

AGENDA
INTERCITY TRANSIT AUTHORITY
January 4, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS -** **3 min.**
 - A. **Ryan Warner, Citizen Representative** (*Sandra Romero, Chair*)
 - B. **Pat Messmer, Recording Secretary** (*Rhodetta Seward*)

- 3) **PUBLIC COMMENT** **10 min.**

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** December 7, 2011; December 21, 2011, Special Meeting.

 - B. **Payroll:** November 2011 in the amount of \$1,740,061.14. December in the amount of \$1,735,124.73.

 - C. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus. (*Marilyn Hemmann*)

 - D. **Purchase One Staff Vehicle:** Authorize the General Manager, pursuant to Washington State Contract 05510, to issue a purchase order to Toyota of Yakima for the purchase of one 4-door hatchback Toyota Prius in the amount of \$25,194.87, including tax. (*Marilyn Hemmann*)

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **10 min.**
 - C. **TRPC Sustainable Development Task Force** (*Karen Messmer*) **3 min.**
 - D. **Citizen Advisory Committee** (*Sreenath Gangula*) **3 min.**

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|------------|---|----------------|
| | E. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Vanpool Vehicle Purchase (<i>Marilyn Hemmann</i>) | 5 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | MEETING EVALUATION | 5 min. |
| 11) | EXECUTIVE SESSION | |
| | A. Discuss Labor Negotiations for ATU 1765 (<i>Mike Harbour</i>) | 25 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 7, 2011

CALL TO ORDER

Chair Romero called the December 7, 2011, regular meeting of the Intercity Transit Authority to order at 5:33 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Marilyn Hemmann; Ben Foreman; Bob Holman, Jim Merrill; Heather Stafford; Erin Scheel; Jon Licht; and Erin Hamilton.

Others Present: Legal Counsel Tom Bjorgen; Citizen Advisory Committee member Matthew Connor, Lacey Police Chief Dusty Pierpoint; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to approve the agenda as revised.

INTRODUCTIONS & RECOGNITIONS

Licht introduced Inventory Assistant Brian Sutherby.

DUSTY PIERPOINT, LACEY POLICE CHIEF PRESENTATION ON CAMERA SYSTEM/PARTNERSHIP WITH INTERCITY TRANSIT

Pierpoint provided an overview on the effectiveness of Intercity Transit's camera systems within buses and at the Martin Way Park-and-Ride lot to improve safety and reduce crime. He cited the close working relationship between the agency and the Lacey Police Department and the importance of proper placement and quality of the camera system to ensure maximum effectiveness in identifying suspects.

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 2 of 12

Pierpoint shared photographs of several incidents involving robbery suspects both on a bus and at the park-and-ride lot. Since the remodel and installation of the camera system at the Martin Way Park-and-Ride lot, crime has reduced significantly. He expressed appreciation to the agency for installation of the system to help reduce crime.

Hildreth asked about involvement of the Lacey Police Department in conjunction with Intercity Transit's new park-and-ride lot at Hawks Prairie. Pierpoint advised the new park-and-ride lot will have a similar camera/security system. Hemmann added the agency is working closely with the Thurston County Sheriff's Department. The new lot will include the same system plus additional measures as a result of experience gained from the Martin Way lot in terms of placement to capture more information to increase security and aid in identifying suspects.

Harbour expressed appreciation to Pierpoint for the department's work with the agency. He recognized Hemmann's work on both park-and-ride lots as well as Merrill and other staff members.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** November 2, 2011, Regular Meeting; November 16, 2011, Special Meeting.
- B. Accounts Payable:** Warrants dated November 4, 2011, numbers 85423-85542 in the amount of \$646,925.83; warrants dated November 18, 2011, numbers 85545-85653 in the amount of \$347,003.13, for a monthly total of \$993,928.
- C. Payroll:** October 2011 payroll in the amount of \$1,743,674.76.
- D. Schedule Special Meetings for December 19, 2011, and December 21, 2011:** Scheduled December 19, 2011, as a special meeting for interviewing applicants for the Citizen Representative position, and December 21, 2011, as a special meeting for appointing the Citizen Representative and approving the Discounted Bus Pass Program and conducting an Executive Session regarding labor negotiations.
- E. Printing and Delivery of 2012 Transit Guides:** Authorized the General Manager to enter into a one-year contract with Consolidated Press Printing Company, Inc. to print and deliver 2012 Transit Guides.

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 3 of 12

The minutes of November 16, 2011 were corrected to reflect the following:

- On page 5, change the first sentence of the fourth paragraph to read, "...more consideration for the idea of offering local express service between Tumwater and Lacey, and consider the..."

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

The amended motion carried.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Messmer reported the TRPC honored outgoing Tenino Mayor Ken Jones for his 10 years of service to the TRPC. The TRPC discussed legislative priorities and completed the Executive Director's performance evaluation, and approved the Work Program and Funding for 2012. The TRPC announced the award of the Sustainable Communities grant award, which is separate funding for the implementation of the Urban Corridors Task Force recommendations with an emphasis on three sites to include local planning efforts with consultants in those areas.

B. Transportation Policy Board (TPB). Hildreth reported members received a briefing on the results of the Origin and Destination Study. The study included photographing all license plates on north and southbound lanes of I-5 at three locations - US 101/I-5 interchange, Mounts Road, and Mud Bay. The study included a follow-up telephone and letter survey. Approximately 50% of vehicles parked at the Martin Way Park-and-Ride Lot are carpoolers. Approximately 40% of those motorists use the bus and 50% of those passengers are traveling to Tacoma. Half of all new housing built in the county consists of at least one person commuting northbound on I-5. Approximately 110,000 vehicles pass the Mounts Road interchange daily. This represents 20,000 more vehicles traveling southbound in the evening than northbound in the morning. Commuters traveling north stagger travel time to avoid peak travel times. Approximately 50% of traffic on I-5 is during peak hours between 2:30 and 6:00 p.m.

C. Urban Corridors Task Force. At the last meeting of the task force, members determined next steps. The TPRC received notice of a Challenge grant award of nearly \$800,000 to pursue the next steps which includes focusing on three priority corridors.

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 4 of 12

D. TRPC Sustainable Development Task Force. Messmer reported the task force received panel presentations from the Blue Ribbon Economic Development Panel, which has been meeting and working on economic development in the region for some time. The group is now a panel for the Sustainable Thurston project. The graphic presentation included different components of the economy and how they influence different things. The presentation covered the social, economic, and environmental aspects of the economy and how those need to work together. The second white paper was from the Housing Panel, which in addition to supporting the sustainable task force work is also developing a Regional Housing Plan as a product of the sustainable effort. The white paper revealed that within the last 10 years, only 5% of new housing built in the region is located within a quarter mile of 15-minute transit service. The national trend is combining housing and transportation when considering the affordability of housing. Having housing close to public transportation and services is recognized as a big factor for household budgets and affordability of housing.

