

AGENDA
INTERCITY TRANSIT AUTHORITY
May 2, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS - RECOGNITIONS** **5 min.**
 - A. **Rustin (Rusty) Shoemaker, Auto Technician** (*Marshall Krier*)
 - B. **Daniel Rhodes, Auto Technician** (*Marshall Krier*)
 - C. **Jessica Brandt, Environmental & Sustainability Coordinator** (*Bob Holman*)
 - D. **Peter Kappler, Dial-A-Lift Dispatcher** (*Emily Bergkamp*)

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

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** April 4, 2012, Regular Meeting; April 18, 2012, Work Session.

 - B. **Payroll:** March 2012 Payroll in the amount of \$2,510,936.98.

 - C. **TIP Public Hearing:** Schedule a public hearing for June 06, 2012, at 5:30 p.m. to receive public comment on the draft Intercity Transit TIP. (*Bob Holman*)

 - D. **Security Services - Contract Extension:** Authorize the General Manager to execute a one-year contract extension with Pierce County Security in the amount of \$165,280 for the provision of security services at the Lacey and Olympia Transit Centers. (*Erin Hamilton*)

- 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** (*Jill Geyen*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Transit Advertising Services** (*Erin Hamilton*) **5 min.**

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

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

- 10) **EXECUTIVE SESSION** **20 min.**
 - A. **Personnel - General Manager's Performance Evaluation** (*Rhodetta Seward*)

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 4, 2012

CALL TO ORDER

Chair Thies called the April 4, 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 Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; County Commissioner Sandra Romero; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: Citizen Representative Karen Messmer.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Freeman-Manzanares; Jim Merrill; Karl Shenkel; Dennis Bloom; Brent Campbell; Erin Hamilton; Marilyn Hemmann; and Recording Secretary Pat Messmer.

Others Present: Legal Counsel Tom Bjorgen, and Citizen Advisory Committee member Stephen Abernathy.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

A. Jim Merrill introduced newly hired Operators Dan Tryon; Lisa Allison; Erik Hill-Rivera; David Kolar; William Buckley; Evie Ahrendt; John Denicola; David Orozco; Carl Howell; and Obie Marino.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: March 7, 2012, Regular Meeting; March 21, 2012, Work Session.

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- B. Accounts Payable:** Warrants dated February 10, 2012, numbers 10072-10203, in the amount of \$332,278.65; warrants dated February 24, 2012, numbers 10205-10328 in the amount of \$670,466.36 for a monthly total of \$1,002,745.01. Warrants dated March 9, 2012, numbers 10331; 10500-10608 in the amount of \$327,477.25; warrants dated March 23, 2012, numbers 10613-10745 in the amount of \$931,152.49, for a monthly total of \$1,258.629.74.
- C. Landscape & Grounds Maintenance Services Contract Renewal:** Authorized the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$41,008.60, including taxes.

Clarkson noted a minor change to the March 7, 2012, minutes on page 5, paragraph 7, first sentence should read, "Clarkson commented the City of Lacey was notified they will no longer be able to use the **parking lot** at the mall...."

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** The TRPC meets on Friday, April 6, 2012, and Romero will provide a report at the Authority meeting in May.
- B. Transportation Policy Board (TPB).** Hildreth reported the TPB met March 14, 2012. They were briefed on the Regional Transportation Recovery Plan Project. The recovery plan focuses on the recovery of transportation networks in the event of a natural disaster or other catastrophe. There was an update on the Smart Corridors initiative focusing on signal timing, signal coordination and transit signal priority, and an update on the Transportation Benefit District.
- C. TRPC Sustainable Development Task Force.** Messmer was absent. However, she provided a written report which was distributed to the Authority members prior to the meeting.
- D. Citizen Advisory Committee.** Abernathy provided an overview of the CAC meeting held on March 19. He said the terms for the two youth positions expire in June, and the CAC is beginning recruitment to fill the positions. He said having students serve on the CAC is a wonderful experience. They brought energy and a new perspective to the committee.

The CAC discussed the State of Intercity Transit, how to address the funding issues, and how to help support the agency and the Authority in the difficult decisions of balancing the need for local service and the growing need for commuter service.

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Thies asked if CAC recruitment announcements were sent out. Seward replied announcements are out using the traditional methods of recruitment plus other forms of social media such as Facebook and Twitter, Intercity Transit's blog, TCTV, and includes advertising on the campus of South Puget Sound Community College (SPSCC).

Hildreth asked if social media such as Facebook and Twitter were used to recruit members in the past. Seward replied this is the first time advertising on Facebook or on the SPSCC campus was used.

E. Pension Committee. No report.

NEW BUSINESS

A. Automated Fuel and Fluid Management System. Hamilton reported staff is requesting approval of a contract for the purchase and implementation of an automated fuel and fluid management system.

Implementing this system will provide the agency with fast, accurate and efficient collection and management of transit fueling and fluid in real time. Currently, Maintenance and Inventory staff manually record, reconcile, and input the mileage, fuel and fluid usage data for each vehicle.

A Request for Proposals was issued in November 2011, and four proposals were received. Interviews, onsite visits of other systems, and background checks were conducted and staff determined S & A Systems, Inc. offered the best solution.

Two years ago, staff proposed an estimated budget of \$200,000. However, because this project was deferred, product costs increased and additional upgraded features were identified, bringing the total cost of the system, including installation, to \$227,584, creating a 10% increase over the original budget. Intercity Transit's reserve fund will be used to cover costs that exceed the original project budget.

Romero asked for clarification regarding Hamilton's statement that the contract cost of \$219,584 is 10% over budget, but definitely well worth it. Hamilton replied the extra value is in terms of total cost of ownership. This is a very reliable system with a proven track record. While the system is more expensive in terms of initial purchase, it proved to be a more cost effective solution for Intercity Transit over the course of the 10 year life-cycle cost analysis.

Clarkson asked if there is a policy for flexibility in exceeding a staff suggested amount or an engineer's estimate without reassessing the project. Harbour replied

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there is no set policy level. If staff feels there is good reason for the cost increase, staff will recommend approval.

Thies asked how the initial budget of \$200,000 was determined. Freeman-Manzanares replied in 2010, staff from Procurement, Maintenance and Inventory did initial research to test the market to see how much a system would cost in preparation for the 2011 budget. Since the time of the initial research, technology improved, and additional capabilities offered and costs increased.

Romero asked if the total cost of completing the project is included in the 10% overage. Hamilton replied the total cost of the project is estimated at \$227,584, which also includes the cost of installing the required electrical wiring and cabling.

Hildreth asked about the start date of the project. Hamilton replied installation would begin in a few weeks.

It was M/S/A by Councilmember Hildreth and Mayor Clarkson to authorize the General Manager to award the purchase and implementation of an automated fuel and fluid management system to S&A Systems, Inc., in the not-to-exceed amount of \$219,584.05, including taxes.

- B. Purchase of Dial-A-Lift Vehicles.** Hemmann reported staff is seeking approval for the purchase of ten Dial-A-Lift vans (nine replacements and one expansion). The vans replace the 2004 model year vehicles which exceeded their expected lifespan, and also replace the 2006 and 2007 vehicles which are within their expected lifespan but experienced unexpected excessively high maintenance costs.

The 2012 budget includes \$1,147,290 for the purchase of these vans, and staff is seeking an approval in the amount of \$1,345,947.50. There is no sales tax on Dial-A-Lift vehicles.

The original per vehicle budget estimate was based on the practice of having Maintenance transfer the ACS system and video cameras from the vehicle being replaced to the new vehicle after its arrival. However, staff has seen an increased number of failures in the transferred used equipment accompanied by increased maintenance costs to reinstall and maintain.

This purchase includes the cost for the vehicle manufacturer to install the entire ACS and camera systems at the factory, increasing the per vehicle cost by \$19,865.75 over the budgeted amount. Staff believes installing the wiring and new products during the vehicle build will reduce vulnerabilities that lead to early system failures. It will also significantly reduce the costs associated with having Maintenance staff

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complete these installations. Intercity Transit's operating reserve fund will be used to cover costs exceeding the project budget.

