

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

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Heather Stafford, Human Resources Director** (*Rhodetta Seward*)

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** September 7, 2011, Regular Meeting; September 21, 2011, Joint Meeting of the Authority and the Citizen Advisory Committee.

 - B. **2012 Draft Budget Public Hearing:** Schedule the public hearing for the 2012 budget for Wednesday, November 16, 2011. (*Ben Foreman*)

 - C. **Accounts Payable:** Warrants dated September 9, 2011, numbers 84947-85045 in the amount of \$222,463.71; warrants dated September 23, 2011, numbers 85047-85165 in the amount of \$650,038.32, for a monthly total of \$872,502.03.

 - D. **Strategic Plan – Schedule a Public Hearing:** Schedule a public hearing to receive comment on the 2012-2017 Strategic Plan for November 2, 2011, at 5:30 p.m. (*Mike Harbour*)

 - E. **Setting Public Hearing Date for New Olympia Express Monthly Pass:** Set November 2, 2011, for a public hearing to review and take comments on proposed changes to the Olympia Express fare instruments. (*Dennis Bloom*)

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

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| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Sandra Romero</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 10 min. |
| | C. Urban Corridors Task Force (<i>Ed Hildreth</i>) | 3 min. |
| | D. TRPC Sustainable Development Task Force (<i>Karen Messmer</i>) | 3 min. |
| | E. Citizen Advisory Committee (<i>Carl See</i>) | 3 min. |
| | F. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Surplus Van Grant Program (<i>Carolyn Newsome</i>) | 10 min. |
| | B. Renewal of ACS Maintenance Agreement (<i>Marilyn Hemmann</i>) | 10 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | MEETING EVALUATION | 5 min. |
| 11) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 7, 2011

CALL TO ORDER

Chair Romero called the September 7, 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; Ann Freeman-Manzanares; Meg Kester; Jim Merrill; Marilyn Hemmann; Ben Foreman; and Carolyn Newsome.

Others Present: Legal Counsel Tom Bjorgen; Citizen Advisory Committee member Meta Hogan; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

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

INTRODUCTIONS & RECOGNITIONS

A. Troy Woodson, Vehicle Cleaner. McCarthy introduced Troy Woodson as a newly hired Vehicle Cleaner for the agency.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Deputy Mayor Clarkson and Citizen Representative Messmer to approve the consent calendar as presented.

A. Approval of Minutes: August 3, 2011, Regular Meeting.

B. Accounts Payable: Warrants dated July 1, 2011, numbers 84321-84441 in the amount of \$867,820.80; warrants dated July 15, 2011, numbers 84446-84579 in the

amount of \$586,563.45; warrants dated July 29, 2011, numbers 84584-84689; 61084582-61084583, in the amount of \$654,623.18, for a monthly total of \$2,109,007.43.

- C. **Payroll:** August 2011 Payroll in the amount of \$1,713,656.36.
- D. **Surplus Property:** Declared property listed on Exhibit "A" as surplus.

COMMITTEE REPORTS

A. **Thurston Regional Planning Council.** TRPC's next meeting is on September 9. Messmer is attending on behalf of Romero.

B. **Transportation Policy Board (TPB).** Hildreth reported the TRPC received a \$2.1 million dollar grant from the Environmental Protection Agency for efforts to reduce greenhouse gas emissions. One area of focus is Tumwater with a goal to reduce single occupant vehicle travel by 15%. Staff met with large and small businesses and discussed ways businesses can promote rideshare and increase transit usage by changing work hours. Approximately 80% of the businesses expressed reluctance to use alternate forms of transportation. TRPC's Executive Director interviewed Kevin Dayton, with the Washington State Department of Transportation (WSDOT) Olympic Region, on future transportation improvements throughout the region. It will be many years before WSDOT adds new freeway lanes between Thurston County and Tacoma. Dedication of HOV lanes might be possible but not likely because of the forfeiture of a travel lane. No construction projects are in the pipeline for the near horizon.

Thies asked about the metric for measuring reduction in single occupancy vehicle travel. Messmer noted the federal census includes good information and the State surveys every two years. Clarkson said the region was experiencing similar congestion in the mid 1970s when WSDOT increased freeway lanes between Trosper Road and Martin Way. The project was deemed a five-year project, and 12 years later when more freeway lanes were added, they were already obsolete because the communities grew rapidly and did not plan appropriately for alternative travel routes.

Johnson shared she heard the state did not have any shovel ready projects, which is why the state didn't fare well for federal funds. Clarkson said the region submitted several good projects that were not rated high in the statewide process.

C. **Urban Corridors Task Force.** Hildreth reported on the three-hour panel discussion on August 30, involving banking, real estate, developer community, local planning commissioners, and other policymakers on ways to prompt development

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 3 of 14

along the major transportation corridors. Banking industry representatives described some of the problems of financing in today's economic climate. The Capitol Boulevard/Martin Way corridors may be too large. Developers offered suggestions on reducing the size of some corridors through subareas. Developers shared development occurs where land prices are cheapest, which is generally located outside the urban growth boundaries. Romero commented on the lack of availability of bank loans for condominiums.

D. TRPC Sustainable Development Task Force. Romero attended the first task force meeting and reviewed questions asked by Messmer on how the panels are operating, how they are gathering information, and the selection of the panel members. Romero said panel members were selected by the TRPC; however, individuals can volunteer for the panels. The panels are not using similar formats for their work. The task force will provide overview and oversight on the integrity of the information provided by the panels. Some members of local food sustainability organizations expressed a desire for representation on several panels. The task force at this point hasn't detailed the public engagement plan. The TRPC's website will be updated regularly with names of panel chairs and members. Two of the nine panels are developing extra plans to include a housing plan and an economic development strategy. The next meeting of the task force is scheduled for September 26. Future task force meetings are scheduled for the second and fourth Mondays of the month.

E. Citizen Advisory Committee. Hogan referred to the CAC minutes for information on the last meeting. Members spent time on the attendance policy because of concerns about member participation and attendance. An ad hoc committee is reviewing the attendance policy. One member addressed concerns about the transit center and drug dealers around the facility. Clarkson noted the meeting was well attended and members articulated comments very well. There appeared to be continued questions about the mission of the CAC with no clear understanding by members. He suggested clarifying their role.