E. Citizen Advisory Committee. Connor reported members reviewed the newly adopted CAC attendance policy. The original policy allowed for four unexcused absences within a calendar year with no penalties. The new policy will likely increase attendance and increase the effectiveness of the committee. Members reviewed and provided input on pending projects involving the Hawks Prairie Park-and-Ride lot, expansion of the Olympia Transit Center, and the Pattison facility expansion.

NEW BUSINESS

A. Safe Routes to School Grant. Scheel reported on the request to authorize the General Manager to enter into a partnership with the City of Olympia and Thurston Regional Planning Council for a third Safe Routes to School grant. Previously, a two-year grant was awarded by the Washington State Department of Transportation (WSDOT) for Safe Routes to School that expired in the summer. The grant affords \$29,950 for the next 18 months ending June 2013, for staff time, materials, bicycles, bicycle parts, and reimbursement for outreach materials to families and neighborhoods surrounding Garfield Elementary School in west Olympia. Garfield Elementary School is targeted for support for several years, and the grant provides the necessary support and assistance to provide the program at the school. The outreach techniques are tried and true. At other schools, the program successfully helped over half of the student body use a commute alternative to travel to school.

It was M/S/A by Citizen Representative Thies and Citizen Representative Johnson to authorize the General Manager to enter into a contract with the City of Olympia for the use of \$25,950 for educational activities related to alternative transportation over

two years. This \$25,950 is part of the \$58,700 Safe Routes to School award to the City of Olympia.

Johnson asked whether the grant impacts existing schools in the program. Scheel reported 10 schools are currently participating in the program through grant-funded support for the Rock-and-Roll Program. One grant supports two schools in Tumwater and two in Yelm. This grant is focused on Garfield Elementary School. The educational program includes up to 30 schools with consistent year-round outreach activities.

Messmer offered the terminology pertaining to “alternative transportation” should be promoted as “active transportation” since walking is the original form of transportation and bicycling is responsible for the formation of many organizations advocating for good transportation.

B. Approval of 2011 Non-Rep Classification/Compensation Review Findings.

Stafford reported the Authority was briefed earlier on the results of the 2011 Non-Representative Employee Classification and Compensation review. The review recommended re-titling and/or adjusting grades for several positions. Additionally, information was shared on a spike adjustment for the compensation system weighted towards the lower end of the salary structure with higher level positions receiving a smaller or no adjustment. Since the briefing, no questions or requests for additional information was received from the Authority. The final study report was forwarded to the Authority. The request is to approve the market/salary structure adjustment to the current/2011 Non-Represented Employee Salary Chart, updated job descriptions, and the Decision Band Method (DBM) matrix adjustment effective January 1, 2012.

It was M/S by Citizen Representative Johnson and Councilmember Hildreth to approve the market/salary structure adjustment to the current/2011 Non-Represented Employee Salary Chart; approve the updated job descriptions; and approve the Decision Band Method (DBM) matrix adjustments, all effective January 1, 2012.

Stafford noted the adjustments are included in the 2012 budget.

Johnson asked whether there was any opportunity provided to staff to recommend any adjustments. Stafford replied non-represented staff had the opportunity to appeal the DBM adjustment and job description changes. Other employees are represented by labor unions.

The motion carried.

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 6 of 12

C. 2012 Budget Adoption. Foreman requested approval of Resolution 04-2011, adopting the 2012 Budget of \$58,738,600 representing \$32,574,800 for the operating budget and \$26,163,800 for the capital and major projects budget.

It was M/S/A by Councilmember Hildreth and Councilmember Rogers to adopt Resolution 04-2011 establishing the 2012 Budget of \$58,738,600.

D. Contract Award – Design Services Olympia Transit Center Expansion Final Design and Construction Oversight. Freeman-Manzanares reported the request is to award a contract for final design services as well as provide oversight during the construction phase. Staff anticipates the contract to be for 2-1/2 years. Final design is anticipated to take 12 months with 12 to 14 months for construction followed by project close-out. The contract moves the project from 30% design to the current design, through value engineering, developing plans and steps, completing the permitting process with the City of Olympia, and construction. The Authority will be asked to consider whether to incorporate art within the facility at its work session in January.

The agency is drilling and installing water quality monitoring wells at the request of DOE over the next several months. Staff anticipates a contract award for value engineering services by February/March 2012 and construction services in the fall of 2012. The request to contract for construction management services will occur in the fall.

Additionally, there are two activities not included in the preliminary cost estimate for water monitoring and to identify any potential archaeological resources below grade as requested by the Department of Archaeology and Historic Preservation (DAHP). DAPH identified the possibility of archaeological resources below grade because of the location near the original shoreline of Olympia.

Rogers acknowledged Freeman-Manzanares for her work on the project and indicated she is somewhat surprised about the location of the historic shoreline, as she believes it lies further south. Freeman-Manzanares replied staff is working under an environmental permit under the direction of SRG Partnership. As part of the State Environmental Policy Act (SEPA) and the National Environmental Protection Act (NEPA) process, DAHP suggested more research of the area.

Johnson said she's often asked why Intercity Transit hires so many contractors and consultants. Freeman-Manzanares advised if the agency has the internal capabilities, the work is completed by staff. However, for public works projects, staff doesn't have an engineer and architect on staff and those services are contracted under the guidance of a project manager.

It was M/S/A by Councilmember Gadman and Councilmember Rogers to authorize the General Manager to execute a contract with SRG Partnership for architectural and engineering services for final design and construction oversight of the Olympia Transit Center site expansion, in the amount not to exceed \$556,551.

Gadman inquired about the cost associated with the archaeological work. Freeman-Manzanares said the amount is likely between \$10,000 and \$15,000. There is much fill in the area and the intent is to determine whether any archaeological resources are present by examining published works. One of the activities pursued under the final design is driving piles that will eliminate the need to dig in the area as well as eliminating the possibility of contending with any contaminated soil. Much work was completed when the facility was originally constructed. There could be some contaminated water flowing across the site. Driving piles addresses many issues that could arise.

Hildreth referred to the 10% project contingency and asked whether the additional amount is deducted from the contingency or whether the cost of the project increases. Freeman-Manzanares said staff is hopeful the contingency can absorb any additional cost. However, staff cannot guarantee the contingency can absorb all costs.

Hildreth asked about an earlier request to consider connection to the reclaimed water pipeline. Harbour reported the project doesn't include bringing water to the site for irrigation purposes. Freeman-Manzanares added one of the reasons for selecting SRG Partnership is their leadership in the LEED certification program. A variety of opportunities will be examined to ensure the project meets those standards.

Messmer referred to the release of new FEMA floodplain maps and suggested the team should consider any consequences in terms of any new information.

Johnson questioned the requirement to hire a consultant for an archaeological survey when the state has the Department of Archaeology and Historic Preservation. Freeman-Manzanares said the DAHP has requirements as the work proceeds. DAHP does not complete the work but requires the agency to complete the archaeological requirements.

Rogers added the City of Olympia is also working on updating floodplain maps in addition to the FEMA maps.

The motion carried unanimously.

