercity Transit has not been involved in the discussion.

Clarkson and Valenzuela are unable to attend the November 6 meeting.

Valenzuela asked if Karen Messmer could attend the next TRPC meeting being held on November 1. Pat Messmer will follow up on this.

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Thies is unable to attend the November 20 meeting.

Thies noted it's time for the General Manager's three month performance evaluation. He prepared a list of four questions which Pat Messmer will send to the Authority members. He asked the members to complete the questions and forward them to Messmer to consolidate. Thies will present them at the November 6 meeting.

**ADJOURNMENT**

**It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 7:33 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Martin J. Thies, Chair**

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**Pat Messmer  
Executive Assistant/  
Clerk to the Authority**

**Date Approved: November 6, 2013.**

PERIOD DATES: 9/22-10/5/2013					10/11/2013		10/6-10/19/2013					PAYDAY 10/25/2013	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	68,449.16		3	FIT		WIRE	66,784.91			
4	MT	9145.37	EFT	18,188.78	86,637.94	4	MT	9020.17	WIRE	18,040.34	84,825.25		
5	A2/35	Life Ins.	Check Dave 2nd	1,265.31	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,801.20	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,073.58	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,124.18	0.00		
7	HE/37	Health In1st	Check Dave 2nd	13,135.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	263,617.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	599.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	599.50	0.00		
9	CC/61	Child Care	Hfstttr/Brkgmp	534.3		9	CC/61	Child Care	Hfstttr/brgkmp	534.3			
10	GN/08	Garnish	CHECK last	648.62		10	GN/08	Garnish	CHECK last	481.47			
11						11							
12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77		
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02		
14	D1/98	D.Dep. #1	ACH WIRE every	8,742.95	8,742.95	14	D1/98	D.Dep. #1	ACH WIRE ever	8,339.13	8,339.13		
15	D2/97	D.Dep. #2	ACH WIRE every	16,038.09	16,038.09	15	D2/97	D.Dep. #2	ACH WIRE ever	16,070.32	16,070.32		
16						16							
16	GT/63	G.Ed.Tuit	Check every	322.50		16	GT/63	G.Ed.Tuit	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	311.54	311.54	17	HS/59	Health Svgs	ACH Wire every	311.54	311.54		
18	DC/97	Vgrd EE	Wire	43,666.47		18	DC/97	Vgrd EE	Wire	44,054.18			
19	DC/22	Vgrd ER	Wire	29,171.73	72,838.20	19	DC/22	Vgrd ER	Wire	29,372.26	73,426.44		
20	L2/29	401k Ln#2	Wire	3,805.75		20	L2/29	401k Ln#2	Wire	3,852.27			
20	LN/29	401k Ln #1	Wire	8,878.46	12,684.21	20	LN/29	401k Ln#1	Wire	8,878.46	12,730.73		
22	TTL VNGRD		85,522.41			22	TTL VNGRD		86,157.17				
23	LI/02	L&I	EFT Quarterly	25,431.92		23	LI/02	L&I	EFT Quarterly	24,584.42	0.00		
24	MD/51	Mch.UnDue	Check last	1,188.85		24	MD/51	Mch.UnDue	Check last	1,188.90			
25	MI/52	Mac.Inition	Check last	0.00		25	MI/52	Mch.Inition	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00	0.00		
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Taxable Fr.Benefits		0.00			
29	PA/66	Proj.Assist	Check last	392.50		29	PA/66	Proj.Assist	Check last	392.50			
30	PN/04	PERS EE	EFT	33,233.85	0.00	30	PN/04	PERS EE	EFT	33,566.39	0.00		
31	PN/04	PERS ER	EFT	60,529.35	93,763.20	31	PN/04	PERS ER	EFT	61,125.77	94,692.16		
32	TTL PERS		93,763.20			32	TTL PERS		94,692.16				
33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00		
	RC/24	ICMA EE	WIRE	4,996.27		34	RC/24	ICMA EE	WIRE	5,049.29	0.00		
35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81		
36	RL/21	ICMA Ln#1	WIRE	1,573.87	2,415.23	36	RL/21	ICMA Ln#1	WIRE	1,573.87	2,415.23		
37	RR/25	ICMA ER	WIRE	2,797.51	7,793.78	37	RR/25	ICMA ER	WIRE	2,868.28	7,917.57		
38	TTL ICMA	10,209.01	10,738.82			38	TTL ICMA	10,332.80	10,862.61				
39	SD/26	457 ST EE	EFT	7,981.08		39	SD/26	457 ST EE	EFT	8,016.77			
40	SR/27	457 ST ER	EFT	4,191.41	12,172.49	40	SR/27	457 ST ER	EFT	4,249.18	12,265.95		
41	ST/67	ShTrmDisat	EFT	2,069.60	2,069.60	41	ST/67	ShTrmDisal	EFT	48.62	48.62		
42	UC/45	Un COPE	Check 1st	147.00		41	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	591.00			
	UD/42	Un Dues	Check last	5,090.72		43	UD/42	Un Dues	Check last	5,229.32			
44	UI/41	Un Initiatn	Check last	90.00		44	UI/41	Un Initiatn	Check last	90.00			
45	UT/43	Un Tax	Check last	2,346.30		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	714.50		46	UW/62	United Way	Check last	693.50			
47	WF/64	Wellness	Check last	321.00		47	WF/64	Wellness	Check last	320.50			
48	NET PAY (dir. Deposit)	ACH Wire every		412,659.62	412,659.62	48	Net Pay (Dir. Dep.)			409,959.86	409,959.86		
	Paychecks			4,148.75			Paychecks			2,755.02			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				730,090.45	49	TOTAL TRANSFER				724,966.40		
50	TOTAL PAYROLL*:			787,540.80		50	TOTAL PAYROLL*:			1,031,291.71			
51	GROSS EARNINGS:			660,675.79		51	GROSS EARNINGS:			666,777.93			
52	EMPR MISC DED:			117,770.62		52	EMPR MISC DED:			355,493.61			
53	EMPR MEDICARE TAX:			9,094.39		53	EMPR MEDICARE TAX:			9,020.17			
54	TOTAL PAYROLL*:			787,540.80		54	TOTAL PAYROLL*:			1,031,291.71			
55						55							
56	ACH WIRE TOTAL			437,752.20		56	TOTAL PAYROLL FOR MONTH:			434,680.85	1,818,832.51		

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/04/2013

Thru Date: 10/04/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015077	10/4/2013	23535	U S TREASURY / IRS	\$951.38	
00015078	10/4/2013	01311	ACCESS INFORMATION MANAGEMENT	\$344.70	
00015079	10/4/2013	01405	ADVANCE GLASS INC	\$2,140.07	
00015080	10/4/2013	01660	ALL STAR FORD	\$17,486.96	
00015081	10/4/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$12,620.64	
00015082	10/4/2013	01820	AMERICAN DRIVING RECORDS INC	\$405.74	
00015083	10/4/2013	01960	AMERICAN SEATING COMPANY	\$105.52	
00015084	10/4/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$155.78	
00015085	10/4/2013	02380	ARAMARK UNIFORM SERVICES	\$3,618.83	
00015086	10/4/2013	02825	AUTO PLUS - OLYMPIA	\$33.07	
00015087	10/4/2013	03065	BANK OF AMERICA OR SCARSELLA	\$444.50	
00015088	10/4/2013	03340	BEHAVIORAL HEALTH RESOURCES	\$1,220.00	
00015089	10/4/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,001.75	
00015090	10/4/2013	04120	BUILDERS HARDWARE CO	\$76.62	
00015091	10/4/2013	05115	CAMCAL INC	\$310.78	
00015092	10/4/2013	05740	CED	\$99.42	
00015093	10/4/2013	05940	CENTURY LINK	\$2,659.72	
00015094	10/4/2013	05945	CENTURY LINK	\$173.94	
00015095	10/4/2013	06060	CITY OF OLYMPIA	\$160.00	
00015096	10/4/2013	06120	CITY OF OLYMPIA UTILITIES	\$6,908.07	
00015097	10/4/2013	06270	CLAUS, DIANA	\$150.00	
00015098	10/4/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$253.90	
00015099	10/4/2013	07115	CREATIVE INK & EMBROIDERY	\$229.57	
00015100	10/4/2013	07163	CTS / PACIFIC APEX CONSTRUCTION LLC	\$19,787.64	
00015101	10/4/2013	07220	CUMMINS NORTHWEST INC	\$13,637.33	
00015102	10/4/2013	07560	DATAQUEST	\$93.50	
00015103	10/4/2013	07617	DAVID M HOWE TRUSTEE	\$761.68	
00015104	10/4/2013	08550	EASY SPEAKERS CLUB	\$528.00	
00015105	10/4/2013	08780	EMERALD RECYCLING SERVICE	\$934.49	
00015106	10/4/2013	09180	EXPRESS SERVICES INC	\$1,312.71	
00015107	10/4/2013	09805	FLEET PRIDE	\$33.94	
00015108	10/4/2013	09820	FLEET-NET CORP	\$1,642.88	
00015109	10/4/2013	10180	FREEDMAN SEATING CORPORATION	\$64.16	
00015110	10/4/2013	10205	FREEMAN-MANZANARES ANN	\$97.91	
00015111	10/4/2013	10290	FUSION GRAPHIX	\$150.56	
00015112	10/4/2013	10630	GFI GENFARE	\$171.09	
00015113	10/4/2013	10660	GILLIG LLC	\$7,491.38	
00015114	10/4/2013	10820	GRAPHIC COMMUNICATIONS	\$43.75	
00015115	10/4/2013	10950	HADLEY-TRANSIT	\$96.93	
00015116	10/4/2013	11175	HEALTH CARE AUTHORITY	\$283,219.55	
00015117	10/4/2013	11308	HOFSTETTER SHANNON	\$192.30	
00015118	10/4/2013	11615	INDUSTRIAL HYDRAULICS INC	\$396.96	
00015119	10/4/2013	11770	INTERCITY TRANSIT PROJECT ASSISTANCE	\$749.00	
00015120	10/4/2013	11775	INTERCITY TRANSIT WELLNESS	\$632.00	
00015121	10/4/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,607.50	
00015122	10/4/2013	11810	INTERSTATE BATTERY	\$678.59	
00015123	10/4/2013	11865	ISLAND SUPERIOR AIR FILTER	\$205.77	
00015124	10/4/2013	11905	JANEK CORPORATION	\$293.76	
00015125	10/4/2013	11930	JERRYS AUTOMOTIVE TOWING	\$427.58	
00015126	10/4/2013	12560	KESTER MEG	\$213.24	
00015127	10/4/2013	12875	KPFF CONSULTING ENGINEERS INC	\$1,424.05	
00015128	10/4/2013	13396	LARSON, DAVE	\$151.17	
00015129	10/4/2013	13510	LES SCHWAB TIRE CENTER	\$974.19	
00015130	10/4/2013	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/04/2013

Thru Date: 10/04/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015131	10/4/2013	14760	MUNCIE TRANSIT SUPPLY	\$24,577.76	
00015132	10/4/2013	14900	NAPA AUTO PARTS	\$273.62	
00015133	10/4/2013	16593	PACIFIC OFFICE AUTOMATION	\$2,665.23	
00015134	10/4/2013	16595	PACIFIC POWER PRODUCTS	\$11,672.76	
00015135	10/4/2013	16765	PETRO CARD	\$138,154.75	
00015136	10/4/2013	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00015137	10/4/2013	16874	PITNEY BOWES PURCHASE POWER	\$1,000.00	
00015138	10/4/2013	17505	RAINIER DODGE INC	\$1,590.53	
00015139	10/4/2013	17760	ROSS AND WHITE COMPANY	\$421.71	
00015140	10/4/2013	17845	SAFETEC COMPLIANCE SYSTEMS INC	\$1,000.00	
00015141	10/4/2013	17891	SCARSELLA BROTHERS	\$8,445.50	
00015142	10/4/2013	17900	SCHETKY NW SALES INC	\$1,480.48	
00015143	10/4/2013	18145	SIX ROBBLEES INC	\$110.66	
00015144	10/4/2013	18218	SMITH, HEATHER	\$143.85	
00015145	10/4/2013	18470	SPORTWORKS NORTHWEST INC	\$196.09	
00015146	10/4/2013	18510	SRG PARTNERSHIP	\$1,505.00	
00015147	10/4/2013	18695	SUMMIT LAW GROUP PLLC	\$7,609.50	
00015148	10/4/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00015149	10/4/2013	18955	TERRITORIAL SUPPLIES INC	\$83.16	
00015150	10/4/2013	18990	THERMO KING NORTHWEST	\$67.21	
00015151	10/4/2013	21930	TIRES INC	\$13,574.33	
00015152	10/4/2013	21950	TITUS-WILL CHEVROLET	\$1,492.21	
00015153	10/4/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.23	
00015154	10/4/2013	22010	TOYOTA OF OLYMPIA	\$201.71	
00015155	10/4/2013	22250	TRI-CITIES BATTERY INC	\$6,987.38	
00015156	10/4/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,399.00	
00015157	10/4/2013	23820	VERIZON WIRELESS	\$1,287.69	
00015158	10/4/2013	24000	W W GRAINGER INC	\$129.27	
00015159	10/4/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$527.00	
00015160	10/4/2013	24750	WA ST GET PROGRAM	\$322.50	
00015161	10/4/2013	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$50.00	
00015162	10/4/2013	25670	WAXIE SANITARY SUPPLY	\$143.05	
00015163	10/4/2013	26405	XIOLOIX LLC	\$7,039.36	
<b>Total:</b>				<b>\$627,396.71</b>	

# Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/18/2013

Thru Date: 10/18/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015167	10/18/2013	23535	U S TREASURY / IRS	\$161.79	
00015168	10/18/2013	01230	A WORKSAFE SERVICE INC	\$191.00	
00015169	10/18/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$4,873.44	
00015170	10/18/2013	01405	ADVANCE GLASS INC	\$1,540.19	
00015171	10/18/2013	01660	ALL STAR FORD	\$92.73	
00015172	10/18/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$147.00	
00015173	10/18/2013	01805	AMB TOOLS AND EQUIPMENT CO INC	\$711.26	
00015174	10/18/2013	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00015175	10/18/2013	01900	AMERICAN PLANNING ASSOCIATION WA CH	\$50.00	
00015176	10/18/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$233.79	
00015177	10/18/2013	02380	ARAMARK UNIFORM SERVICES	\$741.88	
00015178	10/18/2013	02825	AUTO PLUS - OLYMPIA	\$86.98	
00015179	10/18/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$2,790.55	
00015180	10/18/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$435.12	
00015181	10/18/2013	03940	B&B SIGN CO LLC	\$842.89	
00015182	10/18/2013	05305	CAPITOL ALARM INC	\$315.66	
00015183	10/18/2013	05340	CAPITOL COURIER SERVICE	\$336.40	
00015184	10/18/2013	05460	CARQUEST AUTO PARTS-OLYMPIA	\$228.48	
00015185	10/18/2013	05940	CENTURY LINK	\$222.98	
00015186	10/18/2013	06040	CITY OF LACEY	\$988.68	
00015187	10/18/2013	06270	CLAUS, DIANA	\$300.00	
00015188	10/18/2013	06607	COMDATA	\$45,950.44	
00015189	10/18/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$652.09	
00015190	10/18/2013	07150	CROSSROADS COLLISION CENTER	\$1,115.20	
00015191	10/18/2013	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00015192	10/18/2013	07220	CUMMINS NORTHWEST INC	\$18,149.25	
00015193	10/18/2013	08840	EMPLOYER RESOURCES NORTHWEST	\$6,051.93	
00015194	10/18/2013	09180	EXPRESS SERVICES INC	\$1,489.60	
00015195	10/18/2013	09805	FLEET PRIDE	\$283.15	
00015196	10/18/2013	10580	GENE'S TOWING INC	\$451.27	
00015197	10/18/2013	10660	GILLIG LLC	\$0.00	✓
00015198	10/18/2013	10660	GILLIG LLC	\$19,465.59	
00015199	10/18/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,008.32	
00015200	10/18/2013	10820	GRAPHIC COMMUNICATIONS	\$275.81	
00015201	10/18/2013	10825	GRAVITEC SYSTEMS INC	\$1,292.00	
00015202	10/18/2013	11308	HOFSTETTER SHANNON	\$192.30	
00015203	10/18/2013	11414	HULTZ BHU ENGINEERS INC	\$2,184.91	
00015204	10/18/2013	11615	INDUSTRIAL HYDRAULICS INC	\$45.50	
00015205	10/18/2013	11765	INTERCITY TRANSIT PETTY CASH	\$474.78	
00015206	10/18/2013	11810	INTERSTATE BATTERY	\$465.45	
00015207	10/18/2013	12845	KNIGHT FIRE PROTECTION	\$2,304.81	
00015208	10/18/2013	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$919.70	
00015209	10/18/2013	13485	LEMAY MOBILE SHREDDING	\$40.00	
00015210	10/18/2013	13510	LES SCHWAB TIRE CENTER	\$345.11	
00015211	10/18/2013	13661	LOOMIS	\$346.36	
00015212	10/18/2013	13850	MASON COUNTY TRANSIT	\$1,485.00	
00015213	10/18/2013	14590	MOHAWK MFG & SUPPLY	\$30.76	
00015214	10/18/2013	14835	MVP POSTER INC	\$156.59	
00015215	10/18/2013	14900	NAPA AUTO PARTS	\$1,199.81	
00015216	10/18/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$37.35	
00015217	10/18/2013	15530	OLYMPIA AUTOBODY, INC.	\$1,690.36	
00015218	10/18/2013	15545	OLYMPIA COPY & PRINTING	\$570.31	
00015219	10/18/2013	16490	PACIFIC DISPOSAL INC	\$640.13	
00015220	10/18/2013	16695	PATTISON WATER COMPANY	\$505.94	

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/18/2013

Thru Date: 10/18/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015221	10/18/2013	16760	PETTIT OIL COMPANY	\$1,037.01	
00015222	10/18/2013	16765	PETRO CARD	\$158,435.31	
00015223	10/18/2013	16841	PIONEER FIRE & SECURITY INC	\$421.12	
00015224	10/18/2013	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$718.08	
00015225	10/18/2013	17290	PUGET SOUND ENERGY	\$15,225.06	
00015226	10/18/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,795.20	
00015227	10/18/2013	17505	RAINIER DODGE INC	\$198.63	
00015228	10/18/2013	17900	SCHETKY NW SALES INC	\$1,203.39	
00015229	10/18/2013	17986	SECURITAS SECURITY SERVICES USA INC	\$13,545.68	
00015230	10/18/2013	18068	SHINING EXAMPLE INC	\$303.33	
00015231	10/18/2013	18145	SIX ROBBLEES INC	\$134.20	
00015232	10/18/2013	18210	SME SOLUTIONS	\$310.29	
00015233	10/18/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00015234	10/18/2013	18470	SPORTWORKS NORTHWEST INC	\$83.67	
00015235	10/18/2013	18705	SUNBELT RENTALS	\$581.38	
00015236	10/18/2013	18711	SUNSET AIR INC	\$886.99	
00015237	10/18/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$421.50	
00015238	10/18/2013	18990	THERMO KING NORTHWEST	\$1,279.93	
00015239	10/18/2013	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,090.75	
00015240	10/18/2013	21910	THYSSENKRUPP ELEVATOR	\$338.14	
00015241	10/18/2013	21930	TIRES INC	\$154.90	
00015242	10/18/2013	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00015243	10/18/2013	21950	TITUS-WILL CHEVROLET	\$2,191.40	
00015244	10/18/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$88.78	
00015245	10/18/2013	22010	TOYOTA OF OLYMPIA	\$143.96	
00015246	10/18/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00015247	10/18/2013	22420	TUMWATER PRINTING	\$516.33	
00015248	10/18/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$38,115.17	
00015249	10/18/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	✓
00015250	10/18/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$14,395.05	
00015251	10/18/2013	23713	UNIVERSITY SPORTS PUBLICATIONS CO INC	\$750.00	
00015252	10/18/2013	23740	USSC LLC	\$895.16	
00015253	10/18/2013	24000	W W GRAINGER INC	\$700.76	
00015254	10/18/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$142.14	
00015255	10/18/2013	24750	WA ST GET PROGRAM	\$322.50	
00015256	10/18/2013	25380	WASHINGTON GARDENS	\$315.52	
00015257	10/18/2013	25858	WESTCARE CLINIC LLC PS	\$75.00	
Total:				\$411,286.67	

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-D  
MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Erin Hamilton, 705-5837  
**SUBJECT:** Uniforms for Operations Staff - Contract Extension

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1) **The Issue:** To approve a one-year contract extension to Blumenthal Uniforms and Equipment for the provision of Operations uniforms.

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2) **Recommended Action:** Authorize the General Manager to enter into the final one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$65,000, including taxes, for the provision of Operations uniforms.

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

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4) **Background:** In 2009 the Intercity Transit Authority awarded a three-year contract to Blumenthal Uniforms and Equipment with the option to extend the contract for two additional years, in one-year increments. This recommendation represents the last one-year extension option available under this agreement.

Operations staff has been pleased with the services provided by Blumenthal's. They have been satisfied with the quality of the uniforms provided as well as Blumenthal's timeliness in deliveries and customer service. Procurement and Operations staff determined Blumenthal's pricing continues to be fair and reasonable. Considering their successful performance, staff recommends a one-year extension of the contract with Blumenthal Uniforms and Equipment.