Romero referred to the Surplus Van Grant Program and the City of Rainier's interest in receiving a van, and noted the city withdrew the request. She asked if rules and requirements overseeing the van grant program under the rules of gift of public property. Harbour advised a mix of rules apply. The agency is restricted by rules governing the gifting of public funds. The agency also established its own guidelines for the program. Bjorgen added it's important to provide transportation services to residents within the public transportation benefit area (PTBA) as well as avoiding the gifting of public funds, which is prohibited by state statute. Romero said the request was initially generated to assist the TOGETHER! Program in Rainier.

NEW BUSINESS

A. The Evergreen State College Late Night Service. Bloom briefed the Authority on the request to authorize a reimbursement contract with The Evergreen State College (TESC) for continuation of "Late Night" service at \$13,830 per quarter for the 2011-2012 school year. Service began in 2008. The service operates on Fridays, Saturdays, and Sundays during the school year. The service provides accompanying Dial-A-Lift (DAL) service. However, in the four years of operation, no requests for late night DAL service were received.

It was M/S by Citizen Representative Thies and Deputy Mayor Clarkson to authorize the General Manager to renew the reimbursement agreement with TESC for the late night service at \$13,830 per quarter for the 2011-2012 school year (fall, winter, spring quarters).

Clarkson asked if the rate the college pays remained the same. Bloom said the rate increases based on Intercity Transit's hourly rate.

Messmer asked whether the amount covers the vehicles and overhead for the agency. Bloom advised the rate covers the cost of providing service on the street to and from the college for the vehicles and drivers who operate the service. Foreman said the rate covers direct costs but not overhead or maintenance costs associated with fully allocated costs.

Discussion followed on the general public using the late night service. The service is advertised by the college and is available to anyone.

Clarkson asked about the minimum number of passengers necessary to justify the service. Bloom advised the service is typically standing room only for each trip.

Motion carried unanimously.

B. FY 2010 State Auditor Financial and Compliance Audit. Foreman reported on the results of the recently completed FY 2010 audit conducted by the Washington State Auditor's Office. He referred to several attachments for the Authority's information. The 2010 audit resulted in no findings for the sixteenth consecutive year. The audit is agency-wide involving all aspects of agency operations.

Foreman reviewed the conclusions of the audit. The Financial Analysis Report is a new document issued by the Auditor's Office providing a ratio of the agency's financial position, performance, and capability. The agency's current ratio is 10.6, which is a

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 5 of 14

good rating. The ratios consider capital asset condition, change in net assets, and revenue dispersion. The audit reflects the agency is performing above other transit agencies and likely is one of the best agencies in operation, financially. He noted the numbers reflected in the report for depreciation are not the agency's numbers. In 2010, the agency had \$63 million in assets excluding land. Depreciation was approximately \$31 million. The graph doesn't match the numbers.

Clarkson congratulated staff for receiving no findings.

Messmer said she attended the exit conference, which was very positive. It appears the financial reports are a way for the Auditor's Office to provide a standardized measurement to organizations. It was conveyed during the conference some agencies are not doing well in this economic environment. However, it was acknowledged this agency is not facing those same obstacles.

Romero stated the county is also doing well given the economic climate. Revenues increased by 5.8% for the year. She questioned the statement within the report citing one uncorrected misstatement in the audited financial statement related to the Other Post Employment Benefits (OPEB) liability not included in the Statement of Net Assets. Foreman explained there is a component of what the employer pays for retirement and healthcare. That number is disclosed if it is material.

Johnson asked about the agency's exposure for natural disasters. Foreman advised the agency is insured through the Washington State Insurance Pool for \$12 million.

C. 2012 Draft Budget and 2012-2017 Strategic Plan Calendar. Foreman reviewed the proposed 2012 Draft Budget and 2012-2017 Strategic Plan calendar. He noted some corrections in dates to the calendar. The Strategic Plan dictates the development of the budget. On November 2, a public hearing is scheduled for the Strategic Plan with adoption scheduled on November 16, 2011. The budget is scheduled for adoption on December 7, 2011.

Romero questioned future opportunities to afford time for the Authority to provide feedback on the development of the Strategic Plan. The Authority should have another opportunity to review the Strategic Plan. Harbour advised the Authority can review the document during the joint meeting with the CAC.

Messmer commented the Authority would likely want to consider the joint meeting discussion at another meeting to afford an opportunity to fine-tune the document if necessary. Harbour said the Authority's October work session could also include a review of the Strategic Plan. Additionally, later in the meeting, the Authority is

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 6 of 14

scheduled to review major issues and the status of the Strategic Plan. Based on feedback, staff will develop white papers on specific areas identified by the Authority. For the most part, the service plan will be status quo.

Discussion followed on the timeline for adoption of the budget, which must occur prior to December 31. The Strategic Plan will be included on the Authority's October 10 work session agenda.

Messmer asked about meeting dates in October. Harbour replied he, Romero, and Hildreth are not available to attend the October 5 meeting because they will be attending the an APTA conference. Messmer advised she will likely be unable to attend the October 5 meeting as well. Staff asked the other members if they will be available for the October 5 meeting to ensure a quorum would be available, and the other members indicated their availability.

D. 2012-2017 Financial Forecasts. Foreman reviewed the 2011-2017 financial forecast. Key assumptions for the base model for each year includes sales growth at 3% with fuel rising to \$3.50 a gallon in 2012 with a 3% inflation factor for each year thereafter. General wage increase assumptions include:

General Wage Increases	2012	2013	2014	2014-2017
ATU	0.0%	2.0%	2.0%	3.0%
IAM	2.0%	2.0%	3.0%	3.0%
Non-represented	2.0%	2.0%	3.0%	3.0%

Insurance inflation is factored at 3.75% because of the growth in miles. At the end of 2017, the projected ending cash balance is \$12,887,517, which provides more than \$2 million for a 90-day reserve.

Hildreth asked about the difference of \$20 million in total revenue between 2010 and 2011. Foreman noted the agency's successful ballot measure increased the agency's sales tax and the receipt of additional grant funds account for the increase in revenue in 2011. Hildreth asked how the agency anticipates a 3% growth in sales tax when the state forecast reflects a decrease. Foreman said the forecast accounts for population growth and an increase in consumer spending. The economy is beginning to recover slowly. Staff monitors activity and adjustments can be made to reflect actual conditions. Harbour noted part of the state's financial deficit can be attributed to its forecast, which was too optimistic.