E. Amendments to the Cafeteria Plan. Foreman requested approval of Resolution 05-2011, amending the Cafeteria Plan. In 2003, the Authority adopted the Cafeteria

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 8 of 12

Plan. One of the components of the plan was a provision for health care premiums paid by the employees. For 2012, the Public Employees Benefits Board added a high deductible healthcare plan option to include a Health Savings Account (HSA) feature that was not included in the original plan.

HSA's enables employees to contribute dollars to a special account that can be used for eligible medical expenses. A component of the contribution is from the employer. The effect of the proposal is for the employee contribution to be tax free. Additionally, the contribution limitation was increased and other minor changes in the language were made.

It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to adopt Resolution 05-2011, amending the Cafeteria Plan in Attachment "A."

F. Citizen Representative Recruitment. Seward reported six applicants applied for the Citizen Representative position. She reviewed the interview process and requested input on whether all applicants should be interviewed, and if not, asked the Authority to identify which applicants to interview.

Messmer recommended adding a break between candidates three and four and adjusting the interview time to 25 minutes for each applicant.

Members discussed their respective schedules and agreed to interview all candidates beginning at 2:00 p.m. on Monday, December 19. Members provided input on the interview questions.

G. Contract Award – Construction Management Services Hawks Prairie Park-and-Ride Facility. Hemmann reported in 2009, Intercity Transit and KPFF Consulting signed an agreement for KPFF Consulting to provide design and construction services for the Hawks Prairie Park-and-Ride with Intercity Transit to negotiate the cost and award a contract for each phase of the work separately. The project is nearing completion for the preload phase and readying for the construction phase. Based on what's been learned about the site and completion of 90% design, permitting requirements, and input from the Thurston County Landfill Waste and Recovery Center staff, Intercity Transit was able to define many details of the services needed during construction. Intercity Transit negotiated those services with KPFF Consulting and the cost of the services.

Building on a landfill is complex with the construction work entailing three separate layers. The first is the liner covering all the refuse and the gas system. Permanent modifications to the gas system and replacement of the entire liner over the site were

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 9 of 12

the first phase of the process. The next phase is building layers of fill through geogrid compaction to ensure an appropriate surface is constructed to support the parking lot. Finally, normal grading and contouring will be undertaken to build the site. Each layer requires construction staking and surveying with many inspections and testing. It's critical all the elements are completed correctly to ensure the success of the project. Each step of the construction phase requires management, monitoring, and oversight by KPFF Consulting Engineers.

The project to date proceeded well and is on schedule for completion in the fall of 2012. The cost for construction is within budget.

Gadman asked about the potential for any surprises when the engineering firm begins the work. Hemmann replied the first phase of the project provided much information as well as an opportunity to work with staff at the landfill. All construction projects involve some degree of uncertainty. However, staff believes all underground conditions were identified as well as the location of the gas system. Landfill staff monitor the area closely.

Hildreth asked how the work was negotiated with KPFF Consulting Engineers. Hemmann advised in 2009, Intercity Transit released a Request for Qualifications for engineering services for design and construction. The scope and tasks were defined with KPFF at the onset. Through completion of the first phase, much was learned about what needs to be done in terms of tasks associated with the second phase to move forward to construction. Staff negotiated the hours and the details of those tasks.

Hildreth asked whether Intercity Transit completed the engineering estimate to determine the cost of the project or whether the process entailed working with the contractor to determine the cost of the project. Hemmann replied initially, the agency projected costs of the project. Staff negotiated the number of hours and the tasks.

It was M/S/A by Councilmember Gadman and Councilmember Hildreth to authorize the General Manager to enter into a contract with KPFF Consulting Engineers for construction oversight and other professional services for facility construction at the Hawks Prairie Park-and-Ride lot in the amount of \$258,560.00.

GENERAL MANAGER'S REPORT

Romero recognized Harbour for recently receiving Thurston County Chamber of Commerce's **Boss of the Year** award.

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 10 of 12

Record ridership trend continues with ridership surpassing 2010 levels in seven of the first ten months this year. The agency is on pace for serving 4,500,000 passengers. The highest record was set in 2008 when there was an 18% increase in ridership.

Vanpool surpasses **200 vanpools** in 2011. Twenty-five new groups formed in 2011 totaling 440 new vanpoolers. The Authority allocated \$25,000 for marketing and incentive efforts, which proved successful.

Sales tax continues its downward trend, down last month by 6.5% adding to a continuing three-month decline. Year-to-date, the agency is slightly below the same period in 2010. The Strategic Plan was adjusted to reflect a flat forecast with 2% growth forecasted for next year. Prior to the last three month period, sales tax was up by 3% for the first six months of the year.

The agency's **website** now has the capability of providing information in nine different languages through Google Translate.

During the **holiday**, the agency will feature its Jingle Bus now through the end of December, which features free rides and candy canes. The agency is participating in the Toy Deployment in conjunction with KGY Radio to benefit military families at Joint Base Lewis McChord.

The annual Intercity Transit **banquet** is scheduled on Friday, December 9 from 10 a.m. to 4:30 p.m.

Harbour is meeting with the **Thurston Chamber of Commerce Board of Directors** on December 8 to provide an update on agency activities and the capital program, I-5 corridor congestion issues, and other activities involving Intercity Transit.

Staff is working with TRPC staff and the Chamber to be included within the **legislative agendas** to seek state assistance for the I-5 corridor.

Harbour is working with staff to schedule **meetings with legislators** in January.

The Governor's appointed task force on **Connecting Washington Task Force** was scheduled to develop a revenue package for the 2012 session. The last scheduled meeting is Monday, December 12. Harbour will send a copy of the final report to Authority members.

Intercity Transit applied for the American Public Transportation Association's (APTA) **Platinum** level for its Sustainability Program. Only one system achieved gold standing,

Intercity Transit Authority Regular Meeting

December 7, 2011

Page 11 of 12

and Intercity Transit is the first agency to apply for platinum. Staff already received contact from APTA on several questions involving the submittal.

The **Discount Bus Pass Program** application was forwarded to local non-profits. The Authority is scheduled to consider funding for the program at its December 21 meeting. In January, staff will review an option of expanding the program for individual passes and potential implications.

Ridership continues to increase on the Express service. The ORCA card will not be honored effective January 1, 2012. The agency provided an additional PM southbound trip for pick-up in Lakewood at 3:30 p.m. Staff continues to track ridership and will provide more information early next year.

AUTHORITY ISSUES

Johnson distributed an invitation from the City of Olympia to participate in four site visits to create opportunities to create engaging public spaces. One of the sites is the Olympia Transit Center. She asked whether the agency is working with the City on this project. Harbour advised staff are involved in meetings on the project. The transit center is a potentially significant public space. Ideas generated by the effort can be utilized by the agency within the final design of the OTC expansion. There is no obligation by the agency other than prompting engagement by the community to offer ideas.

Johnson asked about the practice of the agency providing a bus for the Occupy Olympia movement. Harbour advised the agency's policy is to respond to requests from public safety agencies. Typically, the calls are received by the dispatcher, and the policy is to respond to avoid having the dispatcher making a decision. The same situation applies when the agency needs public safety assistance. If public safety agencies anticipate arresting many people, they will call the agency to provide buses to house and transport people.

