

AGENDA
INTERCITY TRANSIT AUTHORITY
May 4, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Transit Operator Class 11-01: Shawn Myers; Kerry Rivers; Marianne Good; David Sharward; Kevin Karkoski; Tony Blackstad; Thomas Doenitz; Michael Midstokke; Tracy Miles; Peter Triplett** (*Jim Merrill*)

 - B. **Marilyn Hemmann, Procurement Manager** (*Ann Freeman-Manzanares*)

- 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:** April 6, 2011, Regular Meeting; April 20, 2011, Special Meeting; April 20, 2011, Work Session.

 - B. **Accounts Payable:** Warrants dated February 11, 2011, numbers 83094-83223, in the amount of \$423,098.45; warrants dated February 25, 2011, numbers 83228-83332 in the amount of \$575,877.47, for a monthly total of \$998,975.92.

 - C. **Security Services - Contract Extension:** Authorize the General Manager to execute a one-year contract extension with Pierce County Security for the provision of security services at the Lacey and Olympia Transit Centers. The rate in 2010 was \$14.75 per hour; the rate remains the same for the one-year contract extension. (*Melody Jamieson*)

 - D. **Purchase of Passenger Shelters and Bike Shelters:** Authorize the General Manager to issue a purchase order for eight passenger shelters and two bike shelters in the amount of \$44,553.31, including tax and

freight, under the conditions of the existing contract. *(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)* **3 min.**
 - C. **Urban Corridors Task Force** *(Ed Hildreth)* **3 min.**
 - D. **Citizen Advisory Committee** *(Valerie Elliott)* **3 min.**
 - E. **Pension Committee** *(Joe Baker)* **3 min.**
- 7) **OLD BUSINESS** - None
- 8) **NEW BUSINESS**
 - A. **Adoption of June 2011 Olympia Express Service Change** *(Dennis Bloom)* **25 min.**
 - B. **Complaints of Unfair Competition Policy** *(Bob Holman)* **15 min.**
 - C. **Environmental and Sustainability Management System (ESMS) Policy for Intercity Transit** *(Mike Harbour/Bob Holman)* **10 min.**
 - D. **Annual Planning Session** *(Rhodetta Seward)* **10 min.**
- 9) **GENERAL MANAGER'S REPORT** **10 min.**
- 10) **AUTHORITY ISSUES** **10 min.**
- 11) **MEETING EVALUATION** **5 min.**
- 12) **EXECUTIVE SESSION** - General Manager's Performance Evaluation **20 min.**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 6, 2011

CALL TO ORDER

Chair Romero called the April 6, 2011, 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 Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Jim Merrill; Marc Jones; Meg Kester; Ann Freeman-Manzanares; Marilyn Hemmann; Carolyn Newsome; Karl Shenkel; and Melody Jamieson.

Others Present: Legal Counsel Tom Bjorgen; Citizen Advisory Committee (CAC) member Gerald Abernathy; Puget Sound Energy (PSE) Representatives Farra Vargas and Casey Cochrane; Scott Morris, Director of Public Affairs, Pierce Transit; Keith Messner, Director of Information Technology, Pierce Transit; and Recording Secretary Cheri Lindgren.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

- A. Daniel MacMillan, Maintenance Supervisor.** Shenkel introduced Daniel MacMillan, Maintenance Supervisor.

- B. Puget Sound Energy - Presentation for Green Power Participation.** Cochrane recognized the Authority and Intercity Transit's commitment as a purchaser of 100% green power. He presented the Authority with a plaque acknowledging the agency's role in creating a green community. Cochrane reported Ms. Vargas administers PSE's green programs within the community.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 2 of 12

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** March 2, 2011, Regular Meeting; March 16, 2011, Special Meeting.
- B. Payroll:** March 2011 Payroll in the amount of \$1,676,379.45.
- C. Accounts Payable:** Warrants dated March 11, 2011, numbers 83090, 83336-83449 in the amount of \$355,192.93; warrants dated March 25, 2011, numbers 83451-83575 in the amount of \$653,600.60 for a monthly total of \$1,008,793.53.
- D. Computer Equipment Award:** Accepted the process proposed to select a vendor and authorized the General Manager to purchase 32 desktop computers and eight laptops through the Dell Corporation in the amount of \$57,103.35.

The following change was requested to the March 16, 2011, minutes revising the second line within the second paragraph on page 13 to read, "Sometimes the rulings may not seem logical."

The following change was requested to the March 2, 2011, minutes replacing "Director" with "Mayor" within the first line of the first paragraph on page 5.

The motion carried with as amended.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Romero reported Tenino High School students provided information on a creative education and encouragement program focusing on the dangers of texting while driving. The program was implemented by the Tenino High School Leadership Program. Most of the student body signed pledges. Staff updated members on the outcome of the meeting with Sound Transit officials and challenges associated with extending light rail to Thurston County. A subcommittee is working on developing the Council's retreat agenda. Agenda topics include regionalism and water policy. Members learned south Thurston County has more broadband width than many other localities within the state.

Thies commented that many states along the Eastern Coast refused to accept billions of dollars for high-speed rail. Washington State is working to secure some of the funding. Harbour advised Washington is one of 24 states applying for \$2.4 billion in funds.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 3 of 12

B. Transportation Policy Board (TPB). Hildreth reported TRPC was the recent recipient of a \$1.2 million grant for sustainable communities. Intercity Transit is involved in the three-year process to evaluate land use, housing, school siting, emergency services, water, health, human services, and education. Some of the outcomes include more transportation choices and equitable and affordable housing. The Board discussed public outreach strategies for TRPC projects and programs focusing in alignment with the sustainability grant. Thurston County's population forecast projects an additional 170,000 people by 2040.

C. Urban Corridors Task Force. Hildreth reported the focus is on zoning and transit issues and identifying alternatives for major corridors of the future involving Capitol Boulevard and Martin Way. The agency plays a significant role. He suggested the task force brief the Authority on the project in May. The task force is scheduled to disband in June 2011.

D. Citizen Advisory Committee (CAC). Abernathy reported the CAC discussed its self-assessment instrument. Staff provided an update on the Hawks Prairie Park and Ride project. Members offered suggestions on the application for the youth position. Harbour provided members with the State of Intercity Transit Report.

NEW BUSINESS

A. Hawks Prairie Park and Ride Easement Agreement. Hemmann requested approval to enter into an agreement with Thurston County and the Meridian Campus Commercial Owners Association (MCCOA) for a permanent slope easement on the north side of the Hawks Prairie Park and Ride site. The north side of the site is 25 feet higher than an adjoining tract of open space owned by MCCOA. Project engineers determined the vehicle and transit access road planned for the north side of the site requires support along the property line to provide a stable base for the roadway. Construction of a slope extending into the MCCOA property is the most cost effective solution for supporting the roadway. MCCOA agreed to grant a permanent slope easement to Intercity Transit with Thurston County as co-grantee. If Intercity Transit ceases to operate the park and ride and terminates the lease, Thurston County regains responsibility for the park and ride. It's anticipated the Thurston County Board of Commissioners will consider the easement request in April. At this time, there is no anticipation the permanent slope easement requires additional environmental mitigation. Pursuing other potential options could increase costs for the park and ride facility.

It was M/S by Citizen Representative Thies and Citizen Representative Johnson to authorize the General Manager to enter into an easement agreement with the

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 4 of 12

MCCOA with Thurston County as co-grantee. The easement agreement will be permanent as long as Intercity Transit or Thurston County operates the park and ride, for a total payment of \$10 to the MCCOA.

Discussion ensued on details for construction of the slope using existing fill, increased costs related to other options, such as building walls, and maturity of existing trees. Hemmann replied that stabilizing material will be added to the fill. Additional landscaping will be added to the existing landscape.

Motion carried unanimously.

B. One Regional Card for All (ORCA) - Smart Card Technology. Bloom introduced Scott Morris, Director of Public Affairs, Pierce Transit. The agency worked with Pierce Transit over the last several years on the regional card.

Bloom provided an update on the smart card fare technology for use on Olympia Express service. The project has a long start-up history, and was implemented in the central Puget Sound region in late 2009. Central Puget Sound transit systems and the Washington State Ferry System (seven systems) deployed an integrated fare media system based on "smart card" technology. Regional fare media replaced more than 50 existing fare media choices. Passengers currently use a "flash pass" on Olympia Express service. After transferring to a local Sound Transit bus to Seattle, the card is debited the fare automatically avoiding any paper transfers.

Intercity Transit would become the first system outside of the initial group of seven systems to participate in the ORCA system. Staff recommends a mobile unit, which requires collaboration with the Operations Department to place the unit in the driver area.

Bloom reported he and Bjorgen reviewed the proposal from Pierce Transit. Pierce Transit requires two elements for implementing ORCA on Olympia Express service. Both proposed agreements are under review and negotiation and include an Agreement for Cost Reimbursement with start-up costs anticipated to be \$35,000, and an Interlocal Cooperative Agreement for adding ORCA equipment on Olympia Express buses. The individual mobile units cost approximately \$100,000. Staff is scheduled to present a recommendation on the total cost at a future meeting.

Keith Messner, Director of Information Technology, Pierce Transit, provided additional information on the technological complexity of the ORCA project. A recent customer satisfaction survey revealed 87% of ORCA users are pleased or very pleased with the system. The reader is a less expensive version than the one illustrated in the handout.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 5 of 12

The computer system tracks transactions and associated fares. It's not necessary for the agency to purchase special computers.

Messner referred to agreements with employers that purchase group passes and offer the passes as a benefit to employees. Based on use, a contract is renegotiated for a subsequent year.

Thies said it appears the technology is useful and agile. The estimate of \$500,000 to implement the system on Olympia Express service is very expensive and would be significantly more if implemented throughout the fleet. Bloom clarified that each reader is approximately \$8,000 to \$10,000.

Morris outlined portable fare transaction processes. King County Metro uses the portable units successfully.

Harbour clarified the update is for information and to discuss how Intercity Transit might participate in the project. Staff will return at a future date with a detailed and accurate budget for consideration and action.

Bloom advised the intent is implementing the technology on Olympia Express as a demonstration project. Implementing the project on local service entails a larger undertaking with more uncertainties.

Messmer suggested it would be helpful if staff identified next steps and included more information about the cost as the project moves forward. Bloom replied preliminary cost estimates essentially remained unchanged. Staff is researching any additional components that may be required.

Hildreth asked about the volume of passengers using Olympia Express service. Harbour said there are 364 one-way daily boardings. Bloom added approximately one-half of the passengers use ORCA cards while other riders use the STAR pass.

Discussion followed on initial start-up costs estimated at \$30,000 and a \$500,000 estimate to implement the system on Olympia Express.

Rogers asked about savings to the agency since it's not necessary to purchase special computers to transfer data. Bloom advised staff plans to provide the information within the next several weeks.

The Authority discussed driver responsibility for portable readers, implementing the technology on Olympia Express as a demonstration project, and a potential future

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 6 of 12

project to implement the technology fleet-wide. Morris advised it's preferable to allow time to become familiar with equipment prior to installing units in buses. He shared additional information on the high-speed data line required to transfer data.

C. Adopt the Annual Report and Transit Development Plan. Bloom reviewed the recommended action. A public hearing was held on March 16, 2011, on the Draft 2010 Annual Report and 2011-2016 Transit Development Plan (TDP).

The Authority commented on incorporating public comment within the TDP and staff working with the drivers to provide bus service for the last day's train at Centennial Station.

It was M/S/A by Citizen Representative Thies and Citizen Representative Messmer to adopt the 2010 Annual Report and approve the 2011-2016 Transit Development Plan, as presented at the public hearing held on March 16, 2011.

D. Landscape & Grounds Maintenance Services - Contract Award. Staff provided a revised agenda report, which requests an award for landscape and grounds maintenance services for the Pattison administrative and maintenance facilities, the Amtrak station, Olympia and Lacey Transit Centers, and the Martin Way Park and Ride.

Jamieson reviewed the request for proposals (RFP) process. The agency held a pre-proposal conference and site visit on March 7. Seven proposals were received by the submittal date of March 17. An evaluation team reviewed the proposals based on criteria established in the RFP. Interviews were held with the two top-ranking firms. Sound Landscape Professionals was determined to be the top ranking firm.

Staff responded to questions on the funding source for the contract and whether cost increases for the two, one-year options are negotiable. Jamieson advised the only cost increase is associated with any prevailing wage increase. Other potential cost increases are negotiated. The new contract's effective date is April 14, 2011.

It was M/S/A by Citizen Representative Thies and Deputy Mayor Clarkson to authorize the General Manager to enter into a one-year contract with two, one-year options to extend, with Sound Landscape Professionals in the amount of \$41,088.60, for the provision of landscaping and grounds maintenance service.

E. Review Olympia Express Service: Pierce Transit Routes 601 and 603A. Bloom reported Pierce Transit's sales tax ballot measure failed creating a proposed reduction in service by 35% system-wide. Additionally, Pierce Transit recently experienced a major equipment failure and explosion in early March at its compressed natural gas

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 7 of 12

(CNG) refueling station. The agency implemented emergency service measures cutting weekday Olympia Express service from 16 to 8 trips each day. Approximately 25-30 drivers are required to refuel at SeaTac. Intercity Transit assisted the agency by operating eight of the express trips eliminated.

Routes 601 and 603A are Pierce Transit routes traveling daily to Olympia and Lacey. Intercity Transit operates Route 603A. Bloom reviewed a matrix illustrating costs, boardings, revenue, and service hours associated with Intercity Transit's trips during Pierce Transit's emergency service reduction.

Pierce Transit anticipates replacement of its CNG refueling stations taking much longer, possibly into the fall. Pierce Transit is implementing a 20% reduction in June and a 15% reduction in October. The service offered by Pierce Transit to Olympia - Olympia Express weekday service will reduce by 50% to only eight trips daily beginning in June.

Bloom requested the Authority provide feedback on the impact and the potential of Intercity Transit providing additional express service.

Romero asked whether a public hearing is necessary to consider service changes. Bloom replied if the agency considers a service change in June, the Authority needs to schedule a public hearing on April 20, with staff seeking authority to implement any changes at the Authority's May 4 meeting.

Harbour advised the Authority is required to make a decision on the level of service, if any, the agency may want to provide on a permanent basis. The public hearing enables the Authority to render a decision in May.

It was M/S by Citizen Representative Thies and Deputy Mayor Clarkson to schedule a public hearing on April 20, 2011.

Messmer expressed concerns for considering a specific change to Olympia Express service involving Pierce Transit Routes 601 and 603A. She recommended pursuing a discussion in the context of what the agency might want to consider in terms of service support so the public is informed prior to the public hearing. She doesn't favor rushing a decision.

Bloom clarified currently, the agency may be compensated for providing the eight Olympia Express service trips. Pierce Transit's service change is occurring in June 2011. No one realized it would take longer than several weeks to replace the CNG fueling station. Intercity Transit and Pierce Transit are working on transitioning the eight express service trips to Pierce Transit. Intercity Transit is using two vehicles from its contingency fleet to operate the trips.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 8 of 12

Hildreth asked about the probability of the agency beginning permanently operate the eight trips. Bloom advised it's possible Pierce Transit customers will begin using Intercity Transit service when the agency implements service reductions. There are capacity issues and service gaps. There might be trips the Authority might want to assume. It costs \$1,400 daily to operate the trips or \$355,156 annually.

Thies said he appreciates Messmer's concerns. Pierce Transit is canceling express service on June 12. The intent of the motion is to hold a public hearing to provide the public an opportunity to provide feedback.

Clarkson said he's not advocating for any particular outcome and looks forward to receiving public input.

Clarkson and Hildreth acknowledged there are concerns from a fiscal perspective.

Romero spoke in favor of conducting a public hearing.

Harbour advised the proposal is to receive public input and consider the number of trips the Authority might want to consider.

Messmer suggested additional information and discussion on other alternatives, such as vanpool service, would also be helpful.

Clarkson recommended providing the minutes from the public hearing as soon as possible for review prior to the May 4 regular meeting.

The motion carried unanimously.

F. Approval of Memorandum of Understanding to Complete the Regional Plan for Sustainable Development. Bloom reported the Memorandum of Understanding (MOU) commits the agency to working with TRPC and other signatories to complete a Regional Plan for Sustainable Development (RPSD). TRPC received a \$1.5 million grant from the U.S. Department of Housing and Urban Development (HUD) to embark on a three-year process to develop a RPSD. The MOU establishes a position for Intercity Transit on the task force. He reviewed the recommended action.

It was M/S/A by Citizen Representative Johnson and Deputy Mayor Clarkson to authorize the Chair to sign the MOU to complete the RPSD.

G. State of Intercity Transit. Harbour reported the agency is proud the voters approved a 0.2% sales tax increase in August 2010. Voters in all jurisdictions supported the tax ballot.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 9 of 12

The agency experienced its first wave of employee turnover in 2010 with the Development Director retiring after 30 years with the agency, the Maintenance Director taking another position with King County Metro after 27 years, and the Information Services Manager leaving after 17 years of service. Pending the outcome of the sales tax measure, all three positions remained open for at least six months.

Harbour referred to another significant undertaking involving the installation of an ISO 14001 Environmental and Sustainable Management System (ESMS). One positive outcome is documentation of the agency's policies and procedures.

Harbour provided an overview of major challenges in 2011 and beyond, which includes increased demand for service, Pierce Transit service reductions, improving Dash service and increasing productivity, working with Sound Transit and other stakeholders to develop a white paper discussing the possibility of extending service further south, and adjusting to fuel price changes.

Discussion ensued on the six-year financial model and the ability to maintain current service and policy reserve levels through 2016. There are no plans to increase service levels over the next six years.

Messmer complimented staff on the report. The report is comprehensive and serves as a useful informational tool. She indicated she'll forward some minor changes to staff. Harbour indicated the report is essentially final and will be posted on the website.

H. 2011 Citizen Advisory Committee Recruitment. Seward reported on the annual recruitment process for CAC members. She provided additional information on how the agency is outreaching to the community for recruiting the youth and other CAC positions.

The same application packet will be used for recruitment to fill vacancies on the CAC. Six terms expire each June. Four members are interested in seeking reappointment. Berl Colley and Linda Olson are not eligible to seek reappointment having served their respective term limits. Stuart Delaney passed away creating another vacancy. All applications are due by May 20.

Romero asked members to notify her of interest in serving on the interview panel.