Foreman reviewed a 2011-2017 financial forecast based on an improved economy:

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 7 of 14

- Sales tax growth at 5% each year
- Fuel at \$3.00 a gallon in 2012 inflated at 3% each year
- General inflation is 3% each year

General wage increase assumptions include:

General Wage Increases	2012	2013	2014	2014-2017
ATU	0.0%	2.0%	3.0%	3.5%
IAM	2.0%	3.0%	3.0%	3.0%
Non-represented	2.0%	3.0%	3.0%	3.0%

Foreman reviewed a 2011-2017 financial forecast based on a slow economy:

- Sales tax growth at 1% each year
- Fuel at \$4.00 a gallon in 2012 inflated at 5% each year
- General inflation is 3% each year

General wage increase assumptions include:

General Wage Increases	2012	2013	2014	2014-2017
ATU	0.0%	1.0%	1.0%	2.0%
IAM	2.0%	2.0%	2.0%	2.0%
Non-represented	2.0%	2.0%	2.0%	2.0%

Rogers asked how the scenarios for sales tax growth are factored. Foreman replied the 1% and 5% assumptions are based on worse case and optimistic scenarios with the 3% in the base model based on historical growth in sales tax over time.

Thies said there are indications the state's new revenue forecast will likely continue its downward trend. The 1% scenario may be too dire, but the base model shouldn't include a forecast higher than 3% for sales tax growth. Foreman shared

the assumptions have been established for many years. The forecast is used primarily to establish the 2012 budget, which is in the short-term.

Clarkson asked about the projection versus actual for 2009 and 2010. Foreman replied the projection in 2008 was not achieved with the projection improving in 2009 and nearly achieved in 2010. However, in earlier years, the actual exceeded the forecast by several percentage points.

Harbour shared additional information on the forecast, which doesn't factor federal funds because of too many uncertainties. State funds are another unknown, but he is optimistic the state will pass a transportation package at some point because if not, the ferry system will collapse. Any transportation package will likely need to include a transit element.

Rogers agreed with Thies the economy will continue to function below the base assumptions. She suggested examining other ways to either decrease costs or increase revenue, such as vanpool rentals or a fare increase. Harbour suggested deferring a conversation on fares until the Strategic Plan discussion.

E. Intercity Transit Discounted Bus Pass Program – Six Month Progress Report.

Harbour provided a progress update on the Discounted Bus Pass Program implemented in January. The agency surveyed and received responses from all the providers. Most of the providers are utilizing the funds. The program's budget contribution was approximately \$52,000 for a total of \$100,000 in passes.

Survey results indicate the program is meeting each organization's objectives enabling organizations to stretch limited dollars. Most of the organizations are non-profits and the program enables them to continue their transportation programs. Some of the recommended changes would increase the administrative workload of the agency. However, the agency is working on improving the process. Most of the organizations would like to continue the program at the same level. Some other organizations expressed a desire to participate. Most are not significant in size and likely could be accommodated. The organizations are incredibly appreciative of the program. The Authority is required to approve the program as part of the 2012 budget if there is a desire to continue the program.

Romero noted one organization indicated the demand exceeds supply. She asked if unused passes from another organization can be supplied to an organization needing more passes. Harbour said the initial rules stipulated a maximum supply for each agency. However, the Authority could direct reallocation of any unused passes to

another agency. There are challenges because the passes are used on a monthly basis with four months remaining in this year's program.

Clarkson asked whether reauthorization of the program would be at the same level as this year. Harbour said initially, the Authority allocated the total value of passes at \$200,000 with the actual use at \$110,000. Next year, staff recommends a maximum of \$120,000.

Romero recommended staff consider the best options for reallocating unused passes to assist those organizations where demand exceeds supply.

Hildreth noted most of the organizations utilized half of their budget. Harbour said actual usage is on target.

Romero shared she's heard many good comments about the program.

F. 2011-2016 Strategic Plan – Major Issues and Status. Harbour reported the kick-off of the Strategic Plan begins with a review of the financial status and an update on the status of issues identified last year. The briefing covered issues carrying forward to 2012 as well as where the General Manager believes the focus will be. With all the financial uncertainty, the approach is status quo with no new major initiatives or service extensions. However, the capital program is aggressive with the continuation of the construction of the Hawks Prairie Park-and-Ride lot with receipt of the second half of state funding. Funding is available to begin moving forward on the Olympia Transit Center. Staff continues to seek funding for the Maintenance Facility. One issue is whether to continue with engineering and design with local funds or delay progress to seek federal funds.

In late 2012, the agency likely will receive pressure to increase regional express service to Lakewood. Existing bus service will be crowded. In late 2012, the Sounder begins service to Lakewood with 9 to 12 trains a day, which will spark interest in the community for transportation to Lakewood. At that time, the new park-and-ride lot will also open, which will increase additional capacity for park-and-ride and express service at that location.

Clarkson asked whether the agency perceives an increase in service hours or an extension in existing hours. Harbour said most of the demand will be for additional buses operating during peak hours rather than extending service hours. Extending hours is relatively inexpensive. The real cost is adding buses and drivers for peak hour service. Clarkson said when Sounder service is available in Lakewood, it likely will

increase demand for service for sports events and other activities. Harbour said the agency could likely address those needs without adding significant cost.

One of the major decision points facing the Authority next year is the Pattison Street project and whether the agency should continue funding for engineering and design. The benefit of continuing the project is positioning the agency more favorably for competition of federal dollars by having a shovel ready project.

Another issue remaining is the sales tax capacity of 1/10th of one cent which likely will be an issue in 2013 when pressure increases to add service.

Hildreth questioned the need to increase an already healthy ending fund balance through 2017. Harbour replied the ending fund balance assumes the agency will continue status quo service. In the six-year period, the agency will begin experiencing more demand for service.

Another consideration in 2012 is a fare increase effective 2013. Harbour suggested reviewing options in late 2012. Clarkson suggested the Authority should be proactive rather than reactive in terms of revenue. Romero asked Harbour to document the issues in terms of what service expansion or existing service cannot be provided unless a fare increase is implemented.

Harbour said the last issue is the Environmental and Sustainability Management System. Staff continues to move through training with three of the four courses completed. Next year, the Authority will be asked whether to request International Organization for Standardization (ISO) certification, which is very costly. The second element is an additional staff position in the budget to manage the agency's environmental and sustainability program. If the agency pursues certification, it's important the agency commits to provide staff support necessary for the level of effort.