Thies commented on his use of the bus and the importance of 15-minute bus service.

Rogers reported on her recent meeting with Joyce Turner and Jane Rushford from the Department of Enterprise Services. There is an internal billboard opportunity available to the agency for advertising service. Harbour added he attended the quarterly meeting of city managers/mayors, Romero, and the Department of Enterprise Services (DES). The primary discussion focused on Occupy Olympia and how the jurisdictions will address the issue in the long-term. The objective is avoiding confrontations and

**Intercity Transit Authority Regular Meeting
December 7, 2011
Page 12 of 12**

learning more about the activity. He and staff also met recently with all jurisdictional staff and DES to discuss snow preparation for the season.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Johnson to adjourn the meeting at 7:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: January 4, 2012

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

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
December 21, 2011

CALL TO ORDER

Chair Romero called the December 21, 2011, special meeting of the Intercity Transit Authority to order at 5:35 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Jim Merrill; Bob Holman; Heather Stafford; Karl Shenkel; and Meg Kester.

Others Present: Citizen Advisory Committee member Jill Geyen and Recording Secretary Valerie Gow.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

A. Farewell to Citizen Representative Eve Johnson. Thies read a proclamation of appreciation to Eve Johnson, who served on the Authority since January 9, 2009. Johnson provided outstanding leadership in her participation on the Authority from January 2009 through December 31, 2011. Johnson is leaving the Authority to pursue other endeavors. Johnson was recognized for her three years of dedicated service to the citizens of Thurston County and Intercity Transit.

Members presented Johnson with an engraved clock and expressed their thanks to Johnson for her service on the Authority.

Romero recessed the meeting from 5:47 p.m. to 5:55 p.m. for a reception honoring Johnson.

APPROVAL OF DISCOUNTED BUS PASS PROGRAM

Harbour requested approval of grant awards for the Discounted Bus Pass Program. The Authority received a revised list of applicants. The only change is the inclusion of a dollar amount for Interfaith Works of \$7,920. This year, there were 12 applicants. Participants viewed the program as very successful in meeting their respective goals during the first year of the program. Of the 12 participants from last year, 11 reapplied for bus passes in 2012 with most increasing the dollar amount and some minor decreases. Out of the Woods did not request funding for next year. The request is to approve the allocation of discounted bus passes in the amount of \$111,845, to the agencies as provided on the list.

Harbour responded to the Authority's questions about services provided by some of the organizations and why some other organizations did not apply.

It was M/S/A by Citizen Representative Johnson and Deputy Mayor Clarkson to approve grant awards to applicants who meet grant criteria for the Discounted Bus Pass Program as listed on the revised attachment, for a total grant amount of \$111,845.

APPOINTMENT OF A CITIZEN REPRESENTATIVE

Seward reported the Authority interviewed six applicants for the Citizen Representative position. The interviews went well and were completed on time. After conclusion of the interviews, Authority members discussed the applicants and prioritized the candidates. At the conclusion of the discussion, the Authority selected a candidate for appointment.

It was M/S by Councilmember Hildreth and Councilmember Rogers to appoint Ryan Warner to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2012, ending December 31, 2014.

Hildreth commented on the difficulty of the decision to make a selection from the pool of qualified candidates, as all of the candidates were excellent. Messmer agreed and indicated the quality of the candidates is a positive reflection of the agency, as they perceive the Authority as a body they want to join and serve because they believe they can make a difference and become involved in a great organization. Clarkson said the candidate of choice is a good candidate from all the excellent candidates. It's indicative of the interest the organization represents to the community.

The motion carried unanimously.

LEADERSHIP APTA PROJECT PRESENTATION

Kester briefed the Authority on *Sustaining Public Transportation: Making it Relevant for Today's Communities*. The presentation is the outcome of her one-year participation in American Public Transportation Association's (APTA) Leadership APTA Class of 2011. The presentation report is a result of the five-month effort by four members of the class: Ron Downing, Senior Planning Director, Golden Gate Bridge Highway and Transportation District; Scott Mill, Senior Planner, HDR Engineering; Brian Tynan, Legislative Director, APTA; and Kester.

Seward completed the class previously and Freeman-Manzanares is currently enrolled in the class.

The project was selected by individuals in the 2011 class. Her group was the smallest of the five projects completed for the 2011 class.

Kester's presentation included the following information:

Transit facing challenges:

- Economy is down
- Transit revenues constrained
- Federal legislation is on hold – politics dynamics shifted over the last several years, impacting the industry

Need for transit is real:

- Population growth
- Economic development
- Access to jobs
- Increased mobility needs
- Concerns for energy consumption and protecting the environment
- Need for transit is escalating

Research Premise included:

- Is there a silver lining?
- Successful systems find success in good times and in bad times
- Leverage and make opportunities
- Find innovation

Project objectives for the work:

- Identify innovative and strategic approaches transit systems are employing to be successful in maintaining sustainable transit despite difficult financial, economical, and political challenges
- Document why public transportation is embraced in some communities and not in others
- Identify universal lessons that work within the industry around the country
- Describe key finds transferrable to other systems

The project entailed agency interviews. The team selected 25 systems with 24 located in the U.S. and one in Canada. All systems are considered model systems within the transit industry. Agencies represented diversity with two systems from Washington State, several systems in Oregon and a system in Vancouver, B.C., systems along the West Coast, South, East Coast, and in the Midwest. Systems were selected based in part on their geographic location and for diversity of size, community, and services provided. Each system was researched and interviews were conducted of the CEO, Board Member, or General Manager of each system.

Leadership was asked: *How have transit leaders sustained service and made it a relevant, valued, and supportive community asset?* Based on the research and interviews, the team focused on eight key areas of People, Public Outreach, Perception, Partnerships, Performance, Politics, Projects, and Promotion.

People:

- Relationships are key and essential for success or lack of success
- Being visible and engaged in the community is very important
- Board leadership set the tone
- Invest in the best staff and support them through training

Public Outreach:

- Listen to the community and be responsive
- Act with integrity and transparency
- Employees and leadership carry the message
- Be visible and engaged. A quote was shared from Celia Kupersmith, Deputy CEO of Sound Transit in Seattle who shared, "Get out there in the community. Talk to them, get to know them, develop trust. Those who would never support transit might just like you and respect what you are doing."

