

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

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **5 min.**
 - A. **Michael Midstokke, Operations Supervisor** (*Mark Sandberg*)

 - B. **Operators - Class 2-2013: Diana Claus; Randy Habakangas; Dennis Pritchard; John Staikos; Jim Bush; Rauf Nayemi; Thomas Brewer; Al Heinemeyer; Greg Parker; Tamara Cowles** (*Jim Merrill*)

- 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.

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** February 6, 2013, Regular Meeting; February 20, 2013, Work Session.

 - B. **Payroll:** January 2013 Payroll in the amount of \$1,788,966.49. February 2013 Payroll in the amount of \$1,778,041.51.

 - C. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items. (*Marilyn Hemmann*)

 - D. **Cisco Equipment and Annual Maintenance Agreement:** Authorize the General Manager to purchase Cisco equipment from Nexus IS, Inc. in the amount of \$15,527.00, including tax, and enter into a 12-month contract with Nexus IS, Inc. to provide maintenance services for Cisco equipment in the amount of \$12,961, including tax. (*Erin Hamilton*)

E. Purchase of Passenger Shelters: Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 14 passenger shelters in the not-to-exceed amount of \$55,987.02, including taxes and freight. (*Jeff Peterson*)

- | | | |
|-----|--|----------------|
| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Karen Valenzuela</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 3 min. |
| | C. Thurston Sustainable Task Force (<i>Ryan Warner</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Jill Geyen</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. General Manager Recruitment Update (<i>Heather Stafford</i>) | 5 min. |
| | B. Marketing & Communications Services Contracts (<i>Erin Hamilton</i>) | 10 min. |
| | C. Purchase of Solar Lighting Units (<i>Jeff Peterson</i>) | 10 min. |
| | D. General Legal Counsel (<i>Marilyn Hemmann</i>) | 5 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 6, 2013

CALL TO ORDER

Chair Thies called the February 6, 2013, regular meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; 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 Labor Representative Karen Stites.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Ann Bridges; Brent Campbell; Erin Hamilton; Marilyn Hemmann; Meg Kester; Jim Merrill; Carolyn Newsome; Karl Shenkel; Jeff Peterson; Heather Stafford; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member Roberta Gray.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

- A.** Chair Thies introduced newly appointed Authority member, **Thurston County Commissioner Karen Valenzuela.**

- B.** Proclamation and Recognition **Thurston County Commissioner Sandra Romero.** Chair Thies read a Proclamation of Appreciation to Romero, who served on the Authority from January 2007 through December 2012. Romero served as Authority Chair from February 2010 through February 2012. Romero leaves the Authority to Chair the Thurston County Commission and pursue other county assignments. The meeting recessed at 5:36 p.m. for a reception.

Chair Thies reconvened the meeting at 5:46 p.m.

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APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** January 2, 2013, Regular Meeting; January 16, 2013, Work Session.
- B. Accounts Payable:** Warrants dated December 14, 2012, numbers 12891-13023 in the amount of \$554,651.35; warrants dated December 28, 2012, numbers 13024-13125 in the amount of \$738,934.25; warrants dated December 31, 2012, numbers 13137-13236 in the amount of \$468,916.36 for a monthly total of \$1,762,501.96. Warrants dated January 25, 2013, numbers 13237-13353 in the amount of \$1,507,855.69.
- C. Purchase Operations Vehicle:** Authorized the General Manager, pursuant to Washington State contract 06812, to issue a purchase order to Bud Clary Auto for the purchase of one 2013 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$32,014.22, including tax.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Thies attended TRPC and reported members reviewed the 2013 Orientation Packet and the Transportation Annual Report. They received a RPT Update, TPB Summary, and a new "Journeys" report update.

TRPC will conduct a new household survey, and plan to target 2,500 households. It's a comprehensive survey with regard to work, living, income, children, and education. They also received a Legislative update and Officer Elections were held. Commissioner Sandra Romero was elected Chair and Mayor Clarkson elected Vice Chair.

Chair Thies introduced alternate Yelm Councilmember, Tracey Wood.

- B. Transportation Policy Board (TPB).** No report.
- C. TRPC Sustainable Development Task Force.** Hildreth attended on behalf of Messmer. Members discussed the "modest and the mighty" issues and goals of housing. Regarding transportation, they emphasized the importance of increased density and location of housing and commercial development along fixed routes, and the coordination to/from JBLM.

D. Citizen Advisory Committee (CAC). Gray said the CAC selected topics they want to discuss at future meetings. Topics included service coordination with Sound Transit for the Express Service to Tacoma and Smart Phone applications for Dial-A-Lift, noting many citizens do not use technology. The CAC wants more information about the Olympia Transit Center, and they raised concerns about the lack of bus service to the Hawks Prairie Park-and-Ride. The CAC would also like to attend a conference with other transit CAC's. Seward explained many agencies cut their travel budgets over the past years, and research indicates attendance would be low for such a conference

NEW BUSINESS

A. Executive Search Services. Hemmann reported the Procurement Committee recommends appointing Prothman Company as the executive search firm. The committee interviewed two executive search firms for consideration. After interviewing both firms and reviewing clarifications and reference checks, the committee conducted a second interview with Prothman Company. Prothman is based in Issaquah and they have expertise and a strong history of executive placements with public sector organizations.

Thies commended Hemmann for conducting an orderly and quality procurement process. Hildreth and Warner were also very pleased with the process and feel confident with the selection. Clarkson noted the City of Lacey used Prothman several times and were very satisfied with their process and quality of candidates.

It was M/S/A by Mayor Clarkson and Citizen Representative Warner to authorize the Chair of the Intercity Transit Authority to enter into a contract for executive search services with Prothman Company in the amount of \$26,500, including tax.

B. General Manager Hiring Process Update. Stafford said with the selection of an executive search firm, the process officially begins to search for a General Manager. She thanked the Procurement Committee for their participation and Hemmann for leading a quality process, and Human Resources staff members Hofstetter and DiRito for their input.

Staff will schedule individual meetings with the Authority and a consultant from Prothman for the week of February 25. After these individual meetings, a meeting will be scheduled with the Authority as a whole. During the individual and group meetings, Prothman will facilitate a process to help the Authority identify the qualities, skills and knowledge they seek in a General Manager.

Thies asked the Authority to be conscious of the process for hiring a new General Manager, think about the needs of the agency, and to make themselves available to

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the process as outlined by Human Resources. Prothman will develop a candidate profile and will look to the Authority to advise them on the type of candidate they desire.

- C. Purchase Computers.** Hemmann explained the procurement process relating to the purchase of computer equipment. She reported computers and laptops are on a five-year replacement cycle. Past history indicates we begin having problems with equipment past five years. Staff from Information Systems completed their yearly review of the computer market and determined Dell continues as the favored vendor.

The 2013 Information Systems budget includes \$85,000 for replacement of aging equipment and with no additional computer or laptop purchases anticipated for 2013, this proposed purchase falls \$25,329 below the initial budget estimate.

It was M/S/A by Councilmember Hildreth and Councilmember Jones to accept the process proposed to select a vendor, and to authorize the General Manager to purchase 38 desktop computers and one laptop through the Dell Corporation in the amount of \$59,671.39, including tax.