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5) **Alternatives:**

A. Authorize the General Manager to enter into the final one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$65,000, including taxes, for the provision of Operations uniforms.

B. Defer action. The current contract extension expires November 19, 2013. Deferred action may result in a delay in Operators receiving uniform pieces.

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6) **Budget Notes:** The 2014 Operations uniform budget is \$65,000 and the contract is within budget.

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7) **Goal References:** Goal No. 2: *"Provide outstanding customer service."*

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8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-E  
MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann, 705-5833  
**SUBJECT:** Surplus Property

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- 1) **The Issue:** Whether or not to declare property surplus.
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- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
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- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
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- 4) **Background:** Staff requests the Authority declare the attached list of vehicle parts, Facility items and Vanpool vehicles surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$171,330.37.
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- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
  - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
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- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** Surplus Property - Exhibit "A" -- November 2013.

**EXHIBIT "A" - NOVEMBER 2013 SURPLUS**

Summary	
Vanpool vehicle surplus parts	\$884.35
DAL vehicle surplus parts	\$566.02
Facilities surplus items	\$1880.00
Surplus Vanpool vehicles	168,000.00
<b>Total</b>	<b>\$171,330.37</b>

**NOVEMBER 2013 VANPOOL VEHICLE SURPLUS PARTS**

<b>PART #</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>EACH</b>	<b>TOTAL</b>	<b>VEHICLE</b>
175/65R14	TIRE, MICHELIN	2	\$14.05	\$28.10	01 PRIUS
8949	DRUM, REAR BRAKE	2	\$3.36	\$6.72	01-05 ASTRO
33481	FILTER, FUEL	4	\$0.90	\$3.60	01-05 ASTRO
46117	FILTER, AIR	3	\$1.01	\$3.03	01-05 ASTRO
51040	FILTER, OIL	4	\$0.44	\$1.75	01-05 ASTRO
1256202	COVER, BRAKE PEDAL PAD	2	\$0.25	\$0.50	01-05 ASTRO
1-5921	FILTER, TRANSMISSION	2	\$2.29	\$4.58	01-05 ASTRO
1924081	SHOCKS, FRONT, 2WD	2	\$6.11	\$12.22	01-05 ASTRO
1924082	SHOCK, REAR	2	\$6.51	\$13.02	01-05 ASTRO
1924371	SHOCK, REAR	2	\$5.40	\$10.80	01-05 ASTRO
2724577	SEAL, EVAPORATOR	3	\$0.44	\$1.32	01-05 ASTRO
2724578	SEAL, EVAPORATOR	2	\$0.47	\$0.94	01-05 ASTRO
6570537	CLUTCH ASSY, A/C	1	\$15.08	\$15.08	01-05 ASTRO
9417784	BEARING, FRONT PINION	1	\$3.19	\$3.19	01-05 ASTRO
9420095	BEARING, CASE	2	\$3.52	\$7.04	01-05 ASTRO
9785792	SLEEVE, CRUSH	1	\$0.44	\$0.44	01-05 ASTRO
10108445	GASKET, DISTRIBUTOR	4	\$0.06	\$0.24	01-05 ASTRO
10220906	GASKET, OIL PAN	2	\$1.12	\$2.24	01-05 ASTRO
12338015	PIN, DOOR HINGE	3	\$0.29	\$0.87	01-05 ASTRO
12376249	SWITCH, REAR HATCH	1	\$5.41	\$5.41	01-05 ASTRO
12376850	COVER, LATCH	1	\$0.82	\$0.82	01-05 ASTRO
12376852	COVER, LATCH	1	\$1.37	\$1.37	01-05 ASTRO
12471686	SEAL, REAR AXLE	2	\$0.97	\$1.94	01-05 ASTRO

12479031	BEARING, REAR AXLE	3	\$6.62	\$19.86	01-05 ASTRO
12530697	CALIPER SLIDE PIN	8	\$0.52	\$4.16	01-05 ASTRO
12530703	CALIPER SEAL	7	\$0.44	\$3.08	01-05 ASTRO
12546204	EXTENDER, 9" SEATBELT	18	\$1.00	\$18.00	01-05 ASTRO
12546205	EXTENDER, 12" SEATBELT	4	\$1.00	\$4.00	01-05 ASTRO
12551507	GASKET, THERMOSTAT	3	\$0.46	\$1.38	01-05 ASTRO
12580773	PULLEY, IDLER	1	\$5.35	\$5.35	01-05 ASTRO
12598210	DISTRIBUTOR	1	\$42.98	\$42.98	01-05 ASTRO
12632948	THERMOSTAT	2	\$2.28	\$4.56	01-05 ASTRO
14039587	SEAL, FRONT PINION	2	\$0.51	\$1.02	01-05 ASTRO
15010225	WIPER, REAR	3	\$0.82	\$2.46	01-05 ASTRO
15010740	BRACKET, ALDL	1	\$0.40	\$0.40	01-05 ASTRO
15024173	DEFLECTOR, HEATER VENT	1	\$1.16	\$1.16	01-05 ASTRO
15043062	WIPER ARM	1	\$2.20	\$2.20	01-05 ASTRO
15046999	WEATHERSTRIP, LH REAR DOOR	1	\$15.25	\$15.25	01-05 ASTRO
15047000	WEATHERSTRIP, RH REAR DOOR	1	\$22.72	\$22.72	01-05 ASTRO
15070012	SWITCH, HEATER CONTROL VALVE	1	\$15.62	\$15.62	01-05 ASTRO
15149302	MOTOR, REAR WIPER	1	\$17.28	\$17.28	01-05 ASTRO
15151511	SWITCH, DRIVER POWER WINDOW	1	\$7.29	\$7.29	01-05 ASTRO
15184702	WIPER, FRONT	2	\$0.85	\$1.70	01-05 ASTRO
15529627	KNOB, PASSENGER SEAT LATCH	1	\$0.63	\$0.63	01-05 ASTRO
15595096	CONTACT, SLIDING DOOR	1	\$0.67	\$0.67	01-05 ASTRO
15595097	CONTACT, SLIDING DOOR	1	\$0.68	\$0.68	01-05 ASTRO
15649835	POCKETS, DOOR DRIVERS	1	\$2.94	\$2.94	01-05 ASTRO
15649836	POCKETS, DOOR PASSENGER	3	\$3.23	\$9.69	01-05 ASTRO
15674628	SWITCH, DOOR JAMB	1	\$0.17	\$0.17	01-05 ASTRO
15687026	SWITCH, REAR WIPER	1	\$7.77	\$7.77	01-05 ASTRO
15716095	GAS SPRING, L REAR UPPER DOOR	2	\$5.43	\$10.86	01-05 ASTRO
15724699	DEFLECTOR, HEATER	4	\$0.32	\$1.28	01-05 ASTRO
15751726	WEATHERSTRIP, LIFTGATE OPENING	1	\$15.58	\$15.58	01-05 ASTRO
15756831	MOLDING, DRIPRAIL	1	\$6.27	\$6.27	01-05 ASTRO
15757375	MIRROR, LEFT SIDE POWER	1	\$25.31	\$25.31	01-05 ASTRO
15757376	MIRROR, RIGHT SIDE POWER	1	\$22.67	\$22.67	01-05 ASTRO
15764375	LINES, OIL COOLER	1	\$15.83	\$15.83	01-05 ASTRO
15960325	RETAINER, DOOR PANEL	7	\$0.08	\$0.56	01-05 ASTRO
15969130	SWITCH, REAR HEATER	1	\$9.66	\$9.66	01-05 ASTRO
15976864	SWITCH, REAR A/C	2	\$6.80	\$13.60	01-05 ASTRO
15988041	GAS SPRING, R REAR UPPER DOOR	2	\$4.03	\$8.06	01-05 ASTRO
15992646	WING NUT, THROTTLE BODY COVER	1	\$0.30	\$0.30	01-05 ASTRO
17113215	SEAL KIT, TBI/AIR INTAKE	1	\$4.41	\$4.41	01-05 ASTRO
19141584	CALIPER, RH REAR	1	\$7.60	\$7.60	01-05 ASTRO
19141585	CALIPER, LH REAR	1	\$7.61	\$7.61	01-05 ASTRO
19179474	MOTOR, BLOWER	1	\$17.09	\$17.09	01-05 ASTRO

22154666	MOTOR, LH WINDOW	1	\$18.78	\$18.78	01-05 ASTRO
22510042	BEARING, REAR PINION	1	\$6.21	\$6.21	01-05 ASTRO
25664287	ACTUATOR, DOOR LOCK	1	\$10.40	\$10.40	01-05 ASTRO
52468324	VALVE, THERMO EXPANSION	1	\$9.57	\$9.57	01-05 ASTRO
82205905	FILTER, AIR CONDITIONER	1	\$4.08	\$4.08	01-05 ASTRO
88891763	NUT, PINION	1	\$0.35	\$0.35	01-05 ASTRO
88893989	GASKET KIT, OIL FILTER ADAPTER	1	\$0.29	\$0.29	01-05 ASTRO
88960088	MOTOR, R&L WINDOW	1	\$17.99	\$17.99	01-05 ASTRO
88984268	WIRE, COIL	1	\$2.38	\$2.38	01-05 ASTRO
88985388	PUMP, POWER STEERING	1	\$10.27	\$10.27	01-05 ASTRO
89017309	TENSIONER, BELT	1	\$7.11	\$7.11	01-05 ASTRO
89017465	GASKET, INTAKE MANIFOLD	1	\$4.47	\$4.47	01-05 ASTRO
89017866	GASKET, LOWER INTAKE MANIFOLD	1	\$3.53	\$3.53	01-05 ASTRO
89018436	RESISTOR, BLOWER MOTOR	1	\$4.88	\$4.88	01-05 ASTRO
89060527	PUMP, WATER	1	\$27.19	\$27.19	01-05 ASTRO
93441558	DISTRIBUTOR	1	\$52.16	\$52.16	01-05 ASTRO
215/70R16	TIRE, MICHELIN LTX M/S ORWL	3	\$16.22	\$48.66	01-05 ASTRO
35-6324	WIRE SET, SPARK PLUG	1	\$6.58	\$6.58	01-05 ASTRO
AWSF42EE	PLUG, SPARK	6	\$0.48	\$2.88	01-05 ASTRO
CV769C	VALVE, PCV	1	\$0.37	\$0.37	01-05 ASTRO
CVC125	LIGHTS, STEP	6	\$0.50	\$3.00	01-05 ASTRO
D328A	CAP, DISTRIBUTOR	1	\$5.40	\$5.40	01-05 ASTRO
D465	ROTOR, DISTRIBUTOR	1	\$1.13	\$1.13	01-05 ASTRO
D577	COIL, IGNITION	1	\$8.32	\$8.32	01-05 ASTRO
FT114	FILTER, TRANSMISSION	1	\$1.77	\$1.77	01-05 ASTRO
K060956	BELT, SERPENTINE	2	\$4.96	\$9.92	01-05 ASTRO
RDS55072	GASKET, DIFFERENTIAL COVER	1	\$0.37	\$0.37	01-05 ASTRO
V2013948AC	PADS, REAR BRAKE	1	\$6.97	\$6.97	01-05 ASTRO
6504672	NUT, LUG	5	\$0.59	\$2.95	02-05 CARAVAN
1825293C1	O-RING, HEATER HOSE OUTLET	1	\$0.27	\$0.27	02-05 CARAVAN
4861322AC	BELT, SERPENTINE	1	\$3.35	\$3.35	02-05 CARAVAN
4885583AB	RESISTOR, BLOWER MOTOR	2	\$1.27	\$2.54	02-05 CARAVAN
5005342AB	HOSE - OIL COOLER OUTLET	1	\$1.67	\$1.67	02-05 CARAVAN
5019991AA	SEAL KIT, CALIPER	4	\$0.71	\$2.84	02-05 CARAVAN
542AF	CALIPER, RF	1	\$7.65	\$7.65	02-05 CARAVAN
543AF	CALIPER, LF	1	\$7.65	\$7.65	02-05 CARAVAN

16611B68AAA	RETRACTOR, 2ND ROW RH, 3PB	1	\$5.20	\$5.20	03-05 E-350
16611B68EAA	RETRACTOR, 2/3 ROW LH, 3PB **	1	\$5.20	\$5.20	03-05 E-350
41-993	PLUG, SPARK	18	\$0.68	\$12.24	03-05 E-350
53-29075	COOLER, HYDRAULIC OIL	1	\$52.86	\$52.86	96 LOWFLOOR
<b>Total</b>				<b>884.41</b>	

### NOVEMBER 2013 DIAL-A-LIFT SURPLUS VEHICLE PARTS

PART #	DESCRIPTION	QUANTITY	EACH	TOTAL	VEHICLE
0001747	SWITCH, DOOR, ELECTRIC	1	\$0.99	\$0.99	FORD 6.0L
4160	SEAL, GREASE	47	\$0.80	\$37.60	FORD 6.0L
23456	BATTERY HOLD DOWN, 8D	1	\$1.33	\$1.33	FORD 6.0L
57948	SHOCK, SEAT	2	\$2.68	\$5.36	FORD 6.0L
82012	GRAB BAR, PASSENGER SEAT	1	\$1.84	\$1.84	FORD 6.0L
83662	LATCH, FUEL DOOR	1	\$0.37	\$0.37	FORD 6.0L
87916	LATCH KIT, SIDE WINDOW	3	\$1.27	\$3.81	FORD 6.0L
94902	PIGTAIL, LICENSE PLATE LAMP	2	\$0.13	\$0.26	FORD 6.0L
1000/17-L3.5	COVER, BOTTOM SEAT	2	\$3.27	\$6.54	FORD 6.0L
AE7299M	PADS, REAR BRAKE	1	\$10.80	\$10.80	FORD 6.0L
AMI19475	SEATBELT, PASSENGER ASSY	2	\$3.25	\$6.50	FORD 6.0L
E9TZ7A548D	SEAL, DIRECT CLUTCH OUTER	3	\$0.15	\$0.45	FORD 6.0L
F42T6/CW	LAMP, SIDE DEST. SIGN LIGHT	14	\$0.25	\$3.50	FORD 6.0L
PX-5508	HOUSING, REAR	1	\$17.43	\$17.43	FORD 6.0L
1075	RETAINER, FRONT BEARING	2	\$0.30	\$0.60	FORD 7.3L
1111	WASHER, FLAT	35	\$0.03	\$1.05	FORD 7.3L
3514	CAPACITOR	13	\$0.19	\$2.47	FORD 7.3L
7821	SHAFT, DOOR PIN W/KEYWAY	2	\$4.33	\$8.66	FORD 7.3L
7822	WASHER, DOOR PIN SHAFT	9	\$0.09	\$0.81	FORD 7.3L
7823	BUSHING, DOOR PIN SHAFT	2	\$1.12	\$2.24	FORD 7.3L
7824	COLLAR, SWING ARM	2	\$2.02	\$4.04	FORD 7.3L
7825	STOCK, DOOR PIN KEY	1	\$0.09	\$0.09	FORD 7.3L
7826	SCREW, DOOR PIN SHAFT	4	\$0.07	\$0.28	FORD 7.3L
14607	FILLER, FLOOR CHANNEL	52	\$0.21	\$10.92	FORD 7.3L
14727	PENDANT, W/C LIFT CONTROL	1	\$21.29	\$21.29	FORD 7.3L
15243	RACE, OUTER	3	\$0.57	\$1.71	FORD 7.3L
19288	GUIDE, SEAT HEIGHT	18	\$0.14	\$2.52	FORD 7.3L
19364	BRACKET, BUMPER	2	\$3.38	\$6.76	FORD 7.3L
19622	CABLE ASSY, SEAT RELEASE W/COV	1	\$1.02	\$1.02	FORD 7.3L
0020468	CHANNEL, PLASTIC WHITE	135	\$0.01	\$1.35	FORD 7.3L
21204	SEATBELT ASSY, PASSENGER	1	\$3.17	\$3.17	FORD 7.3L
24944	SEATBELT ASSY, PASSENGER	2	\$5.78	\$11.56	FORD 7.3L

35062	BEARING, FLIP-UP SEAT	10	\$0.04	\$0.40	FORD 7.3L
55054	TOGGLE SWITCH, W/C LIFT UP/DWN	2	\$0.99	\$1.98	FORD 7.3L
67662	SWITCH, HEATED MIRROR	1	\$1.15	\$1.15	FORD 7.3L
75552	CONSOLE, ELECT. CNTRL HOUSING	1	\$7.86	\$7.86	FORD 7.3L
94862	PIGTAIL, T/S LAMP	2	\$0.18	\$0.36	FORD 7.3L
1008788	RELAY, W/C,HORN & CLEAR. LIGHT	5	\$0.57	\$2.85	FORD 7.3L
1235068	SWITCH, PRESSURE	3	\$1.83	\$5.49	FORD 7.3L
1924371	SHOCK, REAR	2	\$5.40	\$10.80	FORD 7.3L
221000301010	CONTROLLER CONNECTOR, 12V	2	\$0.05	\$0.10	FORD 7.3L
0024276-02F	GLASS, UPPER FIXED WINDOW	2	\$0.37	\$0.74	FORD 7.3L
0024276-02S	GLASS, UPPER SLIDER WINDOW	1	\$0.55	\$0.55	FORD 7.3L
1000/12-L3.5	COVER, BOTTOM SEAT	4	\$2.89	\$11.56	FORD 7.3L
1000/41-L4	COVER, BOTTOM SEAT	2	\$3.40	\$6.80	FORD 7.3L
1000/54-L3.5	COVER, BOTTOM, FLIP SEAT	3	\$2.00	\$6.00	FORD 7.3L
1000/65-L3.5	COVER, BOTTOM, FOLDAWAY	1	\$3.40	\$3.40	FORD 7.3L
1000/72-L3	COVER, DRIVER SEAT BOT (BLU)	1	\$0.56	\$0.56	FORD 7.3L
1000/78-L4	COVER, BOTTOM, FOLDAWAY	2	\$7.20	\$14.40	FORD 7.3L
1000/81-L3	COVER, BOTTOM, FLIUPUP	4	\$2.80	\$11.20	FORD 7.3L
1001/12-L3.5	COVER, BACK	5	\$2.48	\$12.40	FORD 7.3L
1001/17-L3.5	COVER, BACK	3	\$3.80	\$11.40	FORD 7.3L
1001/41-L4-L	COVER, BACK, LOW	3	\$3.00	\$9.00	FORD 7.3L
1001/41-L4-M	COVER, BACK, MID/HIGH	4	\$2.06	\$8.24	FORD 7.3L
1001/54-L3.5	COVER, BACK, FLIP UP	3	\$2.20	\$6.60	FORD 7.3L
1001/65-L3.5	COVER, BACK, FOLDAWAY	3	\$3.80	\$11.40	FORD 7.3L
1001/78-L4	COVER, BACK, FOLDAWAY	2	\$7.20	\$14.40	FORD 7.3L
1001/81-L3	COVER, BACK, FLIP UP	4	\$3.20	\$12.80	FORD 7.3L
206138-1	CONNECTOR, CONSOLE	3	\$0.55	\$1.65	FORD 7.3L
206151-1	CONNECTOR, CONSOLE	2	\$0.32	\$0.64	FORD 7.3L
206151-2	CONNECTOR, CONSOLE	5	\$0.33	\$1.65	FORD 7.3L
28X44	PANEL, MODESTY	1	\$15.50	\$15.50	FORD 7.3L
35880Y	LAMP, LED AMBER TURN SIGNAL	2	\$1.22	\$2.44	FORD 7.3L
416K	LAMP, W/C LIFT DOOR	2	\$0.88	\$1.76	FORD 7.3L
53-29075-000	HYDRAULIC OIL COOLER	1	\$0.88	\$0.88	FORD 7.3L
54ATD	REFLECTOR, AMBER SIDE	1	\$0.19	\$0.19	FORD 7.3L
8DT	BATTERY, TOP POST	2	\$23.78	\$47.56	FORD 7.3L
98404A253	PIN, BATTERY BOX	1	\$0.22	\$0.22	FORD 7.3L
AMI82278	CABLE ASSY, REAR FLIP SEAT	1	\$5.83	\$5.83	FORD 7.3L
C9852	SEAL KIT, CALIPER	4	\$0.77	\$3.08	FORD 7.3L
CVC125	LIGHTS, STEP	6	\$0.50	\$3.00	FORD 7.3L
E9TZ5493C	BUSHING, SWAY BAR FRAME	3	\$0.05	\$0.15	FORD 7.3L
F30T8CW	LAMP, DESTINATION SIGN	2	\$0.13	\$0.26	FORD 7.3L
FE200727	BELT, W/C RETRACT. SHOULDER	2	\$12.59	\$25.18	FORD 7.3L
GW174	NOZZLE, REAR WIPER	1	\$5.39	\$5.39	FORD 7.3L