Intercity Transit Authority Special Meeting

December 21, 2011

Page 5 of 8

Perception:

- Reframe transit's message, frame in more positive light. More needs to be done to shift the paradigm as to how people consider transit in a more positive light.
- Communication – speaking with one voice consistently, be relevant and meaningful, and stay on message
- Branding is critical – Santa Monica's Big Blue bus is known for its strong and recognizable brand
- Quality over quantity – better to offer higher level of quality service than to offer much service that is mediocre
- Public trust is essential
- Everyone likes a winner – a well-run transit system is the best form of marketing

Partnerships:

- Expand circle of influence both traditional and nontraditional – partnerships help transit systems become relevant to segments of the population that otherwise might not be interested in transit
- Develop and maintain ambassadors – develop advocates and ambassadors who typically appear to be more credible than a representative from a transit agency
- Leverage resources to meet needs

Performance:

- Service quality shapes everything – safe, reliable, and good quality service is a key factor in ridership, quality service also shapes the perception of the non-rider and other community stakeholders
- Build from the basics – leading systems are able to move into innovative programs
- Work for today but plan for the future – consider strategic development and how transit fits in the longer term
- Invest in 'smart' assets – employees, training, emerging technologies, and consider the talent and perspective of senior management and Board leadership. Doug Kelsey, Chief Operating Officer, TransLink, Vancouver, B.C. stated, "Focus from moving from an operating culture to a customer experience culture." Consider the take away from the customer's perspective and what does the customer experience. Performance represents all aspects of the transit operation from the fare mechanism, communications, quality of employees, interaction with customers, facilities, service, and amenities.

Politics:

- Visionary leadership is very important to a successful transit agency
- Strategic long-term thinking

Intercity Transit Authority Special Meeting

December 21, 2011

Page 6 of 8

- Relationships – expand circle of influence through memberships in organizations, attending meetings, and developing relationships

Voters approved 77% of all transportation ballot measures in 2010 representing over \$1 billion in transportation investment. In 2011, not as many ballot measures were placed, but there were similar results.

Projects:

- Opportunities for community engagement
- Projects encourage buy-in
- Expand transit's relevance
- Economic development – provides jobs and builds infrastructure

Promotion:

- Tell your transit story
- Good marketing and communications are essential to success
- Promote multiple benefits
- Transit relevant to broad audience – transit is owned by the community, not just a segment of the community

The interviews revealed there are many strategies and resources available to transit to help them become successful and attractive in their respective communities. Any or all of the eight keys to success can be implemented. How transit leaders sustain service and made it relevant is through valuing and supporting the community asset by connecting to the community. Common themes from the interviews for a successful transit system is through support and partnerships, networking, service quality, integrity, vehicles, facilities, technology, people and expanding beyond traditional roles. The ability to develop and sustain support for transit in a community is simultaneously a core duty and an outcome of effective transit leadership.

John Lewis, CEO, LYNX, in Orlando said there is no magic bullet and every community is indeed different, but a good transit system and a good transit leader should add value to the community and be community-focused.

Clarkson asked for additional information on the quote pertaining to moving away from an operational culture to a customer culture. Kester advised it doesn't necessarily represent an either/or situation but rather the underlying measure is customer satisfaction from a positive experience with transit. That also means having a good operating culture with buses providing on time service, that is clean and reliable, and offering good service. It's more than offering transit, it's about the relationship with the customer and how they intersect with transit creating a positive experience.

Intercity Transit Authority Special Meeting

December 21, 2011

Page 7 of 8

Kester thanked the Authority for enabling her to participate in the program.

Kester reported the research paper is available online at the APTA website. Various components of the information were shared during APTA's annual meeting and through committee meetings as well as with other team projects.

Johnson asked how Kester was selected as a member of the team. Kester explained members of the class are all connected with public transportation. There was representation from the private and public sectors. Each member in the class signed up for a respective team. The team represented diversity and provided an opportunity to learn from each other as well as learning about the topic.

Romero urged the Authority to read the report.

AUTHORITY ISSUES

Thies commented on how well his recent bus trip was practically providing him with door-to-door service to a recent appointment.

Councilmember Baker departed.

Hildreth reported on his attendance to the 2011 Boss of the Year Awards ceremony on December 14, at St. Martin's University sponsored by Thurston County Chamber & Express Employment Professionals with support from St. Martin's University. Harbour was honored as one of three "2011 Boss of the Year" awardees during the event. Hildreth congratulated Harbour on receiving the recognition.

Johnson shared the Authority does a magnificent job and she was very pleased to be a part of the Authority. She thanked members for the experience.

Clarkson asked about the change in Authority membership in 2012 based on changes in member city councils. Seward described the Authority's normal process of waiting until February to conduct the annual reorganization meeting at which time they elect the new Chair and Vice Chair. This affords time for each council to complete intergovernmental assignments to boards and commissions.

Rogers, Thies, Clarkson, and Romero agreed to contact the other Citizen Representative candidates to share the results of the Authority's action.

Harbour shared information on the successful United Way Campaign led by Pat Messmer, which raised a total of \$5,140 from fundraising activities and a total campaign

of over \$29,000, which includes monthly payroll deductions from 99 employees. This is slightly more than last year's campaign which is a great achievement in today's economic times.

ADJOURNMENT

It was M/S/A by Deputy Mayor Clarkson and Councilmember Hildreth to adjourn the meeting at 7:03 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: January 4, 2012