- D. Network Cabling Replacement.** Hamilton brought before the Authority an award to replace the network cabling in the Administration and Operations facility. After the Washington State Transit Insurance Pool (WSTIP) conducted an audit in 2010, they determined our cabling infrastructure supporting data and phone communications is inadequate and poses a threat to system availability and equipment. Information Systems determined replacing the entire network is the best option for longevity for the next ten years. After conducting a Request for Bids, staff determined Convergent Technology Systems to be the lowest bid. Hamilton answered questions from the Authority.

Clarkson asked how WSTIP conducts these types of audits. Freeman-Manzanares responded this was the first audit from WSTIP.

Hildreth asked if there is a chance of a system failure before the install of new cabling, and what is the estimated amount of time to complete the project. Hamilton replied there is the chance for a system failure. The project would begin in 30 to 45 days and take approximately 45 days to complete.

It was M/S/A by Councilmember Jones and Commissioner Valenzuela to authorize the General Manager to enter into a contract with Convergent Technology Systems to replace the network cabling in the Administration and Operations Facility in a not-to-exceed amount of \$51,897, including tax.

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- E. Annual Authority Reorganizing Activities.** Seward reviewed the process for the annual election of Authority Chair and Vice Chair and appointment of committee assignments. Committee assignments include Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), Intercity Transit's Pension 401(k) Committee, and Thurston Sustainable Development Task Force.

It was M/S by Councilmember Hildreth and Mayor Clarkson to nominate Citizen Representative Thies as Chair.

Nominations were closed.

A unanimous vote was cast to elect Thies as Chair.

It was M/S by Citizen Representative Thies and Mayor Clarkson to nominate Councilmember Hildreth as Vice Chair.

It was M/S by Councilmember Baker and Mayor Clarkson to close nominations.

A unanimous vote was cast to elect Hildreth as Vice Chair.

The Authority discussed committee assignments. Messmer indicated her desire to represent the Intercity Transit on the Transportation Policy Board (TPB) or the Thurston Regional Planning Council (TRPC), and remove herself from the Thurston Sustainable Task Force if anyone else is interested. She would also like further discussion making changes to the TRPC bylaws regarding their requirement whereby only elected officials can be assigned to their Board.

Hildreth indicated he would like to continue to represent Intercity Transit on the TPB; he currently serves as Vice Chair of the TPB.

Valenzuela recommends further clarification from TRPC about whether Intercity Transit qualifies as a jurisdiction. Messmer pointed out Intercity Transit's Board consists of elected officials from jurisdictions and citizen representatives who are duly appointed and have all the duties and responsibilities as the other Board members, and should have the capacity to represent this Board as full members. Valenzuela recommends the representative from Intercity Transit bring this up to TRPC for discussion and clarification.

Chair Thies selected Commissioner Valenzuela to represent Intercity Transit on the Thurston Regional Planning Council and Citizen Representative Messmer as alternate.

Hildreth will continue as representative on the Transportation Policy Board with Messmer as alternate.

Councilmember Hildreth proposed Citizen Representative Warner represent Intercity Transit on the Thurston Sustainable Task Force. Warner accepted the position.

Baker agreed to remain the representative for Intercity Transit's Pension Committee. No alternate was appointed.

- F. Pension Committee Appointment.** Freeman-Manzanares reviewed the composition of the Pension Committee and explained employee representatives serve four-year terms. Manzanares recommended appointing Kathleen Perkins, Scheduling Coordinator to the Pension Committee.

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to approve the General Manager's recommendation to appoint Kathleen Perkins, Scheduling Coordinator, to the Intercity Transit Pension Committee for a four-year term to end January 31, 2017.

GENERAL MANAGER'S REPORT

A **service change** is scheduled for February 17. The **fare change** goes into effect at the same time. There are minor schedule adjustments to **Routes 45 and 60**.

The new **bus schedule guide** features Berl Colley and his wife, Denise. Berl was a member of our Accessible Services Advisory Committee and Citizens Advisory Committee.

We provided 1,700 trips in a six-hour period during the **Inaugural ball**.

Vanpool groups are down to 206 groups as a result of the January 1 fare increase, compared to 214 groups at the end of 2012.

Staff conducted a successful grand opening of the **Hawks Prairie Park-and-Ride** on January 25. WSDOT wrote a favorable blog about the event.

WSTA hosted a **Legislative Conference** last week.

WSTA is monitoring several bills including SB5099 - Alternative Fuel Bill, and HB1128 pertaining to public records requests.

A Lewis County newspaper published an article about **Twin Transit** proposing a route to Thurston County. Our staff met with Twin Transit's General Manager to coordinate connecting the two counties.

A **new class** consisting of ten Operators begins February 25.

Messmer requested more information about the public records request bill. She's concerned about Washington's tradition of disclosing public information. She believes the agency needs to be cautious about potentially reducing public records access. Freeman-Manzanares will provide her with a bill summary. Seward noted the bill, as currently written, will potentially impact smaller jurisdictions and not have impact to a jurisdiction our size.

AUTHORITY ISSUES

Warner thanked staff for a job well-done providing bus transportation to and from the Inaugural Ball.

Thies noted his 14-year old son is a regular rider on Intercity Transit. Thies appreciates the mobility and safety the system affords young riders. He thanked staff for managing a youth-friendly system.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Hildreth to adjourn the meeting at 7:06 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: March 6, 2013

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
February 20, 2013

CALL TO ORDER

Chair Thies called the February 20, 2013, work session of the Intercity Transit Authority to order at 5:30p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate).

Members Excused: City of Lacey Mayor Virgil Clarkson; City of Yelm Councilmember Joe Baker; and Labor Representative Karen Stites.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom, Marilyn Hemmann; Karl Shenkel; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Mackenzie Platt.

APPROVAL OF AGENDA

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

CITIZEN ADVISORY COMMITTEE REPORT

Platt reported the CAC reviewed the 2013 Procurement Plan; took a tour of the Operations and Maintenance areas; and received a presentation on technologies affecting fuel economy.

PROCUREMENT OVERVIEW

Hemmann provided an overview of the Procurement process. As Procurement Manager, she oversees the Procurement and Inventory Departments. The Inventory Department consists of three staff members who purchase and maintain the physical inventory for all vehicle parts. They handle all shipping, receiving and purchasing for

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Facilities. They purchase and oversee the delivery of all fuel, and maintain a database tracking the purchase of fuel and parts.

The Procurement Department consists of Hemmann plus two Procurement Coordinators. Hemmann explained as a public agency, all of our purchases are done competitively. Purchases under \$10,000 require three competitive quotes; above \$10,000 require a formal procurement process; and any purchase over \$25,000 requires Authority approval.

After the Authority approves the annual budget, Hemmann meets with each Department Director to discuss new projects and set priorities. She reviewed the process for setting the procurement schedule and priorities. The projects, including those rolled over from the previous year, are entered into a spreadsheet. Procurement also handles contract renewals and surplus items.

The Procurement staff works closely with each department to assist with the procurement process and contract management. Often times, they end up as Project Managers for the projects. Hemmann described some of the major projects Procurement will be handling 2013.

Thies noted he experienced firsthand the effectiveness of the procurement process while working with Hemmann on the selection of an executive search firm.

Thies asked if our rates with the Washington State Transit Insurance Pool are affected favorably due to our surveillance camera systems. Freeman-Manzanares responded she didn't believe our rates were affected; however, she will ask Ben Foreman and report back to the Authority.

