

AGENDA
INTERCITY TRANSIT AUTHORITY
March 7, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS - RECOGNITIONS** **5 min.**
 - A. **Maya Heiland, Youth Education Assistant** (*Erin Scheel*)
 - B. **Casey Cochrane, Puget Sound Energy** (Award Presentation)

- 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:** February 1, 2012, Regular Meeting; February 15, 2012, Work Session.

 - B. **Payroll:** February 2012 Payroll in the amount of \$1,769,804.40.

 - C. **Accounts Payable:** Warrants dated January 27, 2012, numbers 10025-10068, numbers 86010; 86122-86207 in the amount of \$1,526,162.72.

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

 - E. **Purchase Replacement Operations Supervisor Vehicle:** Authorize the General Manager, pursuant to Washington State Contract 03911, to issue a purchase order to Bud Clary Auto of Longview for the purchase of one 2012 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$29,605.68, 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** (*Don Melnick*) **3 min.**
- E. **Pension Committee** (*Joe Baker*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Hawks Prairie Park-and-Ride Facility Construction** (*Marilyn Hemmann*) **5 min.**
 - B. **Purchase of Passenger Shelters** (*Jeff Peterson*) **5 min.**
 - C. **Contract Award - Value Engineering Services** (*A. Freeman-Manzanares*) **5 min.**
 - D. **Providing Individual Reduced Priced Bus Tickets** (*Mike Harbour*) **10 min.**
 - E. **Sustainable Thurston County Guiding Principles** (*Mike Harbour*) **20 min.**

- 8) **GENERAL MANAGER'S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

- 10) **MEETING EVALUATION** **5 min.**

- 11) **EXECUTIVE SESSION - None**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 1, 2012

CALL TO ORDER

Chair Romero called the February 1, 2012, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Thurston County Commissioner Sandra Romero; City of Olympia Councilmember Karen Rogers; City of Lacey Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Ryan Warner; Citizen Representative Karen Messmer; and Labor Representative alternate Rusty Caldwell.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Marilyn Hemmann; Meg Kester; Jim Merrill; Karl Shenkel; and Pat Messmer.

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Jerry Parker, 803 Rogers Street NW, Olympia, referenced a proposal for a car attendant 7-Eleven convenience store at the intersection of Harrison and Division, which he feels is out of sync with the City of Olympia's comprehensive plan and does not comply with the city code. He is concerned the City of Olympia took Intercity Transit's recommendation to move the location of the bus stop on Harrison. Mr. Parker made reference to a ruling by the Supreme Court that comprehensive plans are irrelevant.

Mr. Parker feels Intercity Transit should play a more direct and aggressive role in the outcome of all comprehensive plans, and should inform the cities of the densities necessary to make transit work. He urged Intercity Transit to get forceful with cities in developing their comprehensive plans.

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 2 of 10

Legal Council Tom Bjorgen responded to Mr. Parker's comment regarding the Supreme Court ruling that comprehensive plans are irrelevant, providing clarification.

Mike McCormick, 2420 Columbia Street SW, Olympia, encouraged Intercity Transit to engage with current efforts underway with Sustainable Thurston, and recognizes Intercity Transit plays "an underestimated role" in shaping the community. He believes there is a misunderstanding by the community about what it takes to support transit. He said the agency has done a remarkable job of providing basic services.

McCormick believes transit is a key component on what the future is going to be. He noted Intercity Transit has the opportunity and responsibility to advocate for transit, how it plays out and what the role is and what kind of densities affect employment and residential. He believes Thurston County needs rapid transit connections to areas such as Tacoma, Lakewood, DuPont and Seattle, and he wants to see Intercity Transit bring this to the discussion.

Messmer thanked Mr. McCormick for his comments. She noted the TRPC Sustainable Development Task Force recently conducted presentations on housing and commercial potential on the Urban Corridors.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** January, 4, 2012, Regular Meeting.
- B. Accounts Payable:** Warrants dated December 2, 2011, numbers 85687-85773 in the amount of \$538,366.36; warrants dated December 16, 2011, numbers 85774-85775; 85781-85910, in the amount of \$1,224,397.80; warrants dated December 30, 2011, numbers 85912-86005 in the amount of \$535,232.23; and warrants dated December 31, 2011, numbers 86011-86117 in the amount of \$314,303.76 for a monthly total of \$2,612,300.15.
- C. Payroll:** January 2012 in the amount of \$1,789,365.39.
- D. Copier Contract:** Authorized the General Manager, pursuant to Washington State Contract 03706, to enter into a five-year agreement with Pacific Office Automation to provide nine copiers.
- E. Maintenance Bay Fall Protection System:** Authorized the General Manager to award the purchase and installation of three maintenance bay fall protection

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 3 of 10

systems to Gravitec Systems, Inc., in the not-to-exceed amount of \$48,887.98, including taxes.

- F. **Federal Advocacy Services:** Authorized the General Manager to enter into a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide advocacy services on a retainer basis of \$6,000 per month.
- G. **Internet Services Agreement:** Authorized the General Manager to enter into a three-year agreement with TSS Digital Services, Inc. for the provision of internet services in the amount of \$40,063.00. Internet service is not taxed.
- H. **Contract Extension for the General Legal Counsel:** Authorized the General Manager to execute a one-year contract extension with Tom Bjorgen, PLLC, to provide general legal services.
- I. **Contract Extension for Marketing Services:** Authorized the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$65,000.
- J. **Fiber Optic Cable:** Authorized the General Manager to enter into a ten-year agreement, with the option of two five-year renewals, with WSDOT to make connections and provide the use of two strands of its fiber optic cable, running from the Pattison Street Facility to Capcom, in the amount of \$43,122.24, including taxes.

Chair Romero introduced ATU Vice President, Rusty Caldwell, who attended on behalf of Authority member Karen Stites.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (TRPC).** Romero reported the TRPC met on January 6, 2012. The council discussed the Urban Corridors Task Force recommendations. They also discussed the 2012 State Legislative priorities. Lon Wyrick spoke about the West Coast Corridor Coalition which is an advocacy group coordinating public and private transportation professionals along the I-5 from Alaska to Mexico. The TRPC discussed Regional Stewardship topics, and the January topic was, "Growth of Tribes and Potential for New Partnerships." The Nisqually Tribe gave a presentation about their projects.
- B. **Transportation Policy Board (TPB).** Thies attended the January 11, 2012, meeting of the TPB on behalf of Hildreth. He reported the meeting topic centered on the I-5 corridor. They discussed the Legislative agenda which included the origin and destination study report, which includes cameras installed on the corridors to track

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 4 of 10

license plates to monitor traffic entering and exiting the freeway. It was determined there is more rush traffic in the evening with 70 - 89% single occupancy vehicles. There is no expansion of the I-5 - 101 corridor planned for the next 20-30 years. They discussed the JBLM study to harness I-5 traffic and align the use of this corridor with land use and other planning. The area includes Lewis County south to the SR 512. The issue for this study is how to move people, not cars. Currently, there is no speed advantage for buses and vanpools due to gridlock, so the installation of HOV lanes is being considered. It was also determined 69% of Thurston County residents support tolling.

C. TRPC Sustainable Development Task Force. Messmer reported the Task Force met three times in the past month. The standard format for these meetings was to form panels focused on different topics, consisting of two topics per meeting. At the January 9, 2012, meeting they discussed water infrastructure, recognizing reclaimed water, reducing storm water issues and the need to guide future growth into urban areas where infrastructure and water would be available. There is concern about well-based development and the possibility there will not be enough water. They also heard from the Outreach and Education group.

The Public Safety Group spoke at the January 23 meeting. They gave a presentation on how to deal with big emergencies. They mentioned how transit could be an important component to responding to disasters, and discussed what may be in place regarding the use of buses in emergency planning.

At that same meeting, the Food Panel talked about preserving farmland. They had a conversation with individuals involved in food production and handling and providing food for people in the community who are hungry. They presented statistics on the number of people who go hungry or who miss a meal in a given day, even with food stamp assistance or food bank access.

There was a special meeting of the Task Force at the January 31 meeting, which included a presentation about demographics in regard to housing and how the housing market is changing. The key message was governments and the development community does not drive what happens with housing, the market drives it.

All of the materials from these meetings are available on the TRPC.org website under the Sustainable Thurston link.

D. Citizen Advisory Committee. Gray reported the Citizen Advisory Committee (CAC) enjoyed the presentation given by Vanpool Manager, Carolyn Newsome at

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 5 of 10

their January 9 meeting. The CAC was very impressed by the success of the "Vanpool Your Commute Only Better" incentive program, and recommended staff bring the program back.

The CAC also asked staff to review and bring to the Authority for consideration a proposal to conduct a pilot program to bring back Sunday bus service on Thanksgiving, Christmas Day and New Year's Day.

NEW BUSINESS

- A. Bus Stop Pad Engineering Contract Award.** Hemmann reported staff was recommending a contract award to Perteet, Inc. in the amount of \$133,087.00, including taxes for bus stop pad engineering. She reported there is \$467,185 in the 2012 budget for bus stop enhancements for 46 ADA-compliant bus stop locations.

Staff received eight proposals by the deadline, determined all were responsive and interviewed four of the firms. Staff recommends Perteet, Inc. to provide engineering, design and technical assistance through the permitting and bid process, as well as contract administration services. Procurement completed an independent cost analysis of the firm's proposed costs, and the price they propose is considered reasonable. Also, Perteet completed a bus stop pad project for Intercity Transit in 2005 for 26 stops, and they also provided the design and construction for the Martin Way Park and Ride renovation and expansion.

It was M/S by Councilmember Hildreth and Councilmember Rogers to authorize the General Manager to enter into a contract with Perteet, Inc. in an amount of \$133,087.00, including taxes for bus stop pad engineering.

Thies asked if the 46 current bus stop locations bring the entire inventory up to ADA standards. Bloom responded no. Currently, 235 stops of over 900 stops have shelters and 29 of these 46 will have shelters. Bloom also confirmed this a periodic ongoing project.

Motion carried.

- B. 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 Committee, and TRPC Sustainable Development Task Force.

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 6 of 10

It was M/S/A by Commissioner Romero and Mayor Clarkson to elect Citizen Representative Thies as Chair.

Messmer commented she supports Thies as Chair. She stated he exerts leadership, is very involved in the meeting discussions and comes prepared.

It was M/S/A by Citizen Representative Thies and Councilmember Rogers to elect Councilmember Hildreth as Vice Chair.

The Authority discussed committee assignments. Romero will continue representing Intercity Transit on the Thurston Regional Planning Council; Hildreth will remain on the Transportation Policy Board; Messmer will continue on the TRPC Sustainable Development Task Force. She also requested alternates be confirmed by consensus.

Citizen Representative Messmer was selected as the alternate for the TRPC. Citizen Representative Thies will serve as the alternate on the TPB, and Commissioner Romero will remain the alternate on the TRPC Sustainable Development Task Force.