K264	AIR COMPRESSOR REBUILD KIT	1	\$3.46	\$3.46	FORD 7.3L
PBRSB2122-24	SEATBELT, PASSENGER SEAT	3	\$7.10	\$21.30	FORD 7.3L
PX-1057	BLADES, FAN ALTERNATOR	1	\$0.62	\$0.62	FORD 7.3L
PX-1096	SCREWS	4	\$0.03	\$0.12	FORD 7.3L
PX-1097	SCREWS	10	\$0.05	\$0.50	FORD 7.3L
PX-1305	SCREW, FRONT BEARING RETAINER	6	\$0.02	\$0.12	FORD 7.3L
PX-2526	HEAT SINK UPGRADE KIT	1	\$0.46	\$0.46	FORD 7.3L
PX-4000	REGULATOR, VOLTAGE	1	\$16.57	\$16.57	FORD 7.3L
R01390102AXA	BUMPER MODULE, L&R FRONT	2	\$23.76	\$47.52	FORD 7.3L
SNW821	RUBBER, SEAT BACK HANDLE	18	\$0.57	\$10.26	FORD 7.3L
<b>TOTAL</b>				<b>\$566.02</b>	

### NOVEMBER 2013 FACILITIES SURPLUS ITEMS

DESCRIPTION	QUANTITY	EACH	TOTAL
ELECTRICAL ENCLOSURE, 28"W X 18"D X 72"H, LOCKING DOOR	1	\$35.00	\$35.00
BLACK TABLE 30"X72", WOODGRAIN LAMINATE TOP, RIGID LEGS	1	\$5.00	\$5.00
METAL CABINET, 36"W X 18"D X 42"H	1	\$15.00	\$15.00
WINDOW AIRCONDITIONER UNIT, COMFORT-AIRE MODEL RADS-181-B, 115V, 17300 BTU, 1570 WATTS	1	\$10.00	\$10.00
CLEAVER BROOKS NON-STANDARD FUELS SYSTEM, WILL ALLOW BOILER TO RUN ON DUAL FUELS (NEEDS OIL PUMP, COMPRESSOR AND STORAGE TANK TO PROVIDE OIL TO SYSTEM.)	1	\$250.00	\$250.00
TENNSCO METAL SHELVING UNIT. MISC. PARTS FOR A SECTION EXTENSION TO EXISTING SHELF	1	\$15.00	\$15.00
USED BUS SHELTERS, FULL SIZED, OLD TYPE	5	\$300.00	\$1,500.00
OVERHEAD PROJECTOR, ELMO HP-L290	1	\$15.00	\$15.00
TYPEWRITER CART, METAL LEGS, WOODGRAIN TOP, 18" X 20", EXPANDS TO 36" X 26 1/2", HUNT MANUFACTURING	1	\$10.00	\$10.00
STEELCASE BI-FOLD DOOR CABINET WITH CLOSET ROD, SAND COLOR, 30"W X 25"D X 65" H	1	\$25.00	\$25.00
<b>TOTAL</b>			<b>\$1,880.00</b>

### NOVEMBER 2013 SURPLUS VANPOOL VEHICLES

VANPOOL #	DESCRIPTION	SEATS	VALUE
1512	2005 CHEVROLET ASTRO	8	3,500.00
1516	2005 CHEVROLET ASTRO	8	3,500.00
1521	2005 CHEVROLET ASTRO	8	3,500.00
1541	2006 FORD CLUBWAGON	12	5,000.00



1543	2006 FORD CLUBWAGON	12	5,000.00
1549	2006 FORD CLUBWAGON	12	5,000.00
1550	2006 FORD CLUBWAGON	12	5,000.00
1551	2006 FORD CLUBWAGON	12	5,000.00
1556	2006 FORD CLUBWAGON	12	5,000.00
1558	2006 FORD CLUBWAGON	12	5,000.00
1561	2006 FORD CLUBWAGON	12	5,000.00
1566	2006 FORD CLUBWAGON	12	5,000.00
1571	2006 FORD CLUBWAGON	15	5,500.00
1771	2004 FORD CLUBWAGON	12	5,000.00
1777	2004 FORD CLUBWAGON	12	5,000.00
1781	2005 FORD CLUBWAGON	12	5,000.00
1822	2007 CHEVY EXPRESS	12	5,000.00
1824	2007 CHEVY EXPRESS	12	5,000.00
1833	2007 CHEVY EXPRESS	12	5,000.00
1834	2007 CHEVY EXPRESS	12	5,000.00
1840	2007 CHEVY EXPRESS	12	5,000.00
1841	2007 CHEVY EXPRESS	12	5,000.00
1850	2007 CHEVY EXPRESS	12	5,000.00
1858	2007 CHEVY EXPRESS	12	5,000.00
1859	2007 CHEVY EXPRESS	12	5,000.00
1902	2008 CHEVY UPLANDER	7	6,000.00
1914	2008 CHEVY UPLANDER	7	6,000.00
1933	2008 CHEVY EXPRESS	12	5,000.00
1935	2008 CHEVY EXPRESS	12	5,000.00
1937	2008 CHEVY EXPRESS	12	5,000.00
1940	2008 CHEVY EXPRESS	12	5,000.00
1941	2008 CHEVY EXPRESS	12	5,000.00
1945	2008 CHEVY EXPRESS	12	5,000.00
2050	2009 CHEVY EXPRESS	12	5,000.00
<b>TOTAL</b>			<b>168,000.00</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-A**  
**MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

**SUBJECT:** 2014 Draft Budget – Public Hearing

- 
- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2014 Draft Budget.
- 
- 2) **Recommended Action:** Receive and consider public comment on the proposed 2014 budget.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan that the Authority will have the opportunity to adopt during this meeting. The Strategic Plan states the Authority’s wishes regarding service levels – the service levels are the prime driver of our proposed expenses for 2014.
- 
- 4) **Background:** We will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing. The 2014 draft budget has been available to the public since Wednesday, October 23<sup>rd</sup>.

The proposed operating budget for 2014 without any new projects or positions is \$34.4 million, a 4.2 percent increase from 2013. This increase does incorporate a salary increase for our Amalgamated Transit Union staff and an increase in operators from our current 180 to 185 for 2014. The capital budget, including projects that began during 2013 and before, is proposed at \$24.7 million, with \$14.2 million in new projects and \$10.5 million in projects from previous periods. Total proposed budget including staff recommended new projects/positions for 2013 is \$59.8 million. The major elements of Intercity Transit’s 2013 budget are:

- Increase in existing Dial-A-Lift service levels by 2,000 service hours.
- Sales tax revenue for 2015 is projected to increase 3.0% compared to 2014 sales tax revenue. 2014 sales tax revenue is expected to be approximately 3-4% higher than our 2013 receipts.
- Purchase of ten hybrid coaches.

- Purchase of 49 vanpool vans.
- The replacement of underground storage tanks and lube room enhancements.

New Projects and Capital Projects are attached.

In addition to the two new position listed on the attached, operator positions are increased by five from 2014 levels to accommodate the additional hours in Dial-A-Lift service and the new Tumwater express route.

- 
- 5) **Alternatives:**
- A) Consider public comment received. Accept the draft budget as presented and formally adopt the budget at the December 4, 2013.
  - B) Direct staff to revise the proposed 2014 budget based on comments and adopt the budget, as revised at the December 4, 2013, Authority meeting.
- 
- 6) **Budget Notes:** N/A
- 
- 7) **Goal Reference:** The annual budget impacts all agency goals.
- 
- 8) **References:** New Projects and Capital Projects. 2014 Discussion Guides (Draft 2014 Budget), were previously distributed to the Authority.

## Reconciliation of Proposed 2014 Budget

<b>Strategic Plan Operating Budget</b>	35,316,784
<b>Strategic Plan Capital Budget</b>	14,189,003
<b>Total Strategic Plan Budget for 2014</b>	49,505,787
<b>Capital and Major Projects Carryover from 2013</b>	10,498,320
<b>Total 2014 Proposed Budget</b>	<u><u>60,004,107</u></u>

### PROPOSED 2013 BUDGET:

New Positions/Projects		701,316
Capital Expenditures		13,491,903
Ongoing Projects, including Carryover Projects	10,448,320	
2014 Capital Projects Moved to Ongoing		
Olympia Transit Center Expansion	537,100	
ADA Bus Stop Enhancements	150,000	
Fiber Optic Project	<u>60,000</u>	
Total Ongoing Projects		11,195,420
Operating Expenses		10,061,123
Salaries/Wages and Benefits		24,366,727
<b>TOTAL PROPOSED 2013 BUDGET</b>		<u><u>59,816,489</u></u>

Project #	Name	2014 Amount	2013 Amount	Total
<b>Capital Expenditures</b>				
IS-005	Replace Aging Equipment	150,000		150,000
IS-014	Phone System Replacement	50,000		50,000
IS-015	IS Computer Room	400,000	50,000	450,000
IS-016	Lenel Security Camera Enhancement	130,000		130,000
FAC-060	UST Replacement/Lube Room	4,000,000		4,000,000
VM-010	Purchase Staff Electric Car	42,800		42,800
VM-013	Purchase Staff Station Wagon	25,400		25,400
VM-014	Purchase Village Vans	55,285		55,285
VM-018	Purchase Coaches	7,232,400		7,232,400
VP-004	Vanpool Vehicles	1,356,018		
<b><u>ONGOING PROJECTS</u></b>				
IS-007	ACS Orbital System		260,554	260,554
IS-013	Fiber Optic Project	60,000		60,000
EX-024	ISO 14001 Certification		12,000	12,000
MC-014	Web Site Enhancement		40,000	40,000
PL-009	Short/Long Range Service Plan		80,000	80,000
PL-010	Transit Signal Priority		931,584	931,584
PL-011	Analytical Service Software		70,000	70,000
PRO-004	Olympia Transit Center Expansion	537,100	7,655,182	8,192,282
PRO-005	Hawks Prairie Park and Ride		120,000	120,000
FAC-012	Building Security		110,000	110,000
FAC-015	Upgrades to Maintenance Boiler		150,000	150,000
FAC-027	Replace Air Compressor/Dryer		185,000	185,000
FAC-031	Pattison Parking Route/Seal		75,000	75,000
FAC-032	Catwalks at Heat Recovery Units		100,000	100,000
FAC-035	Pattison Admin HVAC Engineering		20,000	20,000
FAC-036	Repaint Interior Amtrak		10,000	10,000
FAC-040	ADA Bus Stop Enhancements	150,000		150,000
FAC-041	Pattison Generator Engineering		20,000	20,000
FAC-046	Reverse Osmosis Replacement		25,000	25,000
FAC-048	Pattison Lighting Upgrade		200,000	200,000
FAC-051	Amtrak HVAC Replacement		30,000	30,000
FAC-053	Martin Way P&R Pavement Repairs		35,000	35,000
FAC-054	Pattison Admin Parking Seal Coat		15,000	15,000
OP-005	LTC - Security Cameras		280,000	280,000
OP-006	Martin Way P&R Cameras		24,000	24,000
		<b>14,189,003</b>	<b>10,498,320</b>	<b>23,331,305</b>

**NEW POSITIONS/PROJECTS** - Functions, activities and projects that the budget team determined might add to the service provided to our customers, or that would be considered "smart to do."

<u>Project #</u>	<u>Name</u>	<u>Amount</u>
FIN-009	General Wage Increase - Non reps	205,100
MC-015	Olympia SRTS Grant Project	63,600
MC-016	Transportation Grant Project	39,000
PL-013	Bus Stop Enhancements	184,623
FAC-057	Solar Lighting Units	35,000
FAC-058	Ops Dispatch Repairs/Upgrades	40,000
DAL-007	Travel Training Coordinator	61,200
VP-007	New Vanpool Coordinator	72,793
<b>Total New Projects/Positions</b>		<b><u>701,316</u></b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** 2014-2019 Draft Strategic Plan Public Hearing

- 
- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2014-2019 draft Strategic Plan.
- 
- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the 2014-2019 draft strategic plan.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
- 
- 4) **Background:** The attached draft 2014-2019 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. A synopsis of the policy statements and recommendations are identified below. The strategic plan was released for public comment October 23 with a public hearing scheduled for November 6. The public is encouraged to comment and staff will provide information shared to date. The policy statements and recommendations are as follows:
1. Should Intercity Transit maintain status quo service levels in 2014: Maintain status quo service levels.
  2. Role in providing regional mobility: support express service and continued growth of the vanpool program.
  3. Role in serving downtown Lacey, Olympia, and Tumwater: Status Quo in terms of Dash and maintaining 15-minute service. Seek support for Dash and increased frequency.
  4. Role for local express service: Currently do not operate local express service and do not anticipate having equipment to offer such a service. Continue implementation of the transit signal prioritization project.
  5. Consideration of transit priority measures: Continue implementation of the transit signal prioritization project.

6. Coordinate with local school districts: Continue our work with schools through the youth education programs, encourage public transit use when practical and encourage school placement in areas supported by public transportation and other alternative transportation infrastructure.
7. Level of Passenger Amenities (bus, shelter, benches, lighted stops, passenger information): Implement STP grant and seek other funding to make improvements. Prioritize ADA accessibility with a focus on level of passenger activity.
8. Investment in Technology: Implement improvements to ACS system, study telephone system upgrade, website improvements and server room capacity.
9. Continue to grow the vanpool program.
10. Continue to pursue the rehabilitation and expansion of the Pattison Street Facility.
11. Pursue joint-use agreements for park and ride facilities rather than constructing new facilities.
12. Continue to support the Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass Programs.
13. Adequate services to serve persons with disabilities: Depending on results of the one year Travel Training pilot project, expand the program by one full-time staff member.
14. Maintain our current fare policy review at every three years. Maintain our current fare structure.
15. Should Intercity Transit's planning be financially constrained: Pursue additional sales tax.
16. Continue to support Commute Trip Reduction, the Bicycle Commuter Contest and the Youth Education Program. Continue to partner and pursue grants and other program goals. Hire two part-time grant funded positions.
17. Continue to support an active marketing and education program including real time bus information and social media. Delay customer satisfaction market segmentation and worksite commuter survey until 2015 or 2016.
18. Reduce emissions and negative environmental impacts of operations: Seek ISO-14001 certification, focus on sustainability and management systems improvements.
19. Retain our current boundaries.

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5) **Alternatives:** N/A

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6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.

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7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.

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8) **References:** Draft 2014-2019 Strategic Plan.



# **INTERCITY TRANSIT STRATEGIC PLAN**

## **2014 - 2019**

DRAFT FOR PUBLIC REVIEW  
(10/23/13)

**Intercity Transit Authority:**

**Martin Thies, Chair - Citizen Representative**  
**Ed Hildreth, Vice Chair - City of Tumwater**  
**Karen Valenzuela - Thurston County Commissioner**  
**Karen Messmer - Citizen Representative**  
**Nathaniel Jones - City of Olympia**  
**Joe Baker - City of Yelm**  
**Virgil Clarkson - City of Lacey**  
**Ryan Warner - Citizen Representative**  
**Karen Stites, Labor Representative**

**Intercity Transit General Manager: Ann Freeman-Manzanares**

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# Chapter 1: Background and Purpose

## INTRODUCTION

The purpose of this Strategic Plan is to define levels and types of public transportation services to be offered the citizens of Thurston County over the next six years and to determine the amount and sources of the revenue to finance the services. The 2014-2019 Strategic Plan will establish the financial parameters and policy positions for the 2014 Budget. The plan also outlines a capital program, service levels and specific services for the six-year period. These are meant to be examples of services and projects that will be refined through a more detailed planning process that includes numerous opportunities for public input.

The 2014-2019 Strategic Plan assumes Intercity Transit will stay at the current sales tax level of 0.8%. The maximum allowable sales tax for public transportation is 0.9%. A 0.1% increase in sales tax is a tax of one cent on a ten dollar purchase and generates approximately \$3.5 million per year in revenue. Sales tax revenues fell in 2009 with sales tax revenues 10% below 2008 levels and 13% below 2007 levels. 2010 and 2011 sales tax revenues were essentially equal to the 2009 level, and 2012 sales tax revenues were approximately 1% above the 2011 level. It is difficult to forecast future sales tax revenue as there continues to be significant volatility from month to month. This, along with significant reductions in federal funding for bus and bus facilities, this Strategic Plan update recommends the Authority ask the community to increase sales tax in 2014 or 2015.

The first Strategic Plan adopted by the Intercity Transit Authority was the 2002-2007 Strategic Plan adopted in late 2001. The goal of the 2002-2007 Strategic Plan was to define and implement a set of routes and services that would be implemented by 2006, which could be maintained with the proposed level of sales tax and other revenues. The 2002-2007 Strategic Plan required several bold initiatives including reducing the boundaries of the Public Transportation Benefit Area (PTBA) and doubling the level of sales tax devoted to public transportation. The boundaries were reduced in early 2002 to an area approximating the boundaries of the cities of Lacey, Olympia, Tumwater, and Yelm and their Urban Growth Areas. In September 2002, voters within the new PTBA approved an increase in the sales tax from .3% to .6%. This allowed the adoption of the service plan that expanded service over a 3-year period.

Growth in sales tax revenue and lower than expected expenses in the 2003 to 2006 time period combined to allow an additional service expansion in 2008. An expansion of approximately 12% was implemented in February 2008. This was in addition to the service expansion identified in the 2002-2007 Strategic Plan. The major capital projects outlined in the plan were also completed.

In 2002, the need for additional funding was driven by the loss of Motor Vehicle Excise Tax (MVET) funding. The increase in sales tax essentially replaced this funding and allowed for a

restoration of services. In 2009, the Authority again faced a significant reduction in sales tax revenue due to the steep economic downturn. Fares were increased 33% in January 2009, and the Authority requested voters consider a 0.2% increase in the sales tax in August 2010. This increase was approved by 64% of voters and allowed Intercity Transit to implement a modest service increase in February 2010 and to continue major capital projects.

Intercity Transit continues to face financial uncertainty due to the continuing economic downturn and uncertainty about fuels prices. However, a new federal Transportation Reauthorization was passed in mid-2012 that provides an increased level of certainty regarding federal funding. Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) is only effective to October 2014 but is expected to be the model for funding for a number of years after that. The Strategic Plan financial forecast has been updated to reflect these changes in federal funding and a more detailed discussion is included in Chapter 6.

There continues to be uncertainty about state funding. Intercity Transit receives a relatively small amount of state funding outside of capital grants. Intercity Transit receives approximately \$ 385,922 per year in state funds to assist in the provision of special needs service. This is equivalent to 5.4% of the Dial-A-Lift budget. Intercity Transit also began receiving direct operating funds in 2012 as a result of action in the 2012 Legislative session. This is estimated at \$340,000 per year in 2013 and beyond. Intercity Transit received a significant amount of state capital funding over the past several years including funding for the Hawks Prairie park-and-ride facility and funds for expansion and replacement of vanpool vehicles. There is speculation a new state transportation funding package will be approved in 2013 or 2014, and it could include increased funds for public transportation. This Strategic Plan makes a conservative assumption funding will remain at status quo levels with capital funds continuing to be available for the vanpool program for expansion vehicles.

A major challenge facing Intercity Transit in 2014 and beyond is the increasing demand for express service connecting Thurston, Pierce and King Counties and connecting with Sound Transit services. The elimination of all Pierce Transit express service in the highly congested I-5 corridor resulted in Intercity Transit adding a number of additional trips in June and October 2011. Intercity Transit added an additional southbound bus after October 2011 in the morning peak period to address significant overloading. This additional service impacted Intercity Transit budget unexpectedly and it is hoped that Pierce Transit will resume service following a successful sales tax election. The extension of the Sounder commuter rail service to Lakewood occurred early in October 2012 and could increase demand for express bus service from Thurston County.

Intercity Transit will also continue to face the challenge of moving two major capital projects forward. The Olympia Transit Center design and environmental work will be completed in 2014 and construction should be completed in 2015. The final engineering for the Pattison Street maintenance and operations facility is proposed to be delayed until funding for construction of the facility is identified. The elimination of bus and bus facility funds under

the 2012 federal transportation legislation requires a new funding source before major capital projects can occur.

Finally, Intercity Transit will continue its focus on sustainability and environmental management in 2014 and beyond. Intercity Transit completed its training to implement an ISO 14001 Environmental and Sustainability Management System and will seek ISO certification in late 2013 and early 2014. Intercity Transit received national Gold level recognition in the American Public Transportation Association's Sustainability Commitment program and will continue to meet or exceed those standards.

## **PLAN ORGANIZATION**

The plan is structured as follows:

- Chapter 1 describes Intercity Transit's Strategic Plan efforts beginning in 2001 and continuing with the development of this plan covering the period 2013 through 2018.
- Chapter 2 defines Intercity Transit's role in our community, and the Mission and Vision Statements. Key principles defining the levels and types of service needed by the community are also presented.
- Chapter 3 identifies policy issues facing Intercity Transit today and over the next six years. Specific actions are stated for each issue. These actions include actions to take place in 2014 and actions for the 2015 to 2019 time period.
- Chapter 4 describes the public transportation services recommended for Thurston County. While some of the specifics may change, this chapter provides a general description of the types and levels of service recommended for Thurston County over the next six years. An update to Intercity Transit's short and long-range service plan will take place in 2013 and will likely result in a significant revision of this recommendation.
- Chapter 5 describes the capital expenditures required to implement and maintain the proposed service plan and to continue to expand and modernize our capital equipment and facilities.
- Chapter 6 presents the financial plan and the level of revenue necessary to implement the proposed plan.
- Chapter 7 is a recap of Action Plans.