Messmer noted there is a program called The Plant Operations Support Consortium. It's a regional and state level group where membership offers an exchange of information, materials and services. Members have access to services, support, and opportunities to give away surplus products other public agencies can use.

Jones asked Hemmann if she anticipates changes in the procurement business in the upcoming years. Hemmann responded she believes governments will combine their resources, known as strategic sourcing.

TECHNOLOGIES AFFECTING FUEL ECONOMY AND MAINTENANCE COSTS

Shenkel provided a review of current and future technologies affecting fuel economy and maintenance costs. He compared statistics between the 2010 and 2012 hybrids. The 2012 Hybrids are equipped with Vanner beltless alternators and a Modine electronic

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cooling fan package which further increases efficiency. He indicated the 2010 hybrids will be retrofitted with the Vanner alternators, with an expectation fuel economy will increase another 2 to 2.5 tenths of a mile per gallon. Increasing efficiency through improved systems using Vanner beltless alternators and the Modine electric cooling fans will save the agency \$30,000 just in fuel costs alone.

Another cost saving measure includes replacing aging staff vehicles with more fuel efficient vehicles, such as the 2012 Nissan Leaf, which averaged 335 miles per month in its first eleven months of use. The Leaf uses zero fossil fuels and creates zero emissions. The other fuel-efficient vehicles in our staff vehicle fleet include a 2004 Toyota Prius and a 2012 Prius, both averaging 42.5 mpg.

Staff continues to improve vanpool fleet efficiency by replacing the 2007 Chevy Express vans with 2012 Chevy Expresses. They are the same size van with smaller engines. The 2012 vans average 15 mpg compared to 14 mpg received from the older vans. The 2005 Chevy Astro eight-passenger vans were replaced with 2009 Toyota Sienna seven-passenger vans, which average 22 mpg compared to the 16 mpg received from the Astro vans.

Operator training plays a huge role in increased fuel efficiency by changing driving techniques. As a result, we find smoother passenger rides, better fuel economy and fewer brake applications. Some of the new training techniques include:

- Easy on the throttle
- Looking ahead, anticipating traffic flow and conditions
- Smooth braking
- Coasting to red lights and traffic slowdowns, which avoid unnecessary braking
- No idling

Looking to future technology, staff met with Cummins Engine Company to discuss new engine designs specific to the transit industry. They also discussed Onboard Diagnostics (OBD II); V6 engines; reprogramming the Dash fleet acceleration rates; and reprogramming the ThermoKing HVAC system parameters.

Shenkel took comments and questions from the Authority.

BUS STOP PROJECT UPDATE

Bloom gave a presentation on the current bus stop improvement process. The presentation included a summary of current Intercity Transit bus stop inventory and characteristics. He noted a 98% increase in the number of shelters in the last seven

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years. There are 555 bus stop poles/signs, which is down from 622 because they were replaced with shelters. The wooden benches are being replaced with heavy duty seats capable of seating two people up to 600 pounds on either side. He reviewed the ADA bus stop requirements for shelters and noted 76% of our stops are fully ADA accessible. He also provided the number of stops within each jurisdiction, and compared our stop inventory with those from three other transit agencies.

Warner asked if the transit guides indicate which bus stops are ADA accessible. Bloom replied they do not. Warner suggested this information be considered for future guides.

Bloom reviewed the bus stop improvements which include: the process for identifying stops; installation priorities; examples of improvements; cost of improvements and maintenance; and future enhancement considerations.

Bloom explained the decision to make bus stop improvements starts with the Stops and Zones Committee. The committee consists of six staff members, including Bloom, which meets weekly to review bus stop issues and enhancement requests. In 2012 they received 252 documents; reviewed 48 land use proposals for transit consideration; and submitted comments/requests on 18 specific projects. He noted the number of requests are considerably lower than in years past due mostly to the local economy.

Intercity Transit made a total of 120 stop improvements since 2005 with a cost of \$1,030,052 in enhancements. Bloom showed before and after photos of various bus stops where improvements were made with landing pads, shelters, paved shoulders, bulb-outs, mounted trash cans and solar lighting. Photos also included examples of local road projects and land use development. Bloom provided the maintenance statistics needed to keep the stops clean and in good repair. Four full-time staff members from Facilities maintain the stop, providing trash collection and clean-up.

Bloom asked the Authority to consider the type of enhancements they would like to see made to bus stops. He introduced future enhancement considerations and associated costs for items like adding more solar lighting in shelters which enhances the stops in terms of safety, and installing bike racks/shelters to improve the "bike to bus" connection.

Chair Thies left the meeting.

Discussion ensued about the pros and cons of solar lighting. Bloom mentioned there are national studies indicating the addition of lighting is considered a safety attribute and an amenity, especially for women waiting at a stop at night. The cost of solar lighting is very low compared to the requirements for an electrical hookup. The solar

units we have now are reliable and low maintenance. A downside is not all shelter locations can meet solar collection needs, especially in areas where there are trees and shade. Messmer wondered if there might be a rechargeable battery powered option for adding lighting to a shelter where solar lights didn't work. Bloom said staff would look into that. Messmer also suggested coordination of shelter placements when street lighting is put into place might be something to consider in the future.

Discussion focused on bike shelters/racks as another stop amenity to consider. Adding this type of amenity will be a challenge due to space requirements. Bloom mentioned he recently met with City of Olympia staff from both Parks and Public Works and this particular item is currently not addressed in building codes. Identifying appropriate locations could take some time but conducting onboard surveys and asking coach operators where they see people parking bikes would be a place to start. Seward noted the CAC supported bicycle storage; however, a number of members felt it needed to be a data-driven decision due to the potential cost. They also supported the installation of more solar lighting based on safety.

Jones said he agrees with the need for more data regarding bike racks, and noted Thies' original proposal was to conduct a pilot to determine if there might be a new market of customers we're not currently serving. Jones also indicated he'd like to know what customers are saying about the shelters where solar lighting is installed. If a decision came down regarding cost for lighting or bike racks, he believes there's a larger market for lighting. Bloom mentioned the feedback received from a number of customers is they would like more shelters lit. Coach operators said the same thing since it significantly improves their ability to see customers at night.

The Authority asked staff to provide more information about the type of lighting solutions available and practical for shelter sites. They also requested staff provide more information about conducting a pilot for bike racks and include possible expansion of solar lighting as part of next year's budget.

REVIEW DASH SERVICE

Bloom provided an update on the Dash circulator route. In 2011, the Authority made the decision to drop Saturday service for Dash. Bloom said Chair Thies expressed an interest in the performance of the Dash since the service change. Bloom said dropping Saturday service did not significantly impact Dash ridership, and he isn't aware of any complaints as a result of the change.

Messmer commented the Dash provides a great service for the people involved in legislative activities. Warner confirmed the majority of people using the Dash during Legislative session are going to/from the Capitol campus.

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Hildreth asked if there were any other changes staff could make to the Dash without causing any significant effects on the service. Bloom said at this point, we've implemented most of the obvious reductions that have some of the largest impacts without reducing the quality of service the route currently provides. The next steps would reduce service and probably change the functionality of the route. Over the past three years, we've incrementally made a number of reductions including using fewer buses during the service day (two buses instead of three during off-peak times); shorter span of weekday service that starts service a bit later in the morning and ends service at 6 p.m. instead of at 7:30 pm; and eliminating Saturday service after the September/Labor Day weekend.