Baker agreed to remain as the representative for Intercity Transit's Pension Committee.

- C. Pension Committee Appointment.** Harbour reviewed the composition of the Pension Committee and explained employee representatives serve 4-year terms. Two employees submitted letters of interest to replace Francine Gagne, Transportation Supervisor, who completed her term. The recommendation is to appoint Elizabeth Barlow, Vanpool Assistant.

It was M/S/A by Citizen Representative Thies and Citizen Representative Warner to approve the General Manager's recommendation to appoint Elizabeth Barlow, Vanpool Assistant, to the Intercity Transit Pension Committee for a four year term to end January 31, 2016.

- D. Transit Planning Within the Local Land Use Review Process.** Bloom provided an overview of Intercity Transit's current role in the local land use process. Staff has been involved with local jurisdictions and the land use review process in Thurston County for many years. There are occasions when issues arise and the views of Intercity Transit's staff are different from that of the jurisdictions or the developer. Over the years, the following questions were raised:

1. What role should the Authority members play in the process?

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 7 of 10

2. What role should the representative of a particular jurisdiction have if there is a conflict between Intercity Transit and the jurisdiction or developer?
3. How can Intercity Transit play a larger role in long-term land use decisions?
4. Is the current approach to Intercity Transit's involvement in land use review acceptable and/or should staff return to the Authority for additional discussion?

Each jurisdiction developed its own set of regulations based on local, state, and federal laws. The review and approval process is a six step process.

- Step 1: Review items that may be applicable to the project
- Step 2: Site Plan Review Committee
- Step 3: Formal Application
- Step 4: Application Distributed
- Step 5: Formal Review
- Step 6: Decision

Thurston County is one of the fastest growing counties in Washington State. The number of proposed developments reduced considerably the last few years. Up until 2007 we received close to 1,900 notices per year from the jurisdictions for proposed land use changes. Approximately 700-900 proposals were reviewed annually by staff for potential transit impacts. In 2010, staff only reviewed 209 preliminary development proposals generating nine submitted comments about transit impacts. In 2011, the number increased to 282 reviewed proposals, generating 12 responses. Intercity Transit's intent in the review process is to consider whether there may be options for transit service improvements and to ensure these locations are accessible to public transit users. Our typical transit request is for one bus stop or a series of stops to be located near or within a new development. The cities incorporate obligations on the developers to include sidewalks, curbs, and public services. This is the opportune time for transit agencies to request the developers install accessible bus stops.

Bloom showed before and after photos of several bus stops, and shared visual results from the beginning to end of several bus stops in the different jurisdictions.

- E. Service on Holidays.** Harbour reported the Citizen Advisory Committee initiated the discussion of bringing service back on Thanksgiving, Christmas, and New Year's Day. Intercity Transit discontinued service on these holidays in 2001. Prior to 2001, a Sunday level of service was provided on these days.

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 8 of 10

Staff researched customer comments to determine if there were a significant number of requests for operating service on these holidays, and no requests were found. However, that does not mean there is no demand. Staff then reviewed other transit systems of comparable size and found most systems are closed on six holidays per year – Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas; and New Year’s Day. The larger systems like Pierce Transit, King County Metro and Sound Transit operate a Sunday level of service on these holidays.

Sunday level of service is a minimal level of service operating from 8:30 a.m. to 9:00 p.m. To provide Sunday service on these holidays would require approximately 255 hours of fixed-route service. Dial-A-Lift service must also be offered. This would require Supervisory personnel as well as Maintenance personnel which is required when service is operated. It is estimated the cost of each of these holidays would be \$30,000 and would increase the budget by \$90,000 a year for the three holidays.

The CAC asked staff what can be expected in ridership. Bloom researched back to 1997 – 1999 and found on New Year’s Day, with Sunday service, we averaged 77% (or 3,600 riders) of a normal Sunday. A normal Sunday service today is 4,500 riders. Thanksgiving dropped off to 43%. Christmas averaged 14% or about 600 riders.

The Authority appeared to favor a Sunday level of service for some or all of these holidays. Staff will bring this before the Authority for consideration in June or July with additional information.

- F. Planning Session Dates.** Seward asked the Authority for a determination on whether to conduct an annual planning session; identify a date; the use of a facilitator; and topics of discussion.

The Authority agreed to conduct a planning session and consider the following topics:

- Land use
- Changing demographics of our service area
- Intercity Transit’s role in regional transportation network
- Funding strategy
- How we interact our transportation plans with the aging population

Seward noted the annual planning session is included in the 2012 budget, and includes the use of an outside facilitator. Seward will research available facilitators. In order to determine a date, Seward will send an email with several suggested dates to the Authority.

GENERAL MANAGER'S REPORT

Harbour reported on Intercity Transit's service and performance during the **2012 Winter Storm**, which struck early morning on Wednesday, January 18, 2012.

Operations Director, Jim Merrill, declared a Severe Weather Emergency for Wednesday, resulting in the chaining of all buses and Dial-A-Lift vans, and detours on a number of routes.

By Friday, January 20, chains were removed from all buses and the Severe Weather Emergency was lifted, with buses returning to either regular snow routes or other regular routes.

Intercity Transit lost power on Thursday, January 19; however, a generator kept the agency functioning and communications and radio systems in place for six days.

There was one significant accident when a Supervisor's van was broadsided at an intersection that had no power. The Supervisor was sore, but no serious injuries.

Operations, Maintenance, and Facility staff did amazing work to keep the agency running. The Marketing and Communications staff did a great job posting over 80 updates during the two week period.

As a result of lessons learned from the last big storm, Intercity Transit implemented new routing and communication plans which worked well. Staff learned from this storm more attention needs to go towards keeping this facility safer, as there were several accidents from slips and falls on stairs and in the parking lot due to ice. Staff meets on Friday, February 3, 2012, to debrief and revise the plan based on lessons learned.

Harbour attended the **Washington State Patrol (WSP) meeting** held February 1, 2012, in which one of Intercity Transit's Operators, Kevin Karkoski, received the Chief's Medal of Appreciation for his excellent work during the disturbance on the Capitol Campus. Intercity Transit also received recognition for our cooperation with the WSP.

Intercity Transit declared an impasse with the **Amalgamated Transit Union Local 1765**, and will jointly request PERC Mediation services.

The **Washington State Transit Insurance Pool (WSTIP)** is working to settle a claim for a pedestrian hit in a crosswalk by a bus in 2009. Staff will provide a WSTIP update at the Authority work session in March.

Intercity Transit Authority Regular Meeting

February 1, 2012

Page 10 of 10

Meg Kester will give a presentation at the **APTA Marketing and Communications conference** held the end of February. Harbour and Seward will attend parts of the APTA Legislative Conference, and Freeman-Manzanares will attend as part of Leadership APTA.

Revenue was up .5% in January.

Ridership was 4.5 million in 2011, which is up 4.5% over 2010.

AUTHORITY ISSUES

Thies commented he rode the bus to the Tacoma Mall and was impressed to see an advertisement at the transit center explaining Intercity Transit no longer accepts the ORCA card.

Thies congratulated Clarkson on his election to Mayor of the City of Lacey.

Rogers commented on her progress with the Farmer's Market parking issue.

Clarkson met with Senator Fraser, Representative Hunt, and a representative from Reykdal's office regarding an initiative led by the Lacey Chamber in regard to the problem with transportation. They requested funding in the amount of \$400,000 for a study on that particular strip of Marvin Road.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 8:12 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: March 7, 2012

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
February 15, 2012

CALL TO ORDER

Chair Thies called the February 15, 2012, 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; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Sandra Romero; City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: City of Yelm Councilmember Joe Baker.

Staff Present: Mike Harbour; Rhodetta Seward; Emily Bergkamp; Dennis Bloom; Kris Fransen; Ann Freeman-Manzanares; Marilyn Hemmann; Marc Jones; Meg Kester; Jim Merrill; Pat Messmer; and Carolyn Newsome.

Others Present: Citizen Advisory Committee (CAC) member Meta Hogan; and Chris Rasmussen-Barsanti and guests from Kokua

In an opening statement, newly appointed Chair Thies said he is honored to serve as Chair of the Intercity Transit Authority and thanked the members for giving him the opportunity.

Councilmember Hildreth took a moment to recognize the recent passing of Tumwater Councilmember Ed Stanley.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Chair Thies introduced newly appointed Authority member, City of Olympia Councilmember Nathaniel Jones.

Intercity Transit Authority Work Session

February 15, 2012

Page 2 of 10

Chair Thies introduced Chris Rasmussen-Barsanti, Executive Director from Kokua. Kokua is a non-profit residential support agency serving adults with disabilities. Rasmussen-Barsanti along with Kokua staff and board members, presented Dial-A-Lift with a plaque and card, "In recognition of exceptional service and the important contribution to the lives of individuals with disabilities." Dial-A-Lift provides an invaluable service for individuals with disabilities, providing transportation to work, medical appointments, and community events.

Accepting the plaque on behalf of Dial-A-Lift were Operators Jeff Davis, Toni Shades, Rick Smart, and DAL Dispatch Specialist, Christina Anderson.

CITIZEN ADVISORY COMMITTEE REPORT

Hogan reported the CAC received similar presentations to those being presented this evening. She said the CAC supports the inclusion of public art as part of the Olympia Transit Center (OTC) expansion. The CAC suggested putting up a gallery space and rotating art by local artists, or doing something "organic" built-in like the original OTC project, or possibly doing both. They recommend a budget of 1% with a maximum of 2%. CAC Vice Chair, Faith Hagenhoffer, was selected to represent the CAC on the Art Advisory Committee.

Hildreth stated he attended the CAC meeting and elaborated on the CAC's discussion of the art project.

Thies asked Hogan about the CAC's view regarding the Olympia Express Service. Hogan said there doesn't appear to be a clear consensus or strong opinion among the CAC regarding the issue.

Romero asked how the CAC develops their meeting agenda. Hogan replied the Chair works with Seward to determine agenda items, and members are encouraged to submit topics. Romero asked if the CAC discussed how Intercity Transit can play a larger role in Thurston County becoming a transit-oriented community. Hogan responded the CAC discussed the topic which centered on the Strategic Plan. However the CAC doesn't have a clear picture on the issue.

DIAL-A-LIFT UPDATE

Bergkamp provided an update on Dial-A-Lift (DAL) service performance for 2011. July 2011 was the 21st anniversary of the American with Disabilities Act (ADA). She explained how the Dial-A-Lift program works in conjunction with the Americans with Disabilities Act (ADA). She noted one in five Americans lives with some type of disability, and Intercity Transit has provided accessible transportation since 1981, and incorporated an ADA Plan in 1992 to establish ADA compliance.