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

PERIOD DATES: 10/23/2011-11/5/2011					PAYDAY 11/11/2011					PERIOD DATES: 11/6-19/2011					PAYDAY 11/25/2011				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		WIRE	67,020.73		3	FIT		WIRE	63,921.31		3	FIT		WIRE	63,921.31			
4	MT	8664.58	WIRE	17,329.16	84,349.89	4	MT	8440.79	WIRE	16,881.58	80,802.89	4	MT		WIRE	16,881.58	80,802.89		
5	AL/34	Life Ins.	Check	976.60	0.00	5	AL/34	Life Ins.	Check	2,366.64	0.00	5	AL/34	Life Ins.	Check	2,366.64	0.00		
6	DI/32	Disability In	Check	1,236.82	0.00	6	DI/32	Disability In	Check	2,926.45	0.00	6	DI/32	Disability In	Check	2,926.45	0.00		
7	HI/38	Health In1st	Check	8,494.50	0.00	7	HI/38	Health In1st	Check	271,507.50	0.00	7	HI/38	Health In1st	Check	271,507.50	0.00		
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00		
9	CC/61	Child Care	Hfsttrr/Brngmp	467.39		9	CC/61	Child Care	Hfsttrr/brgkmp	467.39		9	CC/61	Child Care	Hfsttrr/brgkmp	467.39			
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00			
11	GN/08	Garnish	Manual	1,790.38		11	GN/08	Garnish	Manual	1,788.95		11	GN/08	Garnish	Manual	1,788.95			
12	CS/09	DSHS	EFT	1,244.75	1,244.75	12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42		
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02		
14	D1/98	D.Dep. #1	WIRE	7,686.62	7,686.62	14	D1/98	D.Dep. #1	WIRE	7,280.10	7,280.10	14	D1/98	D.Dep. #1	WIRE	7,280.10	7,280.10		
15	D2/97	D.Dep. #2	WIRE	21,027.62	21,027.62	15	D2/97	D.Dep. #2	WIRE	21,074.08	21,074.08	15	D2/97	D.Dep. #2	WIRE	21,074.08	21,074.08		
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check	0.00			
17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50			
18	DC/97	Vgrd Emplr	Wire	42,182.56		18	DC/97	Vgrd Emplr	Wire	41,739.85		18	DC/97	Vgrd Emplr	Wire	41,739.85			
19	DC/22	Vgrd Emplr	Wire	28,546.19	70,728.75	19	DC/22	Vgrd Emplr	Wire	28,387.77	70,127.62	19	DC/22	Vgrd Emplr	Wire	28,387.77	70,127.62		
20	L2/29	401k Ln#2	Wire	3,643.22		20	L2/29	401k Ln#2	Wire	3,643.22		20	L2/29	401k Ln#2	Wire	3,643.22			
20	LN/29	401k Ln #1	Wire	8,427.21	12,070.43	20	LN/29	401k Ln #1	Wire	8,427.21	12,070.43	20	LN/29	401k Ln #1	Wire	8,427.21	12,070.43		
22	TTL VNGRD			82,799.18		22	TTL VNGRD			82,198.05		22	TTL VNGRD			82,198.05			
23	LI/02	L&I	Check	25,195.91		23	LI/02	L&I	Check	24,866.81	0.00	23	LI/02	L&I	Check	24,866.81	0.00		
24	MD/51	Mch.UnDues	Check	1,231.87		24	MD/51	Mch.UnDues	Check	1,232.13		24	MD/51	Mch.UnDues	Check	1,232.13			
25	MI/52	Mac.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00			
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	MS/60	Maint.Man.Cks		0.00	0.00	27	R1	Misc. draw	Kaplin	0.00	0.00	27	R1	Misc. draw	Kaplin	0.00	0.00		
28					0.00	28	R2				0.00	28	R2				0.00		
29	PA/66	Proj.Assist	Direct Dep	447.00		29	PA/66	Proj.Assist	Direct Dep	447.00		29	PA/66	Proj.Assist	Direct Dep	447.00			
30	PN/04	PERS empl	EFT	30,443.63	0.00	30	PN/04	PERS empl	EFT	30,223.21	0.00	30	PN/04	PERS empl	EFT	30,223.21	0.00		
31	PN/04	PERS emplr	EFT	45,874.78	76,318.41	31	PN/04	PERS emplr	EFT	45,525.94	75,749.15	31	PN/04	PERS emplr	EFT	45,525.94	75,749.15		
32	TTL PERS			76,318.41		32	TTL PERS			75,749.15		32	TTL PERS			75,749.15			
33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00		
34	RC/24	ICMA Emplr	WIRE	4,903.03		34	RC/24	ICMA Emplr	WIRE	4,783.49	0.00	34	RC/24	ICMA Emplr	WIRE	4,783.49	0.00		
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30		
36	RL/21	ICMA Ln#1	WIRE	1,780.02	2,313.59	36	RL/21	ICMA Ln#1	WIRE	1,780.02	2,313.59	36	RL/21	ICMA Ln#1	WIRE	1,780.02	2,313.59		
37	RR/25	ICMA emplr	WIRE	2,867.05	7,770.08	37	RR/25	ICMA emplr	WIRE	2,802.27	7,585.76	37	RR/25	ICMA emplr	WIRE	2,802.27	7,585.76		
38	TTL ICMA			10,083.67	10,575.97	38	TTL ICMA			9,899.35	10,391.65	38	TTL ICMA			9,899.35	10,391.65		
39	SD/26	Defr Emplr	EFT	8,962.68		39	SD/26	Defr Emplr	EFT	8,962.12		39	SD/26	Defr Emplr	EFT	8,962.12			
40	SR/27	Defr Emplr	EFT	4,239.63	13,202.31	40	SR/27	Defr Emplr	EFT	4,260.46	13,222.58	40	SR/27	Defr Emplr	EFT	4,260.46	13,222.58		
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE				41	UC/45	Un COPE					
42	UA/44	Un Assess	Check	0.00		42	UA/44	Un Assess	Check	561.00		42	UA/44	Un Assess	Check	561.00			
43	UD/42	Un Dues	Check	4,825.91		43	UD/42	Un Dues	Check	4,844.91		43	UD/42	Un Dues	Check	4,844.91			
44	UI/41	Un Initiatn	Check	10.00		44	UI/41	Un Initiatn	Check	0.00		44	UI/41	Un Initiatn	Check	0.00			
45	UT/43	Un Tax	Check	2,124.40		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00			
46	UW/62	United Way	Check	869.00		46	UW/62	United Way	Check	850.00		46	UW/62	United Way	Check	850.00			
47	WF/64	Wellness	Direct Dep	296.00		47	WF/64	Wellness	Direct Dep	296.00		47	WF/64	Wellness	Direct Dep	296.00			
48	NET PAY (dir. Deposit)			398,112.86	398,112.86	48	Net Pay (Dir. Dep.)			387,882.43	387,882.43	48	Net Pay (Dir. Dep.)			387,882.43	387,882.43		
49	Paychecks			2,205.58		49	Paychecks			0.00		49	Paychecks			0.00			
50	TOTAL TRANSFER				\$695,661.63	50	TOTAL TRANSFER				\$679,766.37	50	TOTAL TRANSFER				\$679,766.37		
51	TOTAL PAYROLL*:			\$747,075.99		51	TOTAL PAYROLL*:			\$992,985.15		51	TOTAL PAYROLL*:			\$992,985.15			
52	GROSS EARNINGS:			635,774.29		52	GROSS EARNINGS:			630,020.01		52	GROSS EARNINGS:			630,020.01			
53	EMPR MISC DED:			102,637.12		53	EMPR MISC DED:			354,524.35		53	EMPR MISC DED:			354,524.35			
53	EMPR MEDICARE TAX:			8,664.58		53	EMPR MEDICARE TAX:			8,440.79		53	EMPR MEDICARE TAX:			8,440.79			
54						54						54							
55	TOTAL PAYROLL*:				\$747,075.99	55	TOTAL PAYROLL*:				\$992,985.15	55	TOTAL PAYROLL*:				\$992,985.15		
56						56	TOTAL PAYROLL FOR MONTH:				\$1,740,061.14	56	TOTAL PAYROLL FOR MONTH:				\$1,740,061.14		