Johnson asked for documentation of actions the agency implemented as a result of the training. Harbour reported the October work session agenda includes a status report on efforts to date.

Clarkson cautioned against pursuing major engineering of the Pattison Street project prior to securing necessary funds for construction because of potential delays that might necessitate a major engineering re-effort to update the plans to adhere to current regulations and perhaps changing needs.

Rogers asked about the status of the Governor's task force on transit. Harbour advised the task force met once and is scheduled to meet again on September 23. A transit

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 11 of 14

representative is a member of the task force. At this point, the group is identifying needs. In theory, the task force will recommend a transportation package for the 2012 legislative session. The main impetus of the task force is the ferry system and associated financial issues. All the funds raised in the earlier transportation funding packages will be spent by 2016. Most of the money was bonded requiring payments for another 14 years when no construction is underway. There will be pressure because of needs as well as construction jobs that won't be available unless some package is implemented.

Clarkson stressed the importance of any transportation package benefitting Thurston County than in previous funding packages.

Messmer said some areas of interest to her include local express service, signal priority, and service levels and amenities along major corridors. Instead of involvement at the staff level, the Authority should move forward and focus on land use planning and density in terms of where future riders live, work and use services. The Authority should have those conversations as leadership. It is on par and almost as important staffing wise as the environmental issues the agency is pursuing. The question is whether the agency pursues funding opportunities that provide more capability in the organization to become involved in reviewing how development occurs along major corridors. The regional discussion is underway, and it's important for the Authority to bring expertise and resources to that discussion. Strategically, the Authority should be in the forefront.

Romero expressed similar beliefs and questioned how the agency can become more meaningfully involved in land use planning. She suggested pursuing some staff analysis of people who think differently than the standard belief of building communities around single occupant vehicles. Schools are another area where transit should play a larger role in transporting children to school. Romero asked about the status of the ORCA card. Harbour advised an update is included in the General Manager's Report.

Romero referred to sustainability and said the County hired a staff person dedicated to sustainability. In terms of new buildings and facilities meeting LEED - Silver Certification building standards, Romero said Silver is the bottom of the standard. If the agency is serious about energy conservation and building green, at the very least, the goal should reflect Silver.

Johnson commented on issues associated with bus operators assisting passengers with bikes and sidewalk maintenance within the jurisdictions. It was noted the City of Olympia requires property owners to maintain sidewalks.

Romero reported the Strategic Plan is scheduled for several reviews to include the CAC during the joint meeting and at the Authority's October work session.

GENERAL MANAGER'S REPORT

Intercity Transit hired **Human Resources Director**, Heather Staffford, formerly with the City of Olympia, who will begin on September 19.

The agency is working on the **Classification and Compensation Study**. Marnie Slakey, former HR Director at Pierce Transit, is assisting the agency. The Authority is scheduled to consider action in conjunction with the 2012 budget.

Staff completed their third workshop on the **Environmental and Sustainability Management System** in Virginia in August, with one workshop remaining. In March, the Virginia Tech staff will visit Intercity Transit to conduct a gap analysis and returns in July to complete an audit to provide an analysis on any needed actions for preparation of certification. It may be possible to have the program Lead attend the March Authority meeting to provide a briefing. The proposed budget will likely include an additional staff person for 2012.

Ridership increased by 9% in August reflecting a strong month and a 3.6% increase year-to-date with productivity up by .5%.

Staff recommends not moving forward with the **ORCA card** and will present a proposal to discontinue acceptance of ORCA cards on Intercity Transit buses beginning January 2012. Harbour advised the company providing the system is experiencing some problems. The central Puget Sound partners are encountering some issues with the company and are unwilling to push the company to correct the problems. Intercity Transit is also dependent on Pierce Transit and progress with the agency hasn't occurred. Things may change within the next month.

Staff are preparing an **application for certification** for APTA Sustainability Commitment and are striving to participate for the gold level which has never been achieved by another transit system.

The next **APTA Expo** is scheduled in October. Romero and Hildreth are attending and will miss the regular meeting. Several staff members are attending, including Seward and Harbour. Kester is graduating from the Leadership APTA class this year. Freeman-Manzanares was selected for the next class. Freeman-Manzanares is the

Intercity Transit Authority Regular Meeting

September 7, 2011

Page 13 of 14

agency's fourth participant. Past graduates include Seward and former employee, Randy Winders.

Labor negotiations are scheduled to begin mid-October. An executive session is scheduled in October.

The Authority will receive a **quarterly report** on activities at the October meeting. The goal is to provide a report each quarter. Clarkson recommended a condensed report distributed in advance of the presentation. Harbour said the report is a work in progress and could be electronically forwarded prior to the meeting.

The September 21 meeting is a **joint meeting** with the CAC. Dinner will be served.

The agency is moving away from providing employees with **company cell phones** by providing an allowance for personal use of cell phones while on agency business.

We've added **19 new vanpools in 2011**, with 31 vanpools now operating on the Joint Base Lewis McChord base.

The Authority will receive the results of the **DAL customer survey** on September 21 during the joint meeting.

The **service change** is effective October 2.

At the next Transportation Policy Board meeting, Harbour is presenting a **white paper** summarizing the work on the I-5 corridor for guidance on next steps. Several members expressed interest in receiving a copy of the white paper. Seward will forward the paper to members.

The federal **triennial review** by the Federal Transit Administration is scheduled next month to assess the agency's compliance with federal regulations.

AUTHORITY ISSUES

Messmer reported she is attending a conference in Vancouver, B.C. on October 5 is presenting at the International Walking Conference on local advocacy for walkability as a representative of Olympia Safe Streets Campaign.

Hildreth offered to provide additional details on the Urban Corridors Task Force. Minutes of the task force meetings are available on TRPC's website.

ADJOURNMENT

It was M/S/A by Citizen Representative Johnson and Councilmember Baker to adjourn the meeting at 7:48 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: October 5, 2011

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

Minutes
INTERCITY TRANSIT AUTHORITY - CITIZEN ADVISORY COMMITTEE
Joint Meeting
September 21, 2011

CALL TO ORDER

Vice Chair Thies called the September 21, 2011, joint meeting of the Intercity Transit Authority and the Citizen Advisory Committee (CAC) to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Martin Thies; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; Citizen Representative Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Members Excused: Chair and Thurston County Commissioner Sandra Romero and City of Yelm Councilmember Joe Baker.