Messmer noted state workers can obtain a Star Pass and do not need to use the Dash because they can board any of the buses. She would like to see statistics on the number of boardings from the other buses along the same routes as the Dash.

Jones asked how much marketing occurs during the legislative period, and has it had any impact since 2006. Bloom said besides the branding of the Dash buses, banners and flags are put along Capitol Way, the Dash brochure gets updated each year and redistributed throughout the campus including to all of the employee transportation coordinators on campus at each state agency. Marketing staff also works closely with the Downtown Association to promote Dash with local merchants as well as with the Visitors' Center on Campus. Staff also attends meetings with the downtown community and makes presentations as needed throughout the year.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Citizen Representative Messmer to adjourn the meeting at 7:45 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: March 6, 2013

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

PERIOD DATES: 12/16-12/29/2012					PAYDAY 1/4/2013		PERIOD DATES: 12/30-1/12/2013					PAYDAY 1/18/2013	
	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	67,633.39		3	FIT		WIRE	72,201.68			
4	MT	8871.37	EFT	17,742.74	85,376.13	4	MT	9132.38	WIRE	18,746.00	90,947.68		
5	A2/35	Life Ins.	Check Dave 2nd	1,155.73	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,519.03	0.00		
6	D3/31	Disability In	Check Dave 2nd	960.19	0.00	6	DI/32	Disability In	Check Dave 2nc	2,010.80	0.00		
7	HE/37	Health In 1st	Check Dave 2nd	12,737.50	0.00	7	HI/38	Health In 1st	Check Dave 2nc	257,696.48	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	911.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	911.50	0.00		
9	CC/61	Child Care	Hfstttr/Brgkmp	439.04		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	680.84		10	GN/08	Garnish	CHECK last	680.84			
11						11							
12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42		
13	CS/09	ExpertPay	EFT	467.02	467.02	13	CS/09	ExpertPay	EFT	467.02	467.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,539.87	9,539.87	14	D1/98	D.Dep. #1	ACH WIRE every	9,489.74	9,489.74		
15	D2/97	D.Dep. #2	ACH WIRE every	18,178.23	18,178.23	15	D2/97	D.Dep. #2	ACH WIRE every	17,142.42	17,142.42		
16						16							
16	GT/63	G.Ed.Tuit	Check every	347.50		16	GT/63	G.Ed.Tuit	Check every	347.50			
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	41,851.91		18	DC/97	Vgrd EE	Wire	44,026.77			
19	DC/22	Vgrd ER	Wire	28,669.75	70,521.66	19	DC/22	Vgrd ER	Wire	30,211.98	74,238.75		
20	L2/29	401k Ln#2	Wire	3,830.44		20	L2/29	401k Ln#2	Wire	3,819.11			
20	LN/29	401k Ln #1	Wire	8,721.71	12,552.15	20	LN/29	401k Ln#1	Wire	8,602.73	12,421.84		
22	TTL VNGRD		83,073.81			22	TTL VNGRD		86,660.59				
23	LI/02	L&I	EFT Quarterly	19,837.59		23	LI/02	L&I	EFT Quarterly	23,402.37	0.00		
24	MD/51	Mch.UnDues	Check 2nd	1,360.10		24	MD/51	Mch.UnDues	Check 2nd	1,360.15			
25	MI/52	Mac.Initiation	Check 2nd	0.00		25	MI/52	Mch.Initiation	Check 2nd	0.00			
26	MS/60	Payroll Corr check		0.00		26	MS/60		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		10,735.00			
29	PA/66	Proj Assist	Check last	387.50		29	PA/66	Proj Assist	Check last	386.50			
30	PN/04	PERS EE	EFT	30,857.85	0.00	30	PN/04	PERS EE	EFT	31,840.64	0.00		
31	PN/04	PERS ER	EFT	46,377.45	77,235.30	31	PN/04	PERS ER	EFT	47,944.12	79,784.76		
32	TTL PERS		77,235.30			32	TTL PERS		79,784.76				
33	R3/20	ICMA Ln#2	WIRE	892.93	0.00	33	R3/20	ICMA Ln#2	WIRE	892.93	0.00		
34	RC/24	ICMA EE	WIRE	5,098.54		34	RC/24	ICMA EE	WIRE	5,321.33	0.00		
35	RI/23	ICMA Roth	WIRE	467.30	467.30	35	RI/23	ICMA Roth	WIRE	467.30	467.30		
36	RL/21	ICMA Ln#1	WIRE	1,794.22	2,687.15	36	RL/21	ICMA Ln#1	WIRE	1,819.55	2,712.48		
37	RR/25	ICMA ER	WIRE	3,067.58	8,166.12	37	RR/25	ICMA ER	WIRE	3,289.93	8,611.26		
38	TTL ICMA	10,853.27	11,320.57			38	TTL ICMA	11,323.74	11,791.04				
39	SD/26	457 ST EE	EFT	7,991.19		39	SD/26	457 ST EE	EFT	8,241.66			
40	SR/27	457 ST ER	EFT	4,070.72	12,061.91	40	SR/27	457 ST ER	EFT	4,133.96	12,375.62		
41	ST/67	ShTrmDisat	EFT	1,541.15	1,541.15								
42	UC/45	Un COPE	Check 1st	151.00		41	UC/45	Un COPE					
42	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	543.00			
43	UD/42	Un Dues	Check last	4,701.14		43	UD/42	Un Dues	Check last	4,733.38			
44	UI/41	Un Initiatn	Check last	0.00		44	UI/41	Un Initiatn	Check last	0.00			
45	UT/43	Un Tax	Check last	2,108.65		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	726.50		46	UW/62	United Way	Check last	705.50			
47	WF/64	Wellness	Check last	297.00		47	WF/64	Wellness	Check last	297.00			
48	NET PAY (dir. Deposit)	ACH Wire every		404,381.22	404,381.22	48	Net Pay (Dir. Dep.)			402,637.30	402,637.30		
	Paychecks			0.00			Paychecks			18,714.06			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$704,308.17	49	TOTAL TRANSFER				\$712,429.13		
50	TOTAL PAYROLL*:			\$751,109.95		50	TOTAL PAYROLL*:			\$1,037,856.54			
51	GROSS EARNINGS:			643,238.13		51	GROSS EARNINGS:			680,374.08			
52	EMPR MISC DED:			99,000.45		52	EMPR MISC DED:			348,109.40			
53	EMPR MEDICARE TAX:			8,871.37		53	EMPR MEDICARE TAX:			9,373.06			
54	TOTAL PAYROLL*:			\$751,109.95		54	TOTAL PAYROLL*:			\$1,037,856.54			
55						55							
56	ACH WIRE TOTAL			432,410.86		56	TOTAL PAYROLL FOR MONTH:			429,581.00	\$1,788,966.49		