Romero asked Hemmann to define an ACS system. Hemmann replied ACS stands for Advanced Communication System which is the radio/video equipment installed in the vehicles. Romero asked what the \$19,865 overage per vehicle includes. Hemmann replied the amount includes the cost of the radio and camera systems as well as the cost of labor to perform the installation directly at the factory.

Clarkson asked under the current method, how long did it take Maintenance staff to remove the system from the older vehicles and then install in the new vehicles. Hemmann replied approximately 40 hours at a cost of \$80 per hour.

Hildreth is concerned the overage is being taken from the reserve funds. He asked how much is in reserve and how does it affect the six-year financial plan. Harbour replied there is close to \$20M in the reserve funds at this time; however, there are several capital projects planned.

Romero asked if staff looked into other ways to save costs on each vehicle, for example, finding a local company to install the additional systems. Hemmann replied these are specialized systems and to be installed properly they need to be installed by the factory or by our Maintenance staff. Freeman-Manzanares responded the ACS system allows all of our vehicles to communicate with one another and is a relatively new system. Maintenance staff reuse as many of the parts as possible as old vehicles are transferred out. Because the equipment is computer based, staff can no longer continue on this path. Freeman-Manzanares said there's an issue when purchasing these types of proprietary systems, and staff continuously has to negotiate with them. Harbour responded it's always best to have the ACS equipment installed at the factory versus trying to retrofit it at different locations.

Clarkson asked if the Dial-A-Lift vehicles end up with any resale value. Harbour replied yes, approximately \$4,000 to \$5,000/vehicle.

Jones asked how many of the nine vehicles are being replaced with newer vehicles, and why are we're seeing a shorter lifespan. Hemmann replied four 2004 vehicles are being replaced, two 2006 and three 2007 vehicles. Typically vehicles are replaced around 200,000 miles; the 2006 around 180,000 miles; and 2007 around 130,000 miles. The 2006 and 2007 vehicles have Ford 4.6 liter engines, and we've experienced n a lot of maintenance issues, costing twice as much to maintain. Problems include frequent engine repairs, which take up to a week to complete repairs. Shenkel

replied these vehicles are being replaced with the Chevrolet Duramax, and to date no problems have been experienced.

It was M/S/A by Councilmembers Hildreth and Jones to authorize the General Manager to issue a purchase order to Schetky Northwest Sales for the purchase of ten Dial-A-Lift vehicles pursuant to Washington State Contract 06209 in the not-to-exceed amount of \$1,345,947.50. There is no sales tax on Dial-A-Lift vehicles.

- C. General Manager Performance Evaluation Process.** Seward asked the Authority if they wish to move forward with the General Manager's performance evaluation. The General Manager's employment agreement states a performance evaluation is to be conducted by or near his anniversary date of April 17, 2012. The Authority was furnished with a copy of the Performance Evaluation Form, a cover memo outlining the timeline process, and a copy of the General Manager's self-assessment.

The Authority agreed to move forward with the General Manager's performance evaluation based on the timeline presented by staff. Staff will forward an electronic copy of the evaluation to each member on April 5. Forms are due to the Chair by April 20. Staff will schedule an Executive Session for the May 2, 2012, meeting to review the performance of the General Manager.

- D. 2012 Citizen Advisory Committee Recruitment.** Seward reported on the annual recruitment process for the CAC members. She provided additional information on how the agency is outreaching to the community for recruiting the youth and the three-year CAC positions.

The terms for Gerald Abernathy and Matthew Connor expire June 30; one member left in the middle of the year due to her work schedule; and Valerie Elliott and Joan O'Connell are eligible for reappointment, if they choose to seek reappointment.

Staff is seeking three Authority members to meet with three CAC members to form an ad-hoc committee to conduct interviews the week of June 11. The committee will make recommendations to the full Authority for appointment at the June 20 meeting.

Mayor Clarkson and Citizen Representative Warner expressed an interest in being on the ad-hoc committee. Citizen Representative Karen Messmer expressed an interest in writing.

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GENERAL MANAGER'S REPORT

March **revenues** are down approximately 2.5% compared to 2011. Staff will present a revised financial forecast to the Authority at the April work session.

As a result of the current **Legislative session**, Intercity Transit will receive **direct State funds** of \$235,000 for State FY13, and \$400,000 in FY14. First payment is due by December 2012.

Intercity Transit will receive **federal funding** for the service operated into Pierce County and other parts of the central Puget Sound. The amount is currently unknown; however, these funds will help with capital costs for vanpools and express buses to help continue this service.

The Olympia Transit Center Project is moving forward, and staff will provide an update at the April work session. Staff is putting a lot of effort into assessing the pros and cons of green roofs and working with the City of Olympia to address several issues. The challenge is the intensity of use of the property; however, the City of Olympia has been very helpful.

Staff is working on the **groundbreaking** for the Hawks Prairie Park-and-Ride.

Approximately 40 employees are participating in a "**Biggest Winner**" contest, sponsored by the Wellness Committee. This is a nine-month program consisting of exercise, healthy eating, and losing weight. Participants are working in teams and the winners will be announced in December at the annual banquet.

Heather Stafford and Rhodetta Seward are participating in a two-day **Partners in Emergency Preparedness Training**.

The **Records Committee** is doing great work and now has their policy complete; the I:\ drive is cleaned up and a great resource for shared documents; a Standardized Naming System is in place; and they are now working on the Retention/ Archiving/ Destruction process. They will tackle email next.

The **annual planning session** is scheduled for **April 27** from 8:30 a.m. to 4 p.m.

Romero asked if staff will have a conversation with Pierce Transit about assisting with the express service now that they received federal funding. Harbour responded Pierce Transit is likely to receive reduced funding because it's based on the amount of service provided, and until they are able to pass a sales tax election, they are not in position to provide assistance.

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AUTHORITY ISSUES

Romero asked for an update on the promotion of the Sustainability Award. Harbour responded staff sent out emails; however, local press didn't pick up on it. An editorial board meeting is scheduled in May with the Chair and Vice Chair attending. There has been a lot of industry coverage, and it was picked up by the Business Journal.

Romero asked if staff will revisit the \$25,000 approval level. Harbour responded Procurement plans to update the policy in the near future.

Hildreth asked if there is a process for the Authority to evaluate the success of the Citizen Advisory Committee. Seward responded the CAC conducts an annual self-assessment. Hildreth would like to see the Authority have a brief review of terms, membership diversity, number of members, and purpose to ensure it all still works as intended.

MEETING EVALUATION

At the request of the Authority, staff will remove this section of the meeting agenda due to lack of use.

ADJOURNMENT

It was M/S by Councilmember Baker and Commissioner Romero to adjourn the meeting at 6:45 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved:

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
April 18, 2012

CALL TO ORDER

Vice Chair Hildreth called the April 18, 2012, work session of the Intercity Transit Authority to order at 5:30p.m., at the administrative offices of Intercity Transit.

Members Present: Thurston County Commissioner Sandra Romero; City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative alternate Rusty Caldwell.

Members Excused: Chair and Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson.

Staff Present: Mike Harbour; Dennis Bloom; Ann Freeman-Manzanares; Bob Holman; Meg Kester; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Gerald Abernathy.

APPROVAL OF AGENDA

The agenda was amended to include a brief recess to recognize Karen Rogers for her time served on the Authority.

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

INTRODUCTIONS & RECOGNITIONS

A. Farewell to Councilmember Karen Rogers. Hildreth recessed the meeting from 5:34 p.m. to 5:49 p.m. to honor Karen Rogers. Hildreth read a Proclamation of Appreciation to Rogers, who served on the Authority from February 2010 to February 2012.

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

CITIZEN ADVISORY COMMITTEE REPORT

Gerald Abernathy reported the CAC received an update on the Olympia Transit Center. They also received an update on the Dash service, and there was considerable discussion regarding the Children's Hands On Museum's request for added service. They also discussed the CAC recruitment. The CAC will perform self-assessments which are due in June.