I. General Manager Performance Evaluation Process. Seward reported the performance evaluation form was updated to include current goals. The performance appraisal policy remains unchanged as well as the timeline. Members were invited to provide feedback on questions posed in the evaluation instrument. If there are no

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 10 of 12

changes to the form, the documents will be forwarded on April 7 along with Harbour's personal assessment.

Messmer asked about the disposition of each member's comments. Seward explained that each form is provided to the Chair and Vice Chair. The Chair and Vice Chair organize the comments and provide the Authority with a summary report during an executive session. The Chair and Vice Chair provide Harbour with a letter summarizing comments. The original reports are filed in Harbour's personnel file, as required by the auditors. Messmer said she's comfortable with the evaluation forms knowing that the Chair and Vice Chair review each form.

Romero said comparables of compensation, such as executive directors within the community would be helpful. She suggested adding LOTT to the list of comparables.

GENERAL MANAGER'S REPORT

Sales tax revenue continues to increase and is up approximately 3.15% year-to-date compared to the same time last year.

The House and Senate submitted **transportation packages**. Funding is essentially status quo for special needs. There are funds to replace and expand the vanpool program. It appears the second phase of the Hawks Prairie Park and Ride lot is funded. The Legislature is focused on the General Fund budget. There could be secondary impacts to Intercity Transit.

Staff recently met with **legislative representative** staffs in Washington, D.C. Harbour and Romero were invited to attend a meeting at Olympia City Hall with Representative Herrera-Beutler. Olympia Mayor Doug Mah nicely outlined Intercity Transit's role in community projects.

Environmental sustainability management system (ESMS) training continues with staff attending another workshop on May 23-26.

A **Dial-A-Lift dispatcher** is completing her Masters Degree in Environmental Science at The Evergreen State College (TESC). The employee approached staff concerning an internship and began documenting policies and procedures for the ESMS team.

The agency was invited to present to the **Washington State Department of Transportation (WSDOT) Commission** on April 19 at Olympia City Hall. WSDOT is conducting hearings across the state on transportation issues.

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 11 of 12

It's possible the **June 15 work session** will be rescheduled to June 22. The Chair and Vice Chair are not available on June 15.

The **vanpool marketing campaign** is underway. There are 117 new vanpoolers since January which exceeds the goal of 100 for 2011. Staff placed focus on the Joint Base Lewis McChord.

The **Bicycle Commuter Contest** begins in May. Intercity Transit received six proclamations supporting the program. A Farmers Market ride is planned for April 23 to kick off the contest. The Wrencher's Ball is on April 29.

The agency is a co-sponsor of the **Thurston Chamber forum** on April 13 supporting the 2010 Green Business Program and awards. Intercity Transit will receive a Green Business Award at the forum, which begins at noon.

Intercity Transit is a sponsor of the April 16-17 **Green Tour and Eco Expo**. The agency will hold a workshop on 'green transportation' at LOTT from 12:00 - 1:00 p.m.

Earth Day is on April 22, 2011 and will be celebrated at South Puget Sound Community College (SPSCC).

A **sustainable transportation fair** is scheduled for April 22 at the Olympia Farmers Market.

Volunteers are working with Intercity Transit to **recycle bicycles** left on buses and at transit centers.

AUTHORITY ISSUES

Messmer said she looks forward to representing the Authority at the CAC's April 18 meeting. She is facilitating a discussion on local issues including connectivity to Capitol Campus at the WSDOT Commission meeting on April 19 at Olympia City Hall.

MEETING EVALUATION

Members shared the following thoughts:

- Good meeting.
- Preferred allocating more time for discussion on the One Regional Card for All (ORCA) – Smart Card Technology agenda topic. Members felt rushed. *Harbour assured members both ORCA and Olympia Express Service issues will be presented again to*

Intercity Transit Authority Regular Meeting

April 6, 2011

Page 12 of 12

the Authority for further discussion. Members were invited to contact staff with any additional questions.

- Local media reported on temporary Pierce Transit service cuts. However, with the recent failed sales tax measure and explosion of its CNG facility, those service cuts are permanent. What Intercity Transit decides to do on an emergency and/or permanent basis will be publicized. *Harbour clarified that initially the CNG facility was projected for replacement within 30-60 days and the service change was scheduled for October. Based on the incident involving the CNG facility, a 20% service reduction will be implemented in June, which impacts Intercity Transit's schedule for Olympia Express Service. Staff will provide options for consideration on April 18. The Authority will be asked to make a decision on May 4.*
- It's important the Authority has sufficient time to evaluate the Olympia Express Service issues and options.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Deputy Mayor Clarkson to adjourn the meeting at 7:43 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: May 4, 2011

Prepared by Cheri Lindgren, Recording Secretary
Puget Sound Meeting Services

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
April 20, 2011

CALL TO ORDER

Chair Romero called the April 20, 2011, special meeting of the Intercity Transit Authority to order at 5:35 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Jim Merrill; Bob Holman; Marc Jones; and Carolyn Newsome.

Others Present: Kelly Hayden, Acting Vice President of Transportation Services, Pierce Transit and Recording Secretary Valerie Gow.

APPROVAL OF AGENDA

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

PUBLIC HEARING - CONSIDERATION OF INCREASING OLYMPIA EXPRESS SERVICE FOR THE JUNE 2011 SERVICE CHANGE

Romero opened the public hearing at 5:36 p.m.

Bloom reported Rider Alerts and flyers publicizing the public hearing were placed in buses. He provided the Authority with a summary of 37 comments received to date from emails and phone calls.

Kelly Hayden, Acting Vice President of Transportation Services, Pierce Transit, thanked the Authority and Intercity Transit for supporting Pierce Transit and passengers by providing some stability in express service since the February 28th fire of Pierce Transit's Compressed Natural Gas fueling station.

Sue Pierce, 4820 27th Court SE, Lacey, said she lives in Lacey and works in Tacoma five days a week. She takes Pierce Transit Express Route 603A primarily because it works

best for her schedule. She also takes the Intercity Transit bus. She asked the Authority to consider replacing the three routes slated for elimination as most people are traveling north and need these options. The chart and ridership numbers provided by staff don't accurately reflect the importance of the routes to the commuters. She shared she used transit service for nine years. The planned drastic cuts by Pierce Transit will cripple many people from getting to work as well as it will increase congestion on I-5. She works in a one-person office and doesn't have an opportunity to carpool. She asked whether everyone is familiar with the congestion on I-5 at 6:00 a.m. caused in part by Joint Base Lewis McChord and Camp Murray. She thanked the Authority for stepping in and continuing service cut by Pierce Transit.

Linda Thomas, 10405 Freidey Street SW, Lakewood, a bus rider for approximately seven years, reported she lives in Lakewood and works in Olympia. She rides Routes 601 or 603 and typically rides Pierce Transit Route 601 in the morning and takes Intercity Transit Route 603 in the afternoon. The 601 a.m. route is slated to end causing her to use Route 603, which is always full with standing room only. She said if she has to pay for service she wants a seat. She asked the agency to consider filling service gaps Pierce Transit is going to cut. Additionally, the 601 and 603 leave the SR 512 Park and Ride within five minutes of each other. She asked for consideration to expand the intervals of when buses leave, such as every 15 minutes. She asked the Authority to consider the timing of routes as well.

Jim Lazar, 1907 Lakehurst Drive, Olympia, described his background in working with transit agencies. He's a periodic user of express service and primarily travels to Sea-Tac Airport. He offered to work with the citizens committee in Pierce County on how to successfully pass a ballot measure, which likely would solve the problem. He asked the Authority to primarily consider focusing on those trips principally serving Thurston County residents and give careful attention to connections to Pierce Transit and Sound Transit both in determining what routes to serve and in scheduling those routes, so connecting times are minimized. For example, the Option B proposal preserving a 6:30 p.m. departure from Olympia probably doesn't meet the Thurston residence test. The agency likely has actual data on ridership and where passengers reside. If not, the agency may need to collect that data. However, it seems a bus heading north at 6:00 p.m. is not a time when Thurston County residents are going north. At 8:00 p.m., the bus returning south is likely empty. The Authority should consider terminating express service at Lakewood either at the Lakewood Station or at the SR 512 Park and Ride. Currently, there is redundant service from Lakewood to the Tacoma Dome to downtown Tacoma provided by Intercity Transit, Sound Transit, and Pierce Transit. Although there is convenience in staying on one bus as well as attracting ridership, there is clearly a price to pay when reducing convenience. However, Pierce Transit Routes 2, 3, and 48 and Sound Transit Routes 574, 592, and 594 run the same routes.

People could connect at Lakewood. The roundtrip from Lakewood to the Tacoma Dome to downtown Tacoma consumes approximately one hour of vehicle and driver time for each trip. It's approximately 40% of the total Olympia to Tacoma to Olympia service hour total. He cited written testimony he submitted that includes three examples. It is between 37% and 46% of the route service hours that is north of Lakewood. There are alternatives north of Lakewood while there are no alternatives getting to Lakewood. If service is terminated at Lakewood and passengers transfer to Sound Transit or Pierce Transit, many vehicle service hours could become available to increase frequency between Olympia and Lakewood as well as filling in some service gaps of Pierce Transit. He urged the Authority to also consider a way to restore economical transfers to Sound Transit. Those transfers were lost when Sound Transit switched over to ORCA and discontinued paper transfers. It would be beneficial not to pay an additional fare when boarding Sound Transit in Lakewood.

Intercity Transit should focus on those routes of service for Thurston County residents as the residents pay the taxes that support Intercity Transit. The connections to Sound Transit are very important and improving schedule coordination is important to him. Finally, there are alternatives north of Lakewood to Tacoma and Tacoma Dome that may allow termination of express service in Lakewood. If that frees up vehicles to provide frequent service and fills gaps, it's an alternative he urged the Authority to consider.

Diane Grace, 505 Division Street NW, Olympia, is a periodic rider several times a month, visiting her mother and conducting business in Seattle. She echoed Mr. Lazar's comments. Having a 603 connection to the Sounder is her number one issue of importance. If the agency is going to promote public transportation, it should be provided to and from the state capital. On June 11, Pierce Transit is discontinuing the 599 connector bus, which connects the Lakewood Station to the Tacoma Dome. While she appreciates the comments Thurston County doesn't need to pay for redundant service, Intercity Transit does need to link to the Sounder even if only twice a day. Intercity Transit Route 603 can provide service to Tacoma Dome at 8:00 a.m. for passengers to catch the Sounder. She takes the Sounder in Seattle leaving at 3:50 p.m. and connects at the Tacoma Dome on 599 connecting to Lakewood to catch a 5:15 pm. Pierce Transit bus to arrive in Olympia in 6:00 p.m. She acknowledged the expense of ORCA but noted the service is invaluable for passengers. Her main priority is having some connection to the Sounder Station at Lakewood especially when Sound Transit begins providing Sounder service from Tacoma Dome to the Lakewood Station.

Ken Rose, 7918 Schmel Drive NW, Gig Harbor, said he lives in Gig Harbor and although not a normal Intercity Transit rider, he does frequently ride Intercity Transit buses. Because he lives in Gig Harbor, he has been adversely affected by the

compressor explosion resulting in the cancellation of the Pierce Transit bus at 6:00 a.m., which he questions, as it had the highest ridership from Gig Harbor. He now must take a 5:36 a.m. bus. He said he appreciated and took advantage of riding the Intercity Transit bus that temporarily provided service at 6:00 a.m. on 6th Avenue. It required paying the toll on the bridge since Intercity Transit doesn't have the ORCA pass, which it needs to secure. For the evening return trip, he normally uses the Pierce Transit bus. However, he frequently uses 601 to travel to the SR 512 Park and Ride depending on his evening plans. Intercity Transit's 3:00 and 4:00 p.m. buses are frequently standing room only. Perhaps Intercity Transit could provide a larger bus for those routes to avoid having so many people standing. He suggested the buses scheduled at noon, 1:30 p.m. and 3:00 p.m. be converted to hourly buses. Pierce Transit was originally going to cancel the 4:15 p.m. bus, which has the highest ridership. He recently learned Pierce Transit changed those plans, which he appreciates.

Colin Bossay, 1067 Cherry Street SE #139, Olympia, said he is a college student who lives in Olympia and rides buses 603 and 601. He used to live in Tacoma and agreed Intercity Transit should add more trips if Pierce Transit discontinues trips, as the buses are very full especially in the afternoon at 3:00 and 4:00 p.m.

Wesley Shockey, 322 N Street NE, Auburn, said he is a college student at South Puget Sound Community College and travels from Tacoma each day, usually riding the 6:15 p.m. bus. By the time he gets to Lakewood, it is standing room only. Even with the elimination of some of the routes, it will only get worse. Intercity Transit needs bigger buses, possibly similar to Metro's 62-foot articulating buses which accommodates up to 75 passengers. It will only get worse if there are cuts, especially with all the state workers and students.

Rachel Newmann, 2005 Water Street, Olympia, said she began working in Tacoma approximately three years ago and was delighted to find a bus schedule that works for her arriving to work 10 to 15 minutes before her workday starts and a return bus in the evening. She dreaded the idea of driving because of the early and late hours and preferred leaving the driving to somebody else. However, when she decided to take the bus, it was with the realization it would take her 30 to 45 minutes to drive while the bus doubles her commute time. The trade-off is worth it as she can sleep, read, and socialize. She expressed appreciation to the Authority for supporting Pierce Transit during the time it was unable to run bus 603A in the morning. She uses that bus to travel to Tacoma. With the 603A, she didn't have to take an earlier bus extending her commute time even more. She acknowledged the agency's economic and financial competing priorities and expressed appreciation for mass transit's efforts to increase ridership and reduce consumer fuel costs. She asked how many riders does it take to break even on a trip to Tacoma and back to Olympia. If commute times were lessened,

many more people would ride the bus than drive. She questioned whether it's possible to negotiate with Pierce Transit for an Intercity Transit bus to provide service along Commerce Street as many people work at the University and at different places downtown. There are also a number of people who work at the medical facilities on Martin Luther King Way. She asked whether it's possible for the bus to make a loop to drop off passengers at work sites to reduce commute time for passengers because much of the commute time is caused by transfers. She commented on the comfortable seats on older Pierce Transit buses in comparison to uncomfortable shorter seats on the newer buses.

Tom Fender, Tumwater, said he served on the Authority for seven years and the express routes were controversial during that period. He is disheartened by the current situation in Pierce County. He works in Seattle each day and has used the system since 1991 and prior to that when he was younger. Public transit is extremely important. Decisions made regarding express service are broad and important. Mr. Lazar's idea for terminating service at Lakewood Station makes some sense in many respects; however, there are many students who ride the bus to downtown Tacoma. Many others work in downtown Tacoma and many more connect to 592 or 574 buses for northbound destinations. It's difficult to make everyone happy, and it's really easy to be wrong. He suggested it's difficult for the Authority to distill enough information from a public hearing to make the best decisions. It's really imperative considering the expansion at Joint Base Lewis McChord and coping with I-5 congestion to ensure express service survives, and in greater quantity than it currently exists and more so with the cuts. That may take some reordering of priorities. As a former member of the Authority trying to figure how to keep the system going, there was much cooperation between Intercity Transit and Pierce Transit. The solution to the problem will likely entail continued cooperation with Pierce Transit examining the size of its Public Transportation Benefit Area and determining whether rural voters will support transit. That will be important to the future of the public transportation system. I-5 is beyond capacity and will continue to worsen. Transit must be a big part of the solution. A better world includes better connections in Lakewood. He recounted the snowstorm in January and how he arrived at Lakewood at 12:30 a.m. when no buses were available. He was able to find a ride home courtesy of a stranger. Many people are already avoiding using bus 603 and beginning their commute in DuPont, which isn't beneficial as they are only adding to the congestion on I-5. For express buses to be effective there must be an element of convenience. The Lacey Transit Center is a trip through a forest of traffic lights taking "express" out of express. Hard decisions will be necessary to make. He is deeply concerned with people standing on a municipal bus as it travels 60 miles per hour along the freeway. It's about the worst situation a person can be in if the bus has a collision. It is a bad situation and one that needs to be considered. He suggested it might involve providing some larger coaches dedicated to express service

than the average municipal coach. Fender encouraged the agency to consider offering ORCA cards.

Wilfred Collins, 303 Wilson Street, Olympia, reported he is a member of the Citizen Advisory Committee. He rides 603 at least once a month to Tacoma and transfers to Seattle and north to Whidbey Island. On Friday, April 1, at 10:30 a.m., he boarded the 503 bus in Olympia. The bus was full and by the time the bus left the Lacey Transit Center, it was standing room only. It was raining and as the bus traveled on I-5, a person in the front of the bus opened one of the windows. Shortly thereafter, a passenger in the back of the bus complained it was too cold and asked that the window be closed. Another passenger in the front closed the window. The person who originally opened the window stood up and said, "I can't breathe in here." Somebody in the back then yelled, "Well, if you are going to breathe, you shouldn't have gotten on the bus!" The situation began to escalate, and the bus driver warned passengers to settle down. However, they kept yelling and finally the driver pulled off the freeway after the next off ramp and told everyone he called his supervisor and the next call would be to the police if everyone didn't settle down. People began talking a little more calmly instead of yelling at one another. Collins expressed appreciation for the driver because passengers began calming down knowing the driver was serious. The driver disarmed what may have turned into a really bad situation. He expressed appreciation for the driver as well as what the agency is doing in terms of sustainability and making decisions.

Garrett Milam, 1721 Bigelow Avenue NE, Olympia, said he works in Tacoma at the University of Puget Sound and takes the 603A bus five days a week and uses his bicycle as well. However, it still amounts to a 1-1/2 hour commute. He spoke on behalf of several people who ride the bus, especially students. There are quite a few high school students on the buses at 7:00 a.m. and 7:30 a.m. and although terminating express service at Lakewood may make sense in terms of continuity, for him and the students, it would effectively make it a non-service. He wouldn't be able to use the bus. If he had to catch another connection at Lakewood, it would be difficult as well as cost him another \$3 if he boarded a Sound Transit bus. There are also several vets going to the VA Hospital who ride on a regular basis and sometimes they ride every day. They rely heavily on the service. There are also some people who travel to the Federal Courthouse in Tacoma who don't own a vehicle or cannot afford to drive especially with the escalating price of gas. This is an essential service. He urged the Authority to find a way to preserve it at current levels. Milam said he learned the issue involves possibly filling in the service reductions in June. However, that is only part of Pierce Transit's reduction plan because in October, Pierce Transit plans to eliminate express service altogether. It will be a catastrophe for those who try to ride the bus.