Intercity Transit Authority Work Session

February 15, 2012

Page 3 of 10

DAL requires individuals to submit an application to be considered for service. To be eligible, a client's disability must prevent them from accessing the regular fixed route buses.

She explained the categories of eligibility, the application process, the scheduler's and dispatcher's responsibilities. DAL works closely with home care providers, assisted living facilities, skilled nursing homes, and agencies such as Kokua, and Senior Services for South Sound.

In 2011, DAL made 143,797 trips. Actual vehicle miles totaled 865,524 miles; passengers per service hour was 2.30; on-time performance was 95.37%; dispatchers answered a total of 74,900 phone calls; 10% of trips get canceled and only 2% are no-shows; the average DAL cost per boarding is \$38.12. Bergkamp went on to provide details of Intercity Transit's ADA eligibility statistics. In 2011, there were 2,379 eligible clients; 591 eligibility decisions; 358 re-certifications; 16 physical assessments; and 33 referrals for Travel Training.

Bergkamp reported Travel Training is a free service and works hand-in-hand with DAL. Travel Training provides a cost savings of approximately \$500,651 per year converting many clients from the Dial-A-Lift service to fixed route service. Jane Bohannon is Intercity Transit's Travel Training Coordinator. She trains individuals with or without disabilities on how to ride the fixed route bus system. In 2011, Bohannon conducted 378 travel training trips; 61 barrier assessments; and worked with 107 new clients. There were 35 Dial-A-Lift clients who received travel training. Bohannon gave 94 presentations; conducted 31 group field trips; 265 trip plans; and provided mobility training to nine individuals.

Dial-A-Lift completed a software upgrade in 2011 to increase efficiency; conducted a DAL Customer Satisfaction Survey with positive results; the FTA Triennial Review showed no deficiencies; implemented IVR and web portal capabilities; purchased one expansion vehicle, and 17 replacement vehicles for the 280 and 100 series vans.

In 2012, DAL plans to incorporate another software upgrade; implement designated DAL stops and signage at several of the large campuses; purchase nine replacement vehicles for 110, 120, and 290 series vans, and one expansion vehicle.

Clarkson asked how many DAL vehicles are in operation at any given time during a 24-hour period. Bergkamp responded Wednesday is the busiest day of the week with approximately 28 vehicles in operation, as compared to Sunday when there are about nine vehicles in operation. The average trip is approximately seven miles one way.

Intercity Transit Authority Work Session

February 15, 2012

Page 4 of 10

Messmer asked what the graphic distribution is of the destination of the DAL vans in a given week. Bergkamp responded the bulk of the trips are for medical-related issues.

Jones asked if DAL schedules regular standing rides. Bergkamp responded DAL does provide standing rides, also referred to as subscription trips. If someone establishes a 30-day pattern going to the same location, DAL sets up a standing ride.

Jones asked if there are any changes going on with passengers per service hour (P/SH). Bergkamp responded it is going up. 2011 showed an average of 2.3 P/SH. Recent weekly data shows it as high as 2.45 P/SH.

Thies asked what the source of funding is for Dial-A-Lift. Bergkamp responded DAL is funded out of the General Operating Budget. However, DAL also receives a special needs grant from the Department of Transportation which covers a certain amount of operational expenses. Harbour added the special needs grant totals \$300,000 a year.

2011 VANPOOL PROGRAM UPDATE

Vanpool Manager, Carolyn Newsome and Marketing & Communications Coordinator, Kris Fransen provided an update on the agency's Vanpool program, which included the 2011 Vanpool Rewards Program and Commute Trip Reduction efforts on the I-5 corridor.

Newsome reported in 2011, Intercity Transit received money from the Department of Transportation for replacement vans for the vanpool program. Staff proposed and the Authority approved \$30,000 for a marketing campaign. In 2011, Intercity Transit branded the vanpool program with "Vanpool Your Commute Only Better." Staff conducted a year-long promotion, and developed a vanpool incentive program. The incentive program included riding free in a vanpool for one week after which riders received a \$5 coffee card. If riders stayed with a vanpool for three months they received a \$25 cash card. In addition, if they stayed in the program permanently, they were entered into a drawing for an iPad. These rewards also applied to people who recruited other vanpool riders.

Fransen reported the program targeted Joint Base Lewis McCord (JBLM), although it was open to all vanpoolers. At the time, there were 21 empty vanpool vehicles and 30 seats available on 30% of existing vanpools on the road. Approximately 30% of the people commuting to JBLM live in Thurston County. JBLM employees can ride the vanpool for free due to a federal subsidy available to them.

Staff advertised using word-of-mouth and asked existing vanpoolers to recruit new vanpoolers. Vanpool staff visited the base once a month, and Newsome trained

Intercity Transit Authority Work Session

February 15, 2012

Page 5 of 10

Employee Transportation Coordinators. Window clings were added to all vehicles and staff began using print, web, radio, and social media, along with cash rewards.

The original goal of this effort was to recruit 100 new vanpool customers. The end result is 200 vanpools, 484 new vanpool customers, and 32 new vanpool groups.

Fransen said staff conducted a survey at the end of the program, and the results showed 99% of the clients planned to continue vanpooling. She reported the Thurston Regional Planning Council received a federal grant to begin work on relieving the I-5 corridor congestion. They are working on a JBLM/I-5 Congestion Relief Action Plan. The plan involves several partners including Intercity Transit, Department of Transportation, City of Lakewood, City of Tacoma, Pierce Transit, Pierce County, City of Lacey, and JBLM. They will work on short term congestion relief while long term solutions are being investigated. Intercity Transit is focusing on ridesharing because it's the least expensive and a very effective way to relieve congestion. Currently, 89 vehicles are operating within the I-5 corridor of which 31 vehicles travel to JBLM.

Newsome said the vanpool program celebrates its 30th anniversary in May. The new branding was applied to the 10 vehicles purchased from King County Metro, and those arrive some time the end of March along with expansion vehicles and 19 replacement vehicles. She explained the incentive program will start back up once the new vans arrive.

Hildreth asked if there are still problems exiting at the JBLM off ramp. Newsome replied yes. However, as part of the congestion relief project, she suggested creating a dedicated lane just for vanpoolers.

Harbour thanked Mayor Clarkson for his assistance in initiating conversations with ACS, a call center located in northeast Lacey, about starting vanpools for their employees. Staff is looking at another program called "Vanshare" which would incorporate use of our surplus vehicles. King County operates a similar program.

Messmer asked does the amount the clients pay to ride the vanpool pay for the staff time to manage the program. Newsome responded yes. It's called Direct Operative Costs. The agency tries to recover 92% which covers insurance, fuel, maintenance and vanpool staff.

Clarkson asked what the lifespan of the vanpool vehicles is. Newsome reported vans are replaced every seven years or 100,000 miles. Staff reviews the performance records of each vehicle and makes a determination to surplus.

Clarkson asked what happens to the cost recovery funds of vehicles not surplused to the nonprofit agencies. Newsome responded those funds get placed into the General Fund.

Harbour commented it depends on the availability of grant money. Staff does their best to expand the life of the vehicles and use the grant money when possible.

OTC EXPANSION PROJECT - INCLUSION OF PUBLIC ART

Freeman-Manzanares requested the Authority's direction on whether to include a public art element in the Olympia Transit Center (OTC) expansion project. She explained twenty years ago, the Authority decided to dedicate 1% of the construction funds for art on the original facility. She provided a brief history of the existing art located at the OTC.

Members provided their input with the majority of the Authority supporting the inclusion of local art in the Olympia Transit Center expansion project. They agreed art should be beautiful and enjoyable with a sense of community contact, and include practicality from a design perspective, be simple, and easily maintainable. They agreed the new art needs to enhance and complement the existing OTC structure and art design.

Hildreth stated he was opposed to funding art on this project based on the sales tax measure whereby the Authority assured the public funds would be used for operations, maintenance and service. However, after listening to comments from other members, he supports building the design and features to make it attractive along with functionality and practicality.

Messmer expressed support for the funding of art. She feels community spaces should be beautiful and enjoyable and have a sense of community contact. However, it is unclear to her how much or to what extent it needs to be separated from the facility and the business of having a transit facility. She wants to see a practicality from a design perspective. She wants consideration given to maintenance and management of the art.

Clarkson supports the inclusion of local art; however, it should be beautiful, simple and easily maintainable. He asked if the maintenance and upkeep of this project will be similar to that of the Amtrak station. Will there be volunteers or will the city perform maintenance. Freeman-Manzanares replied Intercity Transit staff would be responsible for maintenance and upkeep.

Jones supports the incorporation of art and shared his experience with the addition of recent art and architecture incorporated in the City of Olympia, and how the public was involved in the selection process.

Romero supports art and said art is an expression of our human spirit, and it's important to attract artists in a community.

Warner said it's important to balance the aesthetics of art with the practicality of maintenance.

Thies said he doesn't want to appear to the public as frivolous and agrees there needs to be practicality and functionality. He feels making the OTC an attractive space is an invitation to the public to ride the bus.

Messmer suggested there be a discussion about rotating art exhibits and having ongoing competition. Do we run arts programs or do we run communications and outreach to artists? There are art programs and organizations we could contract and ask them to maintain the space.

After considerable discussion, the Authority supported the preliminary budget of 1% of the construction costs which amounts to \$52,000. This is a not-to-exceed number and includes associated administrative costs estimated at \$4,000 to \$5,000. They also support the selection process as explained by Freeman-Manzanares. The selection process includes a **Project Team** consisting of an:

- **Art Advisory Committee** made up of staff members Freeman-Manzanares; Kester; two staff members to be selected from among the agency; CAC Representative Faith Hagenhoffer; and two members from the public.
- Three-member **Jury Panel** made up of art and design professionals.

OLYMPIA EXPRESS SERVICE UPDATE

Planning Manager, Dennis Bloom, provided a brief background and update on the Olympia Express Service ridership statistics and the results of the on-board survey. The Authority previously asked staff to look at ridership and the weekday schedule to see if the agency should consider only operating service between Olympia/Lacey and Lakewood in order to improve on service efficiencies.

Bloom explained the various changes surrounding the Olympia Express service that occurred in 2011. The Authority also approved incremental increases in Express service during the past year as Pierce Transit (PT) first began cutting Express trips and then eliminated all their service in October 2011. During 2011, the Authority approved adding 2,168 service hours at a cost of \$184,280 to help fill service gaps created with the loss of their 16 trips. Boardings jumped significantly in early October. Southbound trips increased almost 30% and northbound trips increased by 18%. Customer complaints concerning overcrowded conditions began streaming in on particular

Intercity Transit Authority Work Session

February 15, 2012

Page 8 of 10

southbound trips between Tacoma and Olympia. To help reduce these conditions on two trips, one in the early morning and the other late afternoon, a backup bus was added between the Lakewood SR 512 Park and Ride and Olympia. The backup buses are averaging 28 to 35 people per trip. There are specific trips going northbound and southbound that continue to have "standing room only" (SRO) with some trips running at these levels anywhere from 61% to 89% of the time the trips are operated. It was also noted that six vanpool groups were started in the last quarter of 2011, totaling 470 weekday boardings. All were Express service riders that moved to vanpools.