CAC Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Matthew Connor; Valerie Elliott; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Joan O'Connell; Jacqueline Reid; Carl See; Kahlil Sibree; Michael Van Gelder; and Rob Workman.

CAC Members Excused: Julie Hustoft and Don Melnick. **Unexcused:** Charles Richardson.

Staff: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Ben Foreman; and Emily Bergkamp.

Others Present: Berl Colley, Citizen; Jon Canapary, Corey, Canapary and Galanis (CC&G); and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Everyone present provided self-introductions.

DIAL-A-LIFT MARKET RESEARCH RESULTS

Kester introduced the Dial-A-Lift (DAL) Customer Survey 2011 presentation. She acknowledged the assistance and support of the CAC and the Authority. Berl Colley was recognized as a long-time DAL customer who is active in the community and a former member of the CAC. He was a member of the selection team for the DAL research proposals.

The agency selected Corey, Canary & Galanis based in San Francisco to conduct the survey. The firm specializes in paratransit service.

Jon Canary provided some background and experience of the firm, which was established in 1933. He described the survey techniques of the customer survey.

The study purpose included:

- Objective evaluation of Intercity Transit's DAL paratransit service
- Gather satisfaction ratings from clients
- Highlight potential improvement areas
- Identify who uses DAL and how they use the service
- Establish baseline performance data for future comparison

A customer survey was used to assess satisfaction, usage, and rider characteristics by a telephone survey of 450 randomly selected riders. A database analysis was completed providing a 'snapshot' of current riders who used the service in the past year. The survey methodology included administering the survey by telephone by professional researchers with a customized questionnaire for frequent riders, infrequent riders, and non-riders. Rider surveys asked about trips (both weekdays and weekends, and various times of day). The methodology ensured participation by those with cognitive disabilities. The average rider takes seven trips per month and frequent users took 88% of all trips during the past year. Approximately half of all trips (51%) start between noon and 4 p.m.

Survey questions measured:

- Overall satisfaction - 96% of respondents rated service as very or somewhat satisfied with service. 70% rated service as very satisfied. 1% rated service as very dissatisfied.
- Reservation service experience - courtesy of ride scheduler and skill of ride scheduler to meet needs were rated the highest at 93%. 90% rated hours ride schedulers are available as excellent or good while 78% rated length of time on hold excellent or good.
- Satisfaction with survey trip - 95% of the respondents rated satisfaction as excellent or good on a particular trip.

Intercity Transit Authority/CAC Joint Meeting

September 21, 2011

Page 3 of 15

- Attributes of the surveyed trip provided ratings on driving skills of driver (95% good or excellent), courtesy of driver (95% good or excellent), overall condition of vehicle (93% good or excellent), and comfort of ride (88% good or excellent).
- Attributes of a surveyed trip were rated for condition and ease of use of seat belts (88% good or excellent) and driver's skill and care in tying down wheelchair or scooter (94% good or excellent).
- Arrival and driver performance results indicated:
 - 98% who needed help said the driver helped them.
 - 94% said either the driver announced themselves at the door or the rider was outside/at the curb when the driver arrived.
 - 89% said the driver arrived on time.
- Trip Purpose:
 - 36% - medical/dialysis/rehab
 - 23% - employment/volunteer/civic/church/temple
 - 17% - Social/visit/meal
 - 16% - Errands
 - 8% - Senior/Adult day program

Nearly one out of five riders called Customer Service in the past month. Most common reasons for calling included no show/cancellation issues, questions related to ride, or changing a reservation.

The average rider is 68 years old with an average household income of \$23,432 annually. There are more female riders (69%) than male riders and more white riders (89%).

Primary impairment:

- 54% mobility
- 24% developmental/cognitive/mental
- 12% frailty/energy
- 9% blindness/low vision

Respondents provided comments as well, which are important because they provide insight when analyzing the data and allow riders to provide feedback on questions that were not asked. Canapary reviewed some of the comments.

Overall, the survey results reflect:

- Very high satisfaction among ridership
- Drivers 'drive' high satisfaction ratings
- Customer service/ride schedulers are also key to high ratings

- Possible improvements might attempt to mitigate afternoon peak, accommodate limited short-notice changes (medical)
- Regularly scheduled follow-up surveys may be considered

Canapary answered questions from members. The survey report is very extensive and in more detail than the presentation and includes the number of specific responses. The agency determines the level of distribution of detailed survey data. Non-riders were selected from riders who were certified to use DAL but never used the service. For the survey question on overall satisfaction, riders were not asked specifically about their reason for dissatisfaction. However, reasons were provided for surveyed trips. Basically, if the ride is late, riders are not happy. Rider characteristics for disabled riders were not correlated with the disabled community.

Discussion ensued on the survey results for arrival and driver performance. Canapary explained on time arrival includes a window of time for the arrival of the driver. Bergkamp said many clients report they feel rushed if the driver arrives too early.

Members discussed responses to reservation service experience. It was noted scheduling is only open until 5:00 p.m. Calling during the day may entail the rider remaining on hold from 10 minutes to 45 minutes. During peak call times, it can be frustrating to wait on hold for a ride. Bergkamp added the agency is examining options for mitigating that particular issue. The agency has a 24-hour cancellation line. The agency is exploring some new technology to include interactive voice response system available 24/7 where people can confirm trip details or cancel rides. Another option is a web portal that offers the ability to book or cancel rides that would be available after call center hours. The agency anticipates launching the options in the next several months.

Workman commented DAL is often a lifeline service for many riders and some of the high satisfaction ratings could be attributed to people not wanting to lose their lifeline service. Canapary affirmed the firm is aware paratransit service is a lifeline service. Comparison against other DAL surveys is not possible because of the personalization of survey questions. Workman commented about the uneasiness of riders to provide an opinion on DAL service for fear of jeopardizing the service. Canapary replied the uniqueness of DAL service includes people who are passionate about the service because it's a lifeline service. Workman questioned the high survey results, as it doesn't reflect his personal experience as well as 10 to 15 other DAL passengers.

Canapary addressed questions on the range of passenger age. The ages varied with both young and older passengers.

Hildreth responded to comments about the survey results and said he expects respondents to be honest in their responses. If poor satisfaction is reflected in the

results, he would question agency administration as to why the satisfaction level is poor.