Hildreth asked about Milam's alternatives if service is eliminated. Milam responded he would need to buy a car and drive or try to arrange some kind of vanpool operation. However, he doesn't know many people at his workplace who would participate in a vanpool other than two to three people. As a professor, his schedule is irregular and has a small son he tries to see when he can. He is unable to meet up with people after 5:00 p.m. as he needs to arrive early and leave early from his job. He likely would buy a car as alternatives are not good options.

Harbour said the proposed cuts by Pierce Transit will occur in June. There are no additional cuts to express service in October. Hayden verified the original plan was to cut service in October 2011 and February 2012. However, with the compressor explosion, it resulted in cuts sooner.

Milam thanked Hayden for the clarification. He emphasized the buses he rides on are standing room only and crowding is escalating. He experienced the gas price hike in 2008 and it's occurring again. It will continue to get worse, not better. This is an essential service. He agreed with the speed of Intercity Transit's routes going through Lacey Transit Center. There is currently the 7:45 a.m. bus and an 8:00 a.m. bus which arrive in Tacoma around the same time, which adds 15 minutes to the transit time for the passengers on the 7:45 a.m. bus. He urged the Authority to rationalize the schedule to avoid redundancies. He cited three buses leaving within 15 minutes in the afternoon from Tacoma to Olympia.

Dave Gordon - 454 Juli Court, SE, Olympia, said he's used Intercity Transit and Pierce Transit express service since 2007 and rides two to five days a week. He supports Intercity Transit supporting Pierce Transit service as it's an issue of choice as well. One of his coworkers asked him why he doesn't move to Tacoma. He said he responded he likes living in Olympia. Unfortunately, it's his choice and an issue such as supporting Pierce Transit is a matter of determining how to pay for that support. Fares do not fund the service entirely. Nonetheless, he said he's prepared to pay for the choice he's made. As for evening routes, it would be nice to have something between 4:48 p.m. and 5:30 p.m. He supports Intercity Transit taking over or filling in for Pierce Transit. He expressed appreciation and support for both Intercity Transit and Pierce Transit bus drivers as the "cattle run" south on I-5 during rush hour is difficult. He's witnessed some phenomenal driving by bus drivers. Often, drivers will take back routes. He complimented the agencies and bus drivers for providing that particular element of choice when traffic is too congested and drivers elect to take an alternate route. The drivers always inform the passengers.

Joshua Schaffer, 606 Devoe, Olympia, said he wants to see express service continue. It's nice to have the freedom to travel back and forth. He said he's representing many

people who couldn't attend the hearing, such as single mothers who work and have to pay for babysitters for every minute that they are gone. If the routes are not available, it's a matter of them not paying their rent or mortgage. He thanked Intercity Transit as the bus is a big part of his life. He said he's surprised no one mentioned the word "green." A lot of people are making the choice of not driving.

Dan Sully said he lives in Olympia and travels to Tacoma five days a week. He's a regular commuter, and many people at the hearing are the same people he sees on the bus each day. It appears the focus of the proposal is how Intercity Transit will fill in several routes. He suggested the Authority consider the entire schedule holistically and make adjustments, as there are areas that don't work, and there are other instances where there are too many buses or inefficiencies. For example, when he leaves at 6:00 p.m. from Tacoma, there is a bus that comes in to Tacoma from Olympia that is empty, and it doesn't pick anybody up. This is very annoying especially when the buses are already running late because of traffic. It appears to be inefficient for a bus to travel one way. He could be classified as a discretionary bus rider, not needing to ride the bus and rides partly because his employer pays for the pass. It costs him approximately 45-minutes extra each day to ride the bus. He could drive his car to Tacoma and find parking several blocks from where he works. The bus has to be relatively efficient and good enough to attract people like him. He acknowledged there are some people who must ride the bus but others will not ride the bus until it's an attractive system. He suggested the Authority consider the needs of people who rely on the bus. He complained the seats on the hybrid buses are uncomfortable. He's actually stood up to avoid sitting on the seats because they are so uncomfortable. He asked the Authority to buy better seats.

It was M/S/A by Deputy Mayor Clarkson and Councilmember Hildreth to close the public hearing at 6:30 p.m.

Chair Romero thanked everyone for attending and indicated the Authority will not render any decisions during tonight's meeting.

Hildreth thanked everyone for attending and sharing their concerns.

Fender suggested Authority members should consider using express service prior to making any decisions.

ADJOURNMENT

With no further business to come before the Authority during the special meeting, Romero adjourned the meeting at 6:32 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: May 4, 2011

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
April 20, 2011

CALL TO ORDER

Chair Romero called the April 20, 2011, work session of the Intercity Transit Authority to order at 6:38 p.m., at the administrative offices of Intercity Transit.

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

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Jim Merrill; Bob Holman; Marc Jones; and Carolyn Newsome.

Others Present: Dennis Haskell, SRG Partnership; Citizen Advisory Committee (CAC) member Seema Gupta; Thurston Regional Planning Council Senior Planner Jailyn Brown; Consultant Randy Knapick, IBI; and Recording Secretary Valerie Gow.

APPROVAL OF AGENDA

There were no changes to the agenda.

PRESENTATION - OLYMPIA TRANSIT CENTER

Freeman-Manzanares reported the last presentation included a review of multiple options for the scope of work for the Olympia Transit Center project. The Authority's preference is a facility accommodating expanded service for customers, accommodating Greyhound, and adding 10,000 square feet of administrative space. SRG Partnership is nearing completion of the preliminary design phase. This presentation is of refined plans prior to moving forward to final design. The Authority will review the final design contract at the June meeting.

Haskell reported the preliminary design report is scheduled for completion in the next several weeks to include programming, analysis, and design options. He displayed a site drawing of a previous elevation of the building design. The building includes two components at the ground floor of a transit operation function with a lobby, office, public restrooms, storage for baggage for Greyhound, and maintenance areas. On the opposite side is space for meeting rooms with storage, public restrooms, and a small

Intercity Transit Authority Work Session

April 20, 2011

Page 2 of 13

entry with a staircase. The 300-square foot and 600-square foot rooms can be used by staff during the day and converted to public meeting space in the evening.

Haskell reviewed the second floor layout, which includes work stations, staircase, elevator, office storage, a conference work room, break room, and employee restrooms.

Rogers asked about the possibility of placing generators on the second floor. Haskell advised more vibration would likely occur, and there are issues associated with fire suppression and fuel containment requirements.

The third floor includes a mezzanine with views to office space below. The plan eliminates one elevator creating significant cost savings. Haskell described how space is allocated for circulation, storage, and general office use.

Hildreth said open space tends to raise concerns about wasted space not properly utilized. Haskell responded open space is limited throughout the building. On the third floor, open space accommodates a sloping roof and provides some monitoring of activities occurring on the lower floors. It creates an open entry enabling security to monitor activity in the circulation core.

Messmer asked about bicycle parking for passengers, employees, and visitors. Haskell reported exterior bike racks are included for the public and visitors. Internal storage has been examined in the maintenance area for internal storage of bikes for employees. Messmer commented for the new city hall, the plan was to overbuild space for bicycles. However, at this point the space is under capacity significantly. Intercity Transit already has a significant number of employees who commute by bicycle. She encouraged the team to ensure adequate space is allocated.

Haskell addressed questions on the sufficiency of the overhang to protect passengers from inclement weather. A lower canopy is planned on the north and east sides of the building.

Messmer asked whether meeting space is sufficient for CAC meetings. Freeman-Manzanares said the initial plan accommodated a meeting room sufficient for CAC meetings. The current version includes a divider and additional review is necessary to determine overall space configuration.

Using a computer animation of the interior and exterior of the building, Haskell toured the building and described spaces and functions for each floor from south, east, west, and north elevations. A rain garden is featured within the design as well as a green roof. The proposal includes operable windows for natural ventilation and ceiling fans.

Intercity Transit Authority Work Session

April 20, 2011

Page 3 of 13

Glass encompasses approximately 45-55% of wall space. Screening is provided for windows that are individually controlled for lighting and cooling.

Clarkson expressed concerns about the sufficiency of an 8' x 8' workspace module for employees. Haskell replied the workstations are separated by panels of a specific height to ensure adequate ventilation. Harbour encouraged the Authority to visit Olympia City Hall to view 8' x 8' workstation cubicles on the third floor.

Haskell addressed questions about the green roof. Access will be limited to maintenance personnel. The roof will feature low-level vegetation requiring less maintenance than regular roofs.

Thies commented on pedestrian routes to the new building and the potential of creating pedestrian shortcuts from the existing building to the new building. Haskell explained how ticket sales are targeted specifically for Intercity Transit buses and Greyhound buses. There is no easy answer to keep pedestrians from entering bus ways. The design encourages use of crosswalks and pathways, and channels pedestrians from one area of the transit center to another.

Stites commented on the lack of privacy for meetings held in the conference rooms due to the amount of glass. Haskell advised it's possible to frost the lower part of the glass to provide some privacy to meeting participants.

Rogers questioned the need for two ticket counters. Harbour said the new ticket counter is designed to afford space for Greyhound as well as serving Intercity Transit passengers. It's inevitable passengers will transfer between the platforms to board different buses. Freeman-Manzanares said the team includes Merrill and the Customer Service Supervisor who provide guidance on pedestrian traffic to address and alleviate safety concerns. Merrill said the objective is encouraging passengers to cross in the safest manner and in areas designated. Offering two ticket counters provides better customer service. Hildreth asked about ways to encourage pedestrian use of designated walkways. Haskell identified the three routes available for crossing. Applications can be explored to make it easy and inviting as well as marking and signing walkway areas.

Messmer commented on the extent of what the agency can do to force people to walk in specific areas. If pedestrians cross in unsafe areas, bus drivers are very aware of pedestrians and safety issues. Most passengers walk frequently and will walk where they choose. What's most important is providing safe, convenient, and clearly marked routes.

Hildreth referred to his previous recommendation to consider the feasibility of utilizing reclaimed water on the site. He asked about the status of any research on the recommendation. Haskell said the team is scheduled to explore reclaimed water and potential uses for toilets as well as recycling water from the roof and the rain garden. Harbour said it might be likely the site may not need water from an external source other than for drinking water, as rain water will be collected and recycled. Freeman-Manzanares said as the design proceeds, the team is considering all alternatives to include connecting to purple pipe for reclaimed water.

Haskell thanked members for their feedback and indicated the team will be moving the design forward.

THURSTON REGIONAL PLANNING COUNCIL'S SMART CORRIDORS PROJECT

Bloom reported the presentation covers the concept of signal priority for transit. Within the last several years, Thurston Regional Planning Council (TRPC) led the effort to update and improve signal timing, signal coordination, and incorporate 'transit signal priority' (TSP).

Brown introduced the project and consultant Randy Knapick, IBI. The objective is transitioning the existing system to a more efficient operation through the use of technology. Intercity Transit's technology investments to this point provide a base for taking the next steps. She commented on the collaborative efforts of policymakers and staff throughout the process.

Knapick said the project is very important for regional planning, cooperation, and operations. Smart Corridors is an initiative system for the operation of the transportation system that is becoming more important in urban areas of the United States where, because of affordability or lack of space, expansion of the existing roadway network is no longer possible. The program is a system that improves the operation of the existing transportation system using a number of technologies. The initiative in Thurston County focuses on arterial corridors by optimizing traffic signal operation, managing events and incidents, and improving transit operations. The program is implemented in an integrated approach. Some examples of the technology include Portland, Oregon.

TRPC selected the corridors of Martin Way from Marvin Road to the Olympia Transit Center and Capitol Way/Capitol Boulevard from downtown Olympia to Tumwater Boulevard. Smart Corridors is the first regional effort to manage traffic operations involving many levels of government to include the county, cities, Intercity Transit,

Intercity Transit Authority Work Session

April 20, 2011

Page 5 of 13

Washington State Department of Transportation (WSDOT), emergency management, and local fire departments. The Federal Highway Administration is the funding agency for the project. The project provides a more reliable operation of the system for automobiles, transit, and emergency service providers by reducing traffic times, increasing reliability of travel time, improving responsiveness and agility to handle incidents and events, and reducing environmental impacts through less fuel consumption and improved air quality.

The two corridors form the backbone of Intercity Transit's network providing improved transit operations by increasing reliability in bus schedules. Signal priority affords the ability of the bus communicating directly with the traffic signal system to enable the bus to cycle through a green signal. It involves a conversation with specific rules applied enabling buses to encounter more green lights to reduce bus travel time. The most difficult aspect of the project is cooperation between the various institutions to agree to work together, own, operate, and maintain the systems.

The investment can range between \$2 million to \$6 million dependent upon the infrastructure choices and communications. There are some elements of the cost from the traffic side, such as new controllers, software, and central control systems, as well as from the transit side for modifications to enable the functionality of the agency's computer-aided dispatch system to work with the signal priority equipment. The team is reviewing the technical pros and cons of options and ensuring decisions are compatible with existing transportation systems. TRPC has a current balance of \$1.3 million from its CMAC grant for Phase 1 implementation. There is some expectation agencies will contribute to help leverage funds. As the system is modular in nature, phasing is another option for securing future grant opportunities for expanding the system along major corridors. In addition to Intercity Transit's investment, municipalities are investing in the traffic systems. Because these types of investments are making the system better, the projects are important as part of the tool kit of transportation strategies.

Knapick said the next phase of work is refining the first phase and scoping the project to ensure a technology solution and a defined set of corridor intersections can be implemented followed by developing the procurement mechanisms and putting interagency agreements in place. Later in the fall, the region should be in a position to implement the technology by early 2012.

Messmer expressed support for the project especially because it uses the existing system. It's important for the agency to consider how it can provide advantages to buses to provide the convenience and timing for passengers. From a funding

perspective, she suggested the possibility of using transportation impact fees to help fund the system when a development impacts an intersection.

Clarkson acknowledged his awareness of the project as a member of TRPC, but expressed some skepticism as the corridors are included within the City of Lacey and some intersections along the corridors already have a failing level of service. His concerns involve what the technology will do after implementation and impacts to emergency service providers. Knapick described how Smart Corridors does not impact the existing emergency vehicle pre-exemption system. Operationally, the technology benefits the traffic side as there are some opportunities to provide the City with some tools to increase the effectiveness of traffic operations. Another opportunity is modernizing and optimizing existing traffic systems. From a TSP perspective, failing intersections may cost time because of traffic, and there may be some limitations in providing green lights to buses. However, knowing there are delays and unpredictability may afford the opportunity to gain some of the lost time along other sections of the corridor by providing more permissive access in areas with more flexibility.

Clarkson asked about the timing associated with signal interruption before signals return to normal cycling. Knapick said with transit signal priority, the rules are somewhat different in that the system is not disrupted to the degree an emergency vehicle disrupts signals. Modern technology enables coordinated traffic signals. By a combination of rules that are somewhat less cumbersome than emergency vehicle rules and combined with better technologies that recover cycling, there is less impact.

Brown clarified the emergency vehicle Opticon system takes control of the signal by commandeering the signal. Transit signal priority is much different and operates on a list of rules for both the bus and the signal. Transit signal priority is a low level priority request.

Knapick explained how transit signal priority operates. As the agency has the technology of identifying the location of the bus in real time and knows where it's supposed to be based on scheduling, the computer systems on board the bus communicate with traffic signals. There is no operator intervention required.

Clarkson asked how the timing is determined for activating the technology along the route. Jones replied the systems are activated during peak traffic hours along the route. The PM peak is longer and more intense than AM peak hours. Bloom explained how the route includes a series of time points to ensure buses stay on schedule. Those time points change based on AM or PM peak hours.

Thies asked whether it's possible to receive information on return of investment calculations for the investment the agency will be asked to provide. Knapick replied based on assumptions of travel time savings, it can be translated into an annualized figure for operational savings. Thies asked if there is data available showing savings per mile of TSP. Knapick said because agencies implement rules differently and have different levels of service, it's difficult to provide a standard cost benefit analysis. However, given the rules, assumptions, levels of service, and operating costs, it is possible to monetize the savings.

Brown emphasized the project is a demonstration project and the focus is on problematic intersections where TSP will improve travel time. There is an assumption it will be successful because it's been demonstrated to have a very high benefit to cost ratio in other communities. There is confidence the region will see some improvements in some of the problem areas.

Stites asked if the technology works at intersections with red light cameras. Knapick said the system enables different technologies to work together.

Messmer asked if the technology could impact those routes where service was added because of congestion. Bloom commented two Routes 62A and B along Martin Way could be improved through the demonstration project. There are specific intersections where congestion is problematic.

Clarkson asked whether other successful TSP projects could be correlated to document improvements to specific problematic intersections along the corridor. Knapick said based on the vast majority of implementations of TSP and a commitment in operating the system, there are documented savings in time and money.

Johnson questioned whether it's more affordable to add capacity rather than a system relying on electricity that could be impacted by weather. Knapick said the technology relative to a roundabout or widening an intersection is a much lower cost. To replace an intersection cabinet costs approximately \$50,000 at the high end. Conversely, a roundabout can cost upwards of \$4 million. Additionally, the region's strategy is not expanding transportation capacity because it's unaffordable and not the type of community the region wants.

IMPLEMENTING AN ENVIRONMENTAL AND SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) AT INTERCITY TRANSIT

Holman reported he is the senior management representative for the Environmental and Sustainability Management System (ESMS) at the agency. ESMS is an umbrella

Intercity Transit Authority Work Session

April 20, 2011

Page 8 of 13

encompassing many agency elements to improve the environmental footprint and contribute to positive environmental impacts while improving the agency's sustainability. ESMS doesn't subscribe to new processes or programs but implements, maintains, and improves an environmental management system developed by the International Standards Organization (ISO) through ISO 14001 requirements.

In 2003, the Federal Transit Administration became associated with ISO and developed a training program with Class #1 including Sound Transit, Community Transit, and other large transit associations. The agency is attending Class #3 with King County Metro and the Sacramento Transit Agency.

Holman referred to additional materials provided in the agenda packet on the class and the program. ESMS is an environmental management system of a set of management processes and procedures allowing an organization to analyze, control, and reduce the environmental impact of its activities, products, services, and operate with greater efficiency and control.

In 2010, Harbour submitted the agency's application. It was one of 10 applications selected to participate in the class effectively raising the agency's bar for ISO 14001 certification. Certification helps organizations minimize how operations negatively affect the environment, comply with applicable laws, regulations and other environmentally oriented requirements, and continually improve its practices.