Staff's analysis shows ridership and demand to and from Tacoma and Lakewood are almost split evenly, 46% to 53%. The difference in the ridership market is because downtown Tacoma is a northbound destination for people that work or go to college there or who utilize the Tacoma Dome Station for southbound commuter parking. Lakewood is primarily an origin for southbound commuters parking at the SR 512 Park and Ride Lot or for northbound riders who transfer to Sound Transit Express service. The other observation is that forcing a transfer to local PT service going to Tacoma (northbound trips from Thurston County) to local PT service would create a significantly negative impact, both in terms of available service, but the amount of additional time it would take a customer to get into downtown Tacoma. The majority of northbound morning riders are going to Tacoma.

Senior Planner, Marc Jones, presented concepts that could help with the current overcrowded trips on southbound service (Pierce to Thurston County). Options included:

- Eliminating the current backup bus for two southbound trips (-733 vehicle service hours)
- Adding three weekday trips and adjusting a early morning trip (1,737 vehicle service hours)
- Total of 964 vehicle service hours would be required at an additional annual cost of \$81,907.

The Authority discussed various viewpoints and offered suggestions and observations about the service and tradeoffs with local service.

Messmer expressed concerns on ways to fund Olympia Express service, and asked if there were different revenue options that might help pay for Express service. The trade off for continuing to increase Express service would seem to come at the expense of trying to improve local service, which like everything else is funded by the local sales tax collected from those that live within Intercity Transit's service district.

Intercity Transit Authority Work Session

February 15, 2012

Page 9 of 10

Harbour stated he did not see this dilemma ever going away, and the projections for growth in this area show increases in commute trips going north to Pierce and King Counties. He also thought the current expected increase in fuel prices will again increase ridership. There will be more pressure over the next 20 years to provide more Express service including ride sharing, and van pools, which will place more financial pressure on Intercity Transit. He recommended waiting until later in the year, possibly an October service change, to evaluate the budget and sales tax revenues.

Councilmember Jones asked what the difference is in cost recovery between Express and local fixed route. Harbour replied staff would research and report back to him.

Messmer also suggested improving communications with Express riders to help them understand why we currently have these problems and to suggest that they might consider other options like changing their commute times and/or adjusting work hours, working from home and ridesharing. Educating the public should be a part of our message.

Bloom reviewed the preliminary results of the Olympia Express Onboard Survey. Staff distributed 415 surveys and 322 completed surveys were returned (78%). Overall customer satisfaction with the Olympia Express Service totaled 81%. He reviewed the survey in more detail.

Service Use and Demographics:

- 56% of riders take the bus four or more times a week
- 39% use the STAR Pass (available only to state employees) to pay for the trips
- 23% pay cash and 15% use ORCA
- 53% are male riders
- 47% are female riders
- 26% are between the ages of 45 -54

If transit service were not available:

- 50% of riders would drive alone
- 16% would carpool
- 12% would vanpool

INDIVIDUAL DISCOUNTED BUS PASSES

The agenda topic was deferred to a future meeting.

AUTHORITY ISSUES

Messmer requested discussion time at the next Authority meeting to obtain feedback on some guiding principle materials she can take back to the Sustainable Development

Task Force at their March meeting. She will provide background materials to staff to include in the agenda.

ADJOURNMENT

With there being no further business, Chair Thies adjourned the meeting at 8:34 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: March 7, 2012

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

PERIOD DATES: 1/15-28/2011					PAYDAY 02/03/2012		PERIOD DATES: 1/29-2/11/2012				PAYDAY 2/17/2012	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
3	FIT		WIRE	68,261.61		3	FIT		WIRE	63,104.53		
4	MT	8894.44	WIRE	17,788.88	86,050.49	4	MT	8498.89	WIRE	16,997.78	80,102.31	
5	AL/34	Life Ins.	Check	916.97	0.00	5	AL/34	Life Ins.	Check	2,119.39	0.00	
6	DI/32	Disability In	Check	927.41	0.00	6	DI/32	Disability In	Check	2,201.75	0.00	
7	HI/38	Health In 1st	Check	11,763.50	0.00	7	HI/38	Health In 1st	Check	276,634.50	0.00	
8	TH/39	Taxed Hlth	Check	860.50	0.00	8	TH/39	Taxed Hlth	Check	860.50	0.00	
9	CC/61	Child Care	Hfstttr/Brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	439.04		
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		
11	GN/08	Garnish	Manual	2,451.66		11	GN/08	Garnish	Manual	2,540.20		
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	7,050.00	7,050.00	14	D1/98	D.Dep. #1	WIRE	6,500.01	6,500.01	
15	D2/97	D.Dep. #2	WIRE	20,684.44	20,684.44	15	D2/97	D.Dep. #2	WIRE	20,658.65	20,658.65	
16	GN/08		Check			16	GN/08		Check			
16	GT/63	G.Ed.Tuit	Check	347.50		16	GT/63	G.Ed.Tuit	Check	347.50		
17	HS/59	Health Svgs	Wire	188.46	188.46	17	HS/59	Health Svgs	Wire	188.46	188.46	
18	DC/97	Vgrd Empl	Wire	43,926.57		18	DC/97	Vgrd Empl	Wire	42,401.63		
19	DC/22	Vgrd Emplr	Wire	29,672.06	73,598.63	19	DC/22	Vgrd Emplr	Wire	28,734.27	71,135.90	
20	L2/29	401k Ln#2	Wire	3,652.88		20	L2/29	401k Ln#2	Wire	3,572.67		
20	LN/29	401k Ln #1	Wire	8,994.90	12,647.78	20	LN/29	401k Ln #1	Wire	9,113.60	12,686.27	
22	TTL VNGRD	86,246.41				22	TTL VNGRD	83,822.17				
23	LI/02	L&I	4th QTR prem.	23,351.88	158,508.94	23	LI/02	L&I	Check	23,416.89	0.00	
24	MD/51	Mch.UnDues	Check	1,300.10		24	MD/51	Mch.UnDues	Check	1,300.40		
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	C.Daniel	253.25	0.00	
28						28	R2				0.00	
29	PA/66	Proj.Assist	Direct Dep	446.00		29	PA/66	Proj.Assist	Direct Dep	446.00		
30	PN/04	PERS empl	EFT	31,568.20	0.00	30	PN/04	PERS empl	EFT	30,756.75	0.00	
31	PN/04	PERS emplr	EFT	47,471.01	79,039.21	31	PN/04	PERS emplr	EFT	46,288.57	77,045.32	
32	TTL PERS	79,039.21				32	TTL PERS	77,045.32				
33	R3/20	ICMA Ln#2	WIRE	827.29	0.00	33	R3/20	ICMA Ln#2	WIRE	827.29	0.00	
34	RC/24	ICMA Empl	WIRE	4,833.31		34	RC/24	ICMA Empl	WIRE	4,834.89	0.00	
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	517.30	517.30	
36	RL/21	ICMA Ln#1	WIRE	1,859.92	2,687.21	36	RL/21	ICMA Ln#1	WIRE	1,353.42	2,180.71	
37	RR/25	ICMA emplr	WIRE	2,876.65	7,709.96	37	RR/25	ICMA emplr	WIRE	2,885.28	7,720.17	
38	TTL ICMA	10,397.17	10,889.47			38	TTL ICMA	9,900.88	10,418.18			
39	SD/26	Deifr Empl	EFT	9,239.43		39	SD/26	Deifr Empl	EFT	9,093.33		
40	SR/27	Deifr Emplr	EFT	4,325.08	13,564.51	40	SR/27	Deifr Emplr	EFT	4,214.98	13,308.31	
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE				
42	UA/44	Un Assess	Check	0.00		42	UA/44	Un Assess	Check	558.00		
43	UD/42	Un Dues	Check	4,827.32		43	UD/42	Un Dues	Check	4,821.79		
44	UI/41	Un Initiatio	Check	0.00		44	UI/41	Un Initiatio	Check	0.00		
45	UT/43	Un Tax	Check	2,101.80		45	UT/43	Un Tax	Check	0.00		
46	UW/62	United Way	Check	879.00		46	UW/62	United Way	Check	833.00		
47	WF/64	Wellness	Direct Dep	294.00		47	WF/64	Wellness	Direct Dep	294.00		
48	NET PAY (dir. Deposit)			409,368.74	409,368.74	48	Net Pay (Dir. Dep.)			389,295.28	389,295.28	
	Paychecks			3,573.02			Paychecks			1,309.84		
50	TOTAL TRANSFER				\$872,756.11	49	TOTAL TRANSFER				\$682,504.13	
51	TOTAL PAYROLL*:			\$768,929.22		50	TOTAL PAYROLL*:			\$1,000,875.18		
52	GROSS EARNINGS:			656,070.77		51	GROSS EARNINGS:			639,576.41		
53	EMPR MISC DED:			103,964.01		52	EMPR MISC DED:			352,799.88		
	EMPR MEDICARE TAX:			8,894.44		53	EMPR MEDICARE TAX:			8,498.89		
54						54						
55	TOTAL PAYROLL*:			\$768,929.22		55	TOTAL PAYROLL*:				\$1,000,875.18	
56						56	TOTAL PAYROLL FOR MONTH:				\$1,769,804.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/27/2012