PERIOD DATES: 1/13-1/26/2013					PAYDAY 2/1/2013		PERIOD DATES: 01/27-02/09/2013					PAYDAY 2/15/2013	
	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	68,254.15		3	FIT		WIRE	65,148.20			
4	MT	8871.37	EFT	18,133.16	86,387.31	4	MT	8824.27	WIRE	17,648.54	82,796.74		
5	A2/35	Life Ins.	Check Dave 2nd	1,175.85	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,612.70	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,007.95	0.00	6	DI/32	Disability In	Check Dave 2nc	2,082.96	0.00		
7	HE/37	Health In 1st	Check Dave 2nd	13,274.50	0.00	7	HI/38	Health In 1st	Check Dave 2nc	267,053.50	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	911.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	911.50	0.00		
9	CC/61	Child Care	Hfstttr/Brbkmp	384.3		9	CC/61	Child Care	Hfstttr/brbkmp	384.3			
10	GN/08	Garnish	CHECK last	680.84		10	GN/08	Garnish	CHECK last	680.84			
11						11							
12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42		
13	CS/09	ExpertPay	EFT	467.02	467.02	13	CS/09	ExpertPay	EFT	467.02	467.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,525.84	9,525.84	14	D1/98	D.Dep. #1	ACH WIRE every	9,215.94	9,215.94		
15	D2/97	D.Dep. #2	ACH WIRE every	16,409.54	16,409.54	15	D2/97	D.Dep. #2	ACH WIRE every	16,532.72	16,532.72		
16						16							
16	GT/63	G.Ed.Tuit	Check every	372.50		16	GT/63	G.Ed.Tuit	Check every	372.50			
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	42,887.73		18	DC/97	Vgrd EE	Wire	42,995.88			
19	DC/22	Vgrd ER	Wire	28,989.11	71,876.84	19	DC/22	Vgrd ER	Wire	28,883.07	71,878.95		
20	L2/29	401k Ln#2	Wire	3,819.11		20	L2/29	401k Ln#2	Wire	3,830.36			
20	LN/29	401k Ln #1	Wire	8,246.72	12,065.83	20	LN/29	401k Ln#1	Wire	8,380.33	12,210.69		
22	TTL VNGRD		83,942.67		22	TTL VNGRD		84,089.64					
23	LI/02	L&I	EFT Quarterly	25,600.81		23	LI/02	L&I	EFT Quarterly	24,147.93	0.00		
24	MD/51	Mch.UnDue	Check 2nd	1,360.10		24	MD/51	Mch.UnDue	Check 2nd	1,360.15			
25	MI/52	Mac.Initiation	Check 2nd	0.00		25	MI/52	Mch.Initiation	Check 2nd	0.00			
26	MS/60	Payroll Corr check		0.00		26	MS/60		Check	116.58	0.00		
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Taxable Fr.Benefits		0.00			
29	PA/66	Proj Assist	Check last	379.50		29	PA/66	Proj Assist	Check last	379.50			
30	PN/04	PERS EE	EFT	31,349.16	0.00	30	PN/04	PERS EE	EFT	31,259.57	0.00		
31	PN/04	PERS ER	EFT	47,193.38	78,542.54	31	PN/04	PERS ER	EFT	47,005.75	78,265.32		
32	TTL PERS		78,542.54		32	TTL PERS		78,265.32					
33	R3/20	ICMA Ln#2	WIRE	892.93	0.00	33	R3/20	ICMA Ln#2	WIRE	892.93	0.00		
34	RC/24	ICMA EE	WIRE	5,259.93		34	RC/24	ICMA EE	WIRE	5,341.01	0.00		
35	RI/23	ICMA Roth	WIRE	467.30	467.30	35	RI/23	ICMA Roth	WIRE	467.30	467.30		
36	RL/21	ICMA Ln#1	WIRE	1,983.29	2,876.22	36	RL/21	ICMA Ln#1	WIRE	1,983.29	2,876.22		
37	RR/25	ICMA ER	WIRE	3,307.41	8,567.34	37	RR/25	ICMA ER	WIRE	3,205.06	8,546.07		
38	TTL ICMA	11,443.56	11,910.86		38	TTL ICMA	11,422.29	11,889.59					
39	SD/26	457 ST EE	EFT	8,070.81		39	SD/26	457 ST EE	EFT	7,997.55			
40	SR/27	457 ST ER	EFT	4,034.61	12,105.42	40	SR/27	457 ST ER	EFT	3,990.12	11,987.67		
41	ST/67	ShTrmDisat	EFT	1,451.97	1,451.97								
42	UC/45	Un COPE	Check 1st	150.00		41	UC/45	Un COPE					
42	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	549.00			
43	UD/42	Un Dues	Check last	4,668.46		43	UD/42	Un Dues	Check last	4,732.36			
44	UI/41	Un Initiatn	Check last	0.00		44	UI/41	Un Initiatn	Check last	10.00			
45	UT/43	Un Tax	Check last	2,085.35		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	721.50		46	UW/62	United Way	Check last	700.50			
47	WF/64	Wellness	Check last	295.00		47	WF/64	Wellness	Check last	295.00			
48	NET PAY (dir. Deposit)	ACH Wire every		413,596.46	413,596.46	48	Net Pay (Dir. Dep.)			400,463.76	400,463.76		
	Paychecks			3,363.65			Paychecks			2,856.43			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$715,472.59	49	TOTAL TRANSFER				\$696,841.36		
50	TOTAL PAYROLL*:			\$771,954.40		50	TOTAL PAYROLL*:			\$1,006,087.11			
51	GROSS EARNINGS:			657,845.77		51	GROSS EARNINGS:			653,047.14			
52	EMPR MISC DED:			105,042.05		52	EMPR MISC DED:			344,215.70			
53	EMPR MEDICARE TAX:			9,066.58		53	EMPR MEDICARE TAX:			8,824.27			
54	TOTAL PAYROLL*:			\$771,954.40		54	TOTAL PAYROLL*:			\$1,006,087.11			
55						55							
56	ACH WIRE TOTAL			439,843.38		56	TOTAL PAYROLL FOR MONTH:			426,523.96	\$1,778,041.51		

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: March 6, 2013

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. Staff determined there is no longer a need to retain these items.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff requests the Authority declare the attached list of three vehicles, six shelters, tires and other items as 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 \$27,293.20.
-
- 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.
-
- 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 - March 2013.

Exhibit "A"
SURPLUS PROPERTY – March 2013

VEHICLES			
Vehicle #	Type	Mileage	Value
1803	2006 Ford raised top E350 lift-equipped van	68,000	13,000.00
1212	2002 Chevrolet Astro van	52,000	5,000.00
1216	2005 Dodge Caravan van	181,000	4,500.00
OTHER			
	Item		Value
4	New Miller self-retracting fall limiter packages		1,000.00
140	New 5/8" Sup-R Drop anchors with bolts		70.00
42	Studded snow tires, some with rims		1,228.20
13	Meeting room chairs		65.00
2	Christie wall mounted 12V chargers		80.00
1	Enclosed bike locker with door		100.00
1	32" Apex color television		50.00
1	Television stand		5.00
1	Sansu VCR/DVD player		25.00
1	Bunn-O-Matic coffee maker		25.00
1	General Corporation binding machine		5.00
22	V-Bolts 12" x 16.75" with washers/nuts		220.00
6	Ace full-sized aluminum bus shelters		1,800.00
2	Stihl backpack blower/vacuums		120.00
	TOTAL		27,293.20

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

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Cisco Equipment and Annual Maintenance Agreement

-
- 1) **The Issue:** Consideration of an award to purchase Cisco equipment and an annual Cisco maintenance agreement.