For the agency to be ISO 14001 certified, there are many requirements the agency must fulfill to include completing an initial audit documenting how the system is designed to warrant certification and commits the agency to periodic audit reviews. The Authority is requested to adopt a policy on May 4, which is also a requirement in the standards.

Romero asked about necessary measures for the new OTC building to achieve certification as LEED Gold. Freeman-Manzanares said the team hasn't completed documentation on the point schedule. The next phase includes review of the documentation for certification, which will provide more information. The agency established a minimum LEED certification of Silver when the Request for Proposal was released.

Holman reviewed the training required of the agency's five-member ESMS team on the development process, compliance management issues, and ISO 14001 ESMS requirements. The training simplifies the steps of implementation.

Intercity Transit Authority Work Session

April 20, 2011

Page 9 of 13

Thies recommended the policy should specify by title and role staff members responsible for ESMS. He asked about the timeline for periodic updates on progress and noted the internal audit doesn't specify the responsible staff member.

Holman advised the organizational chart designates the agency's ESMS Team led by the General Manager. The team is responsible for the system and working as needed with other staff in the organization to ensure ESMS implementation. Part of the certification and the policy requires annual reviews to ensure the program is administered efficiently and effectively.

Messmer reported on her attendance to the CAC meeting on April 18. CAC members conveyed how proud they are the agency is involved in the program and encouraged the Authority to support the effort.

Johnson commented on the enormity of the tasks and asked whether the team provides training to other employees to assist in the distribution of the workload. Holman reported the ISO 14001 standard requires training and communication. The methodology of the training program began with the first step with the expectation there will be continuous improvements at all levels through planning, analyzing, and identifying things important to the agency. At this point, identification of staff responsible for specific aspects hasn't occurred. The team is dedicated and committed to making the system work and achieving certification.

Clarkson asked about continuing education requirements for the standard. Holman advised the training is more on the methodology and tools. The products will differ from one agency to another. One of the reasons for changing the name from EMS to ESMS was Sound Transit's assertion that its focus is sustainability. Training may not be required for ESMS but it may be required for some other components, such as emergency preparedness, which is one area under the umbrella of ESMS.

Harbour said the Authority will be asked to adopt the policy in May. Much of the language is from the Strategic Plan and the Sustainability Plan. There are some specific requirements in the policies, such as the Communications Plan, training, and a commitment to annual reviews.

Romero recommended strengthening and adding more specificity to language within Section 2 of the policy pertaining to sustainability because of the different levels associated with "green" practices. Holman acknowledged the suggestion.

OLYMPIA EXPRESS SERVICE - PIERCE TRANSIT DISCUSSION OF PUBLIC HEARING

Bloom referred to the summary of public comments. Most of the comments were from passengers who live in Pierce County, while many citizens testifying were from Thurston County. Staff provided three options of 1) operating all Pierce Transit express trips to be cut, 2) replace a trip with the largest service span between trips, or 3) do not replace any Pierce Transit trips planned to be cut.

Harbour clarified the agency used two 16-year old vehicles from the contingency fleet to provide emergency service for Pierce Transit. If the Authority elects to add service, the agency would need to pull those vehicles from the contingency fleet on a longer term basis. There are currently three vehicles in the contingency fleet. Two buses could accommodate Option 1. The buses are maintained and in good operating condition.

Thies said he was moved by the testimony and believes the agency has a regional responsibility. Citizens raised good points about connections to Sound Transit and Pierce Transit. Many shared information on personal transportation issues. He referred to Dash and the difference in ridership and needs between express and Dash while acknowledging Dash is a showcase service. He questioned whether there is a way to reduce Dash service to offset express service to help people who are dealing with transportation issues.

Messmer said she was also impressed but questioned whether citizens in the service area would have similarly reacted if the agency announced a reduction in service. She said she prefers to step back, examine the issue, and ask what the future of the agency may be if it invests funds in additional express service. The system has many needs and many expectations by riders. She acknowledged time is limited and a decision must be rendered. It appears many of the commuters could likely be paired with carpools and vanpools. The issue is more complex than simply making a decision on whether to add service. There were also concerns about adjusting schedules. The standing room only issue is also compelling.

Hildreth asked how long the agency anticipates providing service. Harbour advised if the agency adds service, the same procedures apply as with any service the agency provides. Hildreth commented on the amount of traffic on I-5 that may be added if service is discontinued.

Johnson commented on the fairness of local residents subsidizing Tacoma service. She questioned whether providing service helps improve the overall system. Vanpool users pay for their service, which wouldn't affect local taxpayers. Bloom advised fare box

Intercity Transit Authority Work Session

April 20, 2011

Page 11 of 13

receipts account for approximately 10% of the cost of fixed route service. Johnson said it's not fair to taxpayers to support a few riders at the expense of many when the alternative of a vanpool is available. Harbour noted the agency operates a range of service and vanpool doesn't work for everyone.

Newsome reported dependent upon the price of gasoline, the agency recovers approximately 95% of vanpool operating costs. Currently, there are 155 seats that use the I-5 route. There are 16 vanpools available for service. Although it may cost more, it is an available option. Discussion followed on the costs associated with numerous transfers, which could cost more than vanpool service. Additionally, 46 new vans are on order.

Romero asked whether Option 1 would resolve issues associated with overcrowding, scheduling, and improving transfer time. Bloom advised the agency provided Option 1 service for the last 45 days and essentially, it would continue status quo service prior to any cuts. Bus 603 serves the local market to Tacoma. Romero questioned whether an option is increasing Bus 603 service for the local market.

Clarkson expressed concerns about overcrowding and questioned the agency's insurance liability. Bloom cited the example of Community Transit buses from Everett to downtown Seattle with standing room only since 1986. Sound Transit has been in operation since 1995 and in some buses, there is standing room only.

Messmer commented it's likely the Authority would want to communicate to the community it wants to serve the commute and transportation needs on the corridor. At the same time, the Authority wants to serve its Public Transportation Benefit District (PTBA) taxpayer and customers. Many of the commuters who live in Tacoma are also state workers and local businesses who are part of the community as well. It is likely the agency needs to optimize connections and schedules without exhausting all reserve vehicles and reserves. It's important to acknowledge there is only so much the agency can do in this situation while also stressing other options are available other than fixed buses, such as carpool and vanpool.

Johnson said standing room only is not really a legitimate argument as it occurs quite frequently and people are willing to stand. She said her concern is the agency's commitment to taxpayers to maintain service rather than allocating the funds for service in Tacoma.

Hildreth said he's not willing to commit to providing service while acknowledging it's premature to indicate the agency is not willing to provide service.

Intercity Transit Authority Work Session

April 20, 2011

Page 12 of 13

Thies offered the possibility of taking more time to examine options and extend service for 60 days to afford time for the Authority to make a recommendation. Johnson said extending the decision only delays the ultimate decision. The agency will continue to provide its existing service. The service scheduled for elimination is Pierce Transit service.

Harbour advised the Authority a decision is necessary at its May 4 meeting. Staff's recommendation will likely be Option B. The agency can operate the full level of service and can provide additional information on offering full service to include costs; it's a matter of resource allocation. Another option available is making a service change annually. Regardless of the decision, overcrowding will likely occur on express service, especially with the rise in gasoline prices.

Messmer asked to receive more details in response to comments on connections and adjusting the schedules and how the agency might improve the alignment of service. As part of the next discussion, she asked to see the plan for offering carpool and vanpool services as part of the service package.

Stites said Mason and Grays Harbor passengers should be considered as they connect to express service.

Clarkson asked to receive information on the option of terminating express at SR 512 Park and Ride Lot and the potential impacts that it might cause. Bloom said there are no good connections to SR 512 Park and Ride, and it likely would leave those passengers stranded. Messmer noted the suggestion was either Lakewood Station or SR 512 Park and Ride lot. Jones added there is some confusion as many Sound Transit buses are at the SR 512 Park and Ride as well as downtown Tacoma. However, there is no connection between the buses as they are peak our buses serving Seattle.

CITIZEN ADVISORY COMMITTEE REPORT

Messmer said the committee reviewed similar agenda items.

AUTHORITY ISSUES

Clarkson advised he is unable to attend the May 4 meeting.

Johnson said she is unable to attend the October CAC meeting on behalf of the Authority.

Intercity Transit Authority Work Session

April 20, 2011

Page 13 of 13

Messmer reported on her and Harbour's participation with the Washington State Transportation Commission on a tour of facilities within the region. The tour highlighted the region's cooperation and willingness to work together. The Commission acknowledged Pierce Transit's failed ballot measure and congestion along the I-5 corridor.

Harbour responded to a question on the Centennial Station agreement. The City of Olympia agreed to fund its share of maintenance costs this year. Jurisdictions to the agreement are working on a strategy for long-term funding.

Harbour reported the agency received positive news regarding action on a summary judgment involving a lawsuit against the agency.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Hildreth to adjourn the meeting at 9:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved:

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

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/11/2011

Thru Date: 02/11/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083094	2/11/2011	01314	ACRE KEITH	\$10.45	
00083095	2/11/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$921.87	
00083096	2/11/2011	01405	ADVANCE GLASS INC		<input checked="" type="checkbox"/>
00083097	2/11/2011	01405	ADVANCE GLASS INC	\$1,580.54	
00083098	2/11/2011	01480	AIR FLOW SYSTEMS INC	\$494.44	
00083099	2/11/2011	01640	ALL CITY LOCK & KEY	\$50.00	
00083100	2/11/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083101	2/11/2011	01660	ALL STAR FORD	\$3,485.51	
00083102	2/11/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$138.00	
00083103	2/11/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$0.00	<input checked="" type="checkbox"/>
00083104	2/11/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$3,407.75	
00083105	2/11/2011	02060	AMERISAFE	\$65.76	
00083106	2/11/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$247.38	
00083107	2/11/2011	02380	ARAMARK UNIFORM SERVICES	\$763.85	
00083108	2/11/2011	02580	ASSOCIATED PETROLEUM	\$89,482.11	
00083109	2/11/2011	03280	BAYVIEW CATERING	\$813.75	
00083110	2/11/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$378.67	
00083111	2/11/2011	03560	BJORGEN BAUER PLLC	\$4,862.00	
00083112	2/11/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00083113	2/11/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00083114	2/11/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00083115	2/11/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$7,262.53	
00083116	2/11/2011	03760	BOLANDER SIGNS	\$260.88	
00083117	2/11/2011	03980	BRUSKE PRODUCTS	\$243.96	
00083118	2/11/2011	04120	BUILDERS HARDWARE CO	\$869.23	
00083119	2/11/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$255.00	
00083120	2/11/2011	05305	CAPITOL ALARM INC	\$323.70	
00083121	2/11/2011	05340	CAPITOL COURIER SERVICE	\$348.61	
00083122	2/11/2011	05460	CARQUEST AUTO PARTS-OLY	\$349.18	
00083123	2/11/2011	06040	CITY OF LACEY	\$469.53	
00083124	2/11/2011	06060	CITY OF OLYMPIA	\$697.07	
00083125	2/11/2011	06120	CITY OF OLYMPIA UTILITIES	\$3,649.34	
00083126	2/11/2011	06537	COLUMBIA BANK and TUCCI & SONS INC	\$2,082.18	
00083127	2/11/2011	06607	COMDATA	\$33,233.59	
00083128	2/11/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$463.62	
00083129	2/11/2011	07105	CRAIN'S OFFICE SUPPLY	\$2,829.58	
00083130	2/11/2011	07120	CREATIVE OFFICE THE	\$19.55	
00083131	2/11/2011	07220	CUMMINS NORTHWEST INC		<input checked="" type="checkbox"/>
00083132	2/11/2011	07220	CUMMINS NORTHWEST INC	\$4,428.96	
00083133	2/11/2011	07290	CUSTOM SECURITY SYSTEMS	\$896.23	
00083134	2/11/2011	07520	DAILY JOURNAL OF COMMERCE	\$90.00	
00083135	2/11/2011	08680	EHRLECHS OFFICE PRODUCTS	\$184.18	
00083136	2/11/2011	08720	ELECTRONIC RESOURCING INC	\$443.57	
00083137	2/11/2011	08780	EMERALD RECYCLING SERVICE	\$1,909.76	
00083138	2/11/2011	09180	EXPRESS SERVICES INC	\$1,921.15	
00083139	2/11/2011	09575	FASTENAL COMPANY	\$244.84	
00083140	2/11/2011	09820	FLEET-NET CORP	\$1,434.84	
00083141	2/11/2011	10630	GFI GENFARE	\$233.94	
00083142	2/11/2011	10650	GILLESPIE GRAPHICS	\$1,285.76	
00083143	2/11/2011	10660	GILLIG LLC	\$7,271.83	
00083144	2/11/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,020.78	
00083145	2/11/2011	10820	GRAPHIC COMMUNICATIONS	\$2,102.97	
00083146	2/11/2011	11015	HARBOUR MICHAEL S.	\$651.69	
00083147	2/11/2011	11185	HEALTHFORCE PARTNERS INC	\$50.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/11/2011

Thru Date: 02/11/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083148	2/11/2011	11310	HOGAN MFG INC	\$2,038.33	
00083149	2/11/2011	11523	IKON OFFICE SOLUTIONS	\$2,140.81	
00083150	2/11/2011	11525	IKON OFFICE SOLUTIONS	\$927.82	
00083151	2/11/2011	11535	ILIUM ASSOCIATES INC	\$4,120.25	
00083152	2/11/2011	11615	INDUSTRIAL HYDRAULICS INC	\$202.51	
00083153	2/11/2011	11810	INTERSTATE BATTERY	\$1,238.85	
00083154	2/11/2011	11905	JANEK CORPORATION	\$913.08	
00083155	2/11/2011	12665	KGY INC	\$435.00	
00083156	2/11/2011	12725	KINGSIII EMERGENCY COMM	\$213.15	
00083157	2/11/2011	13324	LACEY SPRING FUN FAIR	\$500.00	
00083158	2/11/2011	13380	LARSCO INC	\$72.41	
00083159	2/11/2011	13485	LEMAY MOBILE SHREDDING	\$38.90	
00083160	2/11/2011	13510	LES SCHWAB (TUMWATER)	\$254.62	
00083161	2/11/2011	13555	LIBBY ENVIRONMENTAL, LLC	\$130.00	
00083162	2/11/2011	13850	MASON COUNTY TRANSIT	\$1,177.00	
00083163	2/11/2011	14065	MCCARTHY, LINNA	\$59.64	
00083164	2/11/2011	14160	MCMASTER-CARR SUPPLY CO.	\$211.67	
00083165	2/11/2011	14482	MILLER JAMES	\$65.21	
00083166	2/11/2011	14530	MINUTEMAN PRESS(EASTSIDE)	\$1,555.60	
00083167	2/11/2011	14900	NAPA AUTO PARTS	\$278.96	
00083168	2/11/2011	15700	OLYMPIAN THE	\$186.00	
00083169	2/11/2011	16490	PACIFIC DISPOSAL INC	\$709.25	
00083170	2/11/2011	16595	PACIFIC POWER PRODUCTS	\$10,528.54	
00083171	2/11/2011	16695	PATTISON WATER COMPANY	\$129.74	
00083172	2/11/2011	16760	PETTIT OIL COMPANY	\$2,362.27	
00083173	2/11/2011	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$42.97	
00083174	2/11/2011	17290	PUGET SOUND ENERGY	\$15,909.78	
00083175	2/11/2011	17300	PUGET SOUND MEETING SERVICES	\$374.83	
00083176	2/11/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$900.55	
00083177	2/11/2011	17394	QWEST	\$32.35	
00083178	2/11/2011	17395	QWEST	\$3,096.82	
00083179	2/11/2011	17775	ROTARY OFFSET PRESS INC	\$13,172.13	
00083180	2/11/2011	17900	SCHETKY NW SALES INC	\$904.20	
00083181	2/11/2011	17970	SEATTLE MEDIUM	\$252.00	
00083182	2/11/2011	18016	SENIOR ACTION NETWORK OF THURSTON M	\$40.00	
00083183	2/11/2011	18068	SHINING EXAMPLE INC	\$303.33	
00083184	2/11/2011	18100	SIGN PROJECT	\$38.05	
00083185	2/11/2011	18145	SIX ROBBLEES INC	\$270.67	
00083186	2/11/2011	18195	SMALL & MID SIZED TRANSIT	\$5,602.00	
00083187	2/11/2011	18473	SPRAGUE	\$91.30	
00083188	2/11/2011	18510	SRG PARTNERSHIP	\$40,591.06	
00083189	2/11/2011	18622	STERLING BREEN CRUSHING INC	\$12,000.00	
00083190	2/11/2011	18705	SUNBELT RENTALS	\$411.55	
00083191	2/11/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$202.08	
00083192	2/11/2011	18801	TAGS AWARDS & SPECIALTIES	\$2,821.74	
00083193	2/11/2011	18970	TETRA TECH INC	\$22,406.95	
00083194	2/11/2011	18990	THERMO KING NORTHWEST	\$1,934.61	
00083195	2/11/2011	21830	THURSTON COUNTY SOLID WASTE	\$23.00	
00083196	2/11/2011	21930	TIRES INC	\$200.01	
00083197	2/11/2011	21950	TITUS-WILL CHEVROLET	\$687.94	
00083198	2/11/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$41.28	
00083199	2/11/2011	22010	TOYOTA OF OLYMPIA	\$62.62	
00083200	2/11/2011	22340	TUCCI & SONS	\$39,561.33	
00083201	2/11/2011	22420	TUMWATER PRINTING	\$301.64	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/11/2011

Thru Date: 02/11/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083202	2/11/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$12,928.24	
00083203	2/11/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,248.95	
00083204	2/11/2011	23480	U S DEPT OF EDUCATION	\$208.94	
00083205	2/11/2011	23530	U S POSTMASTER	\$185.00	
00083206	2/11/2011	23620	UNITED PARCEL SERVICE	\$128.22	
00083207	2/11/2011	23730	USI INC	\$101.40	
00083208	2/11/2011	23740	USSC LLC	\$356.69	
00083209	2/11/2011	23820	VERIZON WIRELESS	\$2,336.64	
00083210	2/11/2011	24000	W W GRAINGER INC	\$291.30	
00083211	2/11/2011	24100	WA ST DEPT OF ECOLOGY 1	\$599.50	
00083212	2/11/2011	24750	WA ST GET PROGRAM	\$150.00	
00083213	2/11/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$282.38	
00083214	2/11/2011	25380	WASHINGTON GARDENS	\$314.65	
00083215	2/11/2011	25540	WASHINGTON STATE RIDESHARING ORG	\$200.00	
00083216	2/11/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$90.00	
00083217	2/11/2011	25805	WESMAR CO INC	\$699.48	
00083218	2/11/2011	26410	XPIO CORPORATION	\$5,280.00	
00083219	2/11/2011	26700	ZEIGLER'S WELDING	\$602.09	
00083220	2/11/2011	26720	ZEP MANUFACTURING CO	\$1,114.21	
00083221	2/11/2011	26760	ZONES	\$1,250.05	
00083222	2/11/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$11,574.18	
00083223	2/11/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$160.00	
Total:				\$423,098.45	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/25/2011