PERIOD DATES: 11/20/2011-12/3/2011					PAYDAY 12/09/2011					PERIOD DATES: 12/4-17/2011					PAYDAY 12/23/2011				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		WIRE	67,224.71		3	FIT		WIRE	63,661.32									
4	MT	8686.22	WIRE	17,372.44	84,597.15	4	MT	8557.16	WIRE	17,114.32	80,775.64								
5	AL/34	Life Ins.	Check	1,039.12	0.00	5	AL/34	Life Ins.	Check	2,429.14	0.00								
6	DI/32	Disability In	Check	1,220.30	0.00	6	DI/32	Disability In	Check	2,909.94	0.00								
7	HI/38	Health In 1st	Check	8,359.50	0.00	7	HI/38	Health In 1st	Check	271,372.50	0.00								
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00								
9	CC/61	Child Care	Hfstttr/Brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39									
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00									
11	GN/08	Garnish	Manual	1,563.37		11	GN/08	Garnish	Manual	2,200.59									
12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42								
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02								
14	D1/98	D.Dep. #1	WIRE	7,583.71	7,583.71	14	D1/98	D.Dep. #1	WIRE	7,619.83	7,619.83								
15	D2/97	D.Dep. #2	WIRE	21,075.49	21,075.49	15	D2/97	D.Dep. #2	WIRE	20,567.56	20,567.56								
16	GN/08		Check			16	GN/08		Check	0.00									
16	GN/08		Check			16	GN/08		Check	0.00									
17	GT/63	G.Ed.Tuit	Check	347.50		17	GT/63	G.Ed.Tuit	Check	347.50									
18	DC/97	Vgrd Empl	Wire	42,140.34		18	DC/97	Vgrd Empl	Wire	41,586.21									
19	DC/22	Vgrd Emplr	Wire	28,614.96	70,755.30	19	DC/22	Vgrd Emplr	Wire	28,326.94	69,913.15								
20	L2/29	401k Ln#2	Wire	3,399.79		20	L2/29	401k Ln#2	Wire	3,399.79									
20	LN/29	401k Ln #1	Wire	8,689.69	12,089.48	20	LN/29	401k Ln #1	Wire	8,689.69	12,089.48								
22	TTL VNGRD			82,844.78		22	TTL VNGRD			82,002.63									
23	LI/02	L&I	Check	22,412.26		23	LI/02	L&I	Check	24,798.05	0.00								
24	MD/51	Mch.UnDues	Check	1,231.87		24	MD/51	Mch.UnDues	Check	1,232.13									
25	MI/52	Mac.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00									
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00								
27	MS/60		Maint.Man.Cks	0.00	0.00	27	R1	Misc. draw	Kaplin	0.00	0.00								
28					0.00	28	R2				0.00								
29	PA/66	Proj.Assist	Direct Dep	453.00		29	PA/66	Proj.Assist	Direct Dep	451.00									
30	PN/04	PERS empl	EFT	30,462.22	0.00	30	PN/04	PERS empl	EFT	29,903.23	0.00								
31	PN/04	PERS emplr	EFT	45,871.94	76,334.16	31	PN/04	PERS emplr	EFT	44,991.15	74,894.38								
32	TTL PERS			76,334.16		32	TTL PERS			74,894.38									
33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00								
	RC/24	ICMA Empl	WIRE	4,822.52		34	RC/24	ICMA Empl	WIRE	4,522.06	0.00								
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30								
36	RL/21	ICMA Ln#1	WIRE	1,859.92	2,393.49	36	RL/21	ICMA Ln#1	WIRE	1,859.92	2,393.49								
37	RR/25	ICMA emplr	WIRE	2,828.55	7,651.07	37	RR/25	ICMA emplr	WIRE	2,663.02	7,185.08								
38	TTL ICMA			10,044.56	10,536.86	38	TTL ICMA			9,578.57	10,070.87								
39	SD/26	Defr Empl	EFT	9,119.80		39	SD/26	Defr Empl	EFT	8,910.55									
40	SR/27	Defr Emplr	EFT	4,360.58	13,480.38	40	SR/27	Defr Emplr	EFT	4,166.54	13,077.09								
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE											
	UA/44	Un Assess	Check	0.00		42	UA/44	Un Assess	Check	558.00									
	UD/42	Un Dues	Check	4,854.47		43	UD/42	Un Dues	Check	4,801.86									
44	UI/41	Un Initiatn	Check	0.00		44	UI/41	Un Initiatn	Check	0.00									
45	UT/43	Un Tax	Check	2,124.40		45	UT/43	Un Tax	Check	0.00									
46	UW/62	United Way	Check	888.00		46	UW/62	United Way	Check	863.00									
47	WF/64	Wellness	Direct Dep	296.00		47	WF/64	Wellness	Direct Dep	294.00									
48	NET PAY (dir. Deposit)			394,562.85	394,562.85	48	Net Pay (Dir. Dep.)			386,582.38	386,582.38								
	Paychecks			6,593.81			Paychecks			0.00									
50	TOTAL TRANSFER				\$692,180.82	49	TOTAL TRANSFER				\$676,755.82								
51	TOTAL PAYROLL*:			\$744,927.31		50	TOTAL PAYROLL*:			\$990,197.42									
52	GROSS EARNINGS:			635,695.58		51	GROSS EARNINGS:			628,007.09									
53	EMPR MISC DED:			100,545.51		52	EMPR MISC DED:			353,633.17									
	EMPR MEDICARE TAX:			8,686.22		53	EMPR MEDICARE TAX:			8,557.16									
54						54													
55	TOTAL PAYROLL*:			\$744,927.31		54	TOTAL PAYROLL*:			\$990,197.42									
56						55													
						56	TOTAL PAYROLL FOR MONTH:			\$1,735,124.73									

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: January 4, 2012

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

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority will declare property surplus to meet our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare Exhibit "A," which is an attached list of vehicles, vehicle maintenance equipment, bus shelters and facilities inventory 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 \$45,200.00.
-
- 5) **Alternatives:**
- A. Declare 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.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit "A" - Surplus Property - January 2012.

EXHIBIT "A"
January 2012 Surplus List

VEHICLES				
Vehicle #	Type	Mileage		Value
280	2002 Eldorado	219,768		\$3,000
281	2002 Eldorado	193,040		\$3,000
282	2002 Eldorado	214,451		\$3,000
283	2002 Eldorado	245,521		\$3,000
284	2002 Eldorado	259,346		\$3,000
285	2002 Eldorado	174,283		\$3,000
286	2002 Eldorado	219,561		\$3,000
287	2002 Eldorado	153,001		\$3,000
288	2002 Eldorado	232,973		\$3,000
100	2004 Eldorado	206,355		\$1,000
101	2004 Eldorado	196,279		\$3,000
102	2004 Eldorado	223,680		\$3,000
103	2004 Eldorado	239,919		\$2,500
104	2004 Eldorado	244,486		\$1,000
105	2004 Eldorado	197,405		\$1,000
106	2004 Eldorado	183,519		\$1,000
107	2004 Eldorado	212,430		\$2,500
OTHER				
Quantity	Item	Each	Value	
1	Clayton 17 series engine dynamometer with cooling tower	\$20	\$20	
5	Full sized bus shelters	\$300	\$1,500	
1	Extra large bus shelter	\$450	\$450	
1	250 gal metal oil tank, last held Delo 400 SAE oil	\$50	\$50	
1	250 gal metal tank, last held antifreeze pre-mix	\$20	\$20	
1	Tennant Floor Scrubber 5700, with QuiQ 3621 HF/PFC battery charger	\$1,000	\$1,000	
2	Elkay water fountain cooler, Model EHF-8-1	\$20	\$40	
6	Four-drawer parts cabinets	\$20	\$120	
	TOTAL		\$45,200	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: January 4, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Purchase One Staff Vehicle

1) **The Issue:** Whether to purchase one replacement vehicle for staff use.

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 05510, to issue a purchase order to Toyota of Yakima for the purchase of one 4-door hatchback Toyota Prius in the amount of \$25,194.87, including tax.