 - 2) **Recommended Action:** Authorize the General Manager to purchase Cisco equipment from Nexus IS, Inc. in the amount of \$15,527.00, including tax, and enter into a 12-month contract with Nexus IS, Inc. to provide maintenance services for Cisco equipment in the amount of \$12,961, including tax.

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

 - 4) **Background:** Additional Cisco switches, power supplies, cables and network modules are needed to support Intercity Transit's expanding information systems infrastructure. Cisco brand equipment must be purchased in order for the new equipment to be compatible with existing network equipment.

Intercity Transit keeps all of the agency's Cisco brand equipment under an annual maintenance agreement. It protects key components of the information system's network and provides no-cost replacement of failed equipment and as-needed professional support services.

Staff from Procurement and Information Systems researched and determined procuring the equipment and maintenance agreement simultaneously via the current Washington State Department of Enterprise Services contract for Data Communications would provide the most competitive pricing for this project. Utilizing this contract, staff issued a Request for Bids to the contractors listed on the State contract January 25, 2013. Four responses were received by the February 6 due date.

Nexus IS, Inc. provided the lowest bid. Staff checked Nexus IS's technical qualifications and references, and determined their bid to be responsive and responsible. Nexus IS an authorized fulfillment partner for Cisco Systems, Inc.

The State of Washington competitively bids their information systems technology contracts awarding to the lowest, responsive and responsible bidder for each class of equipment. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Department of Enterprise Services has confidence in Nexus IS'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 Nexus IS's ability to complete the contract as proposed.

5) **Alternatives:**

- A. Authorize the General Manager to purchase Cisco equipment from Nexus IS, Inc. in the amount of \$15,527.00, including tax, and enter into a 12-month contract with Nexus IS, Inc. to provide maintenance services for Cisco equipment in the amount of \$12,961, including tax.
- B. Defer action on equipment purchase. Deferring action would delay the installation of other equipment needed to support current IS projects.
- C. Defer action on maintenance agreement. Deferring action would result in none of Intercity Transit's Cisco equipment being under a maintenance agreement increasing replacement and service costs. Restarting Cisco maintenance support once a lapse occurred is more expensive and could negatively impact its availability.

6) **Budget Notes:** The 2013 Information Systems' budget includes \$26,000 for new Cisco equipment and \$15,242 for the annual Cisco maintenance agreement. The purchase of both Cisco items combined is \$28,488 which is \$12,754 under the total amount budgeted.

7) **Goal References:** Goal No. 3: *"Maintain a safe and secure operating system."* Goal No. 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

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

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Purchase of Passenger Shelters

-
- 1) **The Issue:** Consideration of the purchase of 14 passenger shelters with kiosks.
-
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 14 passenger shelters in the not-to-exceed amount of \$55,987.02, including taxes and freight.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit has an existing, competitively bid contract for passenger shelters. The contract identifies three different shelter configurations that serve our needs in various applications throughout our service area.
- This purchase includes 14 shelters, six cantilever and eight full-size, to meet Facilities' current projects and projected shelter inventory needs for 2013. The numbers allow Intercity Transit to take advantage of the quantity pricing available in the current contract and minimize freight costs.
-
- 5) **Alternatives:**
- A. Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 14 passenger shelters in the not-to-exceed amount of \$55,987.02, including taxes and freight.
 - B. Deferring action may delay adding shelters to stops and replacement of damaged shelters.
-
- 6) **Budget Notes:** The 2013 Maintenance budget includes \$150,000 for shelters and this is the first purchase from this budget item.
-
- 7) **Goal Reference:** Goal No. 2: *"Provide outstanding customer service."*
-
- 8) **References:** N/A



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AGENDA

Thurston Regional Planning Council
Friday, March 1, 2013 – 8:30 a.m. to 10:30 a.m.
 2424 Heritage Court SW, Suite A
 Conference Room A, 1st Floor
 Olympia, WA 98502

DOWNLOAD PACKET

[Meeting Materials](#)

OPENING – 8:30 a.m.

- 1. Call to Order
- 2. Introductions
- 3. Approval of Agenda ACTION
- 4. Public Comment Period
- 5. Consent Calendar ACTION
 - a. [Approval of Minutes \(Attachment\)](#) – February 1, 2013
 - b. [Approval of Vouchers \(Attachment\)](#) – Jared Burbidge
 - c. [Administrative Action – Programming CMAQ in the RTIP \(Attachment\)](#) – Jaily Brown

OTHER BUSINESS

- 8:40 am 6. [Thurston Habitat Conservation Plan](#) – Scott Clark, Thurston County INFORMATION
(Attachment)
- 9:10 am 7. [JBLM Transition Programs](#) – Mark Brown, Director of Human Resources, JBLM PRESENTATION
and Robin Baker, Transition Services Manager, JBLM (Attachment)
- 9:40 am 8. [Appointment of TRPC Retreat Subcommittee](#) – Sandra Romero ACTION
(Attachment)
- 9:45 am 9. [Regional Call for Projects](#) – Thera Black ACTION
(Attachment)
- 10:30 am 10. [2013 Legislative Session](#) – Karen Parkhurst/Lon Wyrick DISCUSSION
- 10:45 am 11. [Report from Outside Committee Assignments](#) (Oral/Written Report) INFORMATION
- 10:50 am 12. [Future Agenda Topics](#) – Sandra Romero DISCUSSION
- 10:55 am 13. [Executive Director's Report](#) INFORMATION
- 11:00 am 14. [Adjourn](#)

Additional Informational Enclosures:

- TPB Minutes (available upon request)

NEXT MEETING: Friday, April 5, 2013

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
February 11, 2013**

CALL TO ORDER

Chair Abernathy called the February 11, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Meta Hogan; Don Melnick; Joan O'Connell; Mackenzie Platt; Carl See; Kahlil Sibree; Victor Vander Does; Michael Van Gelder; and Midge Welter.

Absent: Dani Burger; Wilfred Collins; Julie Hustoft; and Charles Richardson.

Staff Present: Rhodetta Seward; Marilyn Hemmann, Karl Shenkel, Dennis Bloom; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Melnick and Vander Does to approve the agenda, as distributed.

INTRODUCTIONS - Joe Baker, Yelm City Councilmember and Authority Member was introduced.

MEETING ATTENDANCE

A. February 20, 2013, Work Session - Mackenzie Platt

B. March 6, 2013, Regular Meeting - Jill Geyen

APPROVAL OF MINUTES - It was M/S/A by Gray and Elliott to approve the minutes of January 14, 2013, as presented.

CONSUMER ISSUES CHECK-IN -

- Geyen - *new time schedules.*
- Van Gelder - *bus stop issue.*

NEW BUSINESS

A. Tour Maintenance & Operations Facilities – Members broke into groups to tour the maintenance and operation areas. Approximately 35 minutes was spent on the tours. The Maintenance tour included seeing the new bus wash; fuel line process; component room and spare engines; automotive bays, steam bay, and coach bays; facility shop; supervisors' desk; dispatching work; and the inventory area.

The tour of Operations included the Dial-A-Lift dispatching area; Operators' communication area; dispatch area; sign-in; scheduling and digital video recording equipment; and observation of the Olympia Transit Center from the dispatch area.