Thru Date: 02/25/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083228	2/25/2011	01405	ADVANCE GLASS INC	\$1,445.48	
00083229	2/25/2011	01480	AIR FLOW SYSTEMS INC	\$1,025.62	
00083230	2/25/2011	01640	ALL CITY LOCK & KEY	\$9.78	
00083231	2/25/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083232	2/25/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083233	2/25/2011	01660	ALL STAR FORD	\$10,839.46	
00083234	2/25/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$11,838.68	
00083235	2/25/2011	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,001.99	
00083236	2/25/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00083237	2/25/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$327.73	
00083238	2/25/2011	02380	ARAMARK UNIFORM SERVICES	\$765.36	
00083239	2/25/2011	02580	ASSOCIATED PETROLEUM	\$60,769.42	
00083240	2/25/2011	02660	ASSOCIATION OF GOVERNMENT	\$95.00	
00083241	2/25/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$558.70	
00083242	2/25/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$715.00	
00083243	2/25/2011	05460	CARQUEST AUTO PARTS-OLY	\$344.76	
00083244	2/25/2011	05740	CED	\$155.22	
00083245	2/25/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00083246	2/25/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$144.46	
00083247	2/25/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$1,094.43	
00083248	2/25/2011	07020	COUMBS RV TRUCK ACCESSORY	\$20.78	
00083249	2/25/2011	07105	CRAIN'S OFFICE SUPPLY	\$594.01	
00083250	2/25/2011	07120	CREATIVE OFFICE THE	\$336.86	
00083251	2/25/2011	07220	CUMMINS NORTHWEST INC		<input checked="" type="checkbox"/>
00083252	2/25/2011	07220	CUMMINS NORTHWEST INC	\$6,700.89	
00083253	2/25/2011	07617	DAVID M HOWE TRUSTEE	\$894.46	
00083254	2/25/2011	08720	ELECTRONIC RESOURCING INC	\$135.08	
00083255	2/25/2011	09120	EXCEL SUPPLY COMPANY	\$575.35	
00083256	2/25/2011	09180	EXPRESS SERVICES INC	\$1,240.56	
00083257	2/25/2011	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00083258	2/25/2011	09575	FASTENAL COMPANY	\$424.63	
00083259	2/25/2011	09720	FIRST ADVANTAGE ADR	\$383.72	
00083260	2/25/2011	09805	FLEET PRIDE	\$15.65	
00083261	2/25/2011	09990	FOSTER, BUDDY	\$86.95	
00083262	2/25/2011	10630	GFI GENFARE	\$161.69	
00083263	2/25/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083264	2/25/2011	10660	GILLIG LLC	\$12,033.09	
00083265	2/25/2011	11175	HEALTH CARE AUTHORITY	\$291,266.22	
00083266	2/25/2011	11185	HEALTHFORCE PARTNERS INC	\$200.00	
00083267	2/25/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00083268	2/25/2011	11285	HILTI	\$291.32	
00083269	2/25/2011	11308	HOFSTETTER SHANNON	\$434.78	
00083270	2/25/2011	11310	HOGAN MFG INC	\$2,181.67	
00083271	2/25/2011	11525	IKON OFFICE SOLUTIONS	\$58.41	
00083272	2/25/2011	11753	INTERCITY FITNESS	\$562.00	
00083273	2/25/2011	11775	INTERCITY PROJECT ASSISTANCE	\$804.00	
00083274	2/25/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,348.00	
00083275	2/25/2011	11810	INTERSTATE BATTERY	\$1,445.33	
00083276	2/25/2011	11905	JANEK CORPORATION	\$489.15	
00083277	2/25/2011	11930	JERRYS AUTOMOTIVE TOWING	\$606.54	
00083278	2/25/2011	12020	JOHNSON VERLIN	\$113.26	
00083279	2/25/2011	12475	KBH CONSTRUCTION COMPANY	\$940.00	
00083280	2/25/2011	12825	KIRK'S AUTOMOTIVE SUPPLY	\$200.00	
00083281	2/25/2011	12875	KPFF CONSULTING ENGINEERS INC	\$15,546.59	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/25/2011

Thru Date: 02/25/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083282	2/25/2011	13510	LES SCHWAB (TUMWATER)	\$61.14	
00083283	2/25/2011	14590	MOHAWK MFG & SUPPLY	\$31.52	
00083284	2/25/2011	14900	NAPA AUTO PARTS	\$672.64	
00083285	2/25/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$124.44	
00083286	2/25/2011	15700	OLYMPIAN THE	\$3,034.00	
00083287	2/25/2011	16218	OMEGA INDUSTRIAL CONTRACTORS INC	\$9,301.74	
00083288	2/25/2011	16595	PACIFIC POWER PRODUCTS	\$2,440.90	
00083289	2/25/2011	16760	PETTIT OIL COMPANY	\$1,978.30	
00083290	2/25/2011	16820	PIERCE COUNTY SECURITY	\$12,841.44	
00083291	2/25/2011	16830	PIERCE TRANSIT	\$100.00	
00083292	2/25/2011	16874	PITNEY BOWES PURCHASE POWER	\$3,106.09	
00083293	2/25/2011	16888	PLATT ELECTRIC SUPPLY	\$2,445.75	
00083294	2/25/2011	16900	PLUMBMASTER, INC	\$143.15	
00083295	2/25/2011	17290	PUGET SOUND ENERGY	\$18,501.87	
00083296	2/25/2011	17395	QWEST	\$125.32	
00083297	2/25/2011	17900	SCHETKY NW SALES INC	\$1,862.38	
00083298	2/25/2011	18085	SIEMENS ENTERPRISE COMMUNICATIONS IN	\$271.75	
00083299	2/25/2011	18145	SIX ROBBLEES INC	\$3,418.06	
00083300	2/25/2011	18285	SOCIETY FOR HUMAN RESOURCE MANAGEM	\$180.00	
00083301	2/25/2011	18465	SPOLTMAN JEROME	\$65.00	
00083302	2/25/2011	18470	SPORTWORKS NORTHWEST INC	\$1,048.55	
00083303	2/25/2011	18620	STERICYCLE INC	\$10.36	
00083304	2/25/2011	18635	STEVE VENTO PHOTOGRAPHY	\$102.53	
00083305	2/25/2011	18695	SUMMIT LAW GROUP PLLC	\$142.50	
00083306	2/25/2011	18705	SUNBELT RENTALS	\$868.73	
00083307	2/25/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$255.29	
00083308	2/25/2011	18748	SWARNER COMMUNICATIONS	\$525.00	
00083309	2/25/2011	18801	TAGS AWARDS & SPECIALTIES	\$25.00	
00083310	2/25/2011	18990	THERMO KING NORTHWEST	\$502.77	
00083311	2/25/2011	21750	THURSTON COUNTY CHAMBER	\$300.00	
00083312	2/25/2011	21850	THURSTON COUNTY TREASURER	\$1,452.45	
00083313	2/25/2011	21910	THYSSENKRUPP ELEVATOR	\$1,053.21	
00083314	2/25/2011	21930	TIRES INC	\$8,554.94	
00083315	2/25/2011	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00083316	2/25/2011	21950	TITUS-WILL CHEVROLET	\$1,876.46	
00083317	2/25/2011	22010	TOYOTA OF OLYMPIA	\$283.55	
00083318	2/25/2011	22100	TRANSIT SOLUTIONS, LLC	\$2,308.49	
00083319	2/25/2011	22420	TUMWATER PRINTING	\$396.76	
00083320	2/25/2011	23480	U S DEPT OF EDUCATION	\$208.18	
00083321	2/25/2011	23620	UNITED PARCEL SERVICE	\$93.39	
00083322	2/25/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,703.00	
00083323	2/25/2011	23715	URBAN SOLAR CORPORATION	\$35,640.00	
00083324	2/25/2011	24000	W W GRAINGER INC	\$5,286.93	
00083325	2/25/2011	24205	WA ST DEPT OF INFORMATION SERVICES	\$116.20	
00083326	2/25/2011	24750	WA ST GET PROGRAM	\$150.00	
00083327	2/25/2011	25670	WAXIE SANITARY SUPPLY	\$633.80	
00083328	2/25/2011	25955	WHITE JANET	\$18.00	
00083329	2/25/2011	26520	YELLOW BOOK-PACIFIC	\$3,230.82	
00083330	2/25/2011	26720	ZEP MANUFACTURING CO	\$880.90	
00083331	2/25/2011	11535	ILIUM ASSOCIATES INC	\$1,013.75	
00083332	2/25/2011	13661	LOOMIS	\$286.34	
Total:				\$575,877.47	

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: May 4, 2011**

FOR: Intercity Transit Authority
FROM: Melody Jamieson, 705-5878
SUBJECT: Security Services - Contract Extension

1) **The Issue:** Consideration of a one-year contract extension to Pierce County Security to provide security services at the Lacey and Olympia Transit Centers.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Pierce County Security for the provision of security services at the Lacey and Olympia Transit Centers. The rate in 2010 was \$14.75 per hour, and the rate remains the same for the one-year contract extension.

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

4) **Background:** Intercity Transit issued a request for proposals for the provision of security services in February 2010. Six proposals were received by the submittal deadline. A five-member team from Operations and Development reviewed the proposals. The proposals were evaluated based on the criteria established in the RFP of 60% for qualifications and experience and 40% for costs. Pierce County Security was the top ranking firm.

In April 2010, the Intercity Transit Authority awarded a one-year contract to Pierce County Security. The contract included the option of two one-year extensions. This recommendation represents the first one-year extension.

In January 2011, the contract was amended to include an additional 39 weekly coverage hours for the balance of the current contract. This contract extension continues the contract hours as amended for the new contract year.

Operation staff is 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 is satisfied with the security officer's 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	6:00 A.M. - 10:00 P.M.
Saturday	12:00 P.M. - 10:00 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	12:00 P.M. -12:00 A.M.
Sunday	9:00 A.M. - 9:00 P.M.

Considering the fair and reasonable cost and Pierce County's good performance, staff recommends we award the contract to Pierce County Security.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract extension with Pierce County Security for the provision of security services at the Lacey and Olympia Transit Centers.
- B. Defer action. The current contract expires May 31, 2011.

6) **Budget Notes:** The 2011 security services budget is \$161,800. The projected expenditure for 2011, is \$157,971.48.

7) **Goal Reference:** Goal # 2: *"Providing outstanding customer service."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: May 4, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Purchase of Passenger Shelters and Bike Shelters

1) **The Issue:** Consideration of the purchase of five passenger shelters for inventory; three passenger shelters and one bike shelter for the Hawks Prairie Park and Ride, and one bike shelter for the Martin Way Park and Ride.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order for eight passenger shelters and two bike shelters in the amount of \$55,553.31, including tax and freight, under the conditions of the existing contract.

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, including park and ride lots.

The bike shelters will be assembled from the same panels and support pieces as the passenger shelters. This will provide a consistent appearance and a cost savings in using already designed and engineered components.

The 2011 budget includes funds for the purchase of replacement shelters and to close out the Martin Way Park and Ride project. The project budget for the Hawks Prairie Park and Ride includes funds for the purchase of the passenger shelters and a bike shelter. Combining these shelters into one purchase allows Intercity Transit to take advantage of the quantity pricing available in the current contract.

5) **Alternatives:**

A. Authorize the General Manager to issue a purchase order for eight passenger shelters and two bike shelters to Handi-Hut for the Hawks Prairie Park and Ride, and one bike shelter for the Martin Way Park and Ride, under the conditions of the existing contract.

B. Defer action. Deferred action will delay receipt of passenger shelters.

6) **Budget Notes:** These expenditures are within the 2011 budget figures and the Hawks Prairie Park and Ride construction budget.

7) **Goa Reference:** Goal #2: *"Providing outstanding customer service."*

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

Ken Jones

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Gary Givens

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Pending

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Joseph Beaulieu

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, May 6, 2011 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 1, 2011
- b. Approval of Vouchers

Federal Transportation Funding Awards

ACTION

TRPC is responsible for awarding federal transportation funds to regional priority projects. A total of \$12.3 million is available in 2011 to award to priority safety, preservation, efficiency, and enhancements projects. A call for projects in January generated 28 proposals, which were evaluated in April by the Transportation Policy Board. The TPB forwarded its recommendation to TRPC on funding awards which TRPC will consider as a part of its process in May, when it will select projects to be funded. Project proponents are invited to attend the Council's meeting to answer questions that may arise during this process.

2011 RTP Amendment

1ST REVIEW

TRPC keeps the Regional Transportation Plan (RTP) up-to-date with an annual review and amendment process. In May, TRPC will discuss the 2011 final amendment package in preparation for action in June.

TRPC will be asked to take action on the proposal in June.

SFY 2012 Unified Planning Work Program

1ST REVIEW

The Unified Planning Work Program, or UPWP, describes the regional transportation planning activities that TRPC will undertake during the next state fiscal year; it must satisfy state and federal planning requirements. In March, TRPC approved the work program priorities the UPWP should address, and a draft was reviewed and approved by state and federal officials.

TRPC will review the plan in May before taking action on it in June.

2011 State Legislative Session

UPDATE

The Legislature is scheduled to adjourn sine die on April 24, 2011. Staff will provide a status update on legislation of interest to the Council

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 18, 2011**

CALL TO ORDER

Chair Linda Olson called the April 18, 2011, 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; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Linda Olson; Jacqueline Reid; and Rob Workman.

Excused: Steve Abernathy; Catherine Golding; Faith Hagenhofer; Kahlil Sibree;

Unexcused: Seema Gupta

Staff Present: Ann Freeman-Manzanares, Dennis Bloom, Bob Holman, and Shannie Jenkins.

Others Present: Jailyn Brown, Thurston Regional Planning Council.

APPROVAL OF AGENDA

It was M/S/A by G. Abernathy and Gray to approve the agenda.

INTRODUCTIONS

A. Board member, Karen Messmer, Citizen Representative was introduced.

MEETING ATTENDANCE

A. **April 20, 2011, Work Session** - Seema Gupta.

B. **May 4, 2011, Regular Meeting-** Melnick will be on a trip to Germany and requested another member attend. Elliott volunteered.

C. **May 18, 2011, Work Session** - Catherine Golding (*Seward emailed her to check on her availability.*)

CAC MEETING MINUTES

April 18, 2011

Page 2 of 9

APPROVAL OF MINUTES - March 21, 2011, Minutes

It was M/S/A by Melnick and Hogan to approve the minutes of March 21, 2011, as presented.

NEW BUSINESS

Thurston Regional Planning Council's Smart Corridor: Bloom introduced Jailyn Brown, lead planner from the TRPC, to present the Thurston Smart Corridors. Smart Corridors is a cooperative regional initiative to improve multi-modal transportation operations through advanced technology and operations partnerships. The project began two years ago, with a number of local jurisdictions being involved. The demonstration is a project to improve transportation, with the main focus on traffic signal operations. Jailyn presented a slide show to share information about the project.

Regional Operations Strategies are:

- Traffic signal operations
- Transit operations
- Incident and event management
- Future integrated freeway operations management.

The corridors are defined by the basic transit corridors: downtown Olympia to Marvin Road area, and the South Corridor from the Olympia Transit Center to Tumwater Boulevard. There are several problem spots along these corridors.

A diverse coalition of regional transportation and emergency management agencies are involved:

- Thurston Regional Planning Council (Planning Lead)
- City of Lacey
- City of Olympia
- City of Tumwater
- WSDOT
- Intercity Transit
- Thurston County
- Local Emergency Management Representatives
- Federal Highway Administration

The benefits of the project are:

- Travel time savings
- Reduced traffic signal delays

CAC MEETING MINUTES

April 18, 2011

Page 3 of 9

- More reliable transit service
- Less impact from traffic accidents and freeway disruptions
- Smarter, more flexible tools to manage the system
- Improved air quality

Smart Corridors are the backbones of the Intercity Transit network. Smart Corridor performance greatly impacts the rider experience and the efficiency of the Intercity Transit system. The project hopes to meet the needs of both the customers, by providing a satisfied transit experience, and the agency, by lowering cost and still maintaining quality service.

Transit Signal Priority (TSP) technology allows Intercity Transit buses to communicate with traffic signal controllers to request an extended green light. If granted, the bus proceeds through the intersection with less delay. This avoids stops and starts at stop lights. The TSP is not the same as the Opticom signal system that emergency vehicles use.

Workman arrived.

Costs for a full build-out for both corridors are \$2.0 - \$6.0 million, depending upon technology approach. Transit related cost items are central transit management systems components, which is \$350-\$450k, and onboard transit management components at \$200k - \$1.2 million. The funding available is: Regional CMAG Grant (approximately \$1.3 million), agency contributions, potential additional CMAQ funding, and future grants for phased system expansion. The agency's participation is needed to be able to afford all of the needs.

Why is TSC a smarter investment?

- Quicker, more reliable transit
- More efficient use of Intercity Transit assets and resources
- Can be expanded over time to other corridors
- Builds on Intercity Transit's technology investments
- Project costs are shared regionally
- Builds partnerships to better management our region's transportation systems

The next phase for TSC is:

- Complete Phase I project scoping (April-May)
- Finalize project technology decisions (May-June)
- Identify agency matching contributions (April-June)
- Develop interagency operating agreement (June-Sept)

CAC MEETING MINUTES

April 18, 2011

Page 4 of 9

- Proceed to project design and implementation phase (September)

Gray remembered buses in California were able to turn signals green. Brown responded our needs and our scale are different in Thurston County than other areas. It is more appropriate to “extend” a green light rather than “force” a green light. Brown reported one main problem area being looked at is College Street and Martin Way.