Canapary added his firm is a professional survey research firm. The company was hired to conduct an unbiased survey. One of the reasons other organizations hire the company is to have the survey administered independently as opposed to the agency administering the survey directly.

Gray commented often opposition questions are asked in surveys to help gauge the high ratings against reality. She asked if those questions were included. Canapary said this particular survey did not include those types of questions.

Thies asked about the general satisfaction level in comparison with other agencies. Canapary said based on the results, the results represent the agency is near the top.

Messmer commented on the importance of staff evaluating the survey responses and the importance of the survey to provide baseline information. She acknowledged the survey is not the only tool to obtain feedback.

Bergkamp responded to questions from Workman about customer service and dispatch. The survey responses pertain to DAL customer service.

Workman asked whether the age of rider was based on the survey or the agency's database of all DAL riders. Canapary advised the survey for age of rider is based on the survey sample and was compared with the agency's database of DAL riders, which correlates closely.

Canapary responded to questions about similarities with other paratransit providers. The survey wasn't designed for comparison with other providers.

ANNIVERSARY QUESTIONNAIRE RESULTS

Kester reported on the results of the survey conducted in the spring in conjunction with Intercity Transit's 30th anniversary. The survey provided feedback from the community on important issues relevant to Intercity Transit. The survey covered five topics:

- The importance of public transit to the community
- How well Intercity Transit spends tax dollars
- The public's priority for service investment
- The influence of gas prices on use of transit
- The awareness levels of Intercity Transit services and programs

The survey was included in the spring *Interchange* newsletter distributed to all households in Intercity Transit's service area as a pre-paid questionnaire insert. The survey was also available electronically.

The agency received 1,455 completed surveys representing a 2% response rate. A majority of paper surveys were received from:

- Olympia - 48%
- Lacey - 25%
- Tumwater - 9%
- Yelm - 2%
- Thurston County - 14%

Respondents were mostly female (64% and 36% male). Of all respondents, 48% are employed, 43% are retired, 5% are homemakers, 3% are students, and 89% are Caucasian. A majority (74%) do not use transit and 26% use bus or other alternative modes of transportation. Although a majority of the respondents are not transit users, 93% indicated public transportation is extremely (71%) or very important (22%) to the community (Olympia 76%, Lacey 68%, Tumwater 67%, Yelm 52%, and Unincorporated Thurston County 63%).

A majority believe the agency is spending public dollars wisely with 69% rating financial performance as 8, 9, or 10 on a rating scale of 1 to 10. Most communities believe Intercity Transit is spending wisely and rated the agency between 6 to 10 or "good to excellent."

The results of respondents' top priority in transit service include:

1. Keeping bus fares low - 479 responses
2. Improving services for elderly & people with disabilities - 434 responses
3. Increasing frequency on exiting local routes - 383 responses
4. Service to new residential areas - 334 responses
5. Providing service to new employment centers - 230 responses
6. Increasing services for long-distance commuter - 227 responses

The results of respondents' top three priorities in transit service include:

1. Keeping bus fares low - 990 responses
2. Improving services for elderly & people with disabilities - 864 responses
3. Increasing frequency on exiting local routes - 850 responses
4. Service to new residential areas - 857 responses
5. Providing service to new employment centers - 755 responses
6. Increasing services for long-distance commuter - 718 responses

All jurisdictions rated the first four categories as high priorities, representing some agreement across communities about the general priorities for transit service.

The groups providing feedback rated transit service by relevance:

- Retirees – Improving service to elderly & people with disabilities
- Commuters & SOVers – Increasing bus service (existing routes)
- Existing transit users – Increasing bus service and keeping fares low

Gas prices impact behavior according to 73% of the respondents with 74% indicating they would drive less by combining trips, 44% of SOVers would begin riding the bus, and 93% of current riders would use bus more.

There is a high awareness level of bus service in the community with 82% of the respondents “very familiar” with bus service (across all communities). There is moderate awareness of DAL and Express Service with 48% indicating “very familiar” with DAL and 44% “very familiar” with Express Service. Lower awareness of other services included:

- 21% Vanpool
- 14% Carpool
- 19% Trip Planning and Travel Training
- 53% Bus Pass Programs

The results of the survey reflect a strong level of public trust, public communications are working, agency should focus on existing service and low fares, additional demand correlates with gas prices, strong awareness of fixed-route service, moderate awareness of DAL and express service, improve awareness of other services, and feedback correlates with previous research.

The survey was self-selected and may reflect some bias as opposed to an objective random telephone survey where the respondents voluntarily returned the survey reflecting more interest and motivation.

Hagenhofer questioned the response rate of 2% because households typically have more than one person. It would be interesting to ascertain if the respondents could identify if they lived within the public transportation benefit area (PTBA) and if the corresponding answers would reflect the same outcome. Hagenhofer said she also finds it objectionable to refer to the PTBA as a community, when in fact, it represents a political jurisdiction.

Kester responded to questions about the survey mailing. The surveys were mailed to households located within the PTBA.

Members discussed possible reasons for the low awareness of vanpools and carpools and whether responses from unincorporated Thurston County were located within the PTBA. The term “awareness” was questioned in terms of level of awareness as it may influence how the survey information is used by the agency. Kester reviewed the specific survey questions and response categories. More follow up would be necessary to determine if respondents are aware the service exists for them. It could also entail a different survey methodology. It was pointed out that the low awareness response for vanpools and carpools could be because the respondents likely don’t utilize the programs.

Harbour reminded everyone the survey represented a unique opportunity for the community to provide input. The survey is not scientific and doesn’t delve into details. The agency’s market segmentation and fixed route surveys were scientific and involved 600 randomly selected households by telephone inside the PTBA in 2009. Harbour added in the next several years, the same survey will be conducted, which will include a review with the CAC to ensure appropriate questions are included or changed.

Kester reviewed some results of the 2009 household survey.

At the end of the survey, respondents were asked if they would like to receive future issues of the newsletter. An overwhelming percentage responded positively. Another question was whether respondents want to receive additional information about Intercity Transit services. Again, there was a positive response by a majority of the respondents.

Discussion followed on the majority of responses from the larger cities in relation to the priorities in transit services. It was noted since many responded from the Lacey, Olympia, and Tumwater area, there were not as many long-distance responders, which may skew the results. Kester explained the number one priority for Thurston County was service to new residential areas.