## **BACKGROUND**

On January 1, 2000, Intercity Transit ceased receiving funds from the Motor Vehicle Excise Tax (MVET). Intercity Transit received approximately \$8 million per year or 42% of its revenues from this source prior to 2000. Intercity Transit acted quickly to respond to this loss of revenue. In March 2000, Intercity Transit reduced the amount of service by over 40% and reduced its workforce by the same level. In May 2000, the Washington State Legislature provided a one-time allocation of funding to help transit systems adjust to the loss of MVET funds. Intercity Transit used this funding, approximately \$2.8 million, to reinstate Sunday service and some other services. The net reduction in service after this restoration was 35%.

The level of service restored in May 2000 required expenditures above the revenue provided by the local sales tax and other sources. The Intercity Transit Authority elected to operate a level of service that could be maintained for three years by drawing from reserve funds. This three year period would be used to determine if the Legislature would restore some level of funding and to work with the community to determine the appropriate levels of service and funding for Intercity Transit.

Intercity Transit worked with the Thurston Regional Planning Council, the Transportation Policy Board, the Intercity Transit Citizen Advisory Committee, and the Intercity Transit Authority to develop a Strategic Plan for Public Transportation service in Thurston County. This Strategic Plan was adopted in early 2002. It addressed the role Intercity Transit should play in the community, and the levels and types of services that should be provided. The service improvement and capital programs included in this plan were implemented in three phases with the third phase completed in February 2006.

The Authority updated the Strategic Plan in 2006 and included additional service improvements in February 2008. This was possible due to the significant increases in sales tax revenue and ridership between 2003 and 2008. The need for an additional service change was anticipated in 2010 or 2011; however, it was recognized this would be dependent on the state of the local economy and growth in sales tax revenue. 2008 saw sharp increases in fuel prices to over \$4.00 per gallon. This increased ridership by over 18% in 2008 while also sharply increasing the cost of fuel in terms of our expenditures. The Authority reacted to this cost increase by increasing fares 33% on January 1, 2009. The economy saw a significant downturn in 2009 with sales tax revenue dropping over 12% in a single year. The downturn continued in 2010 and the economy remains slow.

The reduction in sales tax revenue resulted in Intercity Transit facing a 22% reduction in service without an increase in revenue. The Authority considered a sales tax increase as part of the 2009 - 2014 Strategic Plan but delayed the election until a later date. The issue was considered again as part of the 2010-2015 Strategic Plan, and the Authority elected to place a 0.2% sales tax increase on the August 2010 ballot. The measure was approved by the voters with a 64% positive vote. This allowed current service to be maintained and a 3% service increase in February 2011. Additional service changes occurred in 2011 to address the elimination of express service to Thurston County by Pierce Transit, to eliminate unproductive Dash service and to revise several routes to address on-time performance issues. The net result of these additional service changes was a very small increase in revenue hours.

The new federal transportation authorization bill, MAP-21, provides additional allocated funding for Intercity Transit but eliminates discretionary funding for major capital projects. Previous Strategic Plan updates assumed the Pattison Street Maintenance and Operations facility expansion and renovation and new buses would be primarily funded with federal discretionary funding. A new source of funding for major capital projects must be found to address the funding need for buses and other major capital projects.

## Chapter 2: Intercity Transit Mission and Vision

### MISSION STATEMENT

The completion of the implementation of the 2002 Strategic Plan led the Intercity Transit Authority to review the agency's mission and vision statements, originally adopted in 1996.

The Authority discussed the key ideas that should be included in the mission statement, and in August 2006, adopted a draft statement for review by employees and the Citizen Advisory Committee. Following their review and comments, the Authority adopted a final statement in September 2006, with revisions in May 2010.

*"Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community."*

### VISION STATEMENT

"Vision" and "Mission" are often confused and sometimes used interchangeably. However, there are important differences. The Mission Statement outlines why an organization exists. The Vision Statement reflects what organizational success looks like.

It serves as our guide to action. It is consistent with the organization's values. It challenges and inspires us to achieve our mission.

The Authority, in tandem with the revision of the mission statement, drafted a new Vision Statement, and sought review from the Citizen Advisory Committee and employees. Following this review, the following Vision Statement for Intercity Transit was adopted.

*"Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County."*

### GOALS AND END POLICIES

In 2009, the Intercity Transit Authority adopted a new set of goals for 2010. These goals continue to be relevant. These goals are listed below:

**Goal 1** - Assess the transportation needs of our community.

**End Policy** - *Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our community.*

**Goal 2** - Provide outstanding customer service.

**End Policy** - *Customers will report high satisfaction and ridership will increase.*

**Goal 3** - Maintain a safe and secure operating system.

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

**Goal 4** - Provide responsive transportation options.

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

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

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

### **INTERCITY TRANSIT'S ROLE IN THURSTON COUNTY**

The 2002 Strategic Plan included the following summary of the role that Intercity Transit should play in Thurston County. This statement remains valid today and for the six year period of this Strategic Plan.

Intercity Transit is the leader, major advocate and prime source of information for public transportation in Thurston County. In this capacity, we are charged to balance several important functions:

- Providing primary transportation for people without an alternative, including those with a physical or mental disability;
- Offering high-quality alternative transportation for people with options;
- Providing a stimulant to economic growth;
- Serving as a partner in building livable communities; and,
- Being a ready resource able to respond to community emergencies.

We do this by providing effective and efficient services maximizing the public benefit from invested resources. This is done by:

- Regularly evaluating the performance of all services and allocating resources to those that generate the greatest number of riders per unit of invested resource;
- Pursuing new investments in community resources including capital facilities and intelligent transportation systems that will allow better use of transportation resources;
- Supporting efforts by local jurisdictions that encourage transit supportive development; and,
- Striving to expand services in order to keep pace with the community's growth and to address unmet transportation needs in the community.

### **INTERCITY TRANSIT'S FOCUS ON PERFORMANCE**

Major housing and commercial developments are occurring on the edges of our service area and "infill" development is also occurring. This places increasing demands upon Intercity



Transit. Residents of developing neighborhoods request new bus routes; those in established neighborhoods want existing services to operate more frequently or later at night, and regional commuters increasingly look to Intercity Transit as a way of avoiding the region's crowded freeways. Ridership growth slowed in 2009 but began growing again in 2011 and continues to set new records in 2012.

Even with additional revenues, demands for service will likely outstrip our ability to provide them, forcing difficult choices. Intercity Transit focuses on productivity, measured by the passengers per revenue hour on a route, as the best way of determining service effectiveness and for allocating available resources. This focus on performance forms the basis for numerous established policies and is continued by this plan. However, this focus on productivity must be balanced with the issue of coverage.

There are some areas of the PTBA that are difficult to serve, and routes serving these areas may never reach the productivity level of other Intercity Transit services. The Authority must determine if certain portions of the PTBA will receive service regardless of productivity of the route serving the area.

## **DESIGN PRINCIPLES FOR THE NEXT SIX YEARS**

In developing recommendations for the public transportation system in Thurston County, we identify seven general design principles. These principles will guide development of a public transportation system appropriate for Thurston County today and over the next six years. These principles provided guidance to the development of a Short and Long-Range Service Plan completed in early 2006, and for the updated service plan presented to the Authority in 2008 and updated in 2010. They will be revisited in the update of the Short and Long-Range Service Plan to be completed in 2014.

### **Design Principle #1**

*Operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves.*

Intercity Transit traditionally employed a route classification scheme that matches service levels to the characteristics of the neighborhoods being served. In the past, local fixed-route services were divided into five general groups – trunk, primary, secondary, rural, and circulator routes. Circulator routes are those routes designed to serve major activity centers or downtown areas such as the “Dash,” which serves downtown Olympia and the Capitol Campus.

### **Design Principle #2**

*Strengthen service operating along major corridors.*

Over two-thirds of Intercity Transit's fixed-route patronage is recorded on the system's seven trunk routes. This fact reflects the high concentrations of housing, employment and

commercial activity along the corridors they serve. Our goal is to provide more frequent service, later night service and expanded weekend service along the key corridors. This is designed to make transit easy and convenient to use, and competitive with automobile usage when traveling in the major corridors.

### **Design Principle #3**

#### ***Reduce customer travel times.***

It is very difficult for public transportation to compete with auto travel times. Whether they ride local fixed-route service or use vanpools or express buses, patrons must typically go to a centralized pickup point, wait for a prearranged departure time, and are then further delayed whenever other patrons get on or off. This all affects the competitiveness of public transportation.

Strategies to reduce travel time include:

- Express services;
- Priority treatments for transit vehicles;
- More direct services linking major points of origin and destination; and,
- Fare policies that speed boarding times.

Each is a valid strategy for reducing public transportation's travel time disadvantage. The potential of each of these strategies is discussed in Chapter 3.

### **Design Principle #4**

#### ***Keep pace with development***

New development is taking place outside Intercity Transit's core of urban services. Developments in the Hawks Prairie, South Tumwater, Briggs Nursery and Kaiser Road areas hold special challenges for Intercity Transit, because bus travel times tend to be long and service levels are low. If Intercity Transit does not effectively serve these major developments, we will reduce the number of Thurston County residents who can realistically use public transportation. Intercity Transit should continue to support quality infill projects, and the strengthening of existing downtown and employment areas that take advantage of existing public transportation services. At the same time, system plans should provide for new services that reach out to major new developments outside our traditional service area. To date, lack of equipment and operating funds have limited our ability to provide service.

### **Design Principle #5**

#### ***Expand regional express routes.***

Thurston County is becoming more closely linked to the Central Puget Sound region. Citizens increasingly suggest commuter rail service be established between Tacoma and Thurston County, or Thurston County join the Central Puget Sound Regional Transit Authority (Sound Transit). While both projects are outside the six-year timeframe of this plan, Intercity Transit

still recognizes the increasing need to improve inter-county travel opportunities. For now, that need is most appropriately addressed through expanded express bus, vanpool and ridesharing services. The completion of the Lakewood Center Park-and-Ride facility, the expansion of the Martin Way Park-and-Ride lot and the opening of the Hawks Prairie facility significantly increases available parking for these services. Two new express services, which are funded for two years through the State Regional Mobility Grant Program, started September 30, 2013 in support of this principle.

### **Design Principle #6**

*Support a range of transportation alternatives.*

Because fixed-route transit services consume the largest part of Intercity Transit's budget, they receive the most attention in agency plans and in the media. At the same time, they represent only one part of Intercity Transit's overall product mix. Greater opportunities to use alternative transportation helps Intercity Transit provide better public transportation services by offering more means for customers to reach its routes and facilities. Increased use of transportation alternatives also serves two of the major purposes of public transportation, reducing traffic congestion and air pollution. Three initiatives are proposed to continue:

- Intercity Transit will continue and expand its active vanpool and ridesharing programs. Together, these services already support significant reductions in travel by single-occupant vehicles at a modest public cost per passenger trip.
- Intercity Transit will continue to promote bicycling, telecommuting and walking as alternatives to driving alone. All of these modes complement public transportation use and can help Intercity Transit pursue its mission.
- We should support public and private sector initiatives that encourage alternate mode usage. Intercity Transit should continue to review and comment on community plans and proposed developments, highlighting ways both can better support alternative transportation modes. We should also support ongoing Commute Trip Reduction and Transportation Demand Management efforts being pursued by the state and local jurisdictions. Additionally, Intercity Transit should demonstrate its commitment to these efforts by advocating the importance of commute trip reduction to our own employees.

### **Design Principle #7**

*Provide fixed facilities and equipment that support the region's public transit infrastructure.*

Effective public transportation demands an investment in capital facilities that promotes customer comfort, speeds travel and increases safety. To succeed, express services need adequate park-and-ride capacity, equipment and technology that allow integration with regional transit systems, local services need shelters and customer information, and the entire system needs reliable equipment. The capital improvements that are identified in Chapter 5 attempt to fulfill these needs.

## Chapter 3: Intercity Transit Policy Positions

The Intercity Transit staff worked with the Intercity Transit Authority and the Citizen Advisory Committee to develop a list of policy issues that will face Intercity Transit during the following six years. These issues fall into five general categories:

- Fixed Route Service and Service Design
- Capital Investments
- Financial
- Other Intercity Transit Services
- General Policy Issues

The issues and list of actions for 2014 and 2015-2019 are presented below. These are updated from the 2013-2018 Strategic Plan. The discussion of fixed-route service levels and service design is presented in greater detail in Chapter 4.

### **1. Should Intercity Transit maintain status quo service levels in 2014 or consider new or expanded local transit services needed to serve the growing population?**

The award of two WSDOT Regional Mobility Grants supports the addition of two Express routes Tumwater to Lakewood and Olympia to DuPont with continuing service to Seattle September 30, 2013 – June 30, 2015. While new or expanded local transit services are needed to serve our current population, our financial outlook necessitates a conservative approach. If more funding were to become available, staff recommends the following priority be given to future service increases:

- Address running time and on-time performance issues.
- Address service gaps on current routes. This would include adding a later evening or earlier morning trip or adding Saturday and/or Sunday service to a route.
- Enhance service on existing routes by increasing frequency or with minor route extensions or changes.
- Add service where grant funds or partnerships provide a significant portion of the cost.
- Add new service to areas not currently served by Intercity Transit.

#### **Actions - 2014**

- Complete the update of the short and long-range service plan with the assistance of a third-party expert in the field. This will provide a fresh look at our route and schedule structure, support service resource prioritization and be developed with the valuable input of employees, customers and community members.
- Intercity Transit should examine and monitor all Express service levels, particularly following the addition of Regional Mobility Grant funded routes.
- Intercity Transit should continue to seek funding to expand the maintenance and operating facility.

- Intercity Transit should consider increasing the sales tax to 0.9% in August 2014 or August 2015 to fund capital projects such as the purchase of vehicles and the rehabilitation and expansion of the operating and maintenance facility.

**Actions - 2015-2019**

- Intercity Transit should consider increasing the sales tax in 2014 if not increased in 2013.
- Intercity Transit should implement the recommendations of the updated service plan.

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

The demand for additional Intercity Transit service between Olympia and Tacoma/Pierce County increased when Pierce Transit eliminated their Olympia Express service, and it may continue to increase with the Sounder Commuter rail service extension to Lakewood. The award of two WSDOT Regional Mobility Grants support two additional Express routes Tumwater to Lakewood and Olympia to DuPont with continuing service to Seattle starting September 30, 2013. In addition, Intercity Transit has opened the new 325-space park-and-ride facility at I-5 and Marvin Rd.

The continued growth of Joint Base Lewis McChord (JBLM) and the importance of I-5 to regional travel and the economy of the region make the need for effective public transportation service between Thurston County and the central Puget Sound more than just an Intercity Transit issue. The State of Washington should play a significant role in the provision of public transportation in this corridor and Pierce Transit should resume sharing service with a successful sales tax measure.

**Actions - 2014**

- Continue to engage with the TRPC and WSDOT to consider alternatives for serving Joint Base Lewis-McChord (JBLM) and the I-5 corridor.
- Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the I-5 corridor. This should include funding assistance to maintain and improve current service as a first step of a long-range plan as well as support of the vanpool program.
- Support the continued growth of the vanpool program.
- Continue to implement and evaluate additional service provided through the Regional Mobility Grant program.

**Actions - 2015-2019**

- Intercity Transit should continue to promote vanpooling and ridesharing to meet regional mobility needs.
- Continue to pursue joint use agreements as necessary to secure park and ride space to support ridesharing, express bus and local transit services
- Continue to work with the State of Washington and others to develop a long range plan for public transportation and/or commuter rail service in the corridor.

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

#### **Actions - 2014**

- Work with the State to identify and promote adequate parking for Dash service.
- Continue the provision of park and ride spaces during the Legislative session at the Farmers Market.
- Work with area stakeholders to market and cross promote transit in core areas of downtown Olympia, Lacey and Tumwater.

#### **Actions - 2015-2019**

- Intercity Transit should continue to operate the Dash service, and seek funding to expand the service to other concentrations of State employees or facilities.
- Intercity Transit should continue to increase service and ridership in major corridors and maintain the number of corridors with 15-minute service. If more funding becomes available, increase the service frequency.

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

Intercity Transit currently operates no local express service. Local express service generally operates in major corridors with service speed being increased by reducing the number of stops and/or by introducing transit priority measures in the corridor.

Our market research shows travel time is one of the primary barriers to increased ridership for many of our customers or potential customers. Local express service is one way to increase service speed. The tradeoff is there is a greater distance between stops resulting in greater walking distances for passengers. If the service speed is increased by skipping certain stops, adequate information must be provided to customers to avoid confusion and anger when their stop is skipped.

The two new inter-county routes implemented September 30, 2013 - Tumwater to Lakewood and Olympia to DuPont with continuing service to Seattle - provide some ability to track use of local intra-county express service with stops scheduled at the Capitol Campus and Hawks Prairie Park and Ride.

#### **Actions - 2014**

- The Martin Way and Capitol Way corridors appear to be the most feasible corridors for this type of service. The CMAQ funded study to explore developing “smart” corridors is complete and nearing implementation. Intercity Transit should continue to participate in this effort and advocate stop and traffic signal system improvements in these corridors.
- Monitor intra-county ridership related to the Tumwater-to-Lakewood and Olympia to DuPont service.

## **2015 - 2019**

- Additional equipment is not anticipated to be available to explore local express service. Monitor the results of the “smart” corridors project to help evaluate potential future success.
- The Tumwater-to-Lakewood and Olympia-to-DuPont Regional Mobility grant funds expire in 2015. The grant has been approved for an additional two years dependent upon 2015-2017 biennium funding. Intercity Transit will have the option to accept the grant and dedicate the local match at that time.

### **5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?**

#### **Actions – 2014**

- Implementation of the pilot signal preemption program in the Martin Way and Capital corridors should take place.

#### **Actions – 2015-2019**

- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, the City of Tumwater, and Thurston County to explore improvements to the Martin Way corridor to improve pedestrian access to transit stops and increase transit vehicle speeds and reliability.
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to develop the Martin Way corridor as a “smart corridor.”
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to expand the number of intersections and buses equipped to enable signal preemption.

### **6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

The issue of coordination between local school districts and the public transportation provider is one often raised. Both school districts and transit systems have large fleets of buses and the school district vehicles are generally used only during peak periods. In addition, the vehicles often operate on the same roadways and appear to offer duplicative service. In some communities, students primarily use the public transportation system for travel to and from school. There are several barriers that make coordination between the services difficult. These include:

- The peak periods of both the public transportation system and the public school system generally coincide. There is little excess capacity in either system in the peak periods.
- School buses and public transportation vehicles are very different in design and requirements. Public transportation vehicles must be fully accessible, provide more space per passenger, provide more passenger amenities and be able to operate up to 16 hours per

day. School buses are lighter duty vehicles designed to operate four to six hours per day and on residential streets. They are designed to maximize capacity rather than comfort.

- School bus routes tend to be circuitous routes focused on a particular school. School buses often operate on neighborhood streets. Public transit routes tend to be more direct and operate on major and minor arterials. Public transit service generally expects passengers to walk longer distances than school bus routes.
- School buses are able to stop traffic, so students may safely cross a street. Transit vehicles do not have this ability. Students trained to cross in front of a school bus may try this with a transit vehicle.
- There is a reluctance to place younger students on public transportation where there is limited ability to monitor their interaction with other customers. Efforts to coordinate service are generally limited to middle and high school students. Intercity Transit staff and regional school districts' staff should work together to determine if there are coordination opportunities.

#### **Actions - 2014**

- Intercity Transit should continue its Youth Education program.
- Intercity Transit should continue to work with schools and youth to teach skills for safe biking, walking and transit use.

#### **Actions - 2015-2019**

- Intercity Transit staff should continue to market public transportation and the use of transportation alternatives to students.
- Intercity Transit should work with school districts to encourage the location of schools in areas served by public transportation and to develop safe paths for walking, biking, and access between transit routes and school facilities.

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

In 2005, the Intercity Transit Authority adopted a policy of providing a shelter at every bus stop. Currently, Intercity Transit has shelters at over 260 stops. Intercity Transit previously received a Surface Transportation Program (STP) grant of approximately \$350,000 to purchase additional shelters and make additional stop improvements. This began in 2009 and will be completed in 2011. The cost of a shelter and associated stop improvements can range from \$7,000 to \$30,000 per stop depending on the conditions at the stop.

A STP Enhancement grant of \$240,000 was obtained in 2011 to implement accessibility improvements at 46 selected stops. This project was completed in early 2013. Intercity Transit received an STP grant in 2013 in the amount of \$160,000 to improve 20 bus stops.

#### **Actions - 2014**

- Implement STP grant to enhance 20 bus stop locations.



#### **Actions - 2015-2019**

- Pursue available program funds to upgrade bus stops and shelters. It is unclear whether STP and/or enhancement funds may be available for this purpose.
- Purchase seating and other amenities for stops without shelters which have the most passenger activity.
- Continue a program of bus stop improvements with priority on making all stops ADA-accessible.
- Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs as well as to stops located on major corridors.

#### **8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

The Advanced Communications System is functioning but aging and needs significant updates. An analysis was conducted and it was determined that the best value was to upgrade the current system rather than purchase and implement a new system. A long-term strategy to address server room capacity was also addressed and budgeted in 2013. This project will carry over into the 2014 budget.

#### **Actions - 2014**

- Continue implementation of relatively low-cost improvements including telephone system improvements and Web site improvements and enhancements.
- Research telephone system replacement.
- Develop a plan to address server room issues and to provide adequate space for computer and other communications equipment.

#### **Actions - 2015-2018**

- Implement additional improvements and enhancements to the Advanced Communications System.
- Continue improvements to the Web site.
- Update review of the Information Systems function.
- Replace the existing telephone system.