Bloom added the Opticom system for emergency vehicles use a strobe light system which traffic signals respond to. Several other agencies are looking at the system we are looking at where the bus “talks” to the traffic signal. Time of day is something that will also be reviewed.

Elliott asked if the request for the light is at the discretion of the driver. Brown explained it would be at the discretion of the Smart Bus.

O’Connell asked if the initial investment in the system could grow with more crowded corridors to help in the future. Brown answered yes, and a lot of this technology has a limited time frame. Our agencies get the utmost use out of the technology they use.

Bloom added jurisdictions have a say where the signals will be placed, and will not be at every intersection and traffic signal. The project will roll out gradually and at first be used at just a handful of the most congested intersections.

Melnick asked if there will there be public education to explain to people how this works. Brown responded, absolutely.

Geyen asked about the financial commitment long term for each of the groups, and if a contract will be created to reassure all groups continue to pay. Brown responded Intercity Transit will be responsible for the items on the bus, and cities will be responsible for the signals and the box that contains all the components. This usually is the guys on the road. The Authority does not want liability for the boxes. Some of the boxes out there now will need to be updated, but will be able to take the plan into the future.

Abernathy asked if the buses will communicate through radio or light signal. Bloom said most likely through the radio system.

Goal: More reliable transportation for all users of the Smart Corridor.

CAC MEETING MINUTES

April 18, 2011

Page 5 of 9

A. Presentation – Olympia Transit Center: Freeman-Manzanares presented updated information on the OTC expansion. She reminded the CAC they recommended the three story facility. This recommendation was brought to the Authority and was approved. We now hope to come to a conclusion on the preliminary piece and have a contract in June for Board approval. We will then start working with the City of Olympia.

We are in the process of putting some of the diagrams on our website. Freeman-Manzanares presented a 3-D view of what the building will look like from different directions, both inside and outside, and on the multiple floors. She explained the multiple floor configurations. On the first floor is a lobby for Intercity Transit and Greyhound customers. The building features an open concept, with multi-stall public bathrooms. The second and third floors will be administrative space. There will be meeting rooms on both the first and second floors. The City of Olympia is on board with the expansion, but there is more information to discuss. May 20, 2013, is the proposed date for the building to open.

Melnick asked about a designed drawing of how the inside will be laid out. Freeman-Manzanares commented we are working with Greyhound now on the layout, so it will flow well for them, along with our customers. Geyen asked if auto door openers will be installed on the doors. Freeman-Manzanares confirmed yes. Hustoft asked if there will still be customer service in the other building, and will the building be open longer than present hours. Freeman-Manzanares reported there will be set hours for our customer service staff. Our goal is to leave the facility and public restrooms open as long as our security staff is present. Gray asked how customers will be able to distinguish which customer service area they need to go to. Freeman-Manzanares responded our current customer service area is short in space and would not have been able to provide service to Greyhound. Our hope is both customer service areas will be able to provide the same service. We do not have a contract with Greyhound presently, but most likely Intercity Transit will provide staff and will be reimbursed by Greyhound. We are looking at expanding bus bays for our service.

Colley requested when talking with the City of Olympia, to encourage them to replace and install auto signals at the corners around the OTC.

Elliott is concerned about parking for the public meetings. Intercity Transit will not provide parking for staff or people attending the meetings. The City does not require we provide parking as long as there is a shuttle. People attending meetings will use metered parking. Most meetings are held after hours when it is not necessary to pay for meters.

CAC MEETING MINUTES

April 18, 2011

Page 6 of 9

Collins asked who will use Olympia Avenue, Intercity Transit or Greyhound buses. Freeman-Manzanares responded, we are still in the preliminary stages, but right now we are looking at Greyhound using Olympia Avenue. Geyen asked if there will be an area for people to go after hours at Greyhound, as she was concerned about security issues. Is there an area for people to pick up passengers to pull in instead of circling around the block? Freeman-Manzanares responded we are trying to accommodate a lot of functions in a small area, and there are challenges. The pull-in area is being looked at along with ADA parking near the facilities. We are looking at an area for package drop off for Greyhound. They requested an exterior access to stow packages in a secure door area. Messmer suggests a short term drop off and pick up area, as a loading zone.

Olson suggested emailing Freeman-Manzanares if members have more comments or concerns.

B. Implementing an Environmental and Sustainability Management System (ESMS) at Intercity Transit: Holman reported on May 4, the ESMS committee will bring to the Authority, a policy for adoption on the Environmental and Sustainability Management Systems (ESMS). Several years ago, Intercity Transit hired an intern to put a sustainability plan in place. The ESMS is not to replace the sustainability plan but to roll them together as our commitment, through APTA, as our environment responsibility. The Sustainability Committee is comfortable where the ESMS committee is going and both are working toward the same goal.

This program relates to a set of standards developed by the International Standard Organization (ISO) The ISO 14001 standards are a set of management processes and procedures that allows an organization to analyze, control, and reduce the environmental impact of its activities, products, and services and operate with greater efficiency and control.

This standard is applicable to any organization wishing to:

- implement, maintain and improve an environmental management system
- assure itself of its conformance with its own stated environmental policy
- demonstrate conformance
- ensure compliance with environmental laws and regulations
- seek certification of its environmental management system by an external third party organization
- make a self-determination of conformance

CAC MEETING MINUTES

April 18, 2011

Page 7 of 9

Intercity Transit applied for training through the Federal Transit Administration at no cost. The core team members include:

- Jim Merrill, Operations Director
- Karl Shenkel, Maintenance Director
- Mark Kallas, Facilities Manager
- Bob Holman, Grants Program Administrator
- Mike Harbour, General Manager

The team will attend the four training sessions at Virginia Tech University. They have already attended one workshop. The next ones are scheduled in May, August, and November. May 9, homework from all members attending the training will be uploaded on the FTA website for all agencies to view. This keeps others on track and gives the opportunity to take something new and document it in different ways. Christina Anderson, DAL Dispatch Specialist, is working as an intern on the committee to earn her MBA degree.

Gray asked about the Utah testimony in the handout, stating they saved over \$1.3 million. She asked if Holman knew how agencies are able to save that amount. Holman stated the standards are all the same, but it depends on which ones your agency focuses on. Intercity Transit will not deal with all 87 aspects of the program, but will focus on approximately half of them.

Collins commented he is impressed with the policy as written including "to protect the environment through compliance with environmental regulations and practices." He applauds Intercity Transit. Holman responded the policies relate to the standard we are setting the bar for. An outside auditor can come in to make sure we are on path, or certification may not be granted.

Colley reported the company he previously worked for, brought in the ISO standards and made sure all employees participated. This saved them around 30%.

Melnick asked even though the CAC members are not voting, he would like to make note the committee encourages the Board to approve the policy. Gray is pleased to hear the ESMS committee narrowed the aspects down to the most important ones which will make the most impact.

Collins asked how the Sustainability Committee was created. Ann Freeman-Manzanares commented Harbour put out a request to all employees if they were interested in participating and if so, why they wanted to be on the committee. Representation across the agency was chosen, and all members have made a long

CAC MEETING MINUTES

April 18, 2011

Page 8 of 9

standing commitment. ESMS is an umbrella for the structure to make things more systematic. Shenkel is a key member on the ESMS and is a sponsor of the Sustainability Committee. The two committees complement each other.

REPORTS

A. March 2, 2011, Regular Meeting - G. Abernathy provided a brief report on the Authority meeting. Highlights are included in packets.

Gray asked if the ORCA passes will be sold in town. G. Abernathy reported there was discussion of the ORCA passes being sold but not how and when.

Workman asked if comments about Dial-A-Lift and changing the language on the presentation Harbour made at the last meeting were discussed. Messmer responded the Authority members do get a copy of the CAC minutes, so they have seen the comments, but does not recall a separate comment.

MEMBER & STAFF COMMENTS:

A. Update on Recruitment Processes - Youth & Adult - Jenkins reported on behalf of Rhodetta, the Youth Recruitment packets and posters are posted on our website and were taken to all libraries in Thurston County and High School counselors. Posters are on all buses, along with being posted at CYS, Roof in Rochester, the Olympia Center, the Yelm Community Center, Nisqually and Chehalis Tribes, Northern Club and other similar places where youth will see them. Packets are due May 20.

Adult recruitment is under way. Ads are coming out in the Olympian, Nisqually Valley News, Examiner, Fort Lewis Rangers, SPSCC paper, and we are running a PSA on TCTV. Packets have been mailed to folks who've expressed an interest through the year as well.

B. Update on Self Assessment Process - Jenkins reported on behalf of Rhodetta, who is putting the documents together for the May meeting where. Paperwork will be in the May packets. The assessments will be due the first week of June.

PUBLIC COMMENT:

Workman reported he sent his letter of intent for reapplying to the CAC to Seward but received an auto response. He wants to make sure his application is received. Applications for CAC positions are still being collected.

CAC MEETING MINUTES

April 18, 2011

Page 9 of 9

Elliott asked about process for absences. She noticed last year there were a lot of absences. Olson commented that Seward keeps track of unexcused absences. She will then let the Chair know if they are getting close to the limit.

O'Connell had a comment from a foster youth taking the bus after SPSCC classes. His connecting bus is 68 and ends at 7:33 p.m., and is the only bus available. Workman is talking to Harbour about students with the same issued on other connections. O'Connell requested the school communicate with Intercity Transit to assist students with these routes.

Workman unofficially invited members to his graduation at the Evergreen State College on June 10, 2011.

Messmer thanked the committee for having her and she enjoyed being here. She wasn't able to attend when she was a Board member, but now is able to as a Citizen Representative. She likes the tone of the meetings.

NEXT MEETING: May 16, 2011

ADJOURNMENT

It was M/S/A by Elliott and Hogan to adjourn the meeting at 7:23 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-A
MEETING DATE: May 4, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom 705-5832

SUBJECT: Adoption of June 2011 Olympia Express Service Change

-
- 1) **The Issue:** Choose a service option for Olympia Express service to be implemented on June 12, 2011.

 - 2) **Recommended Action:** Adopt either Option A or Option B as presented by staff.

 - 3) **Policy Analysis:** The Intercity Transit Authority must approve significant service changes.

 - 4) **Background:** Pierce Transit (PT) will reduce their Olympia Express weekday service trips in June from 16 one-way trips to eight, one-way trips per day on June 12, 2011. The need for the reduction is the result of significant financial impacts due to declining sales tax revenues and the recent defeat of a sales tax ballot measure.

A public hearing was conducted on April 20, 2011, concerning the impacts of PT's service reduction on Intercity Transit's Olympia Express service. A summary of 37 written comments were submitted to the Authority as part of the public record. In addition, fourteen people spoke at the hearing about their perceptions of impacts to service they currently use. A number of people praised Intercity Transit for its assistance and coverage during Pierce Transit's emergency service reduction over the past six weeks. Many expressed concerns about over capacity/safety on trips, losing service that gets them into downtown Tacoma or Olympia for work start times, and connections to other regional service. Afterwards, the Authority discussed three general service options staff identified including the pros and cons of picking up service with regional implications but doesn't directly provide benefit to Thurston County residents. Promoting Intercity Transit's vanpool and 'ridematching' services was also mentioned as an option for PT transit riders.

Staff identified three options for service changes to Intercity Transit's Olympia Express service that could fill some of the gaps created with the loss of PT trips in June. These three options are summarized below:

Option A: Status Quo: Maintains existing Intercity Transit service with some scheduling adjustments and route numbering changes.

Coaches: 0

Additional Vehicle Service Hours: 149 (annualized)

Estimated Cost: \$12,644 (annualized)

Option B: Fill Weekday Service Gaps: In addition to Option A (adjustments), add two trips in each direction, adjusts weekday schedule to reduce service gaps.

Coaches: 0

Additional Vehicle Service Hours: 1,806 (annualized)

Estimated Cost: \$153,531 (annualized)

Option C: Replacement of Eliminated Pierce Transit Trips: 8 trips per weekday, requires significant route and schedule adjustments and 2 additional buses.

Coaches: 2 (requires contingency fleet and replacement)

Additional Vehicle Service Hours: 4,632 (annualized)

Estimated Cost: \$393,762 (annualized)

5) **Alternatives:**

A) Adopt Option A

B) Adopt Option B

C) Adopt Option C

D) Amend and adopt a new set of changes for June 12, 2011.

E) Delay adoption to a later service change date in the year (October 2, 2011).

6) **Budget Notes:** Additional Express service hours are currently not identified in the 2011 Budget or Strategic Plan. Any additional service hours and buses, if needed, would require a budget adjustment.

7) **Goal Reference:** This is the culmination of the public process and requires adoption of the changes for a June 12, 2011, start date. The process reflects Goal#1: *"Assess the transportation needs of our community."*

8) **References:** "Options for Replacing Pierce Transit's Olympia Express Trips."

Options for Replacing Pierce Transit's Olympia Express Trips

Effective: June 12, 2011

<p><u>Option A: Status Quo</u> Maintains existing Intercity Transit service with some schedule adjustments and route number changes. <u>Coaches needed:</u> 0 <u>Additional Vehicle Service Hours:</u> 149 (annual) <u>Estimated Cost:</u> \$12,644 (annual)</p>	<p><u>Option B: Fill Service Gaps</u> In addition to Option A, adds two Intercity Transit trips in each direction, uses existing fleet, adjusts schedules to fill service gaps. <u>Coaches needed:</u> 0 <u>Additional Vehicle Service Hours:</u> 1,806 (annual) <u>Estimated Cost:</u> \$153,531 (annual)</p>	<p><u>Option C: Replacement of Pierce Transit Trips Being Eliminated</u> Intercity Transit picks up 8 PT trips slated to be eliminated. Replaces them with Routes 603 and 605. Requires fleet expansion of 2 coaches. <u>Coaches needed:</u> 2 <u>Additional Vehicle Service Hours:</u> 4,632 (annual) <u>Estimated Cost:</u> \$393,762 (annual)</p>
---	---	---

Weekday Olympia Express Options		One-Way Trips [IT]	Peak Coaches [IT Only]	Annual VSH [IT only]	Estimated Annual Cost [IT only]
June 12, 2011 Service Change					
<i>CURRENT SERVICE</i>					
<u>Current Olympia Express Service</u>	Intercity Transit = 32 daily one-way trips using 6 buses. Trips originate and terminate in Thurston County. {Pierce Transit = 16 daily one-way trips using 4 buses. Trips originate and terminate in Pierce County} IT - 32 daily trips, PT - 16 daily trips = 48 daily trips	32	6	12,146	\$1,032,452
<i>POTENTIAL SERVICE ADJUSTMENT</i>					
<u>Option A Status Quo</u>	Intercity Transit adds no new trips. Operational adjustments to improve service connections unrelated to PT reductions made to five trips. IT - 32 daily trips, with PT Reduction - 8 daily trips = 40 daily trips	0	0	149	\$12,644
<u>Option B Fill Gaps</u>	In addition to the minor adjustments in the Option A, Intercity Transit adds two trips in each direction, using its existing fleet, and adjusts some existing trips to reduce service gaps. This option does not expand IT's permanent fleet. IT- 36 daily trips, with PT Reduction - 8 daily trips = 44 daily trips	4	0	1,806	\$153,531
<u>Option C Replacement of PT Trips</u>	Intercity Transit picks up all 8 of the Pierce Transit trips slated for elimination. IT operates 4 Route 603 trips replacing PT's Rt 601. IT operates 4 Route 605 trips replacing PT's 603A trips. The service is oriented toward Pierce County riders (as it is now). It requires further expansion of Intercity Transit's permanent fleet by 2 coaches and a significant amount of 'deadhead' travel to and from Tacoma. IT - 40 daily trips, with PT Reduction - 8 daily trips = 48 daily trips	8	2	4,632	\$393,762

Note: VSH totals and Estimated costs are annualized. Actual totals for 2011 calendar year would be about 55% of the totals shown here.