B. Procurement Overview – Hemmann presented an overview of the 2013 Procurement Plan. She oversees the Procurement and the Inventory Departments. Inventory is staffed with three employees, who are responsible for the purchase of all parts for vehicles; ordering of fuel; and all the shipping and receiving for the agency. They input information into our Fleetnet software to run reports on vehicles.

The Procurement Department is staffed with Hemmann and two Procurement Coordinators. As a public agency, all procurements have to be competitive. We need to make wise decisions on the use of public funds. Anything under \$10,000 requires three competitive quotes. Anything over \$10,000 goes through a formal solicitation and award process.

When the Authority approves the annual budget, Hemmann meets with the Department Directors to determine new projects and sets priorities. Staff time is allocated and everyone works collaboratively as a team. New projects get laid out into a plan and presented to the Authority for approval. Construction projects go out for bid early in the year. The cutoff date for vehicle purchases is March 30. Projects not completed get rolled over to the following year. There are always surprises that come up and need to be worked into the schedule requiring things be reprioritized. Some service contracts, such as janitorial, landscaping, security, and uniforms are renewed on a 3-5 year basis. Procurement also handles the agency surplus.

So far this year, there are 76 projects on the master list. Projects range from the Hawks Prairie Park-and-Ride and the Olympia Transit Center expansion to the procurement of vehicle purchases approved by the Authority. The approval was for 55 vanpools, seven hybrid coaches, and possibly three staff vehicles. Later on this year, we will come up with a new design for a new server room. We are partnering with the Thurston County

Regional Planning Council on a transit signal prioritization. We try to be forward thinking and about being energy efficient and sustainable.

Vander Does asked how far out do we bid the RFP for diesel. Shenkel noted bids have to be out for 14 days, and prices hold for one year. Currently, we pay \$3.60 per gallon. Van Gelder asked if we've considered leasing space with the State Data Center instead of expanding the server room. Hemmann responded we looked into it; however, it is expensive and there are certain things such as our radio system that we need to access quickly. Van Gelder also asked if we use the state contract with PSE for energy. Hemmann responded we use the state contract for a portion, but we also have a list of qualified contractors PSE uses. We have to use contractors who comply with PSE standards to qualify for the maximum rebates. We do a cost benefit analysis, and at times, the State contract is a benefit and other times, it is cost effective to go out on our own.

O'Connell asked if there is a solar element being looked at for the lighting. Hemmann responded we did look at solar lighting at the park-and-ride; however it is not efficient in our region. Intercity Transit has a very active Sustainability Committee and a Sustainability Coordinator. O'Connell thanked Hemmann for the information and her knowledge.

C. Technologies Affecting Fuel Economy and Maintenance Costs - Shenkel presented a review of current and future technologies affecting fuel economy and maintenance costs. The 2010 hybrids average six mpg as a fleet. The conventional fleet (everything except the hybrid) averages 4.57 mpg.

When the 2012 hybrids were purchased, we added Vanner beltless alternators and Modine electric cooling fan packages. These additional technologies free up to 40-60 horse power. We keep our vehicles for approximately 700,000 miles. With this mileage and the budgeted cost for fuel, we will save around \$30,000 in fuel over the life of a vehicle. The cost for the additional Vanner and Modine packages is \$10,000, giving us a \$20,000 gain. Burning less fuel means less emissions going into the air. We currently have 13 hybrid buses, with an additional seven more being purchased this year (three more if funding is received). Almost 30% of our fleet will be hybrids.

We replaced the 2002 Chevy Astro van from our staff vehicle fleet with a 100% electric 2012 Nissan Leaf vehicle. The Leaf averaged 335 miles per month in its first 11 months of use. It uses zero fossil fuels and creates zero emissions. We are hoping to receive additional electric chargers from the State to put on Intercity Transit property.

CAC MEETING MINUTES

February 11, 2013

Page 4 of 6

We improved the vanpool fleet with more efficient vehicles. The 2007 Chevy Express vans were replaced with 2012 Chevy Expresses. They are the same size van with a smaller engine, averaging 1 mpg better on fuel. The 2005 Chevy Astro eight-passenger vanpool vans were replaced with 2009 Toyota Sienna seven-passenger vans. The new vans are averaging 6 mpg better on fuel.

We are able to increase fuel efficiency through driving technique changes. Operators received training on:

- Easy on the throttle.
- Looking ahead and anticipating traffic flow and conditions.
- Anticipating stops, smooth braking.
- Coast to red lights, hilltops, and traffic slowdowns (avoid braking).
- No idling.

Results of this training are:

- Smoother passenger rides.
- Better fuel economy.
- Fewer brake applications. Less wear on brakes and other major components decreases maintenance costs and increases vehicle life.

Future technologies for vehicles include:

- Meeting with Cummins Engine Company.
- OBD II.
- V6 Engines.
- Reprogramming Dash ECU's.
- Reprogramming ThermoKing HVAC.

Vander Does asked where buses go after they leave our fleet. Shenkel responded, normally they go to Eli's Auction in Tacoma. Yakima Transit purchased two of our 98 series with high mileage. Intercity Transit is well known for maintaining its vehicles.

D. Bus Stop Project Update - Bloom presented the current process utilized for improvements to bus stops. Currently, we have 934 bus stops, with 281 stops having shelters, 98 with benches, and 555 with a pole/sign. We've had a total of 191 bus stop enhancements from 2005-2012. A total of 707 bus stops are fully ADA accessible, 161 functional, and 66 are not ADA accessible. Intercity Transit feels the ride starts before you get on the bus.

The process to make bus stop improvements starts with the Stops and Zones Committee. The committee meets weekly to review bus stop issues and enhancement

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requests. The analysis of the request is utilized in three in-house databases, including route and schedule/frequency; amenities as shelters, benches, ADA accessible; and boarding counts. In 2012, the committee received 252 pre-sub documents, 75 of those were reviewed for consideration, and eight projects were submitted.

There were several priorities for Bus Stop Enhancements in the 2005-2012 period:

- upgrades to meet ADA accessible criteria and improve accessibility at stops;
- install shelters both new design and/or accessibility at bus stop locations;
- 120 stop location improvements.

Cost of enhancements was an estimated \$1,112,352. \$509,400 was regional grants in 2005 and 2011, and \$602,853 was local funding. The estimated cost per bus stop is \$10,000. Bloom shared several before and after photos of bus stops with enhancements, solar lighting, and local road project and land use examples.

Future bus stop enhancement considerations are bike shelters and adding more solar lighting in shelters. Melnick feels the enhancements would increase ridership. Geyen asked if lighting can be added where there is no shelter, providing an example of a stop on Marvin Road which has a ramp but is very dark. Bloom says there are some solar light poles that can be installed and the light shines downward. Funding for additional enhancement grants are coming back with MAP 21 funding.

Gangula asked if we have data on how many passengers use bikes, and if the bike shelters would be cost-effective. Bloom responded we have surveys but we don't have a system to track bikes on and off and those waiting and do not actually get a spot on the bus. Gray feels the buses don't have enough bike capacity, so having racks at bus stops doesn't seem like a good idea. Van Gelder feels we need to make a distinction between those people parking their bikes at a bus stops versus those putting their bikes on a bus.