#### **9. Should the vanpool program continue to expand to keep pace with demand?**

The Intercity Transit vanpool program increased to 213 active vanpools by the end of 2012. With the 10 percent fare increase in January 2013, nine vanpool groups folded. After losing almost the equivalent of one year's growth, the vanpool program has grown to an all-time high of 218 groups. It is anticipated the program will continue to grow as the population and the demand for travel to and from Thurston County increases. Additional park and ride capacity will also encourage growth of this program.

In the past several years, many of the vehicles to expand the program were funded through a Washington State Department of Transportation (WSDOT) grant. These fund sources were not adequate to fund 2008 vanpool purchases or all future vanpool purchases. Local funds were used to purchase expansion vans in 2008. Expansion vans were not needed in 2010 though replacement of vans continued. In 2010, WSDOT announced grants to buy replacement vans. Intercity Transit received a grant for \$956,800 that was used to purchase 46 vans in 2012 and 2013. WSDOT awarded a grant for \$574,750 for 2013-2015 to assist with the purchase of vanpool vehicles to expand the agency's vanpool program. This program will cover 95 percent of the cost of expansion vehicles.

Beginning in 2012, Intercity Transit began receiving federal funding allocated to the central Puget Sound region and based on service provided to Pierce County and King County. In this last funding cycle these federal 5307 funds covered 67.67 percent of the replacement cost of all vehicles which travel into or out of the Seattle UZA.

We increased vanpool fares approximately 18 percent on January 1, 2009, to match Pierce Transit's vanpool fare. Vanpool staffing also increased in 2009 (vanpool assistant) to allow continued growth of the program. We increased vanpool fares 10 percent January 1, 2013. To further expand this program, an additional Vanpool Coordinator will be necessary.

#### **Actions - 2014-2019**

- Add one vanpool coordinator to support the continued growth of the program.
- Continue to pursue WSDOT Vanpool Improvement Program grants to fund new and replacement vehicle purchases.
- Utilize federal 5307 funds through the central Puget Sound for travel into the Seattle UZA.
- Plan on adding an average of 10 new groups each year over the six years of this plan.
- Reserve vehicles slated for surplus if demand exceeds our yearly expansion of ten vehicles.

#### **10. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

Intercity Transit obtained federal funds for all needed replacement buses through 2018. Federal funds have been secured to purchase ten additional buses to be delivered in 2014. The next fleet of buses due for replacement should be replaced in the 2018-2020 timeframe.

Intercity Transit has also been successful in obtaining funding for all other major capital projects with the exception of the expansion and renovation of the Pattison Street Operating and Maintenance facility. The changes in federal funding under MAP-21 require a new approach to funding this facility.

#### **Actions - 2014**

- Determine how the expansion and renovation of the Pattison Street facility will be funded. Look for opportunities to complete final design and construction.
- Develop a long-term capital funding plan.

### **Actions - 2015-2019**

- Continue the pursuit of funding to finance the Pattison Street project, new buses and other projects.

### **11. Should Intercity Transit pursue additional park and ride facilities?**

Although we feel that additional park-and-ride locations are needed in Tumwater and Yelm, staff urges caution in dedicating capital funds for additional park-and-ride facilities at this time.

WSDOT Regional Mobility Grant funds were obtained to expand the Martin Way Park and Ride by 170 parking spaces and build the 325-space Hawks Prairie Park and Ride facility in 2012. There is still room at these facilities to support express bus, vanpool, and ridesharing programs. In addition, the State of Washington is supporting the use of 30 parking spaces at a facility in Tumwater in support of the new Tumwater to Lakewood express service.

### **Actions - 2014**

- Pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit services.

### **Actions - 2015-2019**

- Continue to pursue joint use agreements as necessary to secure park and ride space to support ridesharing, express bus and local transit services.
- Continue to monitor and work with the City of Yelm, City of Tumwater, and the Washington State Department of Transportation regarding potential locations for a park and ride facility.

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

These four programs should be continued in future years. All of these programs are very successful and resulted in new community partnerships. These programs are relatively low cost programs for Intercity Transit with grant and program revenues covering much of the cost.

### **Actions - 2014-2019**

- Continue the Village Van, Surplus Van Grant, Community Van and Discounted Bus Pass programs.
- While funding is available for the Village Van program for the 2013-2015 biennium, MAP-21 eliminated new money for this program. Intercity Transit advocates for and monitors funding for the Village Van program beyond the 2013-2015 timeframe.

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

Intercity Transit continues to improve its service to persons with disabilities. The Advanced Communications System, in concert with the telephone system and scheduling software, continue to be improved and updated. This allowed improved customer service and increased efficiency in the Dial-A-Lift program. Market Research of Dial-A-Lift services to measure customer satisfaction and the need for service improvements was completed in 2011, showing a very high level of satisfaction with the Dial-A-Lift service. Staff recommends Market Research of Dial-A-Lift services be conducted every 3 to 5 years.

Eighteen vehicles in the Dial-A-Lift fleet were replaced in 2011. Ten vehicles were replaced in 2013. Replacement of the eight fixed-route vans and ten standard floor coaches in 2008 greatly increased the accessibility of the fixed-route vehicle fleet for all users. Advanced Communication System features such as automated stop announcements, transfer protection, and improved customer information also improved customer service for all fixed-route passengers.

Though Intercity Transit fixed-route buses are accessible, many individuals are still unaware of just how easy it is to use fixed-route. By expanding the Travel Training program and enhancing it with Bus Buddies, Intercity Transit increases its focus on educating persons with disabilities and senior citizens on the accessibility of the fixed route, increasing personal independence and reducing costly Dial-A-Lift trips.

#### **Actions – 2014**

- Continue to focus on expanding the Travel Training program with Bus Buddies.
- Dependent upon the results of the one-year Travel Trainer pilot project, expand the Travel Training program by one full-time staff.

#### **Actions – 2015-2019**

- Continue to pursue improvements in scheduling software and use of technology to improve productivity and service.
- Complete Market Research of Dial-A-Lift services no later than 2016.
- Replace most unreliable vehicles.
- Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.
- Apply the principles of Universal Design to all capital purchases and projects, and explicitly consider accessibility and usability for the widest range of individuals when evaluating equipment and technology.

#### 14. Is the current fare policy appropriate?

Staff recommends we retain our policy to review fares every three years. The fare structure, effective February 2013, is as follows:

Category	Per Ride	Daily	Monthly
Adult	\$1.25	\$2.50	\$36
Youth (6-17)	\$1.25	\$2.50	\$15
Reduced	\$.50	\$1.00	\$15
Dial-A-Lift	\$1.25	\$2.50	\$36 or \$15

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

The majority of Intercity Transit's funding is from the local sales and use tax. This was increased from 0.6 percent to 0.8 percent in August 2010. This allowed Intercity Transit to maintain current service levels and make modest service improvements. The Authority has an additional 0.1 percent sales tax authority that could be levied at a future date. The financial forecast included in this plan is based on the current 0.8 percent sales tax. Staff recommends the Authority consider an August 2014 or August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital projects. An August 2014 election date provides economic advantages but delaying to 2015 will allow a more extensive engagement of the greater community and member jurisdictions.

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

Intercity Transit was the lead agency for the Thurston County Commute Trip Reduction prior to 2001. The loss of MVET funds in 2000 made it difficult to maintain this role. In 2001, the local jurisdictions contracted with a private firm to coordinate the program. Intercity Transit remained an active partner and provided Employee Transportation Coordinator training and outreach to major worksites as part of its marketing programs. In 2005, the Thurston Regional Planning Council became coordinator of the CTR program, and Intercity Transit was contracted to provide marketing, training, and support service. In 2006, Intercity Transit received a Trip Reduction Performance Program (TRPP) grant to provide expanded CTR services in the Tumwater Town Center area. This program was completed in mid-2007. Intercity Transit received an additional TRPP grant for 2008 and 2009 to implement a marketing program aimed at commuters traveling from outside Thurston County to the Capitol Campus and the Olympia downtown area. This program, "Capitol Commutes" was completed in June 2009. The TRPC received grants to expand CTR activities in Thurston County and contracted with Intercity Transit to assist with these efforts.

The CTR program was reauthorized in the 2006 legislative session with a number of changes made in the program. The base program and level of funding for Thurston County should remain at or near current levels in 2013. A new element of the CTR program was the ability of

a jurisdiction to form a Growth and Transportation Efficiency Center (GTEC) that will adopt aggressive targets for reducing trips. The local public transportation agency must agree to place priority on expanded service to GTECs and the jurisdiction must pledge to support efforts to reduce trips to the GTEC. Additional CTR funding is available to support GTECs. The City of Olympia received funding for a GTEC that includes the Capitol Campus and downtown Olympia. This funding was not renewed for the 2009 – 2011 or 2011-2013 biennium.

Intercity Transit established several successful community and youth outreach programs over the past several years. Two of these – the Bicycle Commuter Contest and Smart Moves youth education program – were assumed by Intercity Transit in 2005 when the program and funding were in danger. Since then, Intercity Transit developed these into strong, ongoing programs with significant community support. Key to this success is a full-time Youth Education coordinator and a Bicycle Commuter Contest coordinator who works six months of each year. The 2014 budget will include two part-time, grant-funded positions to assist in implementing youth education activities in 2014 and 2015.

#### **Actions 2014**

- Hire two part-time, grant-funded positions to assist in implementing youth education activities in 2014.
- Continue to support the Bike PARTners program in 2014 and find additional sources for bike donations.
- Continue to pursue grant opportunities to supplement the Youth Education program and the Bicycle Commuter Contest.

#### **Actions - 2015-2019**

- Intercity Transit should work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program.
- Intercity Transit should continue to aggressively market alternative transportation to youth and in schools, as well as in the larger community.
- Intercity Transit should continue to coordinate the Bicycle Community Contest and seek grant funding to expand its efforts.
- Intercity Transit should aggressively market high frequency corridor service.

### **17. Should Intercity Transit's current marketing approach and level of effort be continued?**

Intercity Transit's marketing and communications program include marketing, broad community outreach, ongoing corporate communications, branding, public involvement and media relations.

Intercity Transit completed a significant market research effort in 2009 that indicated we had significant success attracting new riders, retaining riders for longer periods of time, and

raising awareness of transit services. The research confirmed our key markets continue to be commuters and young people.

#### **Actions - 2014**

- Intercity Transit should continue to aggressively market its services, and should at a minimum, maintain the current level of marketing and community outreach efforts.
- Intercity Transit should expand its Web site to better serve our various constituents and to continue to be a relevant business and communications tool for the agency.
- Intercity Transit should continue to pursue outreach communications through social media platforms.
- Intercity Transit was scheduled to begin the next round of market research work in 2014. The last work was completed in 2008-09 and included a Customer Satisfaction Survey, a Market Segmentation Study and a Worksite Commuter Survey. Staff proposes we delay this work until 2015 and potentially to 2016 pending the completion and outcomes of the short- and long-range service plan.

#### **Actions - 2015-2019**

- Intercity Transit should aggressively market the high level of service offered in major corridors.
- Intercity Transit should continue its marketing and communications efforts to educate the community about existing and new services and the value of public transportation to the community Intercity Transit serves.
- Intercity Transit should continue to make use of customer information technology to enhance the customer experience and support service value. A real-time bus arrival service, such as OneBusAway, should be an ongoing program available to Intercity Transit bus riders.

#### **18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

Intercity Transit took a number of steps to reduce emissions from its vehicle fleet. Intercity Transit was one of the first transit agencies in the country to use biodiesel in its entire fleet and continues to use B20 (20 percent biodiesel and 80 percent ultra-low-sulfur diesel) in its fleet. A test was run using B40 for a six-month period, and no adverse impacts were detected. The price differential between biodiesel and diesel continues to be significant. Intercity Transit pays a \$.30-to-\$.55 -per-gallon premium for B20 as compared to 100 percent diesel.

One of the most important steps Intercity Transit took was to remove older engines from service and to retrofit older engines with emission reduction equipment. This was largely accomplished in 2007, with the purchase of 18 new, replacement vehicles. Intercity Transit also received a grant from the Department of Ecology to install diesel oxidation catalysts and crankcase ventilation filters on the 12 oldest Intercity Transit coaches that would still be in the fleet after 2007. The purchase of six hybrid buses in 2010 and seven more in 2012 significantly

reduces emissions through 25- to 30-percent better fuel economy and cleaner engines. Intercity Transit received federal and state funds for ten additional buses which will complete bus replacement through 2018.

Intercity Transit's policy is to use "environmentally friendly" chemicals and materials in its entire operations. Intercity Transit developed and adopted a formal Environmental and Sustainability policy in 2011. This policy focuses on actions we take to protect the current environment, primarily through compliance with environmental regulations and practices, and use of materials that do not adversely impact the natural environment. The policy also includes a sustainability element designed to enable us to meet the needs of current residents and of future growth without compromising a future that includes a healthy environment, economy, and society.

A Sustainability Plan was presented to the Authority in October 2009. This plan includes an inventory of current emissions and recommendations to improve our practices and processes. It will be continually updated and will likely result in updated policy recommendations to the Authority in early 2013. Intercity Transit completed the training in the Federal Transit Administration's Environmental Management System program and will continue this effort in 2014. ISO 14001 certification of Intercity Transit's Environmental and Sustainability Management System (ESMS) program starts in 2013 and will continue through 2015.

Intercity Transit should continue to take an active role in local land use planning to encourage transit-oriented development and to ensure new development supports increased use of public transportation. Intercity Transit should continue to support the Thurston Regional Planning Council's efforts including the Sustainable Thurston County project, the Smart Corridors project, Thurston Here to There, and other projects. The Authority and staff should be involved in local jurisdiction comprehensive plan updates.

#### **Actions - 2014**

- Increase involvement in local and regional land use planning efforts and advocate for transit-oriented development and other development that encourages the use of transportation alternatives.
- Seek ISO 14001 certification for the Environmental and Sustainability Management System program.
- Seek funding partnership with Puget Sound Energy to reduce energy and water usage and waste production.
- Continue to utilize environmentally friendly chemicals and materials in all operations, and require their use to the maximum extent possible by vendors and contractors.
- Update the Sustainability Plan and continue implementation of recommendations.
- Continue partnerships with the Thurston Green Business group and Puget Sound Energy's Green Power program.

#### **Actions - 2015-2019**

- Continue implementation of the Sustainability Plan and update as needed.



- New buildings and facilities should meet LEED – Gold Certification building standards.

**19. Issue: What should be Intercity Transit’s policy and actions related to expansion of the PTBA?**

**Actions – 2014-2019**

- Staff recommends the Authority maintain its current policy regarding expansion of the PTBA:

*The Intercity Transit Authority should consider annexation of new areas only if representatives of these areas request the Authority take steps to hold an annexation election and demonstrate that there is support for the action in the area to be annexed.*

**Chapter 4: Recommended Service Plan**

**SERVICE RECOMMENDATIONS**

This Strategic Plan includes no significant changes in service. As the economy improves or if additional revenue becomes available, service may be added. The Short and Long Range Service Plan will be updated in 2014 and should identify priorities for future service increases and expansions.

Any service increase should be based on the service principles originally developed as part of the 2002-2007 Strategic Plan. These should be reviewed as part of the Service Plan update. The service principles are reviewed below:

**1. Operate five different types of local service, each designed to meet the needs of the neighborhoods it serves.**

Intercity Transit will operate five types of local service, based on the road network, residential densities, and levels of commercial activity in the areas being served. These types of service are summarized in the following table.

TYPE	ROADWAY	PEAK PERIOD	MIDDAY SERV	NIGHT SERVICE
Trunk	Major Arterial	15	5	30
Primary	Local	30	30	60
Secondary	Arterial, Local	30/60	60	None
Rural	Local	30/60	60	None

Trunk route service levels may be obtained by multiple routes operating in the same corridor. For example, routes 41 and 48 provide a 15 minute all-day service between the Olympia Transit Center and Harrison and Division and between the Olympia Transit Center and The Evergreen State College.

Circulator routes operate in a Central Business District or other major activity center. The Dash began service in the Capitol Campus/Downtown Olympia area in early 2006. The Dash service operates approximately every 15 minutes when the Legislature is not in session and every 12 minutes during the Legislative session.

## **2. Strengthen service operating along major corridors.**

Services operating along major corridors will be strengthened by operating weekday services more frequently and by extending hours of operation. A significant level of resources was allocated in the previous Strategic Plan to accomplish this. Corridors with service operating every 15 minutes were established throughout the service area. Existing corridors with service every 15 minutes include:

- The Martin Way corridor from 7:00 a.m. to 7:00 p.m. from the Hawks Prairie area via the Lacey Transit center to the Olympia Transit Center (OTC).
- Capitol Way from the Olympia Transit Center to Tumwater Boulevard and the Tumwater Town Center area.
- OTC to The Evergreen State College via Division and Cooper Point Rd. Harrison from the OTC to Division receives 15 minute service.
- OTC to the Westfield Mall.
- OTC to South Puget Sound Community College.

Route 41 operating between TESC and the Olympia Transit Center began operating service every 15 minutes during peak periods in early 2011. All day 15-minute service should be added on this route when funds become available.

Major corridors also received new shelters and other stop upgrades in the past several years. This will continue in 2014 and beyond.

## **3. Reduce customer travel times.**

Intercity Transit completed a major market research project in early 2005 and updated this work in 2009. This research found a major impediment to increased use of public transportation was the travel time difference between traveling by bus and by automobile. This issue will be addressed by providing more direct service, increasing travel speeds through the use of transit priority measures, and by increasing service reliability.

## **4. Keep pace with new high-density development.**

Numerous developments located just outside Intercity Transit's current service network are planned or under construction. These will have a significant impact on Intercity Transit's service. Major developments include:

- *North Marvin Rd./Meridian Campus.* This area includes commercial/office development

and significant residential development. In late 2007, this area became the home to a new Cabela's outdoor store, a significant traffic generator expected to attract additional development to the area. Future development in this area could create the need for a new transit center and extensive service. Development slowed with the economic downturn, and the scale of future development is in question. The Hawks Prairie park-and-ride facility opened in 2012 and could serve as the transit center for this area.

- ***Tumwater Town Center.*** This includes the area bordered by I-5, Tumwater Boulevard, Israel Rd., and Capital Blvd. The number of state employees in this area continues to increase and plans call for increased residential and retail development. Fifteen minute service was introduced to this area in early 2008. Express service Tumwater to Lakewood began September 30, 2013. This service is funded in large part by a two-year regional Mobility Grant which will expire June 30, 2015.
- ***Briggs Urban Village/Boulevard Rd. development.*** The Briggs Urban Village and several other subdivision developments in southeast Olympia provide opportunities for increased service and ridership in an area that has not shown strong transit usage in the past. This development slowed with the economic downturn, but the area is now developing with additional housing and planned retail.
- ***Yelm Development.*** New retail development, continuing residential growth, and new roadway construction combine to require additional public transportation service to the Yelm area.

## **5. Expand regional express routes.**

Intercity Transit expanded and upgraded the Olympia-Tacoma Express services over the past five years. The following improvements were implemented:

- An early morning service was added to connect with the first Sounder train. As additional trains are added, schedules will be adjusted to meet those trips. Once commuter rail service is extended to Lakewood, connections will be moved to the Lakewood Rail Station.
- Weekday and Saturday services operate later in the evening, allowing evening travel from Seattle, SeaTac and University of Washington - Tacoma to Thurston County.
- Sunday express service began operation. Midday frequency increased and the route was simplified.

The elimination of Pierce Transit service in 2011 created new challenges for this service. Intercity Transit added several trips to fill major service gaps but continues to be faced with demand that exceeds capacity. The Olympia express service will undergo an extensive review as part of the Service Plan update. The impact of the November 2012 Pierce Transit sales tax election and the extension of Sounder service to Lakewood in October 2012 will also be considered.

Intercity Transit will continue to explore improved connections to Sound Transit services and other connections. The opening of the expanded Martin Way Park and Ride, the Hawks Prairie Park and Ride and the Lakewood Station Park and Ride provided increased park-and-

ride capacity in this corridor.

## **6. Support a range of transportation alternatives.**

Intercity Transit will continue to support and fund a variety of transportation initiatives, all designed to foster a range of alternatives to single occupant auto travel. These efforts include:

- a. Expand the vanpool program to keep pace with increasing demand. The vanpool program grew to over 195 active vans in 2008. Active vanpool groups decreased to 178 vans due to loss of jobs associated with the economic recession but has rebounded and we are now at over 220 vans.
- b. Continue and expand Intercity Transit's marketing efforts:
  - Expand Intercity Transit's travel training and travel familiarization programs. Focus on Youth Education and safety efforts.
  - Focus marketing and outreach efforts on identified target markets – students, commuters and seniors.
  - More closely coordinate marketing efforts with the Commute Trip Reduction Program.
- c. Enhance Intercity Transit's role as the community's mobility manager and transportation information clearinghouse.
- d. Encourage land use patterns that support public transportation:
  - Advocate and support local jurisdictions' efforts to implement transit supportive development along trunk bus routes. This includes assisting the City of Olympia in the implementation of its Transportation Mobility Strategy. Intercity Transit will coordinate with jurisdictions to ensure zoning ordinances and development standards support alternate modes. Such measures should include:
    - Provision of sidewalks and street lighting.
    - Bus shelters and schedule information at more bus stops.
    - Provision for convenient and safe pedestrian street crossings. This may take the form of signalized intersections, special pedestrian crossings, or pedestrian refuges in the middle of wide thoroughfares, depending upon individual circumstances.
    - Provision for all alternative modes of transportation, including bicycles, ridesharing and vanpools, when appropriate.
    - Convenient pedestrian access to all public buildings and businesses. Pedestrians should not be required to walk through a parking lot to reach a business entrance. While still allowing parking to be located in front of a business, whenever possible, some portion of a building should abut the street.
  - Advocate and support local jurisdictions' efforts to implement transit-intensive development in the vicinity of transit nodes. These nodes will be identified in conjunction with each jurisdiction and will represent areas where high-quality transit

services on several different routes intersect. In addition to the transit- supportive measures identified above, transit nodes should:

- Support high-density and mixed-use development patterns, as appropriate.
- Establish strict limits on the number of parking spaces allowed.
- Require that all commercial and public buildings be oriented towards the street with any parking oriented toward the rear of the facility.
- Review all development proposals and comment on those impacting public transportation issues. Comments should suggest modifications to development proposals that will both facilitate transit operations (stop and shelter improvements) and those that will make a development more transit supportive. Staff will follow-up at the hearing examiner levels, as appropriate, to ensure Intercity Transit's comments are clear and go on record.