3) **Policy Analysis:** The Procurement Policy states the Authority will approve any contract over \$25,000.

4) **Background:** The State of Washington competitively bids their vehicle contracts awarding to the lowest, responsive and responsible bidder for each vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Office of State Procurement has confidence in Toyota of Yakima's ability to perform and believes the price to be fair and reasonable.

Staff vehicles are on a ten year replacement cycle and the 2002 Chevrolet Astro van is due for replacement. Staff recommends a Prius because our two existing Prius vehicles get much better mileage than the Astro (49.6 mpg versus 17.7 mpg) and they have been relatively problem free in terms of maintenance. There is a staff van available if a larger vehicle is necessary. Adding another Prius, a hybrid electric vehicle, will help us to continue our reduction in emission of greenhouse gases.

Intercity Transit staff concurs with the State's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Staff has confidence this vehicle is mechanically sound and will serve our staff well.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 05510, to issue a purchase order to Toyota of Yakima for the purchase of

one 4-door hatchback Toyota Prius in the amount of \$25,194.87, including tax.

- B. Defer action. To purchase 2012 model vehicles, orders must be placed prior to the factory cut-off but no later than March 31, 2012.

6) **Budget Notes:** Funds for this purchase are included in the 2012 budget.

7) **Goal Reference:** Goal No. 3: *“Maintain a safe and secure operating system;”* and Goal No. 5 *“Align best practices and support agency sustainable technologies and practices.”*

8) **References:** N/A

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Stephen Buxbaum

City of Rainier

Dennis McVey

City of Tenino

Bret Brodersen

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Alan Vanell

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Amy Loudermilk

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

vacant

The Evergreen State College

Paul Smith

Timberland Regional Library

Michael Crose



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, January 6, 2012 8:30-11:00 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – December 2, 2011
- b. Approval of Vouchers

Urban Corridors Task Force Recommendations

ACTION

In November, the Urban Corridors Task Force concluded its work. TRPC will discuss the Task Force findings and recommendations. The Task Force received an endorsement of these recommendations from the Transportation Policy Board in December, and seeks an endorsement from TRPC in January.

2012 State Legislative Session

DISCUSSION

The Council will continue its discussion on Legislative plans and strategies in light of election outcomes.

West Coast Corridor Coalition (WCCC)

ACTION

Since 2001, the WCCC has facilitated the collaboration and coordination of many public and private transportation professionals along I-5 from Alaska to Mexico. TRPC has always supported this organization's efforts which have put the I-5 corridor on the congressional radar as to its national importance. The WCCC is now asking for a \$500 membership fee from TRPC to continue their efforts and fund this program.

Presented to Council for review and action.

Call for Written Officer Nominations

ACTION

As called for in the TRPC by-laws, the 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.

TRPC 2012 Operating Budget

ACTION

Each January, TRPC adopts a consolidated agency operating-budget that reflects the approved Regional Work Program as well as contract work.

Presented to Council for review and action.

Regional Stewardship Topics

DISCUSSION

“Growth of Tribes & Potential for New Partnerships”: The Council has asked to schedule an agenda item each month to allow for open discussion among members on various issues that are currently, or will in the future, impact our region. These monthly “Regional Stewardship Topics” were defined at the Council retreat in July. This month's topic is “Growth of Tribes & Potential for New Partnerships”.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: January 4, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Whether to purchase 30 vanpool vehicles.

-
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contracts 04311 and 06310, to issue purchase orders to:
- Bud Clary Auto Dealerships for the purchase of eleven, 12-passenger and one 15-passenger Chevrolet Express vans in the amount of \$300,709.00.
 - Karmart Automotive Group for the purchase of eighteen 7-passenger vans in the amount of \$394,686.00.

The total cost of this purchase is \$695,395.00. (Note: Vanpool vehicles are exempt from sales tax.)

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

4) **Background:** The State of Washington competitively bids their van contracts awarding to the lowest, responsive and responsible bidder for each vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Office of State Procurement has confidence in Bud Clary's and Karmart's ability to perform and believes the price to be fair and reasonable.

Intercity Transit staff concurs with the State's assessment regarding fair and reasonable pricing and their ability to perform. Staff has confidence these vehicles are mechanically sound and will serve our vanpool customers well.

-
- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to Washington State Contracts 04311 and 06310, to issue purchase orders to:
- Bud Clary Auto Dealerships for the purchase of eleven 12-passenger and one 15-passenger Chevrolet Express vans in the amount of \$300,709.00.

- Karmart Automotive Group for the purchase of eighteen 7-passenger vans in the amount of \$394,686.00.

The total cost of this purchase is \$695,395.00. (Note: Vanpool vehicles are exempt from sales tax.)

- B. Defer action. To purchase 2012 model vehicles, orders must be placed prior to factory cut-off, but no later than March 31, 2012.

-
- 6) **Budget Notes:** Based on anticipated funding, the 2012 budget item was set at \$1,288,000 for 46 vanpool vehicles (11 expansion and 35 replacement). However, the recently received award of Washington State grant funds for the biennium will not support the budgeted number of vehicles for 2012.

Staff evaluated existing vanpool vehicles based on customer needs, status in the replacement cycle and overall cost per mile to determine which vehicles to replace. Based on these considerations, staff adjusted the number of vehicles to purchase in 2012 to maximize the available grant funding, of up to \$27,500 per vehicle.

State grants will provide 80% funding for 11 expansion vehicles (10 plus 1 spare) and 60% funding for 17 replacement vehicles. To complete the purchase, Intercity Transit proposes to add the required local match plus additional local funds to allow the purchase of a total of 30 vehicles, 11 expansion and 19 replacement. Grants will provide \$467,845.20 of the cost and local funds \$227,549.80.

It should be noted \$138,323.20 was received in 2011 from the surplus sale of 35 retired vanpool vehicles; this money is available for agency expenditures.

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- 7) **Goal Reference:** Goal # 4 *"Provide responsive transportation options."*

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- 8) **References:** N/A
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**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 11-A
MEETING DATE: January 4, 2012
EXECUTIVE SESSION**

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Collective Bargaining Agreement with Amalgamated

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- 1) **The Issue:** To review status of labor negotiations between the Amalgamated Transit Union Local 1765 AFL-CIO and Intercity Transit.
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- 2) **Recommended Action:** Discussion only.
-
- 3) **Policy Analysis:** The Intercity Transit Authority must approve any collective bargaining agreement between the Amalgamated Transit Union Local 1765 AFL-CIO and Intercity Transit. The General Manager is responsible for negotiating the details of the agreement.
-
- 4) **Background:** The collective bargaining agreement with the Amalgamated Transit Union Local 1765 represents all Operators, Dial-A-Lift Dispatchers and Customer Service Representatives. The current collective bargaining agreement expired on December 31, 2011.
- Staff will discuss possible budgetary impacts and seek Authority direction.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** This collective bargaining agreement sets the wage levels for the operations.
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- 7) **Goal Reference:** This item meets Goal 2: *"Providing outstanding customer service."*
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- 8) **References:** N/A