

AGENDA
INTERCITY TRANSIT AUTHORITY
February 16, 2011
5:30 P.M.

CALL TO ORDER

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

- 2. PUBLIC COMMENT** **10 min.**
Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

- 3. INTRODUCTIONS - VIRGIL CLARKSON - LACEY'S REPRESENTATIVE - (Chair Romero)** **2 min.**

- 4. DIAL-A-LIFT UPDATE (Emily Bergkamp)**

- 5. OLYMPIA TRANSIT CENTER EXPANSION - PROJECT SCOPING AND ESTIMATED COSTS (Ann Freeman-Manzanares)** **45 min.**

- 6. COMMITTEE ALTERNATES (Rhodetta Seward)** **10 min.**

- 7. CITIZEN ADVISORY COMMITTEE REPORT (Faith Hagenhofer)** **3 min.**

- 8. AUTHORITY ISSUES**

- 9. MEETING EVALUATION**

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 4
MEETING DATE: February 16, 2011**

FOR: Intercity Transit Authority
FROM: Emily Bergkamp
SUBJECT: Dial-A-Lift Update

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- 1) **The Issue:** Provide the Intercity Transit Authority an update on Dial-A-Lift (DAL) services.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** The Intercity Transit Authority requested an update of Dial-A-Lift services at least annually and more often as requested.
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- 4) **Background:** DAL Manager Emily Bergkamp will provide an update on DAL programs, services and issues, including the current status of Intercity Transit's Travel Training program, DAL client demographics, DAL stops at The Evergreen State College, the customer satisfaction survey and 2011 vehicle replacement timeline.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** Goal #1, *"Assess the transportation needs of our community."* Goal #2, *"Provide outstanding customer service."* Goal #3, *"Maintain a safe and secure operating system."* Goal #4, *"Provide responsive transportation options."*
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- 8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 4
MEETING DATE: February 16, 2011**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Olympia Transit Center Expansion
Project Scoping and Estimated Costs

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- 1) **The Issue:** Staff will present multiple scoping options and project cost estimates for Authority review.
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- 2) **Recommended Action:** Identify preferred scoping and funding option.
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- 3) **Policy Analysis:** Dependent upon the option selected, the Authority may have to dedicate additional funds to this project. Those funds would be budgeted in 2012.
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- 4) **Background:** Intercity Transit received federal grant funding to expand the Olympia Transit Center (OTC) by adding bus bays, incorporating a private intercity carrier such as Greyhound and increasing customer amenities.

The Pattison Master Planning process identified the need for additional administrative space which, due to phasing and funding realities, would not be addressed at Pattison Street for approximately 15 years or more. The Pattison Street Facility is already beyond capacity with staff located in a trailer in the bus yard and in off-site rental space. Staff and the Authority recognized the opportunity to potentially address this issue with the expansion of the OTC. OTC preliminary design addressed accommodating both the original grant scope and the possibility of including approximately 10,000 square feet of administrative space.

Understanding that additional local dollars would be required to pursue options beyond the base project, a placeholder of \$2,000,000 in local funds was incorporated into the long range financial model.

In addition, STP grant funds recently became available to Intercity Transit. The Authority authorized an application for \$1,252,490 with a local match of \$195,475 for OTC expansion. Intercity Transit is expected to receive these funds as the OTC expansion is an eligible project that meets the goals of the program.

Attached is a spreadsheet identifying four expansion options. Site development and square footage to accommodate elements of the original grant program, or base project, remain consistent throughout. The options differ in the amount of administrative space developed.

- Option 1 1-story building 2,404 sq. ft.
- Option 2 1 ½- story building 5,851 sq. ft.
- Option 3 2-story building 7,417 sq. ft.
- Option 4 3-story building 9,684 sq. ft.

A fifth option to consider is renting existing office space. Our current rental space, which is located near the Pattison Facility, costs \$24.48 per square foot per year. At current pricing and over a 15 year period, Option 2 would equate to \$2,148,487.20; Option 3 would equate to \$2,723,522.40; and Option 4 would equate to \$3,555,964.80.

5) **Alternatives:** The Authority must identify their preferred scoping and funding option. The Authority may select one of the five options offered or direct staff to further research and define additional options.

6) **Budget Notes:** Options 1 and 2 cost no additional local dollars. Option 3 would require an additional \$403,780 in local dollars and Option 4 would require an additional \$1,299,780 in local dollars.

7) **Goal Reference:** Goal No. 2: *“Providing outstanding customer service.”*

8) **References:** Attached spreadsheet entitled *“Olympia Transit Center–Scope and Budget Options–February 2011.”*

**Olympia Transit Center - Scope and Budget Options
February 2011**

	Option 1	Option 2	Option 3	Option 4
	1 Story Building	1 1/2 Story Building	2 Story Building	3 Story Building
	2,404 Administrative Space	5,851 Administrative Space	7,417 Administrative Space	9,684 Administrative Space
	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area
	5,107 Total Square Footage	8,554 Total Square Footage	10,117 Total Square Footage	12,387 Total Square Footage
Estimated Project Costs: (Final Design through Construction)	\$4,947,000	\$5,883,000	\$7,000,000	\$7,896,000
Less: Federal Grant, STP and Committed Local Dollars	-\$4,752,590	-\$4,752,590	-\$4,752,590	-\$4,752,590
Remaining Project Costs:	\$194,410	\$1,130,410	\$2,247,410	\$3,143,410
Less: Local Dollars Programmed into the Financial Model \$1,843,630	-\$194,410	-\$1,130,410	-\$1,843,630	-\$1,843,630
Additional Local Funds Required:	\$0	\$0	\$403,780	\$1,299,780

INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: February 16, 2011

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Committee Assignments

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1. **The Issue:** Whether Citizen Representatives can be the alternates for Intercity Transit on the Transportation Policy Board (TPB) and the Thurston Regional Planning Council (TRPC).