## **7. Provide fixed facilities and equipment that support the region's public transit infrastructure.**

Chapter 5 contains discussion and recommendations for the facilities and equipment needed in order to support this service plan.

### **SERVICE IMPLEMENTATION PLAN**

The Long-Range Transit Plan outlines five areas of service recommendations for Intercity Transit:

- a. Improve frequency on local routes. Fifteen-minute service should be provided on major corridors. Thirty-minute peak hour service should be provided on all routes.
- b. Improve evening, weekend, and holiday span of service.
- c. Expand express services. Four potential markets are identified:
  - Service to Pierce County
  - Intra-Thurston County service
  - Yelm service
  - Lewis County service
- d. New local routes. These routes would serve new areas as well as offering cross-town service such as a proposed route linking the Lacey Transit Center and the Tumwater Town Center area.
- e. Circulators. Expansion of the Dash service type should be considered as activity centers develop.

The last independent review of Intercity Transit's service was conducted in 2006. The short-range and long-range service plan will be updated in 2014.

## Chapter 5: Capital Plan and Other Plan Elements

Intercity Transit has been very successful in obtaining both federal and State of Washington grant funds to complete major capital projects. Over the past several years, grants provided funds for the following major capital projects:

- ***Hawks Prairie Park-and-Ride Facility.*** This project was funded by a 2009-2011 and a 2011-2013 State of Washington Regional Mobility grants. The project received approximately \$6,000,000 in grant funding and will be completed in late 2012.
- ***Martin Way Park-and-Ride Facility.*** This project more than doubled the capacity of the existing Martin Way Park-and-Ride improved appearance, safety and security. The project was funded by a 2007-2009 Regional Mobility grant with grant funds covering 80% of costs.
- ***Olympia Transit Center.*** The Olympia Transit Center (OTC) expansion is in the design phase with construction expected to begin in early 2013. The project received two federal grants totaling approximately \$4 million. The total cost of the project is estimated at \$8.2 million.
- ***Coach Replacement.*** Intercity Transit began the replacement of 20 buses purchased in 1996 and 1998 in 2010. Six buses were purchased in 2010, seven in 2012, and the final seven are expected in 2014. These 20 coaches were funded by a variety of federal discretionary grants covering approximately 80% of the \$14,000,000 cost of the new vehicles. In addition, 3 coaches are funding through the Regional Mobility Grant for express service serving Tumwater to Lakewood. With the ten buses to be delivered in 2014, additional replacement buses will not be needed until 2018.
- ***Expansion and Replacement Vanpool Vehicles.*** Intercity Transit has been successful in obtaining State of Washington Vanpool Improvement Program funds for expansion and replacement vanpool vehicles over the past several years. These funds provided as much as 80% of the cost of vans. We anticipate being able to obtain funds for future expansion vans, but state funding for replacement vehicles is uncertain. Intercity Transit will need to purchase approximately 38 replacement vehicles per year at a cost of \$800,000 per year. Fortunately, in 2012 federal funds distributed by the Puget Sound Regional Council (PSRC) began flowing to Intercity Transit. These funds are based on the service and ridership on our regional express and vanpool programs to and from the central Puget Sound area. We received \$1.7 million in 2012 and anticipate a similar level of funding in future years. These funds will cover 80% of the capital cost of vans serving this area. Approximately 60% of our vanpool currently serves the central Puget Sound.

Intercity Transit utilized local funds to purchase new and replacement Dial-A-Lift vehicles, computer and telephone equipment, staff vehicles and other smaller capital purchases. Local funds have also been used to complete a Master Site Plan, preliminary engineering and Value Engineering for the Pattison Street Maintenance and Operating facility expansion project. \$3,200,000 in local funds was budgeted for final engineering of this project in 2012 and the Authority will be asked to consider this project at a later date. The expansion of the Pattison

Street Operations and Maintenance facility is the major capital project to be undertaken during the six-year period covered by this Strategic Plan update if grant funding becomes available. The construction element of this project is estimated at \$22,500,000. It has been hoped the project would be funded by federal discretionary funds. However, changes in the federal grant program included in the new authorization legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), eliminate the major federal discretionary grant programs and likely make it more difficult to obtain federal funds for this project. MAP-21 is described in more detail below.

### **MOVING AHEAD FOR PROGRESS IN THE 21<sup>ST</sup> CENTURY (MAP-21) – SUMMARY OF MAJOR PROVISIONS**

The major change in MAP-21 is the shift from discretionary grant program to an allocation program. In past years, Intercity Transit received an allocation of 5307 funds supplemented by Small Transit Intensive City (STIC) funds based on system performance. These programs continue with STIC funding receiving a 50% increase. Intercity Transit has also been very successful in recent years in receiving discretionary federal funding under the State of Good Repair (SGR) grant program and the Clean Fuels grant program. The SGR program is now an allocation program under MAP-21 and the Clean Fuels program was eliminated.

In FY2014, urbanized areas will receive apportionments from four programs:

- Urbanized Area Formula Program (section 5307). This includes section 5340 (High Density and Growing States funds, Job Access and Reverse Commute (JARC) funds, and STIC funds.
- Enhanced Mobility for Seniors and Individuals with Disabilities Program (section 5310). These funds generally go to non-profit agencies.
- State of Good Repair Program (section 5337). These funds go to systems with fixed-guideway systems or with exclusive High Occupancy Vehicle (HOV) systems.
- Bus and Bus Facilities Formula Grants Program (section 5339). Intercity Transit will receive an allocation through this program.

The two changes with the most dramatic effect on Intercity Transit are:

- A new formula Bus and Bus Facilities Program (5339) is established for grants to all agencies operating bus service in lieu of the current Bus Discretionary Program (section 5309).
- The Bus Discretionary program, Alternatives Analysis (5339), Clean Fuels (5308), Transit in the Parks (5320), and Over the Road Bus (3038 of TEA-21) programs will end with the expiration of SAFETEA-LU. The elimination of these discretionary programs underscores the need for grantees to carefully prioritize the needs of their own systems and align their operations with the new streams of formula assistance.

The estimated financial impact is:

- FY 2012 5307 Funding (includes STIC) - \$2,800,000
- FY 2013 and 2014 5307 and new 5339 Funding (includes STIC) - \$3,500,000

Intercity Transit will see an increase of approximately \$700,000 per year in allocated federal funding but will not have discretionary capital funds available. This creates significant challenges in funding major facility construction. It will require a different approach to funding bus replacements and other capital projects. Federal capital funding will be more predictable but large grants to fund major capital projects will not be available.

Effective with federal FY 2012, Intercity Transit began receiving federal funds distributed by the Puget Sound Regional Council. This funding is based on the level of service we provide in the central Puget Sound region with our vanpool and express bus service. In FY 2013 we will receive \$ 1,905,031 in federal funds. These funds will be used to purchase replacement vanpool vehicles, cover preventive maintenance costs for equipment serving the central Puget Sound region, and to cover a portion of the operating costs of our regional express service. We anticipate receiving a similar level of funds from the PSRC's allocation each year. This funding is assumed in our updated funding model and is allocated to capital preventive maintenance and vanpool replacement in years 2014-2019. Revenue from this source exceeds these expenses by approximately \$700,000 per year. New capital projects may be funded with these funds.

### **2014 - 2019 Capital Program**

Intercity Transit obtained grant funds for its bus replacement program through 2017 and has funding secured for the Olympia Transit Center. The largest remaining capital project is the expansion and renovation of the Pattison Street Operations and Maintenance Facility. This project is estimated at \$3,200,000 for final engineering and \$22,500,000 for construction. It appears unlikely significant amounts of federal funding will be available for this project.

The capital program for each year of this Strategic Plan Update is detailed below. The projects below are capital projects proposed for the 2014-2019 capital plan and are subject to further review by the Authority.

### **2014 Capital Projects**

Coaches (10)	7,232,400
Vanpools (49)	1,356,018
Village Vans (2)	55,285
Staff Car-Electric (1)	42,800
Staff Car-Station Wagon (1)	25,400
Computer Room Remodel	400,000
Personal Computers	30,000
Phone System Replacement	50,000



Security Cameras (Lenel) for Buildings	130,000
Servers-Standard (10 @ 5 yr cycle)	30,000
Ethernet Switches (14/7 yrs)	10,000
Fiber Optics/High Speed Links	60,000
Firewalls (7 yrs)	36,000
ACS Orbital/Radio System Replacement	9,000
FleetNET Additional Modules	15,000
Office Upgrades (130/5yrs)	20,000
Pattison Lube Room Renovation	600,000
Pattison UST Tank Replacement	3,400,000
Bus Stop Improvements Facilities	150,000
Additional Grant Work OTC	537,100
<b>2014 Capital Projects Total</b>	<b>14,189,003</b>

### 2015 Capital Projects

Dial-A-Lift Vans (7)	1,019,045
Vanpools (49)	1,403,487
Facility Truck (1)	71,415
Facility maintenance Trailers (1)	10,400
Personal Computers	70,000
Phone System Replacement	150,000
Projector Equipment OTC conference room	20,000
Radio Equipment (IP Based Centracoms)	50,000
Servers - Standard (10 @ 5 yr cycle)	30,000
Fiber Optics/High Speed Links	90,000
OTC new building network equipment	60,000
Adobe Software Upgrades	10,000
Glass Block and Soffit Replacement - Both Pattiso Facilities	400,000
Replace Roof - Pattison, Both Facilities	412,000
Amtrak Seal Coat - North Lot	12,000
OTC HVAC Replacement	25,000
Martin Way P&R Seal Coat (7 yrs)	30,000
LTC Interior Painting (10 yrs)	5,000
Pattison Office Window Replacement	100,000
Pattison Facility Phase One Upgrades	2,500,000
Fare boxes/Smartcards	1,050,000
Tire Machine	20,000
Articulated Boom Lift	55,000
Bus Stop Improvements Facilities	100,000
<b>2015 Capital Projects Total</b>	<b>7,693,347</b>

## 2016 Capital Projects

Dial-A-Lift Vans (2)	301,346
Vanpools (49)	452,609
Facility Truck (1)	73,910
<i>MIS &amp; Communication Equipment</i>	
Data Reduplication System (Single Sys/5 Yr)	60,000
Laptops - Tough Book Type (7/4YR)	10,000
Personal Computers	70,000
Plotter (1/5 Yr)	15,000
Projectors-Normal replacements	5,500
Radio Equipment (IP Based Centracoms)	50,000
Servers - High Performance (8 @ 5 yr)	70,000
Servers - Standard (10 @ 5 yr cycle)	30,000
<i>Software</i>	
Office Upgrades (130/5yrs)	135,000
SharePoint Maintenance/Upgrades	60,000
VMWare Software (8 Units/5 Yrs)	25,000
Windows OS replacement (PC Operating System)	35,000
<i>Facilities</i>	
Replace OTC Roof	210,000
Pattison Carpet Replacement	50,000
Pattison Mezzanine Replacement	14,000
Amtrak Seal Coat - South Lot	14,000
OTC Tile Replacement	8,000
Exterior Painting All Facilities (7 yrs)	275,000
Interior Painting Pattison (10 yrs)	250,000
Pattison Tire Bay Mezz w/ stairs	200,000
Pattison Jib Crane (Taller / battery packs)	200,000
Pattison Landscaping (drought tolerant)	30,000
LTC Landscaping (drought tolerant)	25,000
Amtrak Landscaping (drought tolerant)	25,000
Pattison Maint Office Renovation	400,000
Pattison Fire/Security Alarm Replacement	100,000
<i>Shop Equipment</i>	
Parts Washer	15,000
Bead Blaster	10,000
Bus Stop Improvements Facilities	100,000
<b>2016 Capital Projects Total</b>	<b>319,365</b>

## 2017 Capital Projects

Major Vehicle Components (6)	200,000
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Dial-A-Lift Vans (1)	55,947
Vanpools (49)	1,503,450
VM Service Trucks (1)	65,200
Ops Service Vans (2)	80,400
<b><i>MIS &amp; Communication Equipment</i></b>	
Personal Computers	70,000
Servers - Standard (10 @ 5 yr cycle)	30,000
Storage Area Network (SAN) (1/5YR)	150,000
<b><i>Network Hardware</i></b>	
Ethernet Switches (14/7 YR)	150,000
Wireless access point replacement	5,000
<b><i>Software</i></b>	
Microsoft Server Software Upgrades/Repl.	130,000
<b><i>Facilities</i></b>	
Amtrak Floor Tile Replacement	30,000
OTC Interior Painting	9,000
Pattison Additional Fall Protection in bays	75,000
Pattison Fill Pits/add 2 Eco Lifts	450,000
Pattison Fencing/security/gate openers	150,000
Amtrak Gate Opener	25,000
<b><i>Intelligent Transportation Systems Projects</i></b>	
Signal Priority Project	150,000
Bus Stop Improvements Facilities	100,000
<b>2017 Capital Projects Total</b>	<b>4,528,997</b>

### **2018 Capital Projects**

Coaches (4)	3,255,872
Dial-A-Lift Vans (18)	2,905,287
Vanpools (48)	1,524,314
VM Service Trucks (1)	67,500
Ops Service Vans (1)	41,600
Facility Truck (3)	237,494
<b><i>MIS &amp; Communication Equipment</i></b>	
Personal Computers	70,000
Servers - Standard (10 @ 5 yr cycle)	30,000
<b><i>Software</i></b>	
Antivirus Software Upgrades	6,000
Backup Software	50,000
FleetNet Additional Moduals	15,000
POS system updates - VP in 2014 and OTC in 201	60,000
TMS Replacement	100,000

***Facilities***

Pattison HVAC Engineering	9,000
Pattison HVAC #9-9a Replacement	12,000
OTC HVAC # 16- 16a Replacement	12,000
Pattison Bus Air Shears / Blowers	100,000
Bus Stop Improvements Facilities	100,000
<b>2018 Capital Projects Total</b>	<b>8,596,068</b>

**2019 Capital Projects**

Coaches (4)	3,353,548
Major Vehicle Components (7)	1,400,000
Dial-A-Lift Vans (2)	334,108
Vanpools (41)	1,347,589
Village Vans (1)	32,830
Facility Truck (1)	81,930
<b><i>MIS &amp; Communication Equipment</i></b>	
Personal Computers	70,000
Servers - Standard (10 @ 5 yr cycle)	30,000
<b><i>Software</i></b>	
ACS Orbital/ Radio System Replacement	2,000,000
<b><i>Facilities</i></b>	
Pattison Rubber Flooring Replacement	30,000
Pattison Auto Bay Lift Replacements	200,000
Pattison Facility Phase One Upgrades	29,739,412
Pattison Electrical Upgrades	1,500,000
<b><i>Shop Equipment</i></b>	
Spin Balancer	25,000
Bus Stop Improvements Facilities	100,000
<b>2019 Capital Projects Total</b>	<b>40,244,418</b>

The 2014 - 2019 capital program expenses are summarized below. The number in parentheses is the adjusted cost if the Pattison Street Maintenance and Operations facility project is not pursued. The elimination of that project removes a projected \$29,739,412 in capital costs in 2019 dollars.

<b>CAPITAL PROGRAM SUMMARY</b>	
<b>Year</b>	<b>Total Cost</b>
<b>2014</b>	<b>\$14,189,003</b>
<b>2015</b>	<b>\$7,693,347</b>
<b>2016</b>	<b>\$4,319,365</b>
<b>2017</b>	<b>\$4,528,997</b>
<b>2018</b>	<b>\$8,596,068</b>
<b>2019</b>	<b>\$40,244,418 (10,505,006)</b>
<b>Total</b>	<b>\$65,396,384</b>

**ANTICIPATED CAPITAL REVENUES**

Anticipated federal and State of Washington revenue dedicated to specific capital projects is summarized below. This does not include Capital Maintenance revenue which is used for maintenance-related operating expenses. The cost of completing the design and construction of the Pattison Street maintenance and operating facility is included in the 2019 figure.

**CAPITAL EXPENSES AND REVENUE (WITH PATTISON) 2014-2019**

Year	Total Cost	Federal	State	Local
2014	\$14,189,003	\$5,827,638	\$1,319,989	\$7,041,376
2015	\$7,693,347	\$758,893	\$349,315	\$6,585,139
2016	\$4,319,365	\$785,455	\$310,877	\$3,223,033
2017	\$4,528,997	\$812,946	\$320,007	\$3,396,044
2018	\$8,596,068	\$1,824,477	\$329,458	\$6,442,133
2019	\$40,244,418	\$24,520,198	\$339,239	\$15,384,981
<b>Total</b>	<b>\$79,571,198</b>	<b>\$34,529,607</b>	<b>\$2,968,885</b>	<b>\$42,072,706</b>

**PROJECTED BUS REPLACEMENT NEEDS**

Other than the Pattison Street Maintenance and Operations Facility expansion is completed, the major capital expenditures facing Intercity Transit will be the purchase of new buses. Fortunately, Intercity Transit received funding in the last two rounds of discretionary grants and will be able to replace seven vehicles in 2014 with 80% federal funding. This will complete bus replacements until 2018. The following table illustrates bus capital needs between 2018 and 2023 assuming buses will be replaced when they are 14 to 16 years of age. The standard replacement age is 12 years with Intercity Transit’s standard being 15 years. The age range is used to spread purchases over several years rather than having a very large purchase in a single year.

YEAR	2018	2019	2020	2021	2022	2023
# of Buses	4	4	17	0	5	18
Estimated Cost/Bus	\$813,968	\$838,387	\$863,539	\$0	\$916,128	\$943,612
<b>TOTAL COST</b>	<b>\$3,255,872</b>	<b>\$3,353,548</b>	<b>\$14,680,157</b>	<b>\$0</b>	<b>\$4,580,641</b>	<b>\$16,985,015</b>

The total cost of replacing 48 buses over this six-year period is \$42,855,233.

## CONCLUSION AND RECOMMENDATIONS

The elimination of discretionary capital funding with MAP-21 has a significant impact on the ability of Intercity Transit to fund major capital projects. The need to renovate and expand the Pattison Street maintenance and operations facility and the need to replace 48 buses over a six-year period between 2018 and 2023 require a new source of capital funding. The six-year financial forecast shows Intercity Transit will stay above the policy reserve level until 2019 if the Pattison Street project is pursued with 80% matching funds. The agency will be unable to grow without the project, and other capital projects will be required to maintain the existing facility and address facility preventive maintenance and other needs. The agency will also face a significant financial challenge beginning in 2018 to meet bus fleet replacement needs.

The need for additional funding to pursue the Pattison Street project and to address future bus replacement and other capital needs should be addressed in 2014 or 2015. An additional source of capital funds is required. Staff recommends the Authority consider asking the community to levy the final 0.1% of sales tax authority and dedicating this revenue to capital projects. This would generate \$3.5 to \$4.0 million per year and would provide adequate funds to manage the replacement of buses beginning in 2018.

## **Chapter 6: Financial Plan**

### INTRODUCTION: FINANCING THE STRATEGIC PLAN

The goal of the 2002-2007 Strategic Plan was to implement capital improvements and a level of service by 2006 that could be sustained for the foreseeable future. In February 2006, the third and final phase of the service plan called for in the 2002-2007 plan was implemented. This final phase was expanded by approximately 3,000 hours over the level originally recommended in the 2002 Strategic Plan to meet increased demand for service. Even with this additional 3,000 hours of service, Intercity Transit remained in a strong financial position and implemented an additional service increase of 20,000 hours in February 2008.

In mid-2008, Intercity Transit was hit by two major economic changes. Fuel prices increased quickly and dramatically to over \$1.00 per gallon over budgeted levels. This affected operating costs directly as Intercity Transit uses approximately 1,000,000 gallons of fuel per year. The sharp increase in oil cost also created higher costs in other products used by Intercity Transit.

The second change was the dramatic slowing of local economic activity. Sales tax revenues for 2008 were 3% below the level received in 2007. This resulted in a revenue shortfall for 2008 of over \$1,000,000. 2009 sales tax revenues were over 10% below 2008 levels resulting in a \$2.3 million revenue shortfall. 2010 sales tax revenues stabilized with revenue approximately one percent higher than 2009. Sales tax revenue remained stable in 2011 and 2012 and is projected to be 3% higher in 2013 than 2012.