Connor asked whether the survey included a comment section on why respondents do not use Intercity Transit. Kester said the question wasn’t included but an analysis was completed of all comments. A majority of the comments pertained to specific bus routes, but not many comments on why a respondent doesn’t use transit. Harbour said the agency has some data from the 2009 survey, which included a similar question.

O’Connell referred to a business class on surveys where she learned if the results are positive, it generally means the right questions were not asked. She added it’s very easy to be critical of something that is already very good. Intercity Transit is an amazing system on many levels. She suggested analyzing and extracting concerns from

the survey and gearing for a future survey or other market research on how to extract more information.

Messmer referred to Intercity Transit's successful ballot measure last fall and how a large proportion of voters were not bus riders but believe transit service is a viable community service but not necessarily for themselves. They view it as a community service socially available. Perhaps there shouldn't be too many concerns about the positive reaction and why people who do not ride the bus rate transit so highly.

G. Abernathy commented on the different outcomes between the recent non-scientific survey and the 2009 survey. He reminded members Intercity Transit is one of the few systems in the state and in the country not cutting back, facing financial crisis, or reducing services.

2011 CAC SELF-ASSESSMENT RESULTS

S. Abernathy shared the results of CAC's annual self-assessment. Eighteen members were eligible to complete the assessment. This year, the participation rate was 83%, which is the lowest return in the assessment since the CAC began the practice 10 years ago. Additionally, when the survey was completed, there was a long-term goal to have a youth position. Today, there are two youth positions. The CAC is the only committee in the state with two youth members.

Some of the findings include:

- #1 – We remained faithful to our purpose: *In 2010, 16 answered Strongly Agreed for 89%; In 2011, 13 Said Strongly Agree for 87%.*
- #2 – The CAC represents the community: *In 2010, 7 answered Strongly Agreed for 39%; in 2011, 12 answered Strongly Agreed for 80%.*
- #3 – Intercity Transit and the community benefitted from our input: *In 2010, 12 answered Strongly Agreed for 67%; in 2011, 10 answered Strongly Agreed for 67%.*
- #4 – We add value to the Authority's decisions: *In 2010, 8 answered Strongly Agreed for 44%; in 2011, 10 answered Strongly Agreed for 67%.*
- #5 – Our meetings are run well: *In 2010, 18 answered Strongly Agreed for 100%; in 2011, 11 answered Strongly Agreed for 73%.*
- #6 – I feel satisfied with my participation level within the CAC: *In 2010, 9 answered Strongly Agreed for 50% and in 2011, 10 answered Strongly Agreed for 67%.*
- #7 – I am prepared for meetings: *In 2010, 8 answered Strongly Agreed for 44% and in 2011, 11 answered Strongly Agreed for 73%.*

Thies commented on the strong support of question #8 pertaining to feeling comfortable contributing at meetings, which indicates a strong spirit of collaboration and cooperation and speaks to the good teamwork that exists within the CAC.

Workman cited several examples why he did not participate in the assessment. For the last six months he has not felt comfortable sharing his concerns with the CAC because of not receiving any results. He referred to DAL stops at The Evergreen State College not yet completed as well as at the mall and St. Peter's Hospital. Those are the reasons why he chose not to participate. He complained about the similarities between each year's Transit Guide, which hasn't changed. People complain about the confusion between old and new guides because there is little difference between the editions.

Geyen asked Authority members about their perspective of how the CAC adds value to the Authority's decisions. Several Authority members provided feedback:

- Reviewing the CAC meeting minutes.
- Attending CAC meetings and observing discussions.
- Appreciation in terms of the level of detail and considerations shared by members during discussions on topics.
- Influence CAC has on staff.
- The CAC provides a perspective to the Authority different from the Authority's perspective.
- Participation and providing viewpoints.
- CAC discussions are animated and thorough with participation by members.
- Members consider the CAC's discussion on different issues/topics.
- CAC members represent certain perspectives that are very helpful.
- CAC members serve the community as well as the Authority.

Elliott arrived.

PROPOSED CAPITAL PROGRAM 2012 THROUGH 2017

Foreman presented the proposed capital program 2012 through 2017, which is an integral part of the Strategic Plan, and helps establish the 2012 budget.

Assumptions in the financial forecast include sales tax growth of 3% annually, fuel cost of \$3.50 a gallon with 3% inflation yearly, and general inflation of 3% annually. At the end of 2017, the agency would have approximately a \$13 million ending cash balance. The Authority's 90 day reserve is approximately \$10.5 million leaving a surplus of approximately \$2.7 million at the end of 2017.

Highlights of the capital program for the six-year plan include:

Vehicle expenses of \$59 million with \$43 million in capital revenue:

- In 2012, the agency is scheduled to purchase 7 hybrid coaches.
 - In 2014, the agency is scheduled to purchase 7 hybrid coaches.
 - 20 DAL vehicles will be purchased with 16 as replacements and 4 for expansion.
 - 287 Vanpools with 66 expansion vehicles (expansion vehicles include grant funds).
 - 3 vanpools for Village Vans.
 - 8 staff vehicle replacements during the six-year period.
-
- OTC Expansion in 2012 includes \$4.3 million (does not include 2011 budget).
 - Completion of Hawks Prairie Park and Ride Lot in 2012 of \$4.3 million.
 - In 2013/14, \$20 million is for the Pattison Street Expansion. The cost share is 80/20 with \$4 million set aside as the agency's funding share with \$16 million of federal funds.
 - Tumwater and Yelm Park and Ride Lots are dependent upon grant funds.

Foreman addressed questions on how agency plans if grant funds are unavailable.

Workman questioned the large discrepancy in the expenditure of funds between vanpools and DAL vehicles when one service is mandated by the federal government. Foreman described the replacement schedule for DAL vehicles and expansion vans based on increased DAL service hours for population growth and the aging population. Workman complained the agency spends twice as much on replacement of vanpool vehicles than for DAL vehicles. Harbour said there are 229 vanpools and 35 DAL vehicles. The replacement cycle for both vehicles is every six to seven years. He pointed out Workman is also well aware of the issue in replacing DAL vehicles because of the change in chassis manufacturer. This year, the agency is receiving 18 new DAL vehicles. DAL vehicles are replaced on the same schedule as vanpool vans. Workman said he doesn't believe that is true and wants to know why money is expended on a non-mandatory service. This indicated the question was answered.