Councilmember Jones attended the CAC meeting, and he thought their discussion was good, and felt the members' perspectives were useful, including details about specific stops or actions drivers were taking. Jones said the Authority asked the CAC to perform self-evaluations. He felt the CAC were being insightful by turning the question back to the Authority asking, "Is the CAC providing the sort of feedback the Authority wants?" Jones said the CAC is asking the Authority to consider that question, and does the Authority want the CAC to have a different role or different sort of reporting. He believes this is a question that is due consideration.

Romero said she received the CAC recruitment packet and asked Abernathy if the CAC has a sense of where their gaps are and what types of people would best fill out the committee. Abernathy responded he didn't feel there were any gaps, and the current members include all aspects of the community including youth, seniors and those with disabilities. He said he would like to see an actual bus operator on the committee, to provide more insight regarding the transit system.

Jones asked if the CAC has geographic coverage from the entire service area. Abernathy replied there are members representing Lacey, Olympia, Yelm, Tenino and Boston Harbor. Harbour said there's a struggle with representation from the business community.

Hildreth said the City of Rainer is interested in receiving vanpool information, and possibly the CAC could look into this.

OLYMPIA TRANSIT CENTER EXPANSION UPDATE

Freeman-Manzanares reported staff is in the midst of the design process moving from preliminary towards final design. The design team proposed both a standing metal seam roof as well as the option to pursue a "planted" roof. Staff explored this option and provided an overview of the findings. The planted roof is estimated at \$60,000 more to install than the metal room. The expected lifespan for both roofs is approximately 40 years. The mechanical and electrical engineers expect a savings of \$36 a year in energy costs. Staff was expecting a much larger return in terms of energy savings, but the engineers cited overall energy usage is reduced because of improved

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and more efficient equipment. In addition, there is some care required for the planted roof that is not required for metal roofing. The roofing system vendor recommends watering the first two years then watering during extreme drought conditions thereafter. It also requires weeding, especially the first two years. Estimated expenditure over that two-year period is \$5,000.

The positive environmental impact of a planted roof includes reducing the heat island effect. They create biodiversity, encouraging birds, butterflies and insects to live in urban areas. They improve air quality, filtering dust and smog particles. And depending upon the type of green roof selected, they can reduce storm water run-off 50% to 90%. The City of Olympia doesn't offer credits for green roofs because their sewer system isn't at capacity. There would be some savings because it would reduce the amount of water entering the system. Also, green roofs can reduce noise inside the building.

Messmer asked if there is a trade-off in terms of reduced need to manage the storm water on the site. Freeman-Manzanares said there is no retention requirement to hold water on site. Messmer stated while she likes the idea of pursuing projects that are environmentally friendly, rather than pursuing the more expensive planted roof, she would prefer we focus on providing amenities more directly beneficial to our customers.

Baker asked how deep the soil would be on top of the building. Freeman-Manzanares said they were looking at an extensive green roof, which is typically about 4 to 5 inches of soil.

Romero asked what LEED Standard staff is striving for, and how many points are earned with a green roof. Freeman-Manzanares replied staff is striving for a minimum of LEED Silver. There is a range of points allotted for green roofs dependent upon many factors: 1 to 15 points for energy and atmosphere; 1 to 3 points for water efficiency; 1 for the heat island effect; and 1 for storm water management. Romero said she was aware of LEED Gold facilities that did not have green roofs and asked if we could reach LEED Gold without a green roof. Staff stated they would refer that to the design team.

Staff continues to work with SRG Partnership and other sub-consultants on a variety of issues including soil and water testing. They are also in the process of hiring a Section 106 consultant to do an archeological review of the site. When the study is complete, we can move forward with the SEPA/NEPA process.

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Staff is starting the process to hire a consultant to design a security camera system at the Olympia Transit Center, Lacey Transit Center and the Pattison street facility. The project includes funds for a camera system for the new site. The Authority will see a new project proposed in the 2014 budget to cover the existing facility.

An Arts Committee is now in place consisting of eight members. This group is responsible for developing the scope of work for the project and the request for artist solicitation. They will select the jury panel members who will select the artist and then the art itself.

Staff is working with City of Olympia staff on a number of design related requirements. Staff anticipates participating in a Value Engineering exercise in May. Staff still anticipates construction completion in the summer of 2014.

Messmer asked about bicycle parking. Freeman-Manzanares responded there will be interior bicycle parking for staff, which is required by the city, and additional bicycle parking for customers. The current site facilities are maximized. Staff and our design team are focused on providing additional parking for cyclists.

Romero asked how vehicle parking is being addressed. Freeman-Manzanares stated the City of Olympia is working with us to accommodate buses, ADA parking as well as passenger and package drop-off and pick-up on Washington, Franklin and Olympia. The new design fully utilizes the city block for transit vehicles, eliminating the three parking stalls currently on site (2 for transit or transit vendors and 1 for ADA). It was not our intent to provide dedicated spaces for employee parking as we have great bus service at the Olympia Transit Center; however, the city may require we provide parking spaces for employees and visitors. We would have to pay to lease space in nearby lots.

ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

Holman provided an update on the Environmental & Sustainability Management System. The Intercity Transit ESMS Core team attended four workshops between February and November 2011. Since January 2011, staff invested 2,500 staff hours costing approximately \$81,000. Staff from VirginiaTech visited our site in March 2012 to perform a GAP Audit in which they reviewed procedure documents, action plans and other documentation in all 17 areas of the ISO 14001 requirements.

The Environmental and Sustainability policy is now posted in several visible locations throughout the agency, and it's on our website. We also formed a volunteer Internal ESMS Audit Team led by Ben Foreman. This team will follow the same methodology

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used in the GAP Audit, and the practice audit is scheduled in July to assure the agency is on track for meeting and maintaining ISO 14001 certification requirements.

Holman briefly explained the process of the 17 elements, aspects, objectives and targets and how the five action plans were created. One of the action plans includes reduced fuel usage.

Romero asked if staff is evaluating the benefits of biodiesel. Bob replied that question requires a response from operations or maintenance. Harbour said we're offsetting the use of oil which has environmental benefits.

Holman summarized the ESMS accomplishments to date, which include targeting an early 2013 audit for certification and identifying and implementing assignment of roles and responsibilities. Also the Environmental and Sustainability Coordinator begins May 2.

REVIEW DASH SERVICE

Bloom provided an update on the Dash service since changes were implemented in October 2011. He summarized those changes and reviewed various ridership performance graphs.

The largest reduction in hours was around an hour and a half each weekday, which included cutting service a half hour in the morning, starting at 7:05 a.m. instead of 6:40 a.m., and ending service an hour earlier at 6:25 p.m. instead of 7:30 p.m. This saves 917 hours annually. The reduction of three buses to two during the morning and evening service during the Legislative session saves another 154 hours. In addition, Saturday service, which has the lowest ridership of any service day, will end after Labor Day. Dropping this one day accounts for 248 hours. The total is 1,318 hours saved annually, worth approximately \$112,000.

Dash ridership is down 8% compared with this same time last year. Currently, the after session count shows a 48% decline in weekday boardings. This year's Dash performance statistics are in the range of the statistics accumulated over the past seven years.

Bloom reported the Children's Hands on Museum recently asked Intercity Transit to extend the Dash route to their new museum on Thurston Avenue. Museum staff said their best attendance occurs Fridays and Saturdays. Intercity Transit and museum staff are looking at conducting a survey in the near future to determine what interest there might be for using a bus. In the meantime, several timing runs were made to estimate distance, time needed and bus stop locations. Approximately \$150,000 annually would

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be needed to extend the service for Friday and Saturday. Museum staff was asked if the museum would help contribute to operating costs for Dash, however, there was little interest shown.

Messmer is concerned about how we treat these types of requests, and she asked if there was some criteria by which we deviate any route. She recommends we treat these types of requests in a broader way. Harbour clarified this is a request for additional service and not a deviation of the existing route. When asked about other points along the potential route extension to the museum, Bloom said there were no other stops expected between Farmer's Market and the museum unless a potential need developed for the Marine Drive/Swan Town intersection.