Intercity Transit received voter approval to increase the local option sales tax for public transportation by 0.2% in August 2010. The new rate of 0.8% was effective on January 1, 2011. This increase offset the loss of sales tax revenue and allowed a modest service increase in February 2011. No new service is proposed in this Strategic Plan though this should be revisited based on economic changes.

## **FINANCIAL FORECAST AND ASSUMPTIONS**

The financial forecast for 2014-2019 is illustrated in Table 6-1. This forecast includes 20% local funding for the Pattison Street Maintenance and Operations facility construction. This project is not feasible without a new source of funding. With this project, the forecast is Intercity Transit will end 2019 with \$7,135,790 in reserve funds. This is \$3,826,860 below the Board's policy reserve level.

This forecast includes:

- An addition of 2,000 hours per year of Dial-A-Lift service.
- No fixed-route service increase.
- No change in fares or sales tax rate. The assumptions used in the financial forecast are:
- Sales tax revenue will be 3% above the 2013 level in 2014. Sales tax revenue is forecast to increase 3.0% per year between 2015 and 2019.
- Health care costs will increase by approximately 10% per year.
- The base fare will remain at the current level.
- Fare revenue will increase by 3.5% per year.
- General inflation will be approximately 3%.

This is a conservative forecast. Fares were just increased in early 2013 and Intercity Transit continues to have 0.1% of sales tax capacity. The possibility of additional state or federal funding though the course of this strategic plan is difficult to predict.



**Table 6-1**  
**Intercity Transit Strategic Plan Financial Forecast**  
**2014-2019**

YEAR	2014	2015	2016	2017	2018	2019	2020
Starting Cash	21,415,217	21,047,838	20,537,564	21,759,664	22,338,868	19,421,779	7,135,790
Operating Revenue	41,990,781	43,152,342	43,255,680	44,438,238	45,658,009	46,949,594	47,508,848
Capital Revenues	7,147,626	1,108,209	1,096,331	1,132,953	2,153,935	24,859,437	3,163,395
<b>Total Revenues</b>	<b>49,138,407</b>	<b>44,260,551</b>	<b>44,352,011</b>	<b>45,571,191</b>	<b>47,811,944</b>	<b>71,809,031</b>	<b>50,672,243</b>
Operating Expenses	35,316,784	37,077,477	38,810,546	40,462,990	42,132,966	43,850,601	45,400,505
Capital Expenses	14,189,003	7,693,347	4,319,365	4,528,997	8,596,068	40,244,418	23,109,881
<b>Total Expenses</b>	<b>49,505,787</b>	<b>44,770,824</b>	<b>43,129,911</b>	<b>44,991,987</b>	<b>50,729,034</b>	<b>84,095,019</b>	<b>68,510,386</b>
<b>Rev. - Expenses</b>	<b>(-367,379)</b>	<b>(-510,274)</b>	<b>1,222,100</b>	<b>579,204</b>	<b>(-2,917,090)</b>	<b>(-12,285,988)</b>	<b>(-17,838,143)</b>
Ending Cash	21,047,838	20,537,564	21,759,664	22,338,868	19,421,779	7,135,790	<b>(-10,702,352)</b>
90 Day Reserve	8,829,196	9,269,369	9,702,637	10,115,748	10,533,242	10,962,650	11,350,126
Ending Cash - 90 Day Res.	12,218,642	11,268,195	12,057,028	12,223,121	8,888,537	<b>(-3,826,860)</b>	<b>(-22,052,478)</b>
Hours of Fixed Route Service	217,128	217,128	217,128	217,128	217,128	217,128	217,128
Hours of DAL Service	68,576	70,576	72,576	74,576	76,576	78,576	80,576

## Chapter 7: Actions

### ACTIONS - 2014

- Complete the update of the short and long-range service plan with the assistance of a third-party expert in the field. This will provide a fresh look at our route and schedule structure, support service resource prioritization and be developed with the valuable input of employees, customers and community members.
- Intercity Transit should examine and monitor all Express service levels, particularly following the addition of Regional Mobility Grant funded routes.
- Intercity Transit should continue to seek funding to expand the maintenance and operating facility.
- Intercity Transit should consider increasing the sales tax to 0.9% in August 2014 or August 2015 to fund capital projects such as the purchase of vehicles and the rehabilitation and expansion of the operating and maintenance facility.
- Continue to engage with the TRPC and WSDOT to consider alternatives for serving Joint Base Lewis-McChord (JBLM) and the I-5 corridor.
- Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the I-5 corridor. This should include funding assistance to maintain and improve current service as a first step of a long-range plan as well as support of the vanpool program.
- Support the continued growth of the vanpool program.
- Continue to implement and evaluate additional service provided through the Regional Mobility Grant program.
- Work with the State to identify and promote adequate parking for Dash service.
- Continue the provision of park and ride spaces during the Legislative session at the Farmers Market.
- Work with area stakeholders to market and cross promote transit in core areas of downtown Olympia, Lacey and Tumwater.
- The Martin Way and Capitol Way corridors appear to be the most feasible corridors for this type of service. The CMAQ funded study to explore developing “smart” corridors is complete and nearing implementation. Intercity Transit should continue to participate in this effort and advocate stop and traffic signal system improvements in these corridors.
- Monitor intra-county ridership related to the Tumwater-to-Lakewood and Olympia to DuPont service.
- Implementation of the pilot signal preemption program in the Martin Way and Capital corridors should take place.
- Intercity Transit should continue its Youth Education program.
- Intercity Transit should continue to work with schools and youth to teach skills for safe biking, walking and transit use.
- Implement STP grant to enhance 20 bus stop locations.
- Continue implementation of relatively low-cost improvements including telephone system improvements and Web site improvements and enhancements.

- Research telephone system replacement.
- Develop a plan to address server room issues and to provide adequate space for computer and other communications equipment.
- Determine how the expansion and renovation of the Pattison Street facility will be funded. Look for opportunities to complete final design and construction.
- Develop a long-term capital funding plan.
- Pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit services.
- Continue the Village Van, Surplus Van Grant, Community Van and Discounted Bus Pass programs.
- Continue to focus on expanding the Travel Training program with Bus Buddies.
- Dependent upon the results of the one-year Travel Trainer pilot project, expand the Travel Training program by one full-time staff.
- Consider an August 2014 or August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital projects. An August 2014 election date provides economic advantages but delaying to 2015 will allow a more extensive engagement of the greater community and member jurisdictions.
- Hire two part-time, grant-funded positions to assist in implementing youth education activities in 2014.
- Continue to support the Bike PARTners program in 2014 and find additional sources for bike donations.
- Continue to pursue grant opportunities to supplement the Youth Education program and the Bicycle Commuter Contest.
- Intercity Transit should continue to aggressively market its services, and should at a minimum, maintain the current level of marketing and community outreach efforts.
- Intercity Transit should expand its Web site to better serve our various constituents and to continue to be a relevant business and communications tool for the agency.
- Intercity Transit should continue to pursue outreach communications through social media platforms.
- Intercity Transit was scheduled to begin the next round of market research work in 2014. The last work was completed in 2008-09 and included a Customer Satisfaction Survey, a Market Segmentation Study and a Worksite Commuter Survey. Staff proposes we delay this work until 2015 and potentially to 2016 pending the completion and outcomes of the short- and long-range service plan.
- Increase involvement in local and regional land use planning efforts and advocate for transit-oriented development and other development that encourages the use of transportation alternatives.
- Seek ISO 14001 certification for the Environmental and Sustainability Management System program.
- Seek funding partnership with Puget Sound Energy to reduce energy and water usage and waste production.

- Continue to utilize environmentally friendly chemicals and materials in all operations, and require their use to the maximum extent possible by vendors and contractors.
- Update the Sustainability Plan and continue implementation of recommendations.
- Continue partnerships with the Thurston Green Business group and Puget Sound Energy's Green Power program.

### ACTIONS 2015-2019

- Intercity Transit should consider increasing the sales tax in 2014 if not increased in 2013.
- Intercity Transit should implement the recommendations of the updated service plan.
- Intercity Transit should continue to promote vanpooling and ridesharing to meet regional mobility needs.
- Continue to pursue joint use agreements as necessary to secure park and ride space to support ridesharing, express bus and local transit services
- Continue to work with the State of Washington and others to develop a long range plan for public transportation and/or commuter rail service in the corridor.
- Intercity Transit should continue to operate the Dash service, and seek funding to expand the service to other concentrations of State employees or facilities.
- Intercity Transit should continue to increase service and ridership in major corridors and maintain the number of corridors with 15-minute service. If more funding becomes available, increase the service frequency.
- • Additional equipment is not anticipated to be available to explore local express service. Monitor the results of the "smart" corridors project to help evaluate potential future success.
- • The Tumwater-to-Lakewood and Olympia-to-DuPont Regional Mobility grant funds expire in 2015. The grant has been approved for an additional two years dependent upon 2015-2017 biennium funding. Intercity Transit will have the option to accept the grant and dedicate the local match at that time.
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, the City of Tumwater, and Thurston County to explore improvements to the Martin Way corridor to improve pedestrian access to transit stops and increase transit vehicle speeds and reliability.
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to develop the Martin Way corridor as a "smart corridor."
- Intercity Transit should work with the Thurston Regional Planning Council, the City of Olympia, the City of Lacey, and Thurston County to expand the number of intersections and buses equipped to enable signal preemption.
- Intercity Transit staff should continue to market public transportation and the use of transportation alternatives to students.
- Intercity Transit should work with school districts to encourage the location of schools in areas served by public transportation and to develop safe paths for walking, biking, and access between transit routes and school facilities.
- Pursue available program funds to upgrade bus stops and shelters. It is unclear whether STP and/or enhancement funds may be available for this purpose.

- Purchase seating and other amenities for stops without shelters which have the most passenger activity.
- Continue a program of bus stop improvements with priority on making all stops ADA-accessible.
- Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs as well as to stops located on major corridors.
- Implement additional improvements and enhancements to the Advanced Communications System.
- Continue improvements to the Web site.
- Update review of the Information Systems function.
- Replace the existing telephone system.
- Add one vanpool coordinator to support the continued growth of the program.
- Continue to pursue WSDOT Vanpool Improvement Program grants to fund new and replacement vehicle purchases
- Utilize federal 5307 funds through the central Puget Sound for travel into the Seattle UZA.
- Plan on adding an average of 10 new groups each year over the six years of this plan.
- Reserve vehicles slated for surplus if demand exceeds our yearly expansion of ten vehicles.
- Continue the pursuit of funding to finance the Pattison Street project, new buses and other projects.
- Continue to pursue joint use agreements as necessary to secure park and ride space to support ridesharing, express bus and local transit services.
- Continue to monitor and work with the City of Yelm, City of Tumwater, and the Washington State Department of Transportation regarding potential locations for a park and ride facility.
- While funding is available for the Village Van program for the 2013-2015 biennium, MAP-21 eliminated new money for this program. Intercity Transit advocates for and monitors funding for the Village Van program beyond the 2013-2015 timeframe.
- Continue to pursue improvements in scheduling software and use of technology to improve productivity and service.
- Complete Market Research of Dial-A-Lift services no later than 2016.
- Replace most unreliable vehicles.
- Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.
- Apply the principles of Universal Design to all capital purchases and projects, and explicitly consider accessibility and usability for the widest range of individuals when evaluating equipment and technology.
- Intercity Transit should work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program.
- Intercity Transit should continue to aggressively market alternative transportation to youth and in schools, as well as in the larger community.

- Intercity Transit should continue to coordinate the Bicycle Community Contest and seek grant funding to expand its efforts.
- Intercity Transit should aggressively market high frequency corridor service.
- Intercity Transit should aggressively market the high level of service offered in major corridors.
- Intercity Transit should continue its marketing and communications efforts to educate the community about existing and new services and the value of public transportation to the community Intercity Transit serves.
- Intercity Transit should continue to make use of customer information technology to enhance the customer experience and support service value. A real-time bus arrival service, such as OneBusAway, should be an ongoing program available to Intercity Transit bus riders.
- Complete Market Research of Dial-A-Lift service no later than 2016.
- Continue implementation of the Sustainability Plan and update as needed.
- New buildings and facilities should meet LEED – Gold Certification building standards.
- Maintain its current policy regarding expansion of the PTBA:

*The Intercity Transit Authority should consider annexation of new areas only if representatives of these areas request the Authority take steps to hold an annexation election and demonstrate that there is support for the action in the area to be annexed.*

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**October 21, 2013**

**CALL TO ORDER**

Chair Van Gelder called the October 21, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Jill Geyen; Meta Hogan; Julie Hustoft; Quinn Johnson; Alyssa Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; and Dale Vincent.

**Absent:** Don Melnick; Victor VanderDoes and Roberta Gray.

**Staff Present:** Ann Freeman-Manzanares; Ben Foreman; and Nancy Trail.

**Others Present:** Authority member, Karen Stites.

**INTRODUCTIONS**

Van Gelder introduced Authority member, Karen Stites; new CAC member Dale Vincent; and City of Lacey Associate Planner, Ryan Andrews.

**MEETING ATTENDANCE**

**A. November 6, 2013, Regular Meeting - Quinn Johnson.**

**B. November 20, 2013, Work Session - Roberta Gray** (*absent, will find someone else if necessary*).

**APPROVAL OF MINUTES**

It was M/S/A by Hogan and Hustoft to approve the minutes of August 19, 2013 meeting.

*Hagenhofer arrived.*

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

- *Bradley* - Bus stop issue.
- *O'Connell* - Bus stop issue.

- *Van Gelder* - Information provided by Drivers.

## NEW BUSINESS

**A. City of Lacey - Woodland District Strategic Plan** (*Ryan Andrews*) - Andrews identified the Woodland District as the area from north Interstate 5, on the west is the Chehalis Western Trail, the south is the Lacey Woodland Trail and on the east side is College street. It includes the South Sound Center, Fred Meyer - Lacey Market Square and the Woodland Square Loop area up to the Clarus Eye Center.

Andrews provided historical information regarding the adoption of the 'Downtown 2000 Plan' several years ago, and some marks of the implementation include buildings up closer to the street creating more pedestrian friendly amenities with sidewalks that are 15' wide. This was meant to define the area as Lacey's core.

In 2011 the steering committee re-validated the goals of the plan and identified that the goals were still valid:

Goal A: Encourage density and a diverse mix of uses in the center.

Goal B: Create a core area that is strongly pedestrian-oriented and transit friendly.

Goal C: Create strong identity for the core area.

Goal D: Create places that provide for the needs of a diverse population of different ages.

Andrews provided information on the federal 'challenge' grant from Housing and Urban Development obtained through Thurston Regional Planning Council facilitating three planning projects along main corridors. Lacey has the Woodland District Strategic Plan, adopted by the Lacey City Council back in July. The City of Olympia is doing the Martin Way District, from Ensign Road down Martin way and up the hill. Tumwater has the brewery district including the property up from the brewery in and around Capitol Boulevard.

Through the planning process the City identified six key elements to revitalize the area. Right now there is 237,000 sf of vacant office space and the focus is to inject some vitality into the area. The process identified nine qualities of community:

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Visibility & Identity       | 6. Unique, Memorable Experience |
| 2. Connectivity & Mobility     | 7. Cultural Heart               |
| 3. Vibrancy                    | 8. Contemporary/Modern City     |
| 4. Diversity                   | 9. Prosperous                   |
| 5. Healthy, Complete Community |                                 |



## Intercity Transit Citizen Advisory Committee

October 21, 2013

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Andrews indicated efforts to inject these design concepts into the area led to the identification of different areas. The South Sound Center/Fred Meyer being the retail destination district, the main street district includes the Lacey Transit Center. The east side is the residential and employment district. Lacey is looking at including a residential component as part of the redevelopment of some of the office buildings.

Andrews provided that in the next year Lacey is going to tie Golf Club Rd from Pacific to 3<sup>rd</sup> Avenue to bring people into the center of the area. Lacey is also working with the property owner to reconfigure the Fred Meyer site to make it flow better. South Puget Sound Community College will relocate in the Rowe Six buildings.

Andrews relayed that the plan provides the Lacey Transit Center becoming a hub for economic development, with buildings around the edge including amenities. The Transit Mixed Use District provides transition between Destination Retail and Urban Neighborhood Districts; opportunities for mixed use and place-making with the east-west reorientation of the transit center; a pedestrian bicycle network to and from the transit center; and includes vibrant high-activity uses around the transit center with a clear delineation of public/private space.

Andrews indicated that the Urban Neighborhood District includes pedestrian oriented and mixed use buildings with Huntamer Park as the cultural center of Lacey. The park will include a year-round pavilion building and possible water feature. This area may also include a new YMCA. It will have a 'main street' district with bicycle streets providing connections to urban trails on the perimeter. SPSCC will be located adjacent the Lacey Transit Center at least for the next 10 years.

Andrews provided that the strategic plan leads to an action including four categories:

1. Set the State
2. Improve Investment Climate
3. Strategic Partnerships
4. Recruitment, Advocacy and Stewardship

The action plan sets for the prioritization of actions for the City, private sector and others that help achieve the strategic plan. The plan has a 10 year implementation period.

Andrews answered questions.

- B. 2014 Draft Budget** (*Ben Foreman*) – Foreman provided information on the 2014 draft budget, and that it is driven by the strategic plan. He highlighted important sections including new positions/ projects, capital expenditures, ongoing projects, operating expenses and salaries/ wages/ benefits. The total 2014 Budget per the Strategic Plan with carryover projects is \$60,004,107.

Foreman answered questions.

- *Hagenhofer* – Asked if any of the bus stop’s slated for improvement are along Yelm Highway?

Staff responded that we will gather the information and provide it to the Committee via email

- *See* – Inquired on the underground storage tank (UST) replacement and if only one insurance carrier is available must make rates high, and wondering what kind of insurance savings are expected with replacement.

Staff responded that the policy, which covers ten transit properties and 42 tanks through the Washington State Transit Insurance Pool (WSTIP) is \$75,000 total. The concern is that the carrier may cancel the policy because of the age and single-hull construction of the tanks.

- C. 2014-2019 Strategic Plan Policy Statement Review** (*Ann Freeman-Manzanares*) - Freeman-Manzanares provided that the Strategic Plan is the primary policy document and it provides direction regarding priorities for the next year as well as five years in the future. The strategic planning is done in six year increments. The document goes through a review process like the budget, and will go to public review, and a public hearing on November 6<sup>th</sup>. The Intercity Transit Authority is scheduled to adopt the document on December 4, 2013. The document is updated on an annual basis.

Freeman-Manzanares indicated staff worked with the numbers out to 2027 this year, because 2027 looks at an entire replacement cycle for buses. Staff believes that this is a better way to look at long-term planning based on the changes with federal legislation, including MAP-21 passed in 2012. This eliminated the ability to get 80% funding for buses, which changes our financial forecast significantly. Staff created a spreadsheet with many variables that allows a look at the major elements that drive the budget. This shows how those elements affects the agency and budget long-term.

Freeman-Manzanares began an overview of the 19 policy positions detailed in the attachment to the agenda.

*Van Gelder* – Inquired about the deadline for comments.

*Freeman-Manzanares* - Replied that the deadline for comments was November 6<sup>th</sup> at 4:00 pm for consideration at the public hearing.

Freeman-Manzanares addressed the policy positions and staff recommendations.

*Hagenhofer* – Asked if staff had ever calculated the fare return if every bus were full and if that would make a difference in terms of our bottom line.

*Freeman-Manzanares* – Fares account for approximately 10% -12% of our revenue. We can run some numbers but it's not likely that fares will off-set the grant funds we received previously from federal grants. We raised fares for Vanpool in January and for bus service in February. We lost ridership with both fare increases.

*Elliott* – Asked if we don't purchase the hybrid buses and the resulting change in the fuel, will we give up the ESMS/ISO efforts or certification?

*Freeman-Manzanares* – ISO certification is measuring our preparedness through our environmental management system to avoid or respond to things like fuel spills, etc. We will have a presentation on hybrid versus conventional vehicles and the environmental differences at a later date.

Members of the CAC asked for assumption variables on the restoration of the federal funding eliminated by MAP-21, a sales tax increase in 2014, 2015, etc.

Freeman Manzanares provided that we are currently at eight-tenths of one percent sales tax, and the maximum under state law is nine-tenths of one percent sales tax. An informal poll indicated that the members were interested in going out for a sales tax increase in 2014. The main concern was educating the community so they understand why we're doing it. In the past we've found that 18 months was a good timeframe to accomplish that.

*Stites* – Provided information on the sales tax initiative that Grays Harbor is involved with and the urgency related to them placing it on the November, 2013 ballot.

**Intercity Transit Citizen Advisory Committee**

**October 21, 2013**

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*Pierce* – Provided information on the Pierce Transit education campaign, in that it was not exactly easy to get answers to questions on the figures provided. That caused concern. Is asking for a sales tax increase far enough away from the most recent fare increase?

*Freeman-Manzanares* – We review fares every three years. The Authority decided to raise vanpool fares and bus fare. When the fares were increased in February the youth and reduced fare fares were not increased.

Freeman-Manzanares said that there are many variables in our forecast which are difficult to predict like sales tax and approximately three quarters of the budget is based on sales tax. Another potential variable is the cost of fuel. Changing the cost of fuel one dollar impacts our budget by a million dollars.,

Foreman provided that historically there have been years of tax revenue at 7, 8, 10 and 12 percent, and also years at 0. We have taken a hit in the last five years in terms of sales tax and have yet to recover. Because it is approximately three quarters of our budget, these can change the entire landscape picture on how it builds on itself year after year. The down years follow you for many years.