Clarkson asked about the historical accuracy of the agency's annual forecast. Foreman advised for revenue, with the exception of 2008 and 2009, it has tracked with the forecast with revenue increasing between 0% to 3% annually. Historically, the agency forecasts conservatively.

Hildreth asked about funding for Smart Corridors of \$1 million. Harbour said the funds are not currently included in the Strategic Plan and will be reviewed as part of the update of the plan.

S. Abernathy addressed the federal funding situation. Currently, an extension of current federal funds through March 15, 2012, is in effect. After that, there will be no further federal funding extensions according to the federal government.

Foreman explained how the forecast assumptions account for a larger population base for vanpools than for DAL because the service area is much larger dependent on the vanpool service area.

2012-2017 STRATEGIC PLAN - DISCUSSION OF MAJOR ISSUE AREAS

Harbour reviewed Working Paper #2 focusing on nine specific questions for discussion:

1. Should the 2012-2017 Strategic Plan assume status quo service levels and no new major projects without grant funding? Messmer noted the Authority added some express service and that should be considered in the context of the first and third question. Because of that decision, she suggested exercising caution for both #1 and #3. G. Abernathy commented that without the expansion of maintenance facilities, it will be difficult to expand service. Harbour advised the agency can accommodate some limited growth, but not significant growth. Hildreth commented on regional efforts to expand commuter rail and other transit options to connect to the greater Puget Sound, which will require incremental steps. He asked the Authority to consider seeking state and federal funding for a system connecting with Pierce Transit as part of a step of moving to a regional plan. That will entail a long-range strategic plan with incremental steps included.

2. Should Intercity Transit continue to move the Pattison Street Maintenance and Operations facility project forward without federal grant funds? Harbour said any significant growth in service requires expansion of the maintenance facility. The issue is whether Intercity Transit should pursue spending \$3 million in local funds to complete the preliminary engineering and environmental work. It also could help the agency leverage federal funds for the construction project. Clarkson agreed the agency should move forward with engineering with some reservation based on professional experience if funding is not received and how that can lead to outdated specifications requiring an update. S. Abernathy supported moving forward primarily because of growth of the system and because shovel ready projects are more competitive at the federal level. Hogan, Elliott, Hildreth, and Sibree shared similar comments and agreed the agency should move forward.

3. Should Intercity Transit increase express service in late 2012 to connect with the Sounder commuter rail service at Lakewood? Messmer suggested the agency's consideration of any new service or expenditure should be in context of the larger service-wide PTBA service and consider whether the agency is being fair in

appropriating new service if there is capacity. In this case, there may be regional interest. See commented on current express buses exceeding capacity and considering alternative ways to recover an increase in service through higher fees. Cutting the popular service might have bigger impacts. Gray advocated for express service as it provides a convenient alternative for transportation to Sea-Tac Airport.

4. Should Intercity Transit pursue a sales tax increase as part of the 2012-2017 Strategic Plan? Harbour reported the agency can legally increase the sales tax to the maximum of 0.9%. He recommended against not considering an increase next year. The success of the 2010 ballot measure could likely be attributed to discussing the measure 18 months before the ballot.

Workman left the meeting.

5. Should Intercity Transit consider a fare increase as part of the 2012-2017 Strategic Plan? Harbour recommended delaying consideration of a fare increase for one year. Hogan advocated for advertising the fact that the agency is not raising fares.

6. Should Intercity Transit increase the level of resources devoted to implementing an Environmental and Sustainability Management System and pursuing Sustainability practices in its operations and capital programs? Hildreth asked whether there is any tie between the agency's efforts on sustainability and TRPC's sustainability grant. Harbour advised the focus is on internal efforts for environmental management. Johnson noted she is unable to answer the question on what the agency has done for environmental management. Harbour reported the October 19 work session includes a review of the program. Clarkson, O'Connell, and Hogan supported increasing the level of resources. Messmer suggested sustainability should inherently be a part of each staff member's position. If only one staff position is added, Messmer said she would prefer to add resources to question #7 because it pertains to sustainability of the system and the community. Gray said the position should be imbedded within the structural levels of the organization as well as establishing a system for each level accepting responsibility. Hildreth asked whether there is any return on investment by adding a position. Harbour advised it might be possible, as some savings have already been realized. However, it would be difficult to quantify the amount of savings. There is the potential the position might help the agency secure grants because of having local expertise on staff. Van Gelder suggested approaching Puget Sound Energy to help partially fund the position. Elliott commented on her experience working with personnel on sustainability practices. Sustainability is good policy and having a devoted staff person is a good investment. Harbour described the role and responsibilities of a sustainability coordinator.

7. Should Intercity Transit play a greater and/or leading role in local land use planning and in pursuing transit priority treatments and transit-oriented development in major corridors? Harbour said the agency is seeking guidance and

what it would entail if the agency assumed the lead. Hildreth said he continually advocates for the agency to be more proactive rather than reactive. Harbour recommended deferring discussion on the question.

8. How does signal preemption for transit fit into Intercity Transit's Strategic Plan? Harbour reported he has requested more information on the project as well as the cost and benefits of Intercity Transit's participation. He asked members to help define the questions the agency should be asking of TRPC and the consultants to determine if the agency wants to participate, and whether the agency should allocate some funds as a placeholder in the Strategic Plan. S. Abernathy suggested contacting Pierce Transit for cost/benefit analysis of participation. Clarkson said he perceived the agency initiated the Smart Corridors Study. Bloom replied TRPC received a grant, which funded the study. The Transportation Policy Board discussed priorities to consider and the number one choice was signal priority, which was supported by Intercity Transit. However, the expense is somewhat surprising. The agency requested the consultant complete a cost/benefit analysis and explore other technologies. Hildreth added the project is a funding partnership of all the entities along the corridor. If one entity withdraws, the project does not move forward.

Golding left the meeting.

Messmer commented on a potential fee scheme for funding the system. See agreed it's necessary to have a cost/benefit analysis. Gray expressed concerns regarding the cost. Her concern is whether the benefits justify the expense.

O'Connell left the meeting.

G. Abernathy suggested there are less costly alternatives that are just as effective. Rogers said the concept is good but it shouldn't be the agency's top priority at this time.

Harbour advised staff will return to the CAC and the Authority in December for review of