Romero asked what makes the Dash the preferred mode of transportation over fixed route. Harbour replied the Dash is the only route that might be able to accommodate a route extension. In addition, it's a visible, attractive free service. Romero asked if we are providing the right service for the downtown core. She asked why citizens couldn't walk from the closest bus stop on State/Jefferson to the new museum, only two blocks away. Hildreth commented that possibly Dash should generate revenue.

A general discussion then ensued about walking from a Dash stop about 4 ½ blocks away on Capitol Way or the 3 ½ block distance along sidewalks between the OTC and the new museum, about a five minute walk for most young people and adults.

The Authority would like further discussions about the request for the extended service.

AUTHORITY ISSUES

Warner spoke to one of the masters classes at The Evergreen State College. This was a service designed class which integrated riding the Intercity Transit bus system into their program. The class actually spent the day riding the bus.

Harbour reminded the Authority of the Planning Session scheduled for Friday, April 27. Staff will send out materials next week.

ADJOURNMENT

With there being no further business, Vice Chair Hildreth adjourned the meeting at 7:30 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

Rhodetta Seward
Director of Executive Services/
Clerk to the Authority

Date Approved:

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

PERIOD DATES: 02/12-25/12					PAYDAY 03/02/12		PERIOD DATES: 2/26-3/10/12					PAYDAY 3/16/12		PERIOD DATES: 3/11-24/2012					PAYDAY 3/30/12	
CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT			CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			CODES		PAY PERIOD CHECK NO.	3RD CHECK AMOUNT	3RD TRANSFER AMOUNT		
3	MT		66,958.17		3	MT	8391.52	WIRE		62,337.44		3	MT		68,927.53					
4	MT	8737.96	17,475.92	84,434.09	4	MT		WIRE		16,783.04	79,120.48	4	MT	9028.41	18,056.82	86,984.35				
5	AL/34	Life Ins.	905.74	0.00	5	AL/34	Life Ins.	Check		2,069.32	0.00	5	AL/34	Life Ins.	Check	0.00				
6	DI/32	Disability In	916.59	0.00	6	DI/32	Disability In	Check		2,154.27	0.00	6	DI/32	Disability In	Check	0.00				
7	HI/38	Health In 1st	11,568.50	0.00	7	HI/38	Health In 1st	Check		276,366.50	0.00	7	HI/38	Health In 1st	Check	0.00				
8	TH/39	Taxed Hlth	860.50	0.00	8	TH/39	Taxed Hlth	Check		860.50	0.00	8	TH/39	Taxed Hlth	Check	0.00				
9	CC/81	Child Care	Hfstetter/Brigkmp	439.04	9	CC/81	Child Care	Hfstetter/brigkmp		439.04		9	CC/81	Child Care	Hfstetter/brigkmp	439.04				
10	GN/08	Garnish	Manual	0.00	10	GN/08	Garnish	Manual		0.00		10	GN/08	Garnish	Manual	0.00				
11	GN/08	Garnish	Manual	1,467.93	11	GN/08	Garnish	Manual		1,426.40		11	GN/08	Garnish	Manual	1,467.84				
12	CS/09	DSHS	EFT	821.42	12	CS/09	DSHS	EFT		821.42	821.42	12	CS/09	DSHS	EFT	821.42				
13	CS/09	Stockard	Check	339.02	13	CS/09	Stockard	EFT		339.02	344.02	13	CS/09	Stockard	EFT	339.02				
14	D1/88	D.Dep. #1	WIRE	6,775.00	14	D1/88	D.Dep. #1	WIRE		6,675.00	6,675.00	14	D1/88	D.Dep. #1	WIRE	6,625.00				
15	D2/87	D.Dep. #2	WIRE	19,618.82	15	D2/87	D.Dep. #2	WIRE		19,453.72	19,453.72	15	D2/87	D.Dep. #2	WIRE	17,981.77				
16	GN/08	Garnish	Check	0.00	16	GN/08	Garnish	Check		0.00		16	GN/08	Garnish	Check	0.00				
17	GT/63	G.Ed.Tult	Check	347.50	17	GT/63	G.Ed.Tult	Check		347.50		17	GT/63	G.Ed.Tult	Check	272.00				
18	HS/69	Health Svgs	Wire	188.46	18	HS/69	Health Svgs	Wire		188.46	188.46	18	HS/69	Health Svgs	Wire	188.46				
19	DC/22	Vgrd Emplr	Wire	29,371.93	19	DC/22	Vgrd Emplr	Wire		28,585.45	71,234.48	19	DC/22	Vgrd Emplr	Wire	29,368.70				
20	L2/29	401k Ln#2	Wire	3,494.03	20	L2/29	401k Ln#2	Wire		3,380.89		20	L2/29	401k Ln#2	Wire	3,623.29				
21	LN/29	401k Ln #1	Wire	9,113.60	21	LN/29	401k Ln #1	Wire		9,053.33	12,434.22	21	LN/29	401k Ln #1	Wire	9,152.94				
22	TTL VNGRD		85,365.99		22	TTL VNGRD		83,668.70				22	TTL VNGRD		85,921.18					
23	LI/02	L&I	Check	23,022.03	23	LI/02	L&I	Check		23,204.72	0.00	23	LI/02	L&I	Check	23,852.82				
24	MD/51	Mch.UnDue	Check	1,257.73	24	MD/51	Mch.UnDue	Check		1,258.02		24	MD/51	Mch.UnDue	Check	0.00				
25	MI/52	Mch.Initiatn	Check	0.00	25	MI/52	Mch.Initiatn	Check		0.00		25	MI/52	Mch.Initiatn	Check	0.00				
26	MS/60	Check	0.00	0.00	26	MS/60	Check	0.00		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		0.00	0.00	27	R1	Misc.draw	C.Daniel	0.00				
28			0.00	0.00	28	R2				0.00	0.00	28	R2			0.00				
29	PA/66	Proj.Assist	Direct Dep	446.00	29	PA/66	Proj.Assist	Direct Dep		446.00		29	PA/66	Proj.Assist	Direct Dep	448.00				
30	PN/04	PERS empl	EFT	30,649.95	30	PN/04	PERS empl	EFT		30,382.89	0.00	30	PN/04	PERS empl	EFT	31,311.87				
31	PN/04	PERS empl	EFT	46,098.26	31	PN/04	PERS empl	EFT		45,764.82	76,147.71	31	PN/04	PERS empl	EFT	47,212.94				
32	TTL PERS		76,748.21		32	TTL PERS		76,147.71				32	TTL PERS		78,524.81					
33	RS/20	ICMA Ln#2	WIRE	827.29	33	RS/20	ICMA Ln#2	WIRE		827.29	0.00	33	RS/20	ICMA Ln#2	WIRE	827.29				
34	RC/24	ICMA Emplr	WIRE	4,942.73	34	RC/24	ICMA Emplr	WIRE		4,845.53	0.00	34	RC/24	ICMA Emplr	WIRE	5,034.38				
35	RU/23	ICMA Roth	WIRE	517.30	35	RU/23	ICMA Roth	WIRE		517.30	517.30	35	RU/23	ICMA Roth	WIRE	517.30				
36	RL/21	ICMA Ln#1	WIRE	1,749.30	36	RL/21	ICMA Ln#1	WIRE		1,749.30	2,576.59	36	RL/21	ICMA Ln#1	WIRE	1,749.30				
37	RR/25	ICMA emplr	WIRE	2,878.31	37	RR/25	ICMA emplr	WIRE		2,856.87	7,702.40	37	RR/25	ICMA emplr	WIRE	3,019.68				
38	TTL ICMA		10,397.63	10,914.93	38	TTL ICMA		10,278.99	10,796.29			38	TTL ICMA		10,630.65	11,147.95				
39	SD/26	Defr Emplr	EFT	8,666.66	39	SD/26	Defr Emplr	EFT		8,713.71		39	SD/26	Defr Emplr	EFT	8,517.35				
40	SR/27	Defr Emplr	EFT	3,991.14	40	SR/27	Defr Emplr	EFT		4,094.23	12,807.94	40	SR/27	Defr Emplr	EFT	3,856.39				
41	UC/45	Un COPE		179.00	41	UC/45	Un COPE					41	UC/45	Un COPE						
42	UA/44	Un Assess	Check	0.00	42	UA/44	Un Assess	Check		555.00		42	UA/44	Un Assess	Check	0.00				
43	UD/42	Un Dues	Check	4,852.43	43	UD/42	Un Dues	Check		4,790.18		43	UD/42	Un Dues	Check	4,828.54				
44	UI/41	Un Initiatn	Check	0.00	44	UI/41	Un Initiatn	Check		0.00		44	UI/41	Un Initiatn	Check	0.00				
45	UT/43	Un Tax	Check	2,101.80	45	UT/43	Un Tax	Check		0.00		45	UT/43	Un Tax	Check	0.00				
46	UW/62	United Way	Check	849.00	46	UW/62	United Way	Check		823.00		46	UW/62	United Way	Check	823.00				
47	WF/64	Wellness	Direct Dep	294.00	47	WF/64	Wellness	Direct Dep		290.00		47	WF/64	Wellness	Direct Dep	290.00				
48	NET PAY (dir. Deposit)		396,126.22	396,126.22	48	NET PAY (Dir. Dep.)		382,438.22		382,438.22		48	NET PAY (Dir. Dep.)		422,855.74	422,855.74				
	Paychecks		10,620.78			Paychecks		5,133.16					Paychecks		8,013.20					
50	TOTAL TRANSFER			\$683,994.96	50	TOTAL TRANSFER			\$872,461.96		50	TOTAL TRANSFER			\$723,768.44					
51	TOTAL PAYROLL*:		\$754,118.53		51	TOTAL PAYROLL*:		\$992,620.57		51	TOTAL PAYROLL*:		\$784,197.88							
52	GROSS EARNINGS:		643,693.99		52	GROSS EARNINGS:		632,419.13		52	GROSS EARNINGS:		652,408.04							
53	EMPR MISC DED:		101,686.58		53	EMPR MISC DED:		351,809.92		53	EMPR MISC DED:		102,761.43							
	EMPR MEDICARE TAX:		8,737.96			EMPR MEDICARE TAX:		8,391.52			EMPR MEDICARE TAX:		9,028.41							
54	TOTAL PAYROLL*:		\$754,118.53		54	TOTAL PAYROLL*:		\$992,620.57		54	TOTAL PAYROLL*:		\$784,197.88							
55					55					55										
56	TOTAL PAYROLL FOR MONTH:			\$2,510,936.96	56	TOTAL PAYROLL FOR MONTH:				56	TOTAL PAYROLL FOR MONTH:			\$2,510,936.96						