06Feb2011 Schedules

NORTHBOUND

SOUTHBOUND

Agency	Route	Leaves Olympia Transit Ctr.	Capitol & 11th	Lacey Transit Center	Martin Way Park & Ride	Lakewood Station	SR512 Park & Ride	Tacoma Dome Station	Tacoma 10th & Commerce	TCC Transit Center	Narrows Park & Ride	Kimball Dr Park & Ride	Agency	Route	Kimball Dr Park & Ride	Narrows Park & Ride	TCC Transit Ctr.	Tacoma 10th & Commerce	Tacoma Dome Station	SR512 Park & Ride	Lakewood Station	Martin Way Park & Ride	Lacey Transit Ctr.	Capitol & 11th	Arrives Olympia Transit Ctr.
IT	603	---	---	---	5:20	5:42*	5:45*	6:00*	6:10	---	---	---	PT	601	5:06	5:16	5:20	---	---	5:40	5:42	---	---	6:15*	6:20
IT	603	---	---	---	5:45	6:07*	6:10*	6:25*	6:35	---	---	---	PT	601	5:36	5:46	5:50	---	---	6:10	6:12	---	---	6:45*	6:50
IT	603	5:40	5:44	5:55	6:00	6:27*	6:30*	---	6:50	---	---	---	PT	601	6:00	6:10	6:14	---	---	6:34	6:36	---	---	7:09*	7:14
IT	603	6:10	6:14	6:25	6:30	6:57*	7:00*	---	7:20	---	---	---	IT	603	---	---	---	6:15	6:22	6:40	6:42	---	---	7:20*	7:25
PT	603A	6:35	---	---	6:47	7:07*	7:10*	---	7:30	---	---	---	PT	601	6:31	6:41	6:45	---	---	7:05	7:07	---	---	7:44*	7:49
PT	603A	7:00	---	---	7:12	7:32*	7:35*	---	7:55	---	---	---	IT	603	---	---	---	6:45	6:52	7:10	7:12	---	---	7:50*	7:55
PT	603A	7:30	---	---	7:42	8:02*	8:05	---	8:25	---	---	---	IT	603	---	---	---	6:50	6:57	7:15	7:17	---	7:48	---	---
IT	603	7:45	7:49	8:00	8:05	8:32*	8:35*	---	8:55	---	---	---	IT	603	---	---	---	7:05	7:12	7:30	7:32	---	---	8:10*	8:15
PT	603A	8:00	---	---	8:12	8:32*	8:35*	---	8:50	---	---	---	IT	603	---	---	---	7:35	7:42	8:00	8:02	---	---	8:40*	8:45
IT	603	9:00	9:04	9:15	9:20	9:47*	9:50*	---	10:10	---	---	---	IT	603	---	---	---	9:05	9:12	9:30	9:32	---	---	10:10*	10:15
IT	603	10:30	10:34	10:45	10:50	11:17*	11:20*	---	11:40	---	---	---	IT	603	---	---	---	10:30	10:37	10:55	10:57	---	---	11:35*	11:40
IT	603	12:00	12:05	---	---	12:42*	12:45*	1:00*	1:10	---	---	---	IT	603	---	---	---	12:00	12:07	12:25	12:27	---	---	1:05*	1:10
IT	603	1:30	1:35	---	---	2:12*	2:15*	2:30*	2:40	---	---	---	IT	603	---	---	---	1:25	---	1:50	1:52	2:20*	2:27*	2:35*	2:45
IT	603	3:00	3:05	---	---	3:42*	3:45*	4:00*	4:10	---	---	---	PT	603A	---	---	---	2:54	---	3:20	3:22	3:47*	---	---	4:02
IT	603	4:05	4:10	---	---	4:57*	5:00*	5:15*	5:25	---	---	---	IT	603	---	---	---	3:10	---	3:35	3:37	4:05*	4:12*	4:20*	4:30
PT	601	4:15	4:20	---	---	4:57*	5:00*	---	---	5:18*	5:21*	5:33	PT	603A	---	---	---	3:24	---	3:46	3:48	4:13*	---	---	4:28
IT	605	---	---	4:35	---	5:12*	5:15*	5:30*	5:40	---	---	---	PT	603A	---	---	---	3:51	---	4:13	4:15	4:40*	---	---	4:55
IT	603	4:35	4:40	---	---	5:27*	5:30*	5:45*	5:55	---	---	---	IT	603	---	---	---	4:25	---	4:50	4:52	5:25*	5:35*	5:45*	5:55
PT	601	4:53	4:58	---	---	5:35*	5:38*	---	---	5:56*	5:59*	6:11	PT	603A	---	---	---	4:48	---	5:13	5:15	5:40*	---	---	5:55
IT	603	5:05	5:10	---	---	5:57*	6:00*	6:15*	6:25	---	---	---	IT	603	---	---	---	5:30	---	5:55	5:57	6:25*	6:35*	6:45*	6:55
PT	601	5:25	5:30	---	---	6:07*	6:10*	---	---	6:28*	6:31*	6:43	IT	603	---	---	---	6:00	---	6:25	6:27	6:50*	6:57*	7:05*	7:15
IT	603	5:35	5:40	---	---	6:17*	6:20*	6:35*	6:45	---	---	---	IT	603	---	---	---	6:30	6:37	6:55	6:57	7:20*	7:27*	7:35*	7:45
PT	601	6:30	6:35	---	---	7:10*	7:13*	---	---	7:31	---	---	IT	603	---	---	---	6:55	7:02	7:20	7:22	7:45*	7:52*	8:00*	8:10
IT	603	7:30	7:35	---	---	8:07*	8:10*	8:22*	8:30	---	---	---	IT	603	---	---	---	8:40	---	9:00	9:02	9:25*	9:32*	9:40*	9:45

CURRENT: Olympia Express Service = 24 trips in each direction.

Trips in gray are proposed for elimination by Pierce Transit. Effective: 12 Jun 2011.

Annual service levels for current IT-operated Olympia Express service:

IT Coaches:

6

IT Vehicle Service Hours

12,146

Cost:

\$1,032,452

12Jun2011 Status Quo

NORTHBOUND													SOUTHBOUND												
Agency	Route	Leaves Olympia Transit Ctr.	Capitol & 11th	Lacey Transit Center	Martin Way Park & Ride	Lakewood Station	SR512 Park & Ride	Tacoma Dome Station	Tacoma 10th & Commerce	TCC Transit Center	Narrows Park & Ride	Kimball Dr Park & Ride	Agency	Route	Kimball Dr Park & Ride	Narrows Park & Ride	TCC Transit Ctr.	Tacoma 10th & Commerce	Tacoma Dome Station	SR512 Park & Ride	Lakewood Station	Martin Way Park & Ride	Lacey Transit Ctr.	Capitol & 11th	Arrives Olympia Transit Ctr.
IT	605	---	---	---	5:15	5:37*	5:40*	5:55*	6:05	---	---	---	PT	601	5:06	5:16	5:20	---	---	5:40	5:42	---	---	6:15*	6:20
IT	605	---	---	---	5:40	6:02*	6:05*	6:20*	6:30	---	---	---	PT	601	5:36	5:46	5:50	---	---	6:10	6:12	---	---	6:45*	6:50
IT	605	5:40	5:44	5:55	6:00	6:27*	6:30*	---	6:50	---	---	---	PT	604	6:00	6:10	6:14	---	---	6:34	6:36	---	---	7:09*	7:14
IT	605	6:10	6:14	6:25	6:30	6:57*	7:00*	---	7:20	---	---	---	IT	603	---	---	---	6:15	6:22	6:40	6:42	---	---	7:20*	7:25
PT	603A	6:35	---	---	6:47	7:07*	7:10*	---	7:30	---	---	---	PT	601	6:31	6:41	6:45	---	---	7:05	7:07	---	---	7:44*	7:49
PT	602	7:00	---	---	7:12	7:32*	7:35*	---	7:55	---	---	---	IT	603	---	---	---	6:45	6:52	7:10	7:12	---	---	7:50*	7:55
PT	603A	7:30	---	---	7:42	8:02*	8:05	---	8:25	---	---	---	IT	605	---	---	---	6:50	6:57	7:15	7:17	---	7:48	---	---
IT	605	7:45	7:49	8:00	8:05	8:32*	8:35*	---	8:55	---	---	---	IT	603	---	---	---	7:05	7:12	7:30	7:32	---	---	8:10*	8:15
PT	602	8:00	---	---	8:12	8:32*	8:35*	---	8:50	---	---	---	IT	603	---	---	---	7:35	7:42	8:00	8:02	---	---	8:40*	8:45
IT	605	9:00	9:04	9:15	9:20	9:47*	9:50*	---	10:10	---	---	---	IT	603	---	---	---	9:05	9:12	9:30	9:32	---	---	10:10*	10:15
IT	605	10:30	10:34	10:45	10:50	11:17*	11:20*	---	11:40	---	---	---	IT	603	---	---	---	10:30	10:37	10:55	10:57	---	---	11:35*	11:40
IT	603	12:00	12:05	---	---	12:42*	12:45*	1:00*	1:10	---	---	---	IT	603	---	---	---	11:55	12:02	12:20	12:22	---	---	1:05*	1:10
IT	603	1:30	1:35	---	---	2:12*	2:15*	2:30*	2:40	---	---	---	IT	605	---	---	---	1:25	---	1:50	1:52	2:20*	2:27*	2:35*	2:45
IT	603	3:00	3:05	---	---	3:42*	3:45*	4:00*	4:10	---	---	---	PT	602	---	---	---	2:54	---	3:20	3:22	3:47*	---	---	4:02
IT	603	4:05	4:10	---	---	4:57*	5:00*	5:15*	5:25	---	---	---	IT	605	---	---	---	3:10	---	3:35	3:37	4:05*	4:12*	4:20*	4:30
PT	601	4:15	4:20	---	---	4:57*	5:00*	---	---	5:18*	5:21*	5:33	PT	603A	---	---	---	3:24	---	3:46	3:48	4:13*	---	---	4:28
IT	605	---	---	4:35	---	5:12*	5:15*	5:30*	5:40	---	---	---	PT	602	---	---	---	3:51	---	4:13	4:15	4:40*	---	---	4:55
IT	603	4:35	4:40	---	---	5:27*	5:30*	5:45*	5:55	---	---	---	IT	605	---	---	---	4:25	---	4:50	4:52	5:25*	5:35*	5:45*	5:55
PT	604	4:53	4:58	---	---	5:35*	5:38*	---	---	5:56*	5:59*	6:11	PT	603A	---	---	---	4:48	---	5:13	5:15	5:40*	---	---	5:55
IT	603	5:05	5:10	---	---	5:57*	6:00*	6:15*	6:25	---	---	---	IT	605	---	---	---	5:30	---	5:55	5:57	6:25*	6:35*	6:45*	6:55
PT	601	5:25	5:30	---	---	6:07*	6:10*	---	---	6:28*	6:31*	6:43	IT	605	---	---	---	6:00	---	6:25	6:27	6:50*	6:57*	7:05*	7:15
IT	603	5:35	5:40	---	---	6:17*	6:20*	6:35*	6:45	---	---	---	IT	605	---	---	---	6:40	6:47	7:05	7:07	7:30*	7:37*	7:45*	7:55
PT	604	6:30	6:35	---	---	7:10*	7:13*	---	---	7:31	---	---	IT	605	---	---	---	7:10	7:17	7:35	7:37	8:00*	8:07*	8:15*	8:25
IT	603	7:30	7:35	---	---	8:07*	8:10*	8:22*	8:30	---	---	---	IT	605	---	---	---	8:40	---	9:00	9:02	9:25*	9:32*	9:40*	9:45

Option A: Status Quo - No additional trips to replace eliminated PT trips = 20 trips in each direction.

Peach: PT Trips being eliminated June 12

Blue: Adjustments made to route numbers and trip times. These adjustments are operational and not related to Pierce Transit reductions.

Additional Coaches:	0
Annual VSH Change:	149
Annual Cost:	\$12,644

12Jun2011 Fill Gaps

NORTHBOUND													SOUTHBOUND												
Agency	Route	Leaves Olympia Transit Ctr.	Capitol & 11th	Lacey Transit Center	Martin Way Park & Ride	Lakewood Station	SR512 Park & Ride	Tacoma Dome Station	Tacoma 10th & Commerce	TCC Transit Center	Narrows Park & Ride	Kimball Dr Park & Ride	Agency	Route	Kimball Dr Park & Ride	Narrows Park & Ride	TCC Transit Ctr.	Tacoma 10th & Commerce	Tacoma Dome Station	SR512 Park & Ride	Lakewood Station	Martin Way Park & Ride	Lacey Transit Ctr.	Capitol & 11th	Arrives Olympia Transit Ctr.
IT	605	---	---	---	5:15	5:37*	5:40*	5:55*	6:05	---	---	---	PT	601	5:06	5:16	5:20	---	---	5:40	5:42	---	---	6:15*	6:20
IT	605	---	---	---	5:40	6:02*	6:05*	6:20*	6:30	---	---	---	PT	601	5:36	5:46	5:50	---	---	6:10	6:12	---	---	6:45*	6:50
IT	605	5:40	5:44	5:55	6:00	6:27*	6:30*	---	6:50	---	---	---	PT	601	6:00	6:10	6:14	---	---	6:34	6:36	---	---	7:09*	7:14
IT	605	6:10	6:14	6:25	6:30	6:57*	7:00*	---	7:20	---	---	---	IT	603	---	---	---	6:10	6:17	6:35	6:37	---	---	7:15*	7:20
IT	605	6:30	6:34	6:45	6:50	7:17*	7:20*	---	7:40	---	---	---	PT	601	6:31	6:41	6:45	---	---	7:05	7:07	---	---	7:44*	7:49
PT	603A	6:35	---	---	6:47	7:07*	7:10*	---	7:30	---	---	---	IT	603	---	---	---	6:45	6:52	7:10	7:12	---	---	7:50*	7:55
PT	602	7:00	---	---	7:12	7:32*	7:35*	---	7:55	---	---	---	IT	605	---	---	---	6:50	6:57	7:15	7:17	---	7:48	---	---
PT	603A	7:30	---	---	7:42	8:02*	8:05	---	8:25	---	---	---	IT	603	---	---	---	7:05	7:12	7:30	7:32	---	---	8:10*	8:15
IT	605	7:35	7:39	7:50	7:55	8:22*	8:25*	---	8:45	---	---	---	IT	603	---	---	---	7:35	7:42	8:00	8:02	---	---	8:40*	8:45
PT	602	8:00	---	---	8:12	8:32*	8:35*	---	8:55	---	---	---	IT	603	---	---	---	8:05	8:12	8:30	8:32	---	---	9:10*	9:15
IT	605	9:00	9:04	9:15	9:20	9:47*	9:50*	---	10:10	---	---	---	IT	603	---	---	---	9:05	9:12	9:30	9:32	---	---	10:10*	10:15
IT	605	10:30	10:34	10:45	10:50	11:17*	11:20*	---	11:40	---	---	---	IT	603	---	---	---	10:30	10:37	10:55	10:57	---	---	11:35*	11:40
IT	603	12:00	12:05	---	---	12:42*	12:45*	1:00*	1:10	---	---	---	IT	603	---	---	---	11:55	12:02	12:20	12:22	---	---	1:05*	1:10
IT	603	1:30	1:35	---	---	2:12*	2:15*	2:30*	2:40	---	---	---	IT	605	---	---	---	1:25	---	1:50	1:52	2:20*	2:27*	2:35*	2:45
IT	603	3:00	3:05	---	---	3:42*	3:45*	4:00*	4:10	---	---	---	PT	602	---	---	---	2:54	---	3:20	3:22	3:47*	---	---	4:02
IT	603	4:05	4:10	---	---	4:57*	5:00*	5:15*	5:25	---	---	---	IT	605	---	---	---	3:10	---	3:35	3:37	4:05*	4:12*	4:20*	4:30
PT	601	4:15	4:20	---	---	4:57*	5:00*	---	---	5:18*	5:21*	5:33	PT	603A	---	---	---	3:24	---	3:46	3:48	4:13*	---	---	4:28
IT	605	---	---	4:35	---	5:12*	5:15*	5:30*	5:40	---	---	---	PT	602	---	---	---	3:51	---	4:13	4:15	4:40*	---	---	4:55
IT	603	4:35	4:40	---	---	5:27*	5:30*	5:45*	5:55	---	---	---	IT	605	---	---	---	4:30	---	4:55	4:57	5:30*	5:40*	5:50*	6:00
PT	604	4:53	4:58	---	---	5:35*	5:38*	---	---	5:56*	5:59*	6:11	PT	603A	---	---	---	4:48	---	5:13	5:15	5:40*	---	---	5:55
IT	603	5:05	5:10	---	---	5:57*	6:00*	6:15*	6:25	---	---	---	IT	605	---	---	---	5:30	---	5:55	5:57	6:25*	6:35*	6:45*	6:55
PT	601	5:25	5:30	---	---	6:07*	6:10*	---	---	6:28*	6:31*	6:43	IT	605	---	---	---	6:00	---	6:25	6:27	6:50*	6:57*	7:05*	7:15
IT	603	5:35	5:40	---	---	6:17*	6:20*	6:35*	6:45	---	---	---	IT	605	---	---	---	6:40	6:47	7:05	7:07	7:30*	7:37*	7:45*	7:55
IT	603	6:30	6:35	---	---	7:12*	7:15*	7:30*	7:40	---	---	---	IT	605	---	---	---	7:10	7:17	7:35	7:37	8:00*	8:07*	8:15*	8:25
PT	604	6:30	6:35	---	---	7:10*	7:13*	---	---	7:31	---	---	IT	605	---	---	---	8:00	---	8:25	8:27	8:50*	8:57*	9:05*	9:15
IT	603	7:30	7:35	---	---	8:07*	8:10*	8:22*	8:30	---	---	---	IT	605	---	---	---	8:40	---	9:00	9:02	9:25*	9:32*	9:40*	9:45

Option B: Fill Gaps - Add replacement trips using existing fleet in order to reduce service gaps = 22 trips in each direction.

Peach: PT Trips being eliminated June 12

Blue: Same adjustments made as in Option A (Status Quo). These adjustments are operational and not related to Pierce Transit reductions.

Green: Add two 603 trips and two 605 trips. Adjust times on two existing trips.

Additional Coaches:
Annual VSH Change:
Annual Cost:

0
1,806
\$153,531

12Jun2011 Full Replacement

NORTHBOUND													SOUTHBOUND												
Agency	Route	Leaves Olympia Transit Ctr.	Capitol & 11th	Lacey Transit Center	Martin Way Park & Ride	Lakewood Station	SR512 Park & Ride	Tacoma Dome Station	Tacoma 10th & Commerce	TCC Transit Center	Narrows Park & Ride	Kimball Dr Park & Ride	Agency	Route	Kimball Dr Park & Ride	Narrows Park & Ride	TCC Transit Ctr.	Tacoma 10th & Commerce	Tacoma Dome Station	SR512 Park & Ride	Lakewood Station	Martin Way Park & Ride	Lacey Transit Ctr.	Capitol & 11th	Arrives Olympia Transit Ctr.
IT	605	---	---	---	5:15	5:37*	5:40*	5:55*	6:05	---	---	---	IT	603	---	---	---	5:15	5:22	5:40	5:42	---	---	6:15*	6:20
IT	605	---	---	---	5:40	6:02*	6:05*	6:20*	6:30	---	---	---	PT	601	5:36	5:46	5:50	---	---	6:10	6:12	---	---	6:45*	6:50
IT	605	5:40	5:44	5:55	6:00	6:27*	6:30*	---	6:50	---	---	---	IT	603	---	---	---	6:00	6:07	6:25	6:27	---	---	7:00*	7:05
IT	605	6:10	6:14	6:25	6:30	6:57*	7:00*	---	7:20	---	---	---	IT	603	---	---	---	6:15	6:22	6:40	6:42	---	---	7:20*	7:25
IT	605	6:35	6:39	6:50	6:55	7:22*	7:25*	---	7:45	---	---	---	PT	601	6:31	6:41	6:45	---	---	7:05	7:07	---	---	7:44*	7:49
PT	602	7:00	---	---	7:12	7:32*	7:35*	---	7:55	---	---	---	IT	603	---	---	---	6:45	6:52	7:10	7:12	---	---	7:50*	7:55
IT	605	7:30	7:34	7:45	7:50	8:17*	8:20*	---	8:40	---	---	---	IT	605	---	---	---	6:50	6:57	7:15	7:17	---	7:48	---	---
IT	605	7:45	7:49	8:00	8:05	8:32*	8:35*	---	8:55	---	---	---	IT	603	---	---	---	7:05	7:12	7:30	7:32	---	---	8:10*	8:15
PT	602	8:00	---	---	8:12	8:32*	8:35*	---	8:50	---	---	---	IT	603	---	---	---	7:35	7:42	8:00	8:02	---	---	8:40*	8:45
IT	605	9:00	9:04	9:15	9:20	9:47*	9:50*	---	10:10	---	---	---	IT	603	---	---	---	9:05	9:12	9:30	9:32	---	---	10:10*	10:15
IT	605	10:30	10:34	10:45	10:50	11:17*	11:20*	---	11:40	---	---	---	IT	603	---	---	---	10:30	10:37	10:55	10:57	---	---	11:35*	11:40
IT	603	12:00	12:05	---	---	12:42*	12:45*	1:00*	1:10	---	---	---	IT	603	---	---	---	11:55	12:02	12:20	12:22	---	---	1:05*	1:10
IT	603	1:30	1:35	---	---	2:12*	2:15*	2:30*	2:40	---	---	---	IT	605	---	---	---	1:25	---	1:50	1:52	2:20*	2:27*	2:35*	2:45
IT	603	3:00	3:05	---	---	3:42*	3:45*	4:00*	4:10	---	---	---	PT	602	---	---	---	2:54	---	3:20	3:22	3:47*	---	---	4:02
IT	603	4:05	4:10	---	---	4:57*	5:00*	5:15*	5:25	---	---	---	IT	605	---	---	---	3:10	---	3:35	3:37	4:05*	4:12*	4:20*	4:30
PT	601	4:15	4:20	---	---	4:57*	5:00*	---	---	5:18*	5:21*	5:33	IT	605	---	---	---	3:20	---	3:45	3:47	4:15*	4:22*	4:30*	4:40
IT	605	---	---	4:35	---	5:12*	5:15*	5:30*	5:40	---	---	---	PT	602	---	---	---	3:51	---	4:13	4:15	4:40*	---	---	4:55
IT	603	4:35	4:40	---	---	5:27*	5:30*	5:45*	5:55	---	---	---	IT	605	---	---	---	4:25	---	4:50	4:52	5:25*	5:35*	5:45*	5:55
IT	603	4:50	4:55	---	---	5:42*	5:45*	6:00*	6:10	---	---	---	IT	605	---	---	---	4:45	---	5:10	5:12	5:45*	5:55*	6:05*	6:15
IT	603	5:05	5:10	---	---	5:57*	6:00*	6:15*	6:25	---	---	---	IT	605	---	---	---	5:30	---	5:55	5:57	6:25*	6:35*	6:45*	6:55
PT	601	5:25	5:30	---	---	6:07*	6:10*	---	---	6:28*	6:31*	6:43	IT	605	---	---	---	6:00	---	6:25	6:27	6:50*	6:57*	7:05*	7:15
IT	603	5:35	5:40	---	---	6:17*	6:20*	6:35*	6:45	---	---	---	IT	605	---	---	---	6:40	6:47	7:05	7:07	7:30*	7:37*	7:45*	7:55
IT	603	6:30	6:35	---	---	7:12*	7:15*	7:30*	7:40	---	---	---	IT	605	---	---	---	7:10	7:17	7:35	7:37	8:00*	8:07*	8:15*	8:25
IT	603	7:30	7:35	---	---	8:07*	8:10*	8:22*	8:30	---	---	---	IT	605	---	---	---	8:40	---	9:00	9:02	9:25*	9:32*	9:40*	9:45

Option C: Trip Replacement - Replace eliminated PT trips with Intercity Transit trips. Requires expanding fleet by 2 coaches = 24 trips in each direction.

Blue: Same adjustments made as in Option A (Status Quo). These adjustments are operational and not related to Pierce Transit reductions.

Purple: Replace eliminated PT 601 trips with IT 603 trips. Replace eliminated PT 603A trips with IT 605 trips.

Additional Coaches:	2
Annual VSH Change:	4,632
Annual Cost:	\$393,762

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-B
MEETING DATE: May 4, 2011

FOR: Intercity Transit Authority

FROM: Bob Holman (705-5885)

SUBJECT: Complaints of Unfair Competition Policy

-
- 1) **The Issue:** To consider adoption of a Complaints of Unfair Competition Policy.
-
- 2) **Recommended Action:** Approve Policy-DV-1704, Processing Complaints of Unfair Competition.
-
- 3) **Policy Analysis:** The action to adopt by the Authority will establish agency policy required by the Washington State Department of Transportation. The policy will establish guidelines for processing potential complaints of unfair competition.
-
- 4) **Background:** The Public Transportation Division of the Washington State Department of Transportation recently conducted a desk audit of Intercity Transit policies and procedures. This or a site visit is routinely done by WSDOT under requirements of the Consolidated Grant Program. In the course of the desk audit, WSDOT correctly concluded Intercity Transit does not have in place a required specific policy for Complaints of Unfair Competition.

Requirements for the Policy are in the **2009 - 2011 Guide to Managing Your Public Transportation Grant** (pages 1-21, 22). Such a policy is consistent with federal procurement guidelines on "Private Sector Participation (FTA Circular C4220.1F, 8-Competition.*)" Organizations must have procedures in place to process any complaints received from private entities who might believe they have been excluded from an opportunity to compete for providing public transit services. This Policy provides for a complaint process specific to allegations of unfair competition.

-
- 5) **Alternatives:**
- A. Approve Policy-DV-1704, Processing Complaints of Unfair Competition.
 - B. Choose to not adopt Policy-DV-1704.
 - C. Make changes to the proposed policy and then adopt it.

6) **Budget Notes:** There is no budgetary impact to this item.

7) **Goal Reference:** This project meets Goal 4: *"Provide responsive transportation options."*

8) **References:** Policy-DV-1704, Processing Complaints of Unfair Competition.

POLICY-DV-1704

See Also: WSDOT Guide to Managing Your Public Transportation Grant, July 2009, pp1-20, 1-22.
POLICY-OP-5509; TASK-OP-5509-D

Approved by: _____

Sandra Romero, Chair
Intercity Transit Authority

Michael Harbour, General Manager

Written by: Bob Holman

PROCESSING COMPLAINTS OF UNFAIR COMPETITION

Definitions:

“Private Sector Provider” – Any non-governmental entity that provides public transportation related goods or services.

This policy applies to Intercity Transit employees processing any complaint lodged by a “private sector provider” that alleges unfair competition due to Intercity Transit’s expanded or current service structure.

Purpose: The Public Transportation Division of the Washington State Department of Transportation at times awards federal, Federal Transit Administration (FTA) funds to Intercity Transit as a subrecipient. WSDOT states that “all public agencies with FTA funding must allow private mass transportation providers to participate in the project to the maximum extent feasible.” And, “failure to involve private sector transportation providers may result in complaints alleging unfair competition to be filed with WSDOT and FTA.” This policy enunciates the process Intercity Transit shall follow to respond to such complaints of unfair competition should they occur.

1. Planning Manager Shall Receive Complaints

Intercity Transit’s Planning Manager shall receive and investigate any complaints of unfair competition.

2. Development Director Shall Review Findings

The Development Department shall review and analyze the findings of an investigation of any unfair competition complaint.

POLICY-DV-1704

3. Development Director Makes Recommendation

The Development Director shall make a recommendation to the General Manager regarding the merits of the allegation of unfair competition.

4. General Manager Responds to Complainant

The General Manager shall respond to the complaint within ten business days of receipt of the complaint. The response will include either a determination or a timeframe for communicating a determination, and shall include instructions for appeal(s) as stated below in steps 5 and 6.

5. Complainant May Appeal Within Ten Days

Complainants must any appeal in writing. They must be received by the General Manager of Intercity Transit within ten business days of the determination receipt. The parties shall attempt to resolve the matter through some mutually agreeable form of Alternate Dispute Resolution (ADR) that does NOT include employees or Board Members of Intercity Transit.

6. Complainant or Intercity Transit May File Appeal With WSDOT

The complainant or Intercity Transit may file the appeal with the Washington State Department of Transportation's Public Transportation Division, if either Intercity Transit or the complainant is not satisfied with the mediator's decision. Either party must file the appeal with the Director of Public Transportation Division within thirty days of the mediator's decision and include the following:

- An original signature of the chief executive officer of the entity filing the appeal.
- The grounds under which the appeal is being filed.
- A copy of the mediator's decision.

Either party must send a copy of the appeal to other party involved. Once the Public Transportation Division receives the appeal, it will review the decision, and the procedures followed from the time the initial complaint was received by Intercity Transit. The Public Transportation Division will review the procedures followed and issued a determination on the appeal.

POLICY-DV-1704

7. Public Transportation Division Makes Final Administrative Remedy

Public Transportation Division shall constitute the final administrative appeal and decision. Exhaustion of Administrative Remedy shall be a condition precedent to the commencement of a civil action to adjudicate such dispute for which the Superior Court of Thurston County, Washington shall have exclusive jurisdiction and venue and the laws of the state of Washington shall apply.

8. Development Director Maintains Files

The Development Director maintains the files for Complaints of Unfair Competition files or binders, which shall include all correspondence regarding any unfair competition complaints.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-C
MEETING DATE: May 4, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour (705-5855); Bob Holman (705-5885)

SUBJECT: Environmental and Sustainability Management System (ESMS) Policy for Intercity Transit

-
- 1) **The Issue:** To consider adoption of an Environmental and Sustainability Policy for Intercity Transit based on requirements of the International Standards Organization (ISO) 14001 standards for certification of an Environmental and Sustainability Management System (ESMS).
-
- 2) **Recommended Action:** Adopt Resolution 02-2011, approving Policy-EX-0011, Implementing the Environmental and Sustainability Policy.
-
- 3) **Policy Analysis:** The action to adopt by the Authority will establish agency policy required for implementation of an ESMS and subsequent certification of consistency with ISO 14001.
-
- 4) **Background:** Staff began the task of developing and implementing an Environmental and Sustainability Management System (ESMS) at Intercity Transit. Our goal is to develop and implement an ISO 14001 certified ESMS.

Our core ESMS team members include:

- Jim Merrill, Operations Director
- Mark Kallas, Facilities Manager
- Bob Holman, Grants Program Administrator
- Karl Shenkel, Maintenance Director
- Mike Harbor, General Manager

This team will attend four training sessions at Virginia Tech University. These sessions are designed to carry us through the ISO 14001 requirements in manageable pieces rather than overwhelming us with the requirements of the standard. Bob Holman is in charge of the overall effort and designated as our "Top Management Representative" for the effort. Pat Messmer, Executive Assistant, provides invaluable administrative support and technical assistance in document control and management. Our Sustainability Committee is involved in the ongoing effort as are many other employees.

The International Organization for Standardization (ISO) is an international standard setting body composed of representatives from various national standard organizations.

Its ISO 14001 Environmental Management System Standard is followed by many types of public and private organizations. It represents Federal Transit Administration recommended practice for transit agencies' environmental and sustainability activities.

The ISO 14001 ESMS exists to help organizations (a) minimize how their operations (processes etc.) negatively affect the environment (i.e. cause adverse changes to air, water, or land); (b) comply with applicable laws, regulations, and other environmentally oriented requirements; and (c) continually improve in the above.

This standard is applicable to any organization that wishes to:

- implement, maintain and improve an environmental management system
- assure itself of its conformance with its own stated environmental policy
- demonstrate conformance
- ensure compliance with environmental laws and regulations
- seek certification of its environmental management system by an external third party organization
- make a self-determination of conformance

Successfully implementing the ESMS will involve a great deal of effort but will have benefits for all areas of the organization. Achieving ISO certification requires a number of specific steps that will impose discipline on us to thoroughly document requirements, policies and procedures. We will also be required to ensure all employees are aware of policies and trained to fulfill their role in the event of a spill of hazardous materials or other events that could negatively impact the environment.

One of the first steps is to adopt an agency Environmental and Sustainability Policy. The policy must contain certain elements included in the ISO 14001 standard. The attached policy was developed by the ESMS team and the Sustainability Committee.

5) **Alternatives:**

- A. Adopt Resolution 02-2011, approving Policy-EX-0011, Implementing the Environmental and Sustainability Policy.
- B. Do not adopt the policy.
- C. Make changes to the policy and adopt with the changes.

6) **Budget Notes:** ESMS Team participation in Federal Transit Administration sponsored implementation training is provided at no cost. Intercity Transit travel costs are included in the 2011 budget.

7) **Goal Reference:** This project meets Goal 3: *"Maintain a safe and secure operating system."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** Resolution 02-2011 and Policy-EX-0011, Implementing the Environmental and Sustainability Policy

**INTERCITY TRANSIT
RESOLUTION NO. 02-2011
ADOPTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY**

A RESOLUTION adopting the Intercity Transit Environmental and Sustainability Policy and Exhibit "A" Policy-EX-011, Implementing the Environmental and Sustainability Policy.

WHEREAS, Intercity Transit is committed to protecting the environment for present and future generations; and

WHEREAS, Intercity Transit recognizes the importance of reducing Greenhouse Gas (GHG) emissions and the threat posed by climate change; and

WHEREAS, Intercity Transit is a charter signatory to the American Public Transportation Association (APTA) Sustainability Commitment; and

WHEREAS, Intercity Transit developed a Sustainability Plan with a commitment to annually review this plan and update as needed; and

WHEREAS, the Intercity Transit Authority is committed to establishing an Environmental and Sustainability Management System (ESMS) with environmental objectives and targets that are measurable, meaningful, and understandable subject to annual review;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Intercity Transit will act to protect the environment through compliance, environmental regulations and practices, and use of materials that do not adversely affect the natural environment. The Intercity Transit Authority adopts as agency policy:

- Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.
- Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to Intercity Transit Authority members, elected officials, agency employees and the general public.
- Intercity Transit will develop and document practices to prevent pollution.

Section 2. The Intercity Transit Authority commits to incorporating Sustainability in all areas of its operations. The Intercity Transit Authority hereby adopts as agency policy:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities, with a goal to achieve at least LEED silver certification whenever practical.

- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- The conservation of water at agency buildings and facilities
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to reduce carbon emissions.

Section 3. Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

Section 4. Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

ADOPTED this _____ day of _____, 2011

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

APPROVED AS TO FORM

**Thomas R. Bjorgen
Legal Counsel**

POLICY-EX-0011

See Also: N/A

Approved by: _____

Sandra Romero, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Bob Holman

IMPLEMENTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

Definitions:

“Green” – building practices that, based on industry standards, are environmentally responsible, resource-efficient and supportive of sustainability goals.

This policy applies to all Intercity Transit employees and volunteers.

1. Intercity Transit Will Protect the Environment

Intercity Transit will act to protect the environment through compliance, regulations and practices, and use of materials that do NOT adversely affect the natural environment.

Intercity Transit will fully comply with all applicable federal, state, and local environmental laws and regulations and industry standards.

Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.

Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.

Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.

Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to the Intercity Transit Authority members, elected officials, agency employees and the general public.

Intercity Transit will develop and document practices to prevent pollution.

POLICY-EX-0011

2. Intercity Transit Will Incorporate Sustainability in All Areas of Operations

Intercity Transit commits to incorporating sustainability in all areas of its operations, including:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of “green” building practices into future capital projects and/or renovation of existing facilities, with a goal to achieve at least LEED silver certification whenever practical.
- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycle content.
- The conservation of water at agency buildings and facilities.
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community’s reliance on single-occupancy automobiles and to reduce carbon emissions.

3. Intercity Transit Will Implement and Maintain ISO 14001 Standard

Intercity Transit will implement and maintain an ISO-14001 certified Environmental and Sustainability Management System. Staff will periodically review environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

4. Intercity Transit Will Expand Implementation of Sustainable Practices

Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-D
MEETING DATE: May 4, 2011

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Annual Planning Session

1) **The Issue:** Whether to conduct a planning session and to identify a date, if a session is desired.

2) **Recommended Action:** Provide staff feedback.

3) **Policy Analysis:** Annually, the Authority conducts at least one planning session to review issues identified by members of the Transit Authority.

4) **Background:** The Authority typically meets in April or May to review issues or plan the future. In the recent past, the Authority presents discussion topics and the Authority Chair, Vice Chair, General Manager and Executive Services Director meet with a facilitator to finalize the agenda. This year, staff put out a feeler to see if Authority members felt there was a need for a planning session. The responses varied. Four members did not feel a strong need to have a planning session, primarily due to the discussions that were taking place at the work sessions and regular meetings; after the ballot measure was passed service was increased and now staff is working on major projects.

One member felt when first coming onto the Authority, a planning session was very valuable, but had no real position either way.

Three other members would like to see a planning session, one supporting possibly a half day session. Several topics were offered and it was suggested some of the topics could be covered in work sessions if time would be committed to these discussions.

Topics offered were:

- *Terms for chair and vice chair*
- *Future services (keeping in mind what the marketing consultant said about maintaining good will)*
- *Expectations board members and jurisdictions have of each other*

- *IT involvement in community-wide planning processes (what is our policy position we take to groups/meetings (TRPC/TPB/TRPC Sustainability grant process, etc.)*
- *Discussion of priorities*
- *Budget – how do we come up with money for services we haven't discussed?*

Past experience demonstrated Friday works better for the members. We're very late into spring, and summer proves to be a challenge with vacations.

Fridays Available for Staff and Intercity Transit's Boardroom

May 6

May 20

June 10

June 17

Should you choose to use a consultant, staff recommends we try and contract with Rick Kramer, who is familiar with Intercity Transit. Utilizing a facilitator allows all members to fully participate rather than be engaged in leading the meeting.

5) Alternatives:

- A. Determine if you want a planning session and if so, select one of the dates staff recommends and agree to a facilitator.
- B. Forego a planning session for 2011.
- C. Choose to have a session; select a different date and ask staff to find a different venue other than Intercity Transit. Determine if you need a facilitator.

6) Budget Notes: The annual planning session costs are included in the 2011 budget.

7) Goal Reference: Authority members meeting annually to discuss in length various issues, needs and future plans for the agency and community supports all goals.

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 12
MEETING DATE: May 4, 2011
Executive Session

FOR: Intercity Transit Authority
FROM: Rhodetta Seward (705-5856)
SUBJECT: General Manager Performance Evaluation

-
- 1) **The Issue:** To conduct the General Manager's performance evaluation for 2010-2011.
-
- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the performance of Mike Harbour for the period of May 2010 through May 2011 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.
-
- 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.
-
- 4) **Background:** A performance evaluation document was provided to each Authority member, to be completed and sent in April 22. The Chair and Vice Chair met on Monday, May 2 to review the evaluations and develop a summary for discussion purposes. Results of the evaluation will be shared in an Executive Session at the May 4 meeting.
-
- 5) **Alternatives:**
- A. Conduct the performance evaluation during an executive session at the May 4 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.
-
- 6) **Budget Notes:** Assumptions regarding a performance bonus are not included in the annual budget.

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

8) **References:** N/A