*See* – Regarding the cash reserve, how much of a concern is having the amount that the Authority is comfortable with? Is it wise to adjust it to a smaller amount?

*Foreman* – Responded that the number is reasonable. If we buy grant funded buses, we have to pay for those up front and get reimbursed. We don't want to be in a position to have to borrow the money to pay for the buses. Other transit agencies have like reserve amounts; some have 180 days.

Freeman-Manzanares answered questions about the policy statements.

*Hagenhofer* – Relayed concerns regarding the lack of south county service and believes that density driven service is counter-intuitive to all of the conversations that the county has had on the Sustainable Thurston project. Further, that it would behoove Intercity Transit to approach the outlying, underserved areas for service.

*Vincent* – Indicated that he would support pursuing tax increase measure and that we can't afford to lose. Once you lose it makes it that much more difficult to be successful the next time.

*Elliott* – The current political climate means that we are treading on thin ice asking for an increase.

## **Intercity Transit Citizen Advisory Committee**

**October 21, 2013**

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*Chong* – Suggested that Intercity Transit work with business owners to offer coupons for riders to visit their stores. Intercity Transit would get funds from the advertising and increased ridership.

*Geyen* – Question regarding #13 and if there is a perception that there are several people using Dial-A-Lift that don't need to be?

*Freeman-Manzanares* – That is not the intention of that policy statement.

. The issue is educating individuals who have the ability and those that are conditional approved to ride DAL so they can have experience the greater independence fixed route provides. That outreach is part of the focus of the Travel Trainers.

*See* – Asked if it is possible that the transportation package passage with the State would make a difference in the operating budget?

*Freeman-Manzanares* – It is not intended to replace federal funding lost through the elimination of the bus and bus facilities program.

*Van Gelder* – Took an informal poll of the members to determine if Intercity Transit should go out for a tax increase, and all members present answered in the affirmative. Most members indicated it should be done in 2014.

*Vincent* – Provided that the current North Thurston ballot measure outcome will be very informative.

### **CONSUMER ISSUES**

Freeman-Manzanares asked that the consumer issues be emailed to her given the lack of time at the meeting so staff can address them before the next meeting.

### **REPORTS**

Freeman-Manzanares noted that all ITA and CAC members were invited to attend the Thurston Regional Planning Councils presentation of I-5 at JBLM Corridor Plan Feasibility Study on Wednesday, October 30, 2013 at 5:30 pm at TRPC's office in Olympia.

**Intercity Transit Citizen Advisory Committee**

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**NEXT MEETING: Monday, November 18, 2013, 5:30 pm.**

**ADJOURNMENT**

**It was M/S/A by Hustoft and Hogan to adjourn the meeting at 7:42 p.m.**

Prepared by Nancy Trail, Recording Secretary/  
Executive Assistant, Intercity Transit

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Erin Hamilton, 705-5837  
**SUBJECT:** Lighting Upgrade

- 
- 1) **The Issue:** Consideration of an award to upgrade the current lighting at the Pattison Street Facility with energy-efficient fixtures, lamps and controls.

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  - 2) **Recommended Action:** Authorize the General Manager to enter into a contract with Energy Industries to upgrade the current lighting in the Pattison Street facilities and grounds in the not-to-exceed amount of \$226,086, including taxes.

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

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  - 4) **Background:** Much of the existing interior and exterior lighting at the Pattison Street Facility dates from its construction. Almost the entire lighting system in the Maintenance Facility is comprised of T12 fluorescent lamps, which have been mandated for phase out by Federal energy legislation such as EPACT (The Energy Policy Act). Transit staff were made aware that advances in newer, more energy efficient lighting systems, coupled with local financial stimulus and incentive programs, could provide Intercity Transit the opportunity to replace outdated lighting systems and reduce energy costs.

In late 2012, Intercity Transit contracted with a consultant to evaluate the current efficiency of interior and exterior lighting at the Pattison Street facilities. The consultant determined Intercity Transit could reduce energy consumption by 45% and save approximately \$30,000 per year by installing, replacing or retrofitting existing lighting fixtures, lamps, and controls with energy-efficient equipment. At the same time, staff consulted with Puget Sound Energy (PSE) and identified a PSE grant program which will partially reimburse the agency for an energy efficient lighting upgrade.

Incorporating the consultant's recommendations and PSE grant requirements, staff released a Request for Bids (RFB) for the provision of specified energy-efficient lighting equipment and installation services on August 1, 2013, and held

a pre-bid meeting on August 8. Two bids were received by the submission deadline of September 19. Procurement evaluated the bids and determined that Energy Industries was the responsive, responsible low bidder.

Energy Industries has demonstrated expertise with lighting upgrade projects of this size and nature including the Virginia Mason Medical Center, several Fred Meyer Stores, Seattle University and Spokane County. Staff believes the bid amount is fair and reasonable and recommends the award of a contract for the provision of energy-efficient lighting equipment and installation services to Energy Industries.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Energy Industries to upgrade the current lighting in the Pattison Street facility and grounds in the not-to-exceed amount of \$226,086, including taxes.
  - B. Defer action. Deferring action means continuing the current level of energy use and expense. Deferring action may also result in Intercity Transit losing the opportunity to receive partial reimbursement for this project as the availability of a relevant PSE grant program may change over time.
- 

- 6) **Budget Notes:** Funds for upgrading current lighting at the Pattison Street facility and grounds are included in the 2013 budget in the amount of \$200,000. PSE estimates Intercity Transit will receive a grant reimbursement between \$60,000 and \$90,000. This amount will bring the total project cost below budget. PSE will determine and commit to a final rebate amount once a contractor has been selected, prior to work commencing.
- 

- 7) **Goal References:** Goal No. 5: *“Align best practices and support agency sustainable technologies and activities.”*
- 

- 8) **References:** N/A.
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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: November 6, 2013**

**FOR: Intercity Transit Authority**

**FROM: Jeff Peterson, 705-5878**

**SUBJECT: Security Camera System - Lacey Transit Center**

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1) **The Issue:** Consideration of an award of contract for the purchase and installation of additional video security cameras at the Lacey Transit Center, Pattison Street facility, and Martin Way Park-and-Ride.

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2) **Recommended Action:** Authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$129,960, including taxes.

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

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4) **Background:** Experience has shown that the video security camera systems installed at Intercity Transit facilities, and on its vehicles, have provided valuable service to the agency. They contribute to feelings of safety and security for passengers and operators, reduce graffiti, improve Transit's ability to respond to claims, and help address passenger complaints. Local law enforcement agencies have used video recorded by these systems in solving crimes. To continually improve this function, funding has been designated in the current budget to enhance the video security camera coverage at three locations.

The Lacey Transit Center has a small, limited capacity, video camera system that was installed in 2008 in conjunction with the vehicle surveillance camera project. The proposed camera system will provide wider coverage of the site, especially of high usage areas. Work includes installing seven new cameras in addition to the current six, running conduit, installing cabling, software licenses, and connection to a fiber network allowing images to be transmitted to Pattison. This system will allow for addition of cameras if necessary.

The installation of the Martin Way Park-and-Ride video camera system in 2008 included one license plate identification camera at the entrance. While it was the recommended camera at the time, technological developments have greatly improved this class of camera. Experience has also shown this site requires two cameras for adequate coverage. Work includes installing two new license plate identification cameras to replace the existing camera, cabling, and software licenses. This upgrade has also been requested by the Lacey Police Department.

The Pattison Street facility has limited video camera coverage. The existing camera covering the outside fuel island is both no longer fully functional and obsolete. It must

be replaced by a new camera to provide the desired coverage. In addition, staff has also requested camera coverage of the visitor and employee parking lots, especially for night time use. Work includes installing three new cameras, cabling, and software licenses.

A Request for Bids for the provision and installation of the security cameras at all three locations was issued September 25, 2013, with a pre-bid meeting and site walk-through on October 4. Three bids were received by the October 18 submittal deadline and all were found to be responsive and responsible.

Staff found all bid documentation submitted by the lowest bidder, Teknon Corporation, to be in order. Teknon recently performed similar work in the installation of new cameras at the Olympia Transit Center. Teknon also performed similar cabling work for the City of Lynnwood and several private firms with similar scope. Based on references and Intercity Transit's experience with Teknon, staff recommends award of contract to the lowest, responsive and responsible bidder, Teknon Corporation.

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5) **Alternatives:**

A) Authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$129,960, including taxes.

B) Defer action. The Lacey Transit Center camera system provides only partial security for the site. The fuel island camera may stop working. The existing Martin Way Park-and-Ride license plate camera does not provide the level of detail desired by the Lacey Police Department.

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- 6) **Budget Notes:** The 2013 budget includes \$210,000 for the design, provision and installation of the Lacey Transit Center cameras, \$24,000 for the replacement cameras at Martin Way Park and Ride, and \$16,000 for the Pattison Street cameras, for a combined total of \$250,000. The total cost of this project, \$129,960 plus the \$25,345 previously awarded for the design, is well within budget. Note that cost efficiencies to simplify the design of Lacey Transit Center camera system were determined after the 2013 budget amount was approved.

Information Services is supplying \$5,000 in hardware. The fiber connection for the Lacey Transit Center has a separate budget and it is anticipated that the agreement for the fiber will be submitted for approval soon.

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- 7) **Goal Reference:** Goal 3: *"Maintain a safe and secure operating system."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Erin Hamilton, 705-5837

**SUBJECT:** Web Site Enhancement Project

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- 1) **The Issue:** Consideration of an award to update and enhance Intercity Transit's Web site.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a contract for the provision of Web site development and enhancement services with Xpio Corporation in an amount not-to-exceed \$39,930, including taxes.
- 
- 3) **Policy Analysis:** Procurement policy states the Authority must approve any expenditure over \$25,000.
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- 4) **Background:** Intercity Transit's current Web site was created in 2008. In 2010, Intercity Transit hired a consultant to complete a Web site audit which resulted in a series of recommended enhancements, many of which we have implemented over the past several years. However, some recommended improvements cannot be implemented with the current SharePoint version of our Web platform. This includes improvements to the functionality, interactivity, and display of information. Our Web site is a primary communications and business tool for the agency and our customers' traffic to the site and expectations of site features have continually increased. In addition, growing numbers of our customers use their mobile devices to access our Web site and the improvements will allow it to display satisfactorily on a range of mobile devices. Improving our Web site's accessibility and functionality to match current technology is vital in serving our customers.

The work to be performed under this contract includes updating the Web site platform to Microsoft Office SharePoint Server 2013, modernizing the ease of navigation and look of the site while maintaining our brand, ensuring the site meets accessibility and Americans with Disabilities Act (ADA) standards, creating better platforms for mobile device interface, and incorporating industry best practices. Intercity Transit previously purchased SharePoint 2013 in preparation for this project.

Intercity Transit issued a Request for Proposals (RFP) for provision of Web site development and enhancement services on July 31, 2013, and held a pre-proposal meeting August 13. Two proposals were received by the submittal deadline of September 24, 2013.

Staff from Information Services, Marketing, and Procurement evaluated the proposals. The proposal submitted by Xpio Corporation was determined to be top-ranking and moved forward for further evaluation. After an interview, reference checks, clarifications and review of costs, the committee determined that Xpio is well qualified to provide Web site development services to Intercity Transit.

Xpio's staff has the necessary combination of experience and skills to successfully complete this project. Their staff holds certifications in skill areas necessary for creating a SharePoint-based Web site and transferring our existing Web content. They have experience successfully completing other SharePoint Web sites and projects of similar size and complexity including our current Intercity Transit Web site, the Thurston Regional Planning Council Web site, and the King County Library System intranet site. Staff is satisfied with the work previously performed by Xpio and is confident in Xpio's ability to complete the required work. Staff believes the proposed amount is fair and reasonable and recommends the award of a contract for the provision of Web site development and enhancement services to Xpio Corporation.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract for the provision of Web site development and enhancement services with Xpio Corporation in an amount not-to-exceed \$39,930, including taxes.
- B. Defer action. In the short term, deferring action may result in our Web site becoming less satisfactory to users, especially those relying on mobile devices to access the site. In the long term, our Web site is on SharePoint 2007 which is no longer actively supported by Microsoft and our Web site will become more and more difficult to maintain.

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6) **Budget Notes:** Funds for developing and enhancing the Web site are included in the 2013 budget in the amount of \$40,000 and this award falls within the budgeted amount.

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7) **Goal References:** Goal 1: *"Assess the transportation needs of our community,"* Goal 2: *"Provide outstanding customer service,"* and Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: November 6, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

**SUBJECT:** 2012 State Auditor's Report

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- 1) **The Issue:** 2012 State Auditor's Report.
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- 2) **Recommended Action:** N/A.
- 
- 3) **Policy Analysis:** As part of the Authority's oversight responsibilities, the Authority needs to review all audit findings. Findings are non-conformance or non-compliance with applicable state, local or federal regulations, laws or other guidance.
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- 4) **Background:** Prior to the 2012 audit, Intercity Transit received seventeen consecutive "clean" audit opinions. However, the current State Auditor's Report contains a federal compliance finding. The finding covered our Capital Preventive Maintenance funding which we actually use for operating expenses. We have not changed our systems in years and this grant has been subjected to audit procedures each and every year due to its magnitude. We will discuss this finding at the November 6 meeting.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** Schedule of Federal Audit Findings and Questioned Costs.

# Schedule of Federal Audit Findings and Questioned Costs

## Intercity Transit Thurston County January 1, 2012 through December 31, 2012

**1. The Transit's internal controls were not adequate to ensure compliance with federal requirements.**

**CFDA Number and Title:** 20.500, Federal Transit Capital Investment Grants  
20.507, Federal Transit Formula Grants

**Federal Grantor Name:** U.S. Department of Transportation/Federal Transit Administration

**Federal Award/Contract Number:** WA-04-0038, WA-04-0059, WA-04-0068, WA-90-0367, WA-95-0055, WA-90-0502

**Pass-through Entity Name:** NA

**Pass-through Award/Contract Number:** NA

**Questioned Cost Amount:** \$0

### Background

The Federal Transit Cluster is comprised of Federal Transit Capital Investment Grants and Federal Transit Formula Grants. The objectives are to assist in financing the planning, acquisition, construction, preventive maintenance, and improvement of facilities and equipment in public transportation services.

In 2012 the Transit charged \$4,128,219 to the Formula Grant and \$3,872,007 to the Capital Investment grant.

Federal grant rules require the Transit to have appropriate internal controls to ensure it complies with grant requirements and that expenditures are proper. Auditors must determine if significant deficiencies or material weaknesses are present when an agency's internal controls do not prevent, or detect and correct noncompliance.

### Description of Condition

During our audit, we noted the following material weaknesses in the Transit's internal controls:

#### Allowable Costs, Matching and Reporting

The Transit does not have documentation to specifically identify grant expenditures and matching amounts included in the request for reimbursement through the Electronic Clearing House Operation (ECHO) or the quarterly Federal Financial Reports submitted to the Federal Transit Administration. Rather, the Transit maintains spreadsheets that

pool the costs it deems allowable for reimbursement or matching, and removes the costs it determines are unallowable.

Further, the cost spreadsheets and quarterly reports are prepared by the Transit's grant coordinator without any review of the request for reimbursement or quarterly financial reports by Transit management to ensure they reconcile accurately to supporting documentation.

We also noted the following significant deficiency in the Transit's internal controls:

#### Equipment

The Transit does not have a process in place to ensure that a physical inventory of assets purchased with federal funds is performed every two years. The last inventory was completed in August 2010.

#### **Cause of Condition**

The Transit has more expenditures it considers allowable than would be reimbursed by the grant or needed to meet the matching requirement; therefore, the Transit did not believe it was necessary to maintain this level of detailed documentation.

The Transit also did not dedicate the necessary time and resources to ensure the physical inventory was completed as required.

#### **Effect of Condition and Questioned Costs**

##### Allowable Costs, Matching and Reporting

The Transit does not have detailed documentation that provides underlying information for the reimbursement request or quarterly financial reports submitted to the Federal Transit Administration. We audited a sample of all of the Transit's pooled costs used for as a basis for these reports and determined they were allowable. In addition, the transit had more than enough expenditures to meet matching requirements.

##### Equipment

The Transit did not comply with the equipment management requirements.

#### **Recommendation**

We recommend the Transit:

- Establish internal control processes to ensure amounts reported on reimbursement requests and financial reports are adequately supported by detailed information.
- Establish a process for a pre-submission review of the reimbursement information and quarterly reports to ensure they reconcile to supporting documentation.
- Provide training to employees who are responsible for the management of the grant to ensure they have adequate knowledge of federal requirements.

- Dedicate the necessary time and resources to ensure compliance with federal equipment management requirements.

### **Transit's Response**

- *Recommendation #1 - Establish internal control processes to ensure amounts reported on reimbursement requests and financial reports are adequately supported by detailed information.*

*Management believes that the system in place produces adequate support for all federal expenses. However, we will contact Federal Transit Administration Region 10 staff for assistance and will implement their recommendations, if any, in a timely manner.*

- *Recommendation #2 - Establish a process for a pre-submission review of the reimbursement information and quarterly reports to ensure they reconcile to supporting documentation.*

*Management will establish a pre-submission review process to ensure that reimbursement information and quarterly reports reconcile to supporting documentation immediately.*

- *Recommendation #3 - Provide training to employees who are responsible for the management of the grant to ensure they have adequate knowledge of federal requirements.*

*Training opportunities will be identified and incorporated into the 2014 budget.*

- *Recommendation #4 - Dedicate the necessary time and resources to ensure compliance with federal equipment management requirements.*

*Resources will be dedicated to completing the required inventory of federally purchased items before the end of the current fiscal year.*

### **Auditor's Remarks**

The Transit's current system and process does not provide sufficient documentation to link the specific expenditures supporting the expense and matching amounts reported to the Federal Transit Administration or reported on its Schedule of Expenditures of Federal Awards. We re-affirm our finding.

We appreciate the steps the Transit is taking to resolving the issues noted and will review the corrective action during the next audit.

### **Applicable Laws and Regulations**

U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, states in part:

Section 300: The auditee shall:



- (a) Identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass-through entity.
- (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs.
- (c) Comply with laws, regulations, and the provisions of contracts or grant agreements related to each of its Federal programs.

U.S. Office of Management and Budget Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments* (2 CFR 225), states in part:

Appendix A, Subpart A:

2. Policy guides.

a. The application of these principles is based on the fundamental premises that:

- (1) Governmental units are responsible for the efficient and effective administration of Federal awards through the application of sound management practices.
- (2) Governmental units assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (3) Each governmental unit, in recognition of its own unique combination of staff, facilities, and experience, will have the primary responsibility for employing whatever form of organization and management techniques may be necessary to assure proper and efficient administration of Federal awards.

45 Code of Federal Regulations, part 92 – Uniform Administrative Requirements for grants and cooperative agreements to state, local, and tribal governments, states in part: Subpart C, Section 92.20:

(b) The financial management systems of other grantees and subgrantees must meet the following standards:

- (1) *Financial reporting.* Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.
- (2) *Accounting records.* Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.
- (3) *Internal control.* Effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- (4) *Budget control.* Actual expenditures or outlays must be compared with budgeted amounts for each grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. If unit cost data are required, estimates based on available documentation will be accepted whenever possible.
- (5) *Allowable cost.* Applicable OMB cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.
- (6) *Source documentation.* Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.
- (7) *Cash management.* Procedures for minimizing the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by grantees and subgrantees must be followed whenever advance payment procedures are used. Grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. When advances are made by letter of- credit or electronic transfer of funds methods, the grantee must make draw downs as close as possible to the time of making disbursements. Grantees must monitor cash draw downs by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 11**  
**MEETING DATE: November 6, 2013**  
**Executive Session**

**FOR:** Intercity Transit Authority

**FROM:** Martin Thies, Authority Chair

**SUBJECT:** General Manager Three-Month Performance Evaluation

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- 1) **The Issue:** To conduct the General Manager’s performance evaluation from July 1, 2013, through October 1, 2013.
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- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the performance of Ann Freeman-Manzanares for the period of July 1, 2013, through October 1, 2013, as authorized by RCW 42.30.110.
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- 3) **Policy Analysis:** The General Manager’s employment agreement, Section 5 Performance Evaluation, states the Intercity Transit Authority Board of Directors “will conduct a performance evaluation of the General Manager after 3 months and after 6 months of employment, and after 1 year of employment. Thereafter, performance evaluations shall be conducted annually, pursuant to the policy established by the Intercity Transit Authority Board of Directors.” The General Manager’s official anniversary date is July 1, 2013.
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- 4) **Background:** A performance evaluation document was provided to each Authority member after the October 16, 2013, special meeting for completion and submittal to the Authority Chair. Results of the evaluation will be shared in an Executive Session at the November 6 meeting.
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- 5) **Alternatives:**
- A. Conduct the three-month performance evaluation during an executive session at the November 6, 2013, meeting.
  - B. Delay the discussion to a later date. Per the employment agreement, the General Manager shall receive a three-month evaluation. The good faith effort is to conduct the evaluation as close to this timeframe as possible.
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** N/A
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- 8) **References:** N/A