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: May 2, 2012

FOR: Intercity Transit Authority
FROM: Bob Holman
SUBJECT: TIP Public Hearing

-
- 1) **The Issue:** Whether to schedule a public hearing on the 2013 draft Transportation Improvement Program (TIP) for projected Federal Transit Administration (FTA) funded projects.
-
- 2) **Recommended Action:** Schedule a public hearing for June 06, 2012, at 5:30 p.m. to receive public comment on the draft Intercity Transit TIP.
-
- 3) **Policy Analysis:** Grant guidelines require we offer the opportunity for a public hearing on proposed projects we program to include federal funding. It is policy for the Authority to call public hearings.
-
- 4) **Background:** The draft 2013-2015 TIP for Federal Transit Administration funding is consistent with projects identified in the *2013-2016 Capital Improvement Program* and the *2013-2017 Capital Program* of Intercity Transit's **2011-2016 Transportation Development Plan** and **2012-2017 Strategic Plan**, respectively.

Project elements in the draft TIP are:

- Capital Preventive Maintenance for 2013, 2014 and 2015. This is for planning purposes pending adoption of the federal budget for federal fiscal years 2013 through 2015.
- Four replacement buses. For planning purposes, anticipating funds from one or more FTA grant applications to replace the balance of 1998 coaches still in service.
- Final Engineering & Construction for transit maintenance and operations facility expansion in 2013-2015. This project is for planning purposes in the event that a funding request from one or more FTA grant applications is successful.
- Smart Corridor Project as a placeholder for yet to be identified Intercity Transit participation in a multijurisdictional intelligent signaling project on major corridors for 2013 through 2015.

Thurston Regional Planning Council will move the programming of Intercity Transit's proposed, federally funded projects through their annual process for updating the Regional Transportation Improvement Program (RTIP) for planned projects and the State Transportation Improvement Program (STIP) when funding is secured. The STIP then gets approved by the state and federal transportation agencies as the final step in this programming process.

5) **Alternatives:**

- A. Scheduled a public hearing for June 06, 2012, 5:30 p.m. to receive public comment on the draft Intercity Transit TIP. Thurston Regional Planning Council set a schedule for jurisdictions to submit their TIPs during or before the first week in July. This would require the Authority adopt the TIP on the planned Authority meeting schedule of July 6. To meet the TRPC schedule requires a public hearing at the IITA regular June 6 meeting and adoption at a special meeting on June 20.
 - B. Defer action.
-

6) **Budget Notes:** The TIP reflects projects that could be considered for 2013 through 2015 budgets and is consistent with Intercity Transit's **2011-2016 Transportation Development Plan** and **2012-2017 Strategic Plan**.

7) **Goal Reference:** The project elements support agency goals: Goal 1: *"Assess the transportation needs of our community;* and Goal 4: *"Provide responsive transportation options."*

8) **References:** TIP public notice; TIP Projects Spreadsheet; and Legal Ad copy.



News Release

For Immediate Release:
May 3, 2012

For More Information:
Meg Kester 360-705-5842
www.intercitytransit.com

Public Invited to Comment on Transportation Improvement Projects

Intercity Transit (IT) invites public comment on IT's programming of potentially federally funded projects in their 2013-2015 Transportation Improvement Program (TIP). The Intercity Transit Authority (ITA) will hear comments at a public hearing on Wednesday, June 06, 2012, at 5:30 p.m. at their business office, 526 Pattison Street SE, in Olympia. Routes 62A, 62B, and 66 service this location.

Once adopted by ITA, Thurston Regional Planning Council will use Intercity Transit's TIP as an element in constructing the regional TIP (RTIP) which would then become part of the State TIP (STIP) subject to review and approval by federal transportation agencies. TIP projects could total more than \$38 million in combined federal and local funds for the 2013-2015 period.

Projects for which IT has programmed potential funding for 2013-2015 are:

- Preventive maintenance of vehicles in IT's fleet during the years 2013-2015;
- Purchasing four hybrid, biodiesel-electric replacement buses;
- Engineering and construction to expand the maintenance and operations facility; and
- Smart Corridor Project.

The draft TIP represents IT's complete programming of potential federally funded projects (POP) for 2013 through 2015.

Copies of the draft Intercity Transit TIP for federally funded projects are available at Intercity Transit's business office, 526 Pattison Street SE, Olympia. The office is open Monday through Friday, 8 a.m. to 5 p.m.

Members of the public may comment at the public hearing or send written comments to the Grants Program Administrator, Development Department, Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659. Intercity Transit must receive written comments by 4 p.m. on Wednesday, June 06, 2012. Questions may be directed to Bob Holman, Grants Program Administrator by mail to the above address or at (360) 705-5885.