 2. **Recommended Action:** Make appointments as alternates for the TPB and TRPC.

 3. **Policy:** The Intercity Transit Authority bylaws, Article VI Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.” Each February the Authority shall make their committee assignments.

 4. **Background:** At the February 2, 2011, Authority meeting, the Authority discussed representation to the TRPC and TPB. During the discussion, it was realized the alternate to at least the TRPC needed to also be an elected. Chair Romero asked Seward to research this more as well as the TPB, and the Authority would discuss the alternate positions more at their next meeting.

Seward obtained copies of the TRPC and TPB bylaws, and after review confirmed as follows:

Section IV: Membership of the TRPC Bylaws states the “official membership of the Council shall consist of those duly designated member representatives and alternates of the entities who have entered in the Council Agreement. Member representatives and alternates, with the exception of those representing Associate and Tribal members, shall be elected officials of their jurisdiction.” It goes on to say the alternate must have the authority to speak for the entity and vote on regional policies on its behalf.

Section II Membership for the TPB states, the “Port of Olympia shall designate an elected official to serve on the TPB, Intercity Transit shall designate an Authority member, and the WSDOT” The way it is worded, one could

argue the member could be any “Authority” member because it does not state it has to be an elected, but according to Lon Wyrick, the intent was an elected.

Below are the links to the bylaws and copies of the respective sections are attached.

http://www.trpc.org/abouttrpc/Documents/TRPC_BylawsAgreement.pdf

http://www.trpc.org/abouttrpc/Documents/TPB_Bylaws.pdf

Seward contacted Lon Wyrick for clarification and also explained that the Intercity Transit Authority comprised of 9 members, 8 full voting members, three of which are Citizen Representatives, who have the same voting authority as the electeds. The Citizen Representatives may serve as the Chair and Vice Chair and represent the agency and Authority at events, Editorial Boards, and be spokesperson when called upon for a variety of reasons, the same as any of our elected members on the Authority. After more discussion, Mr. Wyrick agreed to take this issue to the TRPC Chair.

Mr. Wyrick contacted me the week of February 7 and let me know the TRPC agreed that our Citizen Representatives, because they have full voting authority, could serve as the Intercity Transit alternate for both the TRPC and the TPB. They plan to take the bylaws to the TRPC and include a clarifying statement that will say, “those boards with Citizen Representatives with full voting authority may serve as alternates . . .” We should expect to see this occur within the next two to three months. In the meantime, he plans to send Intercity Transit a memo authorizing us to allow alternates on these two boards. I hope to have the memo by the time you meet on the 16th.

5. **Alternatives:**

- A. Make appointments for alternates to the TRPC and TPB.
- B. Defer assignments.

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

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7. **Goal Reference:** Representation to the jurisdictions, TRPC, and TPB enable the Authority to share its goals, gain support and partnerships to help achieve all goals.

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8. **References:** Committee Assignments and Responsibilities, as of February 2011; Page 1 of the Transportation Policy Board By-Laws; Pages 1 and 2 of the Thurston Regional Planning Council By-Laws.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
March 2010**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Sandra Romero
(Alternate: Marty Thies)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Ed Hildreth
(Alternate: Marty Thies)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Joe Baker

Washington State Transit Association: General responsibilities include attending WSTA board meetings, an annual meeting, and providing a report to the full Authority. Meetings generally do not exceed 3 per year. The annual meeting is generally scheduled for November.

N/A

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

TRANSPORTATION POLICY BOARD BY-LAWS

Section I: Purpose

The purpose of the Transportation Policy Board (TPB) is to advise and make recommendations to the Thurston Regional Planning Council (TRPC) on policy and programs relating to regional transportation issues pursuant to state and federal legislation.

Section II: Membership

Each voting member agency of TRPC, as determined by Section III (Membership) of TRPC's "Agreement," shall be entitled to one seat on the TPB. Pursuant to RCW 47.80.040, the TPB shall also allow participation by: the Washington State Department of Transportation regional office (WSDOT); the Port of Olympia; and Intercity Transit. TPB membership shall also include up to three (3) representatives of major employers, business, or industry associations, and two citizen representatives, all of whom shall be appointed by the TPB.

In accordance with 2003 state legislation (RCW 47.80.040 as amended by ESB 5245), any members of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting members of the TPB.

The Port of Olympia shall designate an elected official to serve on the TPB, **Intercity Transit shall designate an Authority member**, and the WSDOT shall designate a high-level staff person to serve on the TPB. The Port, Intercity Transit, and the WSDOT shall convey to the TPB Chair in January of each year who their designated members shall be.

With the exception of citizen and business representatives, **members should officially designate alternates**. Alternates from non-tribal members shall be elected officials from the same membership agency, with the following proviso. In the event an elected official from a member jurisdiction is not available to serve as a TPB alternate that jurisdiction may, with approval from the TPB Chair, appoint a high-level, at-will department head from that jurisdiction to serve as alternate. **Any non-elected TPB alternate must have the authority to speak for that jurisdiction and vote on regional policies on its behalf.**

If the officially designated member-representative or the officially designated alternate member-representative is unable to attend a specific meeting, then the member-representative may designate, for that meeting only, an additional alternative member-

THURSTON REGIONAL PLANNING COUNCIL BY-LAWS

SECTION I: AUTHORITY

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

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

SECTION II: OFFICERS/DUTIES

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

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

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

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

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

SECTION III: EXECUTIVE DIRECTOR AND STAFF

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

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

SECTION IV: MEMBERSHIP

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

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