Abernathy reiterated the comments are that bike storage is a great idea but there is a lot of data collection needed to establish a base line for expenditures. Also, staff should look into solar lighting for non-shelter stops. Hogan feels it is important to gather data on how many bike passengers are turned away. Bloom commented the priority has always been accessibility, and now adding solar to improve safety.

E. How Advisory Committees From Other Transit Systems Operate - Agenda item carried over to March meeting. It was recommended this item be near the front of the agenda.

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F. CONSUMER ISSUES - Agenda item carried over to March meeting. The two issues carried over from February will be discussed earlier in the meeting to ensure they are heard.

REPORTS

A. January 16, 2013, Work Session - Melnick shared highlights from the work session. He would like to see Intercity Transit partner with the City of Olympia to assist with the Martin Way intersection improvement.

B. February 6, 2013, Regular Meeting - Gray shared highlights from the regular meeting. She also reported February 12th is Transit Advocacy Day.

NEXT MEETING: March 18, 2013.

ADJOURNMENT

It was M/S/A by Hogan and Melnick to adjourn the meeting at 7:40 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

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

FOR: Intercity Transit Authority

FROM: Heather Stafford, Human Resources Director, 705-5861

SUBJECT: General Manager Hiring Process Update

1) **The Issue:** Staff will present an update on the General Manager hiring process.

2) **Recommended Action:** Information only.

3) **Policy:** Per Authority Chair direction, staff will provide an update regarding the status of the General Manager recruitment and selection process.

4) **Background:** At the February meeting, the Authority selected the Prothman Group to assist with the hiring of a new General Manager. Lynn Stokesbary, Project Lead with Prothman, will be on site March 4 to meet with Authority members, the Citizen Advisory Committee members, and staff to determine the desired knowledge, skills, and abilities of a new General Manager.

Staff will present information from those meetings and a more detailed update, including next steps, to the full Authority at the March 6, 2013, meeting.

5) **Alternatives:** N/A

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

7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.

8) **References:** N/A

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

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Marketing and Communication Services Contracts

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- 1) **The Issue:** Consideration of two awards; one for Marketing Services and one for Communication Services.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract with two, one-year options to extend, with up to two firms for the provision of Marketing and Communication Services in an amount to be announced at the March 6 meeting.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** On December 17, 2012, Intercity Transit released a Request for Qualifications and Proposals (RFQ/P) for the provision of Marketing and Communications Services. Interested firms were given the option to respond to the full-scope of work (both marketing and communications services) or to respond to either the marketing or communications portion only. A total of ten proposals were received by the submission deadline of January 17, 2013.

Staff from Marketing and Communications and Procurement reviewed the proposals based on qualifications and experience, project approach and cost. Four proposals were determined to be in the competitive range and were moved forward for interviews and further consideration. Staff is in the process of conducting a final review of cost clarifications and reference checks.

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- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a one-year contract with two, one-year options to extend, with up to two firms for the provision of Marketing and Communications Services in an amount to be announced at the March 6 meeting.

- B. Defer action. This alternative would necessitate negotiating a contract extension with our current marketing and communications services provider.

6) **Budget Notes:** Funds for both of these contracts are included in the 2013 budget. The Budget item for the Marketing Services portion of the work is \$55,000, and for the Communication Services portion of the work is \$10,000.

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

8) **References:** N/A

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

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Purchase of Solar Lighting Units

1) **The Issue:** Consideration of the purchase of 15 solar lighting units for passenger shelters.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Urban Solar Corporation for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,283.90, including taxes and freight.

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

4) **Background:** Intercity Transit has an existing competitively bid contract for solar lighting units for bus shelters with Urban Solar. This purchase is for 15 solar lighting units which will be utilized on existing passenger shelters.

Intercity Transit currently has 25 Urban Solar lighting units installed in shelters throughout its service area and has been very satisfied with their operation.

Considerations for selecting a shelter for solar lighting include night lighting levels, driver input, passenger requests, daytime sun exposure, boardings at the stop and related public safety issues. Facilities maintains a list based on these and other factors that prioritizes which shelters will benefit most from solar lighting.

5) **Alternatives:**

A. Authorize the General Manager to issue a purchase order to Urban Solar Corporation for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,283.90, including taxes and freight.

B. Defer action. This will delay adding lighting to the shelters.

6) **Budget Notes:** The 2013 Maintenance Budget includes \$35,000 to purchase solar lighting units for passenger shelters and this purchase is within budget.

7) **Goal Reference:** Goal #2: *“Provide outstanding customer service.”* Goal #3: *“Maintain a safe and secure operating system.”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

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

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: General Legal Counsel

1) **The Issue:** Consideration of a contract award for General Legal Counsel.

2) **Recommended Action:** Authorize the General Manager to execute a contract with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services for a period of one year, with options to renew annually for a total contract period not-to-extend beyond March 31, 2018.

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

4) **Background:** Intercity Transit issued a Request for Qualifications and Proposals for General Legal Counsel on December 18, 2012. A pre-proposal conference was held January 8, 2013. Five proposals were received by the submission deadline of 3:00 p.m., January 25, 2013.

The proposals were evaluated by Ann Freeman-Manzanares, Interim General Manager, Rhodetta Seward, Executive Services Director, and Marilyn Hemmann, Procurement and Capital Projects Manager. The proposals were reviewed based on the qualifications and experience of the principal, experience working with agencies similar to Intercity Transit, approach to performing routine work activities and allocation of time for litigation, qualifications and experience of the individual(s) assisting the principal, and hourly fee.

Based on the results of the review, the team determined the competitive range and moved two firms ahead for interviews. Following the interviews and reference checks, the team decided to recommend Dale Kamerrer as our general legal counsel.

Mr. Kamerrer has been in private practice since 1989 advising and representing governmental clients in municipal law. He has experience in governmental liability, civil rights, general negligence, insurance defense, land use, personal injury, public official liability and other pertinent areas. Mr. Kamerrer's firm, Law, Lyman, Daniel, Kamerrer & Bogdanovich, specializes in providing legal counsel to municipal corporations and offers a range of experience relevant to the needs of Intercity Transit.

In addition to serving as Intercity Transit interim legal counsel, he is also general legal counsel for the Washington State Transit Insurance Pool and the Shelton School District. He represents many clients including the Washington Counties Insurance Fund, the Washington Cities Insurance Authority, and the Washington Counties Risk Pool. Prior to entering private practice, Mr. Kamerrer served as Deputy Prosecuting Attorney for Thurston County and Assistant Attorney General in the Tort Claims Division for the State of Washington.

Dale Kamerrer has expertise and a solid reputation in advising and representing municipal corporations similar to Intercity Transit. Based on the scope of work for general legal counsel and rate comparisons with similar agencies, staff feels his proposed fee of \$205 per hour is fair and reasonable, and recommends the award of contract for general legal counsel to Dale Kamerrer.

5) **Alternatives:**

- A. Authorize the Chair of the Intercity Transit Authority to execute a contract with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services for a period of one year, with options to renew annually for a total contract period not-to-extend beyond March 31, 2018.
- B. Defer action. Deferring action will extend the period of time Intercity Transit uses the services of interim legal counsel.

6) **Budget Notes:** General legal counsel has several recurring tasks related to Authority meetings. Otherwise counsel's services are accessed on an as-needed basis. The 2013 budget includes \$38,000 for general legal counsel.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

8) **References:** N/A