###

Intercity Transit											
2013 - 2018 Transportation Improvement Program											
Federally Funded Projects											
IT #	Project	2013	2014	2015	2016-2018	Federal	Type	Local	Total	Fed %	Project Status
IT1301	Capital Preventive Maintenance (2013)	\$4,000				\$3,200	Sec. 5307	\$800	\$4,000	80%	Planning Purpose New - Pending Formula 5307
IT1401	Capital Preventive Maintenance (2014)		\$4,000			\$3,200	Sec. 5307	\$800	\$4,000	80%	Planning Purpose New - Pending Formula 5307
IT1501	Capital Preventive Maintenance (2015)			\$4,000		\$3,200	Sec. 5307	\$800	\$4,000	80%	Planning Purpose New - Pending Formula 5307
	Capital Preventive Maintenance 3 Yrs (2016-2018)				\$12,000	\$9,600	Sec. 5307	\$2,400	\$12,000	80%	Planning Purpose 2016-18 CPM Total
IT1302	Replacement, heavy duty hybrid buses (4)	\$2,800				\$2,300	Sec. 5309	\$500	\$2,800	82%	Planning Purpose discretionary grants applications pending
IT1303	Final Engineering & Construction for transit maintenance and operations facility expansion	\$5,000	\$15,000	\$2,500		\$18,000	Sec. 5309	\$4,500	\$22,500	80%	Planning Purpose discretionary grants applications pending
IT1304	Smart Corridor Project	\$444	\$444			\$710	Federal Surface Transportation (?)	\$178	\$888	80%	Planning Purpose discretionary grants applications pending
Total Federal Funded Projects		\$12,244	\$19,444		\$0	\$40,210		\$9,978	\$50,188	80%	
AMOUNTS IN THOUSANDS											
NOTES:											
Grant type:											
Sec. 5307: Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population and population density. Also has Small Intensive Cities (5340) formula funds rolled into the total.											
Sec. 5309: Discretionary (bus) capital grant program administered by the Federal Transit Administration. Subject to annual budget earmark.											



Date Submitted: May 03, 2012

Contact: Rhodetta Seward, Intercity Transit
(360) 705-5856

Please bill Intercity Transit at the above address for publication of the following notice in the legal section of The Olympian.

**INTERCITY TRANSIT AUTHORITY
NOTICE OF PUBLIC HEARING
JUNE 06, 2012
5:30 P.M.**

The Intercity Transit Authority will hold a public hearing June 06, 2012, at 5:30 p.m., on the 2013, 2014 and 2015 elements of Intercity Transit's Transportation Improvement Program (TIP) for projects with projected US Department of Transportation funding under Federal Transit Administration grant programs. The hearing will be conducted at the administrative offices of Intercity Transit at 526 Pattison St SE, Olympia 98501 (ADA accessible).

This programming of projects (POP) into the TIP represents a complete listing and the draft TIP will be final unless modified following the public hearing. Copies of the draft TIP for projects with prospective federal funding is available during normal business hours at Intercity Transit's offices at 526 Pattison St SE, Olympia or by phone (360) 705-5885. Written comments may be submitted to the Grants Program Administrator, Development Dept., Intercity Transit, PO Box 659, Olympia, WA 98507. Comments must be received by 4:00 p.m., June 6, 2012.

For Capital Preventive Maintenance projects only, projected funding is apportioned under Section 5307, Urbanized Area Formula grant program of the Federal Transit Administration. For this program, the State of Washington is the designated recipient, and Intercity Transit the grantee. Other project funding is based on estimated, potentially available discretionary federal funding.

PROJECT DESCRIPTION	LOCAL	FEDERAL	TOTAL
I. Capital Projects (80:20 funding)			
1. Capital Preventive Maintenance for 2013 (TIP Project IT1301)	\$800,000	\$3,200,000	\$4,000,000
2. Capital Preventive Maintenance for 2014 (TIP Project IT1401)	\$800,000	\$3,200,000	\$4,000,000
3. Capital Preventive Maintenance for 2015 (TIP Project IT1501)	\$800,000	\$3,200,000	\$4,000,000
II. Capital Projects (83:17 funding)			
1. Purchase 4 heavy duty, hybrid, biodiesel-electric replacement buses in 2013 (TIP Project 1302)	\$500,000	\$2,300,000	\$2,800,000
III. Miscellaneous Capital Projects			
1. Final Engineering & Construction for transit maintenance and Operations facility renovation and expansion (TIP Project 1303 – funding applications pending)	\$4,500,000	\$18,000,000	\$22,500,000
2. Smart Corridor (funding source to be determined; TIP Project IT1304)	\$178,000	\$710,000	\$888,000
TOTAL	<u>\$7,578,000</u>	<u>\$30,610,000</u>	<u>\$38,188,000</u>

**PUBLISH: Sunday, May 6, 2012
Legal Section**

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: May 2, 2012**

FOR: Intercity Transit Authority
FROM: Erin Hamilton, 705-5837
SUBJECT: Security Services - Contract Extension

-
1. **The Issue:** Approve a one-year Contract extension to Pierce County Security for the provision of security services.

 2. **Recommended Actions:** Authorize the General Manager to execute a one-year contract extension with Pierce County Security in the amount of \$165,280 for the provision of security services at the Lacey and Olympia Transit Centers.

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

 4. **Background:** In April 2010, the Intercity Transit Authority awarded a one-year contract to Pierce County Security. The contract included the option to extend the contract for two years, in one-year increments. This recommendation represents the final one-year extension option available under this agreement.

Operation staff have been pleased with the services provided by Pierce County Security. Pierce County Security is very familiar with our needs and the activities that occur at our transit facilities. This familiarity prepares them to provide security officers and supervisors that serve our needs well. Staff have been satisfied with the security officers' professional appearance, their training program, low turnover rate, active leadership and supervision.

Pierce County Security provides one security officer at the LTC and one at the OTC during the following hours:

Lacey Transit Center

Monday - Friday	7:30 P.M. - 11:30 P.M.
Saturday	9:00 A.M. - 7:00 P.M.
Sunday	9:00 A.M. - 7:00 P.M.

Olympia Transit Center

Monday - Friday	7:00 A.M. - 12:00 A.M.
Saturday	8:00 A.M. - 12:00 A.M.
Sunday	9:00 A.M. - 9:00 P.M.

Pierce County Security has not requested a rate increase for this contract extension.

Considering the successful performance of this Contractor, staff recommends a one-year extension of the security services contract with Pierce County Security.

5. Alternatives:

- A. Authorize the General Manager to execute a one-year contract extension with Pierce County Security in the amount of \$165,280 for the provision of security services at the Lacey and Olympia Transit Centers.
- B. Defer action. The current contract expires May 31, 2012.

-
- 6. Budget Notes:** The 2012 security services budget is \$165,000.00. The cost for a full year of security services under this contract extension is \$165,280.

-
- 7. Goal Reference:** Goal No. 3: - *"Maintain a safe and secure operating system."*
Ends Policy: All Intercity Transit facilities, customers, and employees will be assured safety and security.

-
- 8. References:** N/A

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Willie Frank
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Karen Valenzuela

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Sandra Romero

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Jeff Davis

PUD No. 1 of Thurston County
Paul Pickett

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

TCOMM 9-1-1
pending

The Evergreen State College
Paul Smith

Timberland Regional Library
pending



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, May 4, 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 – April 6, 2012
- b. Approval of Vouchers
- c. RTIP Amendment – 12-05

The amendment proposes changes to two projects currently in the RTIP and STIP. TRPC discussed this item in April.

Economic Development 101

DISCUSSION

This month will include presentations from a panel of local economic & community development practitioners. They are engaged in the three elements of a 21st century economic development program. Panel will include representation from the EDC Business Resource Center, entrepreneurial networks, Small Business Development Centers, Chamber of Commerce, and workforce/higher education.

Third of Four Presentations

State Fiscal Years 2013-2014 Draft Unified Planning Work Program

1st REVIEW

TRPC will consider the draft transportation work program for state fiscal years 2013 and 2014 before being asked to take action on it in June. The format of the work program has been revised this year in response to state and federal guidance. It calls out in an explicit way the minimum state and federal requirements and associated funding sources, and highlights those activities that reflect this region's commitment to an integrated approach to transportation planning.

Population and Employment Forecast – New Update

DISCUSSION

Last month staff briefed TRPC on the Population and Employment Forecast update cycle. In the last few weeks new information on state-wide employment forecasts, migration trends, and other demographic factors has been presented to TRPC staff by Office of Financial Management staff as they prepare to release county level forecasts. Based on the continuing effects of the recession and weak economic environment, it seems prudent to make a course correction in the county-wide forecast before continuing with the local allocations to cities, towns, school districts, etc. Council will be briefed on changing trends and the updated process for TRPC's Population and Employment Forecast.

RTIP Amendment 12-06

1st REVIEW

WSDOT proposes to amend a project currently in the RTIP and STIP, decreasing the project by more than 30% which requires TRPC action. The decrease reflects the difference between the initial construction estimate and the bid award for the SR8/Mud Bay Bridges – Seismic Retrofit project.

2012 State Legislative Session Wrap-up

UPDATE

Staff will provide a status update on legislation of interest to the Council.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 16, 2012**

CALL TO ORDER

Chair S. Abernathy called the April 16, 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; Jill Geyen; Catherine Golding; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Kahlil Sibree; Michael Van Gelder; and Rob Workman.

Absent: Faith Hagenhofer

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

APPROVAL OF AGENDA

It was M/S/A by Collins and Connor to approve the agenda.

MEETING ATTENDANCE

- A. **April 18, 2012, Work Session - Gerald Abernathy.**
- B. **May 2, 2012, Regular Meeting- Matthew Connor.**

APPROVAL OF MINUTES - March 19, 2012

Correction to the minutes: Joan O'Connell was not present at the March 19, 2012, meeting.

It was M/S/A by Melnick and Collins to approve the minutes of the March 19, 2012, meeting as amended.

Geyen arrived.

CAC MEETING MINUTES

April 16, 2012

Page 2 of 7

NEW BUSINESS

A. Olympia Transit Center Expansion Update - Freeman-Manzanares presented an update on the Olympia Transit Center Expansion. She explained we are right in the midst of doing all the work to get from preliminary design to final design. We continue to work with SRG Partnership and our sub-consultants on a variety of issues. The soils are contaminated, but the water is not. From the results of the findings, we will cap the site and drive pilings for our foundations. The results also lead us to the decision to not build a rain garden to help process storm water. The grassy area will be covered with the building and concrete, so we are now looking for ways to responsibly treat storm water runoff without running it through the contaminated soil.

We are in the process of hiring a Section 106 consultant to do an archeological review of the site. The Olympia Transit Center is on fingers of land surrounded by fill. Its estimated native soils are approximately five to seven feet below the surface. With this review, we can finish our SEPA/NEPA documentation.

We are starting the process to hire a consultant to design a security camera system. The project will include not only the Olympia Transit Center but also the Lacey Transit Center and the Pattison Street facility. Purchasing a system to cover the existing Olympia Transit Center will come before the CAC and then to the Authority as a new project. This will be with the 2014 budget proposal.

Staff is researching with a landscape architect, mechanical/electrical engineers, and our cost estimators to determine if we want to install an extensive planted roof. They are more expensive but there are some benefits. Our primary interest was a planted roof, but we are also looking into the idea of a community solar project. This is where a governmental entity can lease their roof space to a group of investors who buy and maintain the solar equipment.

An Arts Committee is now in place. The CAC made a recommendation to the Authority in favor of supporting funds for public art, and the Authority directed staff to move forward. We selected an eight-member committee consisting of Freeman-Manzanares, CAC member Faith Hagenhofer, Marketing and Communications Manager Meg Kester, Dial-A-Lift Dispatcher Christina Anderson, Customer Service Representative Jennifer Mooney, Mary Amandes, Mary Grace Jennings, and Diana Fairbanks. The Committee is responsible for developing the scope of the work for the project and requesting artist solicitation. They will also select the jury panel members who will select the artist and the art itself.

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Staff has worked with the City of Olympia staff on requirements and ordinances. We have very little space to design a lot of activities. Even mundane issues like where we store our trash and recyclables need to be considered. We're also talking about installation of an emergency generator; requesting use of all street parking on Washington, Olympia, and Franklin Streets; having discussions about ADA street parking because we only have space for transit vehicles; passenger drop-off and pick-up; package drop off for Greyhound; and visitor parking. There are many issues still to work through. We are looking at completing construction the summer of 2014.

Van Gelder asked at what stage SRG Partnership will give a presentation to the committee. Freeman-Manzanares will send Van Gelder the Design 3 which is the design approved by the Authority, the CAC, and received considerable public comment. Elliott asked if there will be scoping and public meetings for the NEPA and SEPA process. Freeman-Manzanares confirmed this is a public process, and we will advertise findings. Since this is not an environmental assessment, we will not be going through the scoping process. We need to finish the Section 106 environmental and should be finished in approximately two months.

Elliott asked if we are paving the rain garden area. Freeman-Manzanares explained there is no specific plan at this time. Melnick asked if we are doing any public participation in regard to hearings and reaching out to neighbors. Freeman-Manzanares replied we are walking the neighborhood and letting each know what is going on and providing contact information if there are any questions or concerns. Harbour added we did this at the conceptual stages as well.

Freeman-Manzanares reported the cost difference between floating and pilings is the cost to remove all of the contaminated soil.

Sibree asked if CAC members are welcome to come and view the process of selecting the art. Freeman-Manzanares reported the Committee will select the Jury, and the Jury will select the art. Individuals are welcome to view the process.

G. Abernathy asked if the pilings will contaminate the quality of the water when the soil is disturbed. Freeman-Manzanares responded we do not feel that is an issue but there is always a potential. Gray asked for a schematic to show a graphic display. Workman offered his services for decisions on the ADA parking for functionality.

B. Dash Update - The Authority asked staff to provide an update on ridership since the changes to Dash was implemented this past October. Bloom shared these updates. The reductions included moving weekday boardings from 6:40 a.m. to 7:05

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a.m. Instead of ending the service at 7:30 p.m., we changed to 6:25 p.m. This was a savings of 917 hours. Another change was weekday campus service moved to 9:00 a.m. to 5:00 p.m. using two buses, and adding a third bus during the high frequent boarding. We knocked off Saturday service after Labor Day. This was the lowest ridership pattern we consistently have each year, and equivalent to 248 hours. The entire total is 1,318 hours with \$112,000.00 saved.

Bloom presented graphs the various services.

Jones arrived.

Dash ridership is down 8% compared to the same time last year. Daily ridership dropped off 40% after session. We are still figuring out what the cuts have done. When cuts happen, productivity goes up. We are pretty much holding steady.

The Children's Hands on Museum asked Intercity Transit to increase Dash service past the Farmers Market. The staff indicates their attendees are mainly Friday, Saturday, and Sundays. A round trip from the Museum to the Market is 1.2 miles. Their request is being discussed but is tabled at this point.

INTRODUCTION:

Nathaniel Jones, City of Olympia Councilmember, was introduced.

O'Connell questioned the activity for Dash in 2009. She noted it was a tough legislative session with a lot of demonstrations and new legislative initiatives, which brings a lot of visitors. Bloom confirmed those were some of the reasons for the activity.

Hustoft asked about the possibility of extending service to the Hands on Museum. Bloom responded it is still being reviewed; we will put out a survey with the visitors of the Museum. There are 80 parking stalls behind the Museum. Harbour added it is all about the cost. Gray noted she thought there would be more traffic to the Museum during the summertime, and then questioned why does Dash have to be free of charge. When considering adding the loop, consider adding revenue. Van Gelder commented when the Museum was on the capitol campus, parents drove children to the sight or by school bus. In summer, parents still drove and rarely used public transportation. See asked if we've looked at asking the Museum to help with costs. Harbour replied staff asked the Museum to consider contributing. We would extend service if we have a partnership. Collins commented Intercity Transit's reputation of taking care of peoples' transportation needs is good. When looking at the future with increased gas prices, we

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need to think out-of-the-box to maintain our reputation. Sibree feels if gas prices go up, the public would understand if we had to add a fare.

See asked if there is consideration of further reduction of Dash service near the campus in the near future. Bloom responded not at this point, but we keep an eye on the routes with lower ridership outside of the Legislative Session.

Workman appreciates the free service and notices a lot of people depend on the service.

C. 2012 Youth Recruitment Process – Seward gave an update on the recruitment process. CAC members serve three-year terms, and may serve no more than two consecutive three-year terms. The youth position is a one-year term and may not seek re-appointment, but can apply for the regular three-year position.