Thru Date: 01/27/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00010025	1/27/2012	01405	ADVANCE GLASS INC	\$1,144.08	
00010026	1/27/2012	01480	AIR FLOW SYSTEMS INC	\$406.66	
00010027	1/27/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00010028	1/27/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,276.14	
00010029	1/27/2012	02060	AMERISAFE	\$132.62	
00010030	1/27/2012	02380	ARAMARK UNIFORM SERVICES	\$1,265.86	
00010031	1/27/2012	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00	
00010032	1/27/2012	02825	AUTO PLUS - OLYMPIA	\$399.79	
00010033	1/27/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00010034	1/27/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,466.70	
00010035	1/27/2012	06470	COASTWIDE LABORATORIES - DIV OF STAP	\$365.17	
00010036	1/27/2012	07105	CRAIN'S OFFICE SUPPLY	\$182.00	
00010037	1/27/2012	07220	CUMMINS NORTHWEST INC	\$5,460.40	
00010038	1/27/2012	08780	EMERALD RECYCLING SERVICE	\$731.76	
00010039	1/27/2012	09120	EXCEL SUPPLY COMPANY	\$268.90	
00010040	1/27/2012	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00010041	1/27/2012	09575	FASTENAL COMPANY	\$351.85	
00010042	1/27/2012	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00010043	1/27/2012	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00010044	1/27/2012	10660	GILLIG LLC	\$18,134.16	
00010045	1/27/2012	11310	HOGAN MFG INC	\$203.47	
00010046	1/27/2012	11753	INTERCITY FITNESS	\$588.00	
00010047	1/27/2012	11770	INTERCITY PETTY CASH	\$284.44	
00010048	1/27/2012	11775	INTERCITY PROJECT ASSISTANCE	\$902.00	
00010049	1/27/2012	11895	J&I POWER EQUIPMENT INC	\$43.47	
00010050	1/27/2012	13140	L G ISAACSON CO INC	\$1,105.41	
00010051	1/27/2012	14160	MCMASTER-CARR SUPPLY CO.	\$211.34	
00010052	1/27/2012	14590	MOHAWK MFG & SUPPLY	\$25.68	
00010053	1/27/2012	14839	MYERS TIRE SUPPLY	\$53.22	
00010054	1/27/2012	16680	PARTSMASTER	\$619.34	
00010055	1/27/2012	16888	PLATT ELECTRIC SUPPLY	\$126.89	
00010056	1/27/2012	17560	RE AUTO ELECTRIC INC	\$1,068.03	
00010057	1/27/2012	18285	SOCIETY FOR HUMAN RESOURCE MANAGEM	\$180.00	
00010058	1/27/2012	18470	SPORTWORKS NORTHWEST INC	\$99.67	
00010059	1/27/2012	18711	SUNSET AIR INC	\$554.45	
00010060	1/27/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$361.71	
00010061	1/27/2012	18767	TACOMA SCREW PRODUCTS	\$59.38	
00010062	1/27/2012	18801	TAGS AWARDS & SPECIALTIES	\$78.81	
00010063	1/27/2012	21760	THURSTON COUNTY COMMUNICATIONS	\$35,378.54	
00010064	1/27/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,747.00	
00010065	1/27/2012	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$19,146.59	
00010066	1/27/2012	25540	WASHINGTON STATE RIDESHARING ORG	\$145.00	
00010067	1/27/2012	25670	WAXIE SANITARY SUPPLY	\$890.41	
00010068	1/27/2012	25855	WEST COAST PAPER	\$237.18	
00086010	1/27/2012	23530	U S POSTAL SERVICE	\$530.00	
00086122	1/27/2012	01255	A-1 ROOFING INC	\$2,859.35	
00086123	1/27/2012	01640	ALL CITY LOCK & KEY	\$500.02	
00086124	1/27/2012	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00086125	1/27/2012	01660	ALL STAR FORD	\$1,109.86	
00086126	1/27/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$0.00	<input checked="" type="checkbox"/>
00086127	1/27/2012	01960	AMERICAN SEATING COMPANY	\$1,043.52	
00086128	1/27/2012	02080	AMMANN KARL	\$109.29	
00086129	1/27/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$217.85	
00086130	1/27/2012	02605	ASSOCIATION FOR COMMUTER TRANSPORT	\$0.00	<input checked="" type="checkbox"/>

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/27/2012

Thru Date: 01/27/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00086131	1/27/2012	03280	BAYVIEW CATERING	\$360.88	
00086132	1/27/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$233.71	
00086133	1/27/2012	03980	BRUSKE PRODUCTS	\$322.73	
00086134	1/27/2012	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$87.50	
00086135	1/27/2012	05305	CAPITOL ALARM INC	\$323.70	
00086136	1/27/2012	05460	CARQUEST AUTO PARTS-OLY	\$560.54	
00086137	1/27/2012	05740	CED	\$38.48	
00086138	1/27/2012	05945	CENTURY LINK	\$156.88	
00086139	1/27/2012	06060	CITY OF OLYMPIA	\$676.07	
00086140	1/27/2012	06120	CITY OF OLYMPIA UTILITIES	\$2,159.39	
00086141	1/27/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$1,648.11	
00086142	1/27/2012	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$400.00	
00086143	1/27/2012	07320	CUSTOMER SERVICE NEWSLETTER	\$0.00	<input checked="" type="checkbox"/>
00086144	1/27/2012	07617	DAVID M HOWE TRUSTEE	\$2,048.30	
00086145	1/27/2012	09820	FLEET-NET CORP	\$24,250.68	
00086146	1/27/2012	10180	FREEDMAN SEATING CORPORATION	\$11.33	
00086147	1/27/2012	10580	GENE'S TOWING INC	\$55.00	
00086148	1/27/2012	10695	GISLER MARVIN	\$130.41	
00086149	1/27/2012	11175	HEALTH CARE AUTHORITY	\$295,842.95	
00086150	1/27/2012	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00086151	1/27/2012	11308	HOFSTETTER SHANNON	\$384.62	
00086152	1/27/2012	11523	IKON OFFICE SOLUTIONS	\$374.64	
00086153	1/27/2012	11525	IKON OFFICE SOLUTIONS	\$83.68	
00086154	1/27/2012	11535	ILIUM ASSOCIATES INC	\$955.00	
00086155	1/27/2012	11615	INDUSTRIAL HYDRAULICS INC	\$654.25	
00086156	1/27/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,600.50	
00086157	1/27/2012	11810	INTERSTATE BATTERY	\$3,450.31	
00086158	1/27/2012	11928	JERRY CHAMBERS CHEVROLET INC	\$28,620.83	
00086159	1/27/2012	11930	JERRYS AUTOMOTIVE TOWING	\$1,651.17	
00086160	1/27/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$571.48	
00086161	1/27/2012	12841	KLEINGARTNER, LINDA	\$141.54	
00086162	1/27/2012	12875	KPFF CONSULTING ENGINEERS INC	\$1,318.41	
00086163	1/27/2012	12918	KURBEGOVIC, NARCIS E	\$80.00	
00086164	1/27/2012	13510	LES SCHWAB (TUMWATER)	\$61.14	
00086165	1/27/2012	13661	LOOMIS	\$390.45	
00086166	1/27/2012	13700	LUMINATOR HOLDING, L.P.	\$977.73	
00086167	1/27/2012	13793	MARTIN WAY COLLISION INC.	\$281.32	
00086168	1/27/2012	14440	MICROFLEX	\$300.00	
00086169	1/27/2012	14900	NAPA AUTO PARTS	\$626.63	
00086170	1/27/2012	15385	OFFICE DEPOT	\$511.55	
00086171	1/27/2012	15560	OLYMPIA DOWNTOWN ASSOC	\$200.00	
00086172	1/27/2012	16250	ON-HOLD CONCEPTS INC	\$3,036.00	
00086173	1/27/2012	16595	PACIFIC POWER PRODUCTS	\$1,950.83	
00086174	1/27/2012	16630	PANORAMA CITY	\$145.00	
00086175	1/27/2012	16765	PETRO CARD	\$129,007.24	
00086176	1/27/2012	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00086177	1/27/2012	17202	PROGRESSIVE GIFTS & INCENTIVES	\$0.00	<input checked="" type="checkbox"/>
00086178	1/27/2012	17290	PUGET SOUND ENERGY	\$25,225.49	
00086179	1/27/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$597.85	
00086180	1/27/2012	17900	SCHETKY NW SALES INC	\$2,321.42	
00086181	1/27/2012	18016	SENIOR ACTION NETWORK	\$40.00	
00086182	1/27/2012	18100	SIGN PROJECT	\$38.05	
00086183	1/27/2012	18195	SMALL & MID SIZED TRANSIT	\$5,882.00	
00086184	1/27/2012	18215	SMITH, ERIC	\$108.67	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/27/2012

Thru Date: 01/27/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00086185	1/27/2012	18510	SRG PARTNERSHIP	\$6,074.51	
00086186	1/27/2012	18620	STERICYCLE INC	\$10.36	
00086187	1/27/2012	18651	STORMANS (LICENSING)	\$34.75	
00086188	1/27/2012	18970	TETRA TECH INC	\$2,726.74	
00086189	1/27/2012	18990	THERMO KING NORTHWEST	\$4,029.28	
00086190	1/27/2012	21750	THURSTON COUNTY CHAMBER	\$1,335.00	
00086191	1/27/2012	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,000.75	
00086192	1/27/2012	21930	TIRES INC	\$2,911.58	
00086193	1/27/2012	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00086194	1/27/2012	21950	TITUS-WILL CHEVROLET	\$1,600.20	
00086195	1/27/2012	22010	TOYOTA OF OLYMPIA	\$277.73	
00086196	1/27/2012	22320	TSS SYSTEMS LLC	\$9,850.57	
00086197	1/27/2012	23480	U S DEPT OF EDUCATION	\$451.12	
00086198	1/27/2012	23620	UNITED PARCEL SERVICE	\$102.47	
00086199	1/27/2012	23805	VERICOM COMPUTERS INC	\$1,278.00	
00086200	1/27/2012	24000	W W GRAINGER INC	\$239.37	
00086201	1/27/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$1,000.00	
00086202	1/27/2012	24215	WA ST DEPT OF L & I	\$725.43	
00086203	1/27/2012	24750	WA ST GET PROGRAM	\$695.00	
00086204	1/27/2012	25220	WASHINGTON ARCHIVES MANAGEMENT	\$261.61	
00086205	1/27/2012	25540	WASHINGTON STATE RIDESHARING ORG	\$1,095.00	
00086206	1/27/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$819,078.00	
00086207	1/27/2012	26760	ZONES	\$3,661.36	
Total:				\$1,526,162.72	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: March 7, 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 must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list of one vehicle and information system equipment 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 \$12,686.00.
-
- 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:** March 2012 Surplus Property - Exhibit "A"

March 2012 Surplus List
EXHIBIT "A"

Item	Value
2001 Toyota Prius, 70,100 miles, vehicle #1210	5,500.00
7 APC Smart UPS units	130.00
14 Dell LCD monitors	265.00
12 Dell laptops	500.00
29 Dell Optiplex desktops	1,120.00
14 Dell servers	610.00
3 Dell disk storage units	400.00
8 Dell Precision desktops	330.00
12 Epson and HP printers	2,340.00
1 Kodak scan station	25.00
1 NEC projector with case	200.00
2 Panasonic laptops	40.00
4 Sharp fax machines	100.00
1 USCAN safe	50.00
3 televisions	30.00
Miscellaneous IS equipment: cables, racks, keyboards, cell phones, antennas, parts	1,046.00
Total	12,686.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: March 7, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Purchase Replacement Operations Supervisor Vehicle

-
- 1) **The Issue:** Consideration of the purchase of a replacement vehicle for Operations Road Supervisors' use.
-
- 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 03911, to issue a purchase order to Bud Clary Auto of Longview for the purchase of one 2012 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$29,605.68, including tax.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-

- 4) **Background:** During the week of snowy and icy road conditions in January 2012, one of the Operations Road Supervisors' vehicles was struck by a vehicle and declared totaled by our insurer, the Washington State Transit Insurance Pool (WSTIP).

Operations heavily uses its fleet of three vehicles which most recently consisted of Chevrolet Colorado crew cab trucks. The loss of this vehicle prompted Operations, with the assistance of Maintenance, to assess their current vehicle needs. Road Supervisors frequently provide rides to customers, and boarding the trucks can be challenging for customers due to the small overall size of the seating area. Also more communications equipment has been added to the trucks than originally anticipated. While Maintenance developed solutions for powering the current equipment, the Chevrolet Colorado's electrical system cannot be expanded any further.

Staff determined moving to a Dodge Ram 1500 crew cab pickup truck will provide the additional room needed for customers to more easily board the vehicle. The truck will also provide a larger capacity electrical system that will better accommodate current communication equipment demands as well as future equipment needs. The Dodge Ram 1500 is available through the State of Washington contract. The cost of purchasing a 2012 Dodge Ram 1500 is comparable to purchasing a replacement 2012 Chevrolet Colorado.

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 Bud Clary Auto'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 Bud Clary Auto's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our staff well.

5) Alternatives:

- A. Authorize the General Manager, pursuant to Washington State Contract 03911, to issue a purchase order to Bud Clary Auto of Longview for the purchase of one 2012 Dodge Ram 1500 crew cab, half ton pick-up truck in the amount of \$29,605.68, including 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:** Intercity Transit will receive \$13,635.75 insurance compensation from WSTIP. Through negotiations with the other insurance company, WSTIP may obtain up to an additional \$6,000 in compensation. The remaining cost of the replacement vehicle will come from the 2012 general reserve budget.
-

- 7) Goal Reference:** Goal No. 2: *"Provide outstanding customer service;"* and Goal No. 3: *"Maintain a safe and secure operating system."*
-

- 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

Tom Oliva

City of Yelm

Robert Isom

Town of Bucoda

Alan Vanell

Thurston County

Karen Valenzuela

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

pending

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, March 2, 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 – February 3, 2012
- b. Approval of Vouchers

Acceptance of Port of Olympia Membership Request

ACTION

The Council will review the Port of Olympia's request for membership in TRPC.

2012 Council Secretary Position

ACTION

The 2012 Council position of Secretary is now vacant. Discussion and possible action by the Council to fill this position.

Sustainable Thurston Update

INFORMATION

The Thurston region received a Sustainable Community Planning Grant from Federal Housing and Urban Development. Work got under way about a year ago. This agenda item will give an update on the Sustainable Thurston community-wide conversation – the accomplishments and involvement of community members so far and the next step plans.

Thurston Here to There Website

PRESENTATION

As part of the Department of Energy grant, TRPC is developing an outreach website to help individuals in and around the Thurston Region find ways to try alternative modes of transportation. The website highlights travel options such as transit, bicycling, walking, carpooling, and telecommuting. The community can find outreach and promotional materials, travel calculators, maps, health-related resources, and tools to help individuals and businesses find different ways to travel. The URL for the website is www.ThurstonHeretoThere.org.

Economic Development 101

DISCUSSION

"21st Century Economic Development": The Thurston Economic Development Council is organizing a four-meeting primer on Economic Development. Maury Forman will lead-off with a presentation on "21st Century Economic Development." Mr. Forman is an entertaining speaker, author of several books, and a senior manager with the Washington State Department of Commerce. He is the founder and director of the award winning NW Economic Development Course, graduating over 2,000 practitioners.

2012 State Legislative Session

UPDATE

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

RTIP Amendment – Definition of Amendments & Modifications

1st REVIEW

This amendment would update TRPC's definitions of amendment and modification in the RTIP to parallel the state's definition. TRPC will be asked to take action in April.

SFY 2013-14 UPWP Work Program Priorities

1st REVIEW

The Unified Planning Work Program (UPWP) describes the agency's regional transportation work program, which operates on a state fiscal year. In addition to addressing mandated federal and state requirements, there is some opportunity to tailor work program activities to support regional priorities. At your meeting you will consider recommendations from the Transportation Policy Board and give direction to staff on work program priorities for SFY 2013-14 to be included in the UPWP. You will review and take action on the final UPWP in May.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
February 13, 2012**

CALL TO ORDER

Vice-Chair Faith Hagenhofer called the February 13, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Matthew Connor; Valerie Elliott; Sreenath Gangula; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Kahlil Sibree; Michael Van Gelder, and Rob Workman.

Absent: Jill Geyen

Staff Present: Mike Harbour, Rhodetta Seward, Ann Freeman-Manzanares, Emily Bergkamp, Dennis Bloom, and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Hustoft and Melnick to approve the agenda.

INTRODUCTIONS

A. Board member, Ed Hildreth, City of Tumwater Councilmember, was introduced.

MEETING ATTENDANCE

A. **February 15, 2012, Work Session** - Meta Hogan.

B. **March 7, 2012, Regular Meeting-** Don Melnick.

APPROVAL OF MINUTES - January 9, 2012, Minutes

It was M/S/A by Gray and Hustoft to approve the minutes of January 9, 2012, as presented.

S. Abernathy arrived.

CAC MEETING MINUTES

February 13, 2012

Page 2 of 7

NEW BUSINESS

A. Dial-A-Lift Update – Bergkamp presented the service summary of Dial-A-Lift for 2011. This was the 21st Anniversary of the American with Disabilities Act (ADA). Intercity Transit provided accessible transportation since 1981, and the ADA plan was written in 1992 to establish ADA compliance.

Van Gelder arrived.

Major transportation requirements are:

- Accessibility of all new transportation facilities and vehicles used in fixed route services
- Equivalent access to Demand Response services
- Complementary Paratransit Service must extend a minimum of $\frac{3}{4}$ mile beyond the boundaries of the Fixed Route System.

Reasons for eligibility are a client's disability must prevent them from accessing the regular fixed route buses. This means a client is unable to board, ride or exit a lift equipped bus without assistance; needs to use a lift but it cannot be deployed safely at their bus stop; or has a disability that prevents travel to and from a bus stop under certain conditions.

Categories of eligibility are conditional, unconditional, or temporary.

Applications are available upon request. Processing of the application must occur within 21 days of the agency's receipt of a completed application. The process must include an appeals process. This will include a client's written appeal, the manager's review/determination, and appeal board's review/determination.

The Dial-A-Lift Scheduler's responsibilities include:

- 5 day booking window.
- 1 hour negotiation.
- 30 minute window.
- 5 minute waiting window.

Dispatcher's responsibilities are to assist Operators in the successful accomplishment of their manifest. This includes coordinating with Operators for individual changes, finding locations, and emergencies.

Richardson arrived.

CAC MEETING MINUTES

February 13, 2012

Page 3 of 7

2011 Dial-A-Lift trip information:

- Trips: 143,797 – 3,220 less than 2010.
- Passengers per Service Hour: 2.30.
- Actual Vehicle Miles: 865,524.
- On Time Performance: 95.37%.
- Cancellations: 10% of trips.
- No Shows: 2% of trips.
- Total Phone Calls: 74,900.

2011 DAL ride volume is approximately \$12,000 each month. The average Dial-A-Lift cost is \$38.12 per boarding. Jerry Howell, ADA Eligibility Coordinator, is working with our Travel Trainer Coordinator, Jane Bohannon, to train clients onto our Fixed Route buses. Bergkamp showed a breakdown of the cost for a client taking 10 trips per week, and the cost per year in a nine year period. The total amount is approximately \$171,540 for the nine years. If a DAL client diverts to fixed route, there is a \$33.37 potential savings per boarding. With these savings, the Travel Training position pays for itself.

In 2011, the Travel Training provided:

- 378 Trips.
- 61 Barrier Assessments.
- 107 New Clients.
- 35 DAL Clients Received Training.
- 94 Travel Training Presentations.
- 264 Trip Plans.
- 31 Group Field Trips.
- 9 Mobility Training.

Once the client feels comfortable, the Travel Trainer shadows them, and will share any concerns with family members or caregivers. Golding asked if they looked at disability groups when creating the breakdown for the report. Bergkamp reported over half of the clients that ride frequently or infrequently, report having a physical mobility issue.

Accomplishments for 2011:

- Software Upgrade in June - Increased Efficiency.
- Overwhelmingly positive DAL Customer Satisfaction Survey results.
- FTA Triennial Review – No Deficiencies.
- IVR/Web Portal Capabilities Operational.
- 17 Replacement vehicles for 280 and 100 series vans and one expansion vehicle.

In January, Dial-A-Lift launched the new Online Ride Reservation software. Bergkamp showed a sample of what the online ride reservation looks like. The booking window

CAC MEETING MINUTES

February 13, 2012

Page 4 of 7

online is shorter than in-person reservations. You can only view and change rides online if you booked them online. The software is not accessible at this time; it is being worked on for accessibility. Information on the new software was emailed to clients, mailed out through newsletter to clients, and was included in the On the Move Newsletter. It is also advertised while a person is on hold with DAL scheduling.

DAL is due for another software upgrade in 2012. New DAL stops will be installed at the South Puget Sound Community College, Providence St Peter's Hospital, and the other large campus destinations. The program was successfully piloted at The Evergreen State College. Staff is looking at nine replacement vehicles for the 110, 120 and 290 series vans and one expansion vehicle. The ADA made a final ruling on what constitutes a common wheelchair. The new definition for accommodating a wheelchair is "as long as you can accommodate."

Collins asked if we've considered making DAL a free service. Bergkamp responded we have not considered it; we feel charging something for a service means more to people. We do offer a reduced monthly rate program. Harbour reported the Federal Transit Administration states we can actually charge double the cost, but the monthly reduced rate brings the cost down for clients. Hustoft asked if the DAL stops on the campuses are close to the fixed route stops. Bergkamp responded some are; however, we also accommodate clients that need special pickups as well.

Van Gelder asked about the possibility of Intercity Transit to work with local governments which have street and sidewalk funding. This would provide funding to reduce barriers from a residence to a bus stop. If a client has a barrier, such as no sidewalks available, they may be able to move from DAL to fixed route.

B. OTC Expansion Project - Inclusion of Public Art - Freeman-Manzanares is seeking a recommendation from the committee as to whether or not the Authority should approve funding for public art in the Olympia Transit Center expansion project.

About twenty years ago, the Authority made a decision to support art at the original transit facility. The result was the installation of five art elements. A team of two artists were selected with a proposed rainforest theme. Freeman-Manzanares showed photos and described the art at the current facility and the design ideas behind it.

Details of the original art project were:

- The Transit Authority dedicated 1% of the construction budget for art
- Process:
 - Arts Committee (3 staff)

CAC MEETING MINUTES

February 13, 2012

Page 5 of 7

- Advisory Panel (2 staff; 3 community)
- Jury Panel (3 art professionals)
- Phase I Request for Artist Qualifications
- Jury selected three artists to create proposals
- Phase II Proposal
 - Jury selected top proposal to present to the Authority
 - The Authority accepted recommendation to award contract

The agency is under no obligation to include artwork. Our funding source does not require the artwork, nor does the City of Olympia. G. Abernathy asked if we have any idea what space is available to work with. Freeman-Manzanares responded tomorrow we are kicking off the 30% post design process, and one of the things on the agenda is to define specific locations for appropriation of art. Gray likes the idea of art being integrated in the structure, and also bringing in the community with the art display for local talent. Collins appreciates Freeman-Manzanares bringing photos of the current facility. He never noticed the artwork and would like to see something in place to explain the artwork. Melnick likes the idea of art and the softness it gives the atmosphere. O'Connell noticed the current artwork and likes it being incorporated into the structure. See feels our community values art and could justify the 1% for the cost. He would like to keep it community focused with rotating the art space. Workman likes the idea of local art incorporated into in the architect. He requested consideration be given to people with mobility devices when art is incorporated in the ground. It makes it difficult for the devices, especially cobblestones.

Chair S. Abernathy asked for a vote from members who support art. Members approved unanimously with minimum funding of 1% and a maximum of 2%.

Freeman-Manzanares explained the selection process and requirements:

- ▶ FTA Requirements:
 - ▶ Justifiable process demonstrating appropriate use of public funds.
 - ▶ Ensure procurement procedures in FTA circular 4220 similar to selection of design professionals are properly adhered to.
 - ▶ Criteria Considerations: quality of art, impact, connection to site and adjacent community, appropriate scale, safety, durability of materials, resistance to vandalism and minimum maintenance.
 - ▶ Selection of artist and artwork is determined by a panel of art and design professionals.

CAC MEETING MINUTES

February 13, 2012

Page 6 of 7

The Art Advisory Committee proposal is for a nine member committee. Five will be Intercity Transit staff, Freeman-Manzanares being one of them who will facilitate the process. Meg Kester, Marketing & Communications Manager, will be encouraged to be on the committee. The remainder of the positions for staff will be advertised throughout the agency, pulling in a diversity of staff dealing with customers on a daily basis. It is recommended that a CAC member and an Authority Board member participate on the committee. The other four positions will be open to members of the general public.

There is also a recommendation for a three member jury panel of professionals. The jury will select the top three artist candidates. The candidates will receive a stipend to develop a proposal. The proposals go back to the jury, with assistance from the Advisory Committee, and the top candidate will be selected.

S. Abernathy requested the next steps to the process be available at the next CAC meeting. Freeman-Manzanares responded if the Authority approves the budget at the Wednesday work session, the development of the team will happen right away along with the call for artists. The Advisory Committee will come up with the advertisement for artists. Gray asked if a CAC member could serve as a community member. See feels we should reach beyond the CAC for community participation. Hagenhofer volunteered to represent the CAC on the Art Advisory Committee. Hogan suggested members give feedback to Hagenhofer to bring to the committee.

C. Olympia Express Service Update - Bloom reported on the service level details on the Olympia Express, since Pierce Transit eliminated their service in October 2011. Since the Pierce Transit loss of service, boarding counts on Intercity Transit's Express service jumped significantly. Southbound trips increased almost 30% and northbound trips by 18%, with significant overcrowding reported. Ninety percent of the morning trips are standing room only. Backup trips were added between SR 512 Park & Ride and Olympia. This brought the total service hours at the end of 2011 to 16,797. This is a 15.5% increase from February 2011. Bloom displayed charts showing weekday service hours by route type, Olympia Express boarding between 2009 and 2012, and time of day, origin and destinations of Express boarding's.

Gray asked if there are any thoughts about a graduated fare structure using zones. Bloom responded it is important to have a fare structure that is easy for passengers to understand.

CAC MEETING MINUTES

February 13, 2012

Page 7 of 7

This information and the question, "How much funding do we put into the Olympia Express and what are the next steps for service?" will be brought before the Authority Board at the Wednesday meeting.

It was M/S/A by Gray and Melnick to move the remaining agenda items to next month's meeting.

D. Providing Reduced Priced Individual Bus Tickets - move to March agenda.

E. Amendments to Bylaws - move to March agenda.

REPORTS

A. February 1, 2012, Regular Meeting. No report was provided. The meeting highlights were distributed and referenced.

PUBLIC COMMENT - None

NEXT MEETING: March 19, 2012.

ADJOURNMENT

It was M/S/A by Hagenhofer and Melnick to adjourn the meeting at 7:39 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

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

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Hawks Prairie Park and Ride - Facility Construction

1) **The Issue:** Consideration of an award for the construction of the Hawks Prairie Park and Ride Facility.

2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of the Hawks Prairie Park and Ride Facility with a firm and in a not-to-exceed amount to be announced at the March 7, 2012, meeting.

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

4) **Background:** Intercity Transit issued a Request for Bids February 1, 2012. Interested contractors attended a pre-bid conference and site inspection on February 9, 2012. Bids are due at 10:00 a.m. on February 29, 2012. The Engineer's Estimate for this project is \$3,000,000 to \$3,500,000.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract for the construction of the Hawks Prairie Park and Ride Facility with a firm and in a not-to-exceed amount to be announced at the March 7, 2012, meeting.

B. Defer action.

6) **Budget Notes:** The project is funded through two Washington State Regional Mobility Grants in the amount of \$6,565,676. The project also includes \$591,419 in local matching funds.

7) **Goal Reference:** This agenda item meets Goal 2: *"Providing outstanding customer service;"* Goal 3: *"Maintain a safe and secure operating system;"* Goal 4: *"Provide responsive transportation options;"* and Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: March 7, 2012

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

-
- 1) **The Issue:** Consideration of the purchase of 42 passenger shelters.
-
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 42 passenger shelters in the not-to-exceed amount of \$163,440.24, 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 28 shelters for the Bus Stop Pad Enhancement Project. It also includes 14 shelters to meet Facilities current and projected shelter needs for 2012. Combining these shelters into one purchase allows 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 42 passenger shelters in the not-to-exceed amount of \$163,440.24, including taxes and freight.
 - B) Defer action.
-
- 6) **Budget Notes:** The 2012 budget for the Bus Stop Pad Enhancement Project is \$467,185. Of this, \$108,126.15 will be dedicated to the purchase of shelters. The 2012 budget includes \$150,000 for Facilities Bus Stop Enhancements. Of this, \$55,314.71 will be dedicated to the purchase of shelters. Both items are within budget.
-
- 7) **Goal Reference:** Goal #2: *"Providing outstanding customer service."*
-
- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: March 7, 2012

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Contract Award - Value Engineering Services

-
- 1) **The Issue:** Consideration of a contract award for Value Engineering Services for the Olympia Transit Center expansion.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Olympia Transit Center expansion in an amount not-to-exceed \$42,332.94.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit released a Request for Qualifications and Proposals (RFQ/P) seeking qualified teams to conduct Value Engineering (VE) studies at 30% design for both the Pattison Street Facility Remodel and Expansion and the Olympia Transit Center (OTC) Expansion projects.

Four proposals were received by the submittal deadline. A four member review team from Operations, Maintenance, Facilities and Procurement evaluated the submittals. The proposals were scored based on the criteria established in the RFQ/P of 25% for team leader qualifications, 25% for team member qualifications, 25% for understanding and approach, 15% for experience and performance and 10% for availability and schedule. The Phase I evaluation identified all four firms in the competitive range. The firms were invited to interview and evaluated on the basis of those interviews. Two firms were then identified in the competitive range. Reference checks were conducted and again the firms were evaluated. HDR was selected as the top ranking firm.

VE is utilized to optimize the value of a project by improving the functionality, performance and quality while decreasing the cost. Teams consists of third-party, multi-disciplined architects and engineers that gain an understanding of project goals with the assistance of staff and the design team, then independently make recommendations for improvement.

The Authority approved a contract to VE the Pattison Street project in February 2011. Staff was pleased with the process and the outcomes of that exercise. Recommendations from the VE exercise will be incorporated into the final design.

The OTC project is estimated to be at 30% design and ready for VE in early April. Staff feels confident in HDR's ability to lead us through the VE exercise for the OTC expansion.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Olympia Transit Center expansion in an amount not to exceed \$42,332.94.
 - B. Defer award pending further review. Deferring the OTC VE study delays moving into final design.
-
- 6) **Budget Notes:** The cost of 30% VE is incorporated into the pre-construction budget for the OTC expansion.
-
- 7) **Goal Reference:** Goal #2: *"Providing outstanding customer service;"* and 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 7, 2012

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Providing Reduced Price Individual Bus Tickets

-
- 1) **The Issue:** The Intercity Transit Authority directed staff to investigate the possibility of offering reduced cost bus tickets to individuals or organizations in our community.
-
- 2) **Recommended Action:** This is an information item.
-
- 3) **Policy Analysis:** The provision of bus tickets at a reduced price will require approval by the Authority.
-
- 4) **Background:** Intercity Transit began offering discounted Monthly Passes to organizations in our community in January 2011. This program was continued in 2012. In 2011, 12 organizations purchased approximately \$100,000 in monthly passes at a 50% discount. Thirteen organizations requested approximately \$110,000 worth of tickets in 2012.

The monthly pass program was an attempt to assist organizations which provided transportation assistance to clients but were facing the potential of reducing or eliminating the assistance due to state, federal and other funding reductions. By reducing the cost of passes for agency clients, agencies were encouraged to maintain transportation assistance as part of their programs. An evaluation of the program in 2011 showed a high level of satisfaction, and the program was meeting the goals of the participating agencies. The participation of all 2011 agencies in the 2012 program further illustrates the success of the program.

Intercity Transit staff approached the design of this program guided by a number of criteria.

- The program must be simple to administer and not require a significant amount of staff time. This was accomplished by having organizations purchase tickets monthly with minimal administrative requirements.

- The program should not require Intercity Transit to engage in “Needs Assessment.” The task of determining whether individuals qualify for reduced passes based on need is a difficult one, and Intercity Transit lacks the data, training and expertise to do this. The monthly pass program requires the participating agencies to determine client need, and the requirement that they cover 50% of the cost helps ensure this will be well managed.
- The program should minimize Intercity Transit’s costs while encouraging increased ridership. The program requires no direct expenditure by Intercity Transit.

Expanding this program to providing discounted individual tickets raises a number of questions or issues:

- What are the primary goals/objectives of the program?
- Who would be eligible for the passes? Should criteria for eligibility be set by Intercity Transit or should passes be made available to agencies that set their own criteria?
- Should tickets be made available only to organizations or to individuals as well?
- There would be significant demand for discounted individual tickets. How will the number of tickets to be made available be determined?
- How will the tickets be allocated among applicants?
- The reselling of individual tickets would be simple and can be expected to occur. Would and should this be acceptable?

These and other issues will be discussed at the Citizen Advisory Committee and the Authority March meeting.

5) **Alternatives:** This is an information item. After receiving feedback from the CAC and then conducting their discussion, the Authority may direct staff to bring this item back for further discussion and/or action.

6) **Budget Notes:** There would be a significant level of demand for individual reduced tickets and/or day passes. The program could have a significant financial impact.

7) **Goal Reference:** This item addresses Goal 1: *“Assess the transportation needs of the community;”* and Goal 2: *“Provide Outstanding Customer Service.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: March 7, 2012

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Providing Reduced Price Individual Bus Tickets

-
- 1) **The Issue:** The Intercity Transit Authority directed staff to investigate the possibility of offering reduced cost bus tickets to individuals or organizations in our community.
-
- 2) **Recommended Action:** This is an information item.
-
- 3) **Policy Analysis:** The provision of bus tickets at a reduced price will require approval by the Authority.
-
- 4) **Background:** Intercity Transit began offering discounted Monthly Passes to organizations in our community in January 2011. This program was continued in 2012. In 2011, 12 organizations purchased approximately \$100,000 in monthly passes at a 50% discount. Thirteen organizations requested approximately \$110,000 worth of tickets in 2012.

The monthly pass program was an attempt to assist organizations which provided transportation assistance to clients but were facing the potential of reducing or eliminating the assistance due to state, federal and other funding reductions. By reducing the cost of passes for agency clients, agencies were encouraged to maintain transportation assistance as part of their programs. An evaluation of the program in 2011 showed a high level of satisfaction, and the program was meeting the goals of the participating agencies. The participation of all 2011 agencies in the 2012 program further illustrates the success of the program.

Intercity Transit staff approached the design of this program guided by a number of criteria.

- The program must be simple to administer and not require a significant amount of staff time. This was accomplished by having organizations purchase tickets monthly with minimal administrative requirements.

- The program should not require Intercity Transit to engage in “Needs Assessment.” The task of determining whether individuals qualify for reduced passes based on need is a difficult one, and Intercity Transit lacks the data, training and expertise to do this. The monthly pass program requires the participating agencies to determine client need, and the requirement that they cover 50% of the cost helps ensure this will be well managed.
- The program should minimize Intercity Transit’s costs while encouraging increased ridership. The program requires no direct expenditure by Intercity Transit.

Expanding this program to providing discounted individual tickets raises a number of questions or issues:

- What are the primary goals/objectives of the program?
- Who would be eligible for the passes? Should criteria for eligibility be set by Intercity Transit or should passes be made available to agencies that set their own criteria?
- Should tickets be made available only to organizations or to individuals as well?
- There would be significant demand for discounted individual tickets. How will the number of tickets to be made available be determined?
- How will the tickets be allocated among applicants?
- The reselling of individual tickets would be simple and can be expected to occur. Would and should this be acceptable?

These and other issues will be discussed at the Citizen Advisory Committee and the Authority March meeting.

5) **Alternatives:** This is an information item. After receiving feedback from the CAC and then conducting their discussion, the Authority may direct staff to bring this item back for further discussion and/or action.

6) **Budget Notes:** There would be a significant level of demand for individual reduced tickets and/or day passes. The program could have a significant financial impact.

7) **Goal Reference:** This item addresses Goal 1: *“Assess the transportation needs of the community;”* and Goal 2: *“Provide Outstanding Customer Service.”*

8) **References:** N/A

Themes that Have Emerged from Sustainable Thurston Panel Work

- **Collaboration and Cooperation is Essential**

This theme ran across all topic areas and panels. It was cited as one of the things the region does well and essential to using both human and money resources efficiently. There was agreement that collaboration and cooperation must include a broad range of partners, individuals and organizations ... *Public – Private – Non-profit – Community.*

- **Resources are Getting More Limited – We Need Solutions – Now and in the Future**

Every panel or workgroup had a similar message. The sources of funding we've relied on in the past cannot be counted on in the future. This includes funding for governments services or infrastructure like roads, grant assistance to non-profits such as the food bank, community services, or housing providers, or financing for new businesses. We need to be more efficient and leverage the resources we have. This is important as we make sure that basic needs are met for our community.

- **Protect What Matters**

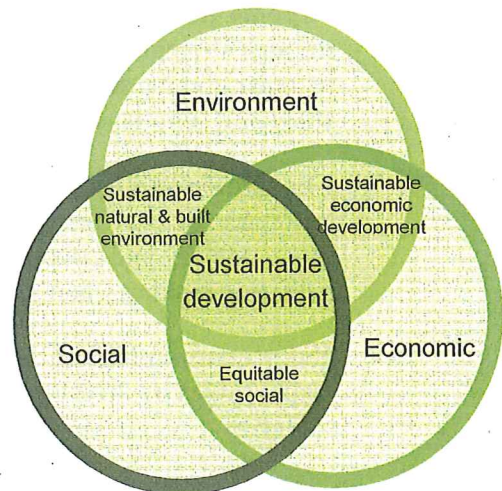
We all love things about our community - like the Puget Sound, or neighborhood gathering places. We need to identify the things we value, find out what these places need to be healthy, and put plans in place to protect them.

- **Everything is Related**

Understanding the connections and communicating with each other as decisions are made will lead to better decision making. This applies to individual, business and government decisions. Consideration of choices and full costs will be critical.

- **Choices Matter to Achieving Community and Household Resilience**

The more choices we have – as individuals, as businesses, and as governments – the more resilient our community will be in the face of change. Population forecasts predict that our region will grow by some 170,000 people in the next 30 years. We can leverage that growth to expand our choices in a way that will ensure both a healthy environment and a strong economy.



Office of Sustainable Communities Livability Principles

- **Provide more transportation choices.** Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
- **Promote equitable, affordable housing.** Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.
- **Enhance economic competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.
- **Support existing communities.** Target federal funding toward existing communities—through strategies like transit oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
- **Coordinate and leverage federal policies and investment.** Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy
- **Value communities and neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

Potential Guiding Principles by Category From the County-wide Planning Policies

LAND USE

Concentrate urban development in designated Urban Growth Areas (UGAs)

Promote infill development in urban areas

Ensure that residential densities are high enough in urban areas to accommodate the regions' 20 year urban population projections

Protect rural areas from sprawling, low density development.

Coordinate urban services, planning and development standards between jurisdictions

ENVIRONMENTAL QUALITY

Establish a sustainable pattern and intensity of land and resource use

Concentrate development in urban growth areas in order to conserve natural resources and enable continued resource use

Protect ground and surface water and water of the Puget Sound from further degradation

Protect ground water (drinking water) supplies from contamination

Protect and enhance air quality

Minimize high noise levels that degrade residents' quality of life

Maintain significant wildlife habitat and corridors

Preserve and promote awareness of our historic, cultural, and natural heritage

Encourage the reuse and recycling of materials and products, and reduction of waste

Provide for parks and open space

ECONOMIC DEVELOPMENT AND EMPLOYMENT

Support the recruitment of environmentally sound and economically viable commercial, public sector, and industrial development

Support the retention and expansion of existing, environmentally sound and economically viable commercial, public sector, and industrial development

Provide for an adequate amount of appropriately located land, utilities and transportation infrastructure to support such development

Support workforce training that helps to diversify or strengthen the local economy

Improve regulatory certainty, consistency, and efficiency

AFFORDABLE HOUSING

Encourage a range of housing types and costs commensurate with the local employment base and income levels

Encourage the development of attractive, quality, low and moderate income housing that is compatible with the surrounding neighborhood and located with easy access to public transportation, commercial areas and employment centers

Accommodate low and moderate income housing throughout each jurisdiction rather than isolated in certain areas

Work cooperatively to ensure that each jurisdiction has a fair share distribution of affordable housing

Explore ways to reduce the cost of housing

TRANSPORTATION

Encourage the development of an efficient multi-modal transportation system

Consider the relationship between transportation, land use density and development when making transportation investments

Provide for local and regional pedestrian and bicycle circulation

Support improved transit service

Support maritime, aviation and rail transportation as integral transportation links

Sustainable Thurston Task Force Discussion Session – Continued from 2/13/12 Ideas for Initial Guiding Principles to stimulate discussion at workshops

Guiding principles are ideas and guidelines to use as we plan for growth. They reflect what will help sustain and develop the ideal growing community. The goal of the initial guiding principles is to stimulate thinking about shared values during roundtable discussions at workshops – and by those who will share their ideas on-line.

Ultimately these will help to articulate a big picture vision for our region as it grows over time. Results of the guiding principle discussion as well as the results of workshops, on-line and survey responses will be part of the Task Force discussions that will start up again in May.

This Task Force discussion will shape some initial guiding principles that will be used during the public process in late March and through April.

DRAFT Preliminary Guiding Principles – For Task Force Discussion March 12th

Over the next 30 years this region will grow by 170,000 people and add 84,000 jobs to the economy. This means that by 2040 there will be about 420,000 people living in Thurston County, with 216,000 jobs locally. Consider the fact that decisions we make today can help us not only maintain our high quality of life but to actually improve it over time, offering more opportunities while protecting and restoring that which we value. We are able to draw from our past and present, look ahead, plan, and act to build communities that will meet the needs of those who live and work in them, today and in the future.

Initial Ideas for Guiding Principles to stimulate thinking at workshops and on-line:

- 1. Preserve water resources and protect water quality**
- 2. Maintain clean air**
- 3. Create housing and transportation choices**
- 4. Build distinctive and diverse communities that are less car dependent**
- 5. Foster a resilient local economy that supports local businesses and family wage jobs**
- 6. Grow in a way that is increasingly efficient in terms of land use, energy consumption and cost of government services**
- 7. Preserve agricultural land/farm and forest land**
- 8. Protect essential environmental and community resources and assets**
- 9. Maintain access to recreation that encourages health and well-being**
- 10. Collaborate and cooperate as a region in order to efficiently and effectively meet today's needs as well as the needs of those who live here in the future**

Recap of February 13th discussion. At your meeting on February 13th, Task Force members began a discussion and spoke of the need for principles that describe how the region can live and grow in a more sustainable way yet are not judgmental. Members stressed the importance of thinking not just about those who are here today but of the imperative to think about inter-generational equity and those who will inherit the results of these efforts. It was recognized that people's words and actions do not always align. Despite the values they describe, people's actions are often motivated by very personal responses to financial or convenience stimuli. You cautioned about relying too heavily on what people say they "want" or "value" when reality is often quite different. This underscored the importance members placed on visionary leadership that recognizes any solution or strategy will have negative consequences for some, and that the right decision may not be the popular decision. Repeatedly the concepts of inter-connectedness and balance were stressed.

As you read through the initial ideas articulating principles you may want to keep in mind the topics you've explored so far:

Health and Human Services
School Siting and Transportation
Public Safety
Solid Waste
Economic Development

Housing
Energy
Water Infrastructure
Land Use, Transportation, and Climate Change
Local Food Systems