At this time, we have potentially six positions open:

- G. Abernathy and Connor are leaving in June.
- Richardson leaves in June; however, he can apply for a 3-year position.
- Reid's position is open.
- Hustoft and O'Connell can seek re-appointment for another three-year term. If they do not, their positions will be open as well.

Posters and packets were delivered to the local high schools. Seward will send the application out electronically to the members. We also advertised for the youth position on Facebook. We already received follow-up calls from the high schools seeking more information.

We need three CAC member volunteers to serve on the interview panel. Melnick, Gray, Hogan, and G. Abernathy volunteered. Workman asked if staff could put posters at the top ten bus stops where student-age passengers ride. O'Connell likes the idea of advertising in the bus shelters. Seward will follow-up to see what we can do in regard to bus stops depending on how many posters are left.

D. 2012 Self-Assessment – Seward reported it is that time of year when the CAC members are required to complete an annual self-assessment. At the May meeting, she will distribute the self-assessment instrument. She commended members on their past participation as the goal is to have 100% participation in the assessment. If agreed to, the assessments would be due back to staff by June 8. Staff then compiles the results which are shared at the June 18 CAC meeting. At the last Authority meeting, discussion came up the Authority would like to review the CAC to discuss if any changes are needed. Now is the time to share any comments or suggestions the CAC

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may have for the Authority. The CAC and the ITA will discuss these results at a joint meeting; the date will be scheduled.

Melnick feels the self-assessment is productive and it is helpful to hear from the Authority on things the CAC could improve on. Jones commented the Authority was not looking at anything specific but just creating an opportunity to comment. Gray likes the consumer issues added to the agenda and this was a result of last year's assessment process.

There was some concern voiced that sometimes time runs short, and the CAC aren't able to get to the "consumer issues" portion of the agenda. It was suggested moving it up on the agenda. Staff voiced concern that often "consumer issues" can take as much as an hour or more, and the intent of the CAC is to provide the Authority advice on issues, and often some of the items brought before the CAC are time sensitive as they are also for the Authority. Perhaps one approach is being more cognizant of the time allotted for each agenda item and making a decision whether the CAC is willing to allocate more time to it if it appears it's going to run over.

See suggested asking early in the meeting if there are consumer issues to add to the agenda. If there are, the CAC will know there are items needing to be added at the end of the agenda.

CONSUMER ISSUES -

- Golding again voiced concern regarding the sound frequency when bus lifts are lowered. Harbour indicated Maintenance staff talked to the manufacturer, and it has to do with the decimal level. Staff still needs to find out how to lower the decimal. She asked about the bench at the stop on the southeast corner of Division. Bloom reported they are putting the bench back in this next month or two. She also mentioned the shelter at the north side of Harrison Avenue faces south and is very cold in the winter. Bloom will review bus stops on Harrison.
- Hustoft heard the construction on Yelm Highway should be completed at the end of May. G. Abernathy responded there are issues such as the final paving, part of the street needs to be torn up, landscaping, and it all depends on the weather. She also mentioned a few passengers complained bus drivers get impatient and start moving the bus while passengers are still standing. Harbour responded the general direction of the Authority is for operators to operate safety.

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- Van Gelder asked about the practice of kneeling the bus; what are the requirements. Some drivers automatically lower it while others do not; therefore it is not consistent. Bloom feels it is a judgment call for the operator. Staff monitors and tracks the number of times the ramp is used and they build in time for that. Harbour reviewed the Operators Manual and it states the operator can kneel the bus whenever asked.
- Gray commented buses can still run while landscaping work is taking place on Yelm Highway. She also mentioned she doesn't think passengers know they can request the bus be lowered; she didn't understand she could make this request.
- O'Connell is concerned about the loud music being played at the OTC. The classical music is to try and keep young people from congregating at the OTC area.
- Elliott doesn't see the definition of a "senior" in the transit guide.

REPORTS

- A. **March 21, 2012, Work Session** – Workman provided an overview of work session.
- B. **April 4, 2012, Regular Session** – S. Abernathy shared highlights from the regular meeting.

PUBLIC COMMENT – Gray is a Board Member at the Olympia Women's Club. The club was opened in 1883 and was the first club run by women. She invited members to attend a play on May 6 at 2 p.m. and 5:30 p.m. The play is based on the club's very first meeting minutes. The cost of tickets is \$10, and proceeds provide art scholarships.

Geyen is not able to attend the May 16 work session. Connor agreed to take her place and Geyen will attend the May 2 regular meeting.

NEXT MEETING: May 21, 2012.

ADJOURNMENT

It was M/S/A by G. Abernathy and Melnick to adjourn the meeting at 7:22 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: May 2, 2012

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Transit Advertising Services

1. **The Issue:** Approve the award of a Contract for Transit Advertising Services.

2. **Recommended Actions:** Authorize the General Manager to enter into a Contract with Clear Channel Outdoor for Transit Advertising Services with a minimum revenue guarantee of \$1,250,000 over five years.

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

4. **Background:** The Transit Advertising Services contract generates revenue for Intercity Transit. The advertising contractor pays to use specific areas of our coaches and Dial-A-Lift vans as advertising space. In return, the contractor pays us a share of the advertising revenue.

Staff issued a Request for Qualifications and Proposals for Transit Advertising Services on March 7. One proposal was received by the submission deadline of March 29, 2012. Staff reviewed the proposal and found the proposer to be responsive and responsible. Since only one proposal was received, staff conducted an independent price analysis and determined the proposer's offer to be fair and reasonable.

The proposer, Clear Channel Outdoor, is our current Transit Advertising Services firm. Clear Channel Outdoor offered Transit a minimum revenue guarantee of \$1,250,000 over a five-year period, or 62% of net revenue, whichever is greater. The minimum revenue guarantee offered exceeds that of the previous Transit Advertising Services Contract by \$25,000.

Clear Channel Outdoor is the world's largest outdoor advertising company. Intercity Transit has had a successful working relationship with Clear Channel Outdoor and their proposed project manager.

Considering the revenue potential, positive reputation and previous relationship with the proposer, staff recommends award to Clear Channel Outdoor.

5. **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Clear Channel Outdoor for Transit Advertising Services with a minimum revenue guarantee of \$1,250,000 over five years.
- B. Defer action. Our current advertising contract expires May 31, 2012.

6. **Budget Notes:** This contract will provide a guaranteed minimum of \$1,250,000 over the next five years or 62% of net revenues, whichever is greater.

7. **Goal Reference:** N/A

8. **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 10-A
MEETING DATE: May 2, 2012
Executive Session

FOR: Intercity Transit Authority

FROM: Rhodetta Seward (705-5856)

SUBJECT: General Manager Performance Evaluation

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- 1) **The Issue:** To conduct the General Manager's performance evaluation for 2011-2012.
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- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the performance of Mike Harbour for the period of May 2011 through April 2012 as authorized by RCW 42.30.110. If any action is to be taken as a result of the discussion, the Authority will take action back in regular session.
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- 3) **Policy Analysis:** The Authority evaluates the General Manager on an annual basis. The General Manager's employment agreement, Section C Performance Evaluation, states the General Manager "will be subject to a written performance assessment by the Transit Authority on/by dates coinciding with your six-month and twelve-month employment anniversary dates." The General Manager's official anniversary date is April 17.
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- 4) **Background:** A performance evaluation document was provided to each Authority member, to be completed and sent in April 20, 2012. The Chair and Vice Chair will meet prior to May 2 to review the evaluation, compile the scores, and develop a summary for discussion purposes. Results of the evaluation will be shared in an Executive Session at the May 2 meeting.
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- 5) **Alternatives:**
- A. Conduct the performance evaluation during an executive session at the May 2 meeting.
 - B. Delay the discussion to a later date. Per the employment agreement, the General Manager shall receive an annual evaluation. The good faith effort is to conduct the evaluation as close to his anniversary date as possible.
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- 6) **Budget Notes:** Assumptions regarding a performance bonus are not included in the annual budget.

7) **Goal Reference:** N/A

8) **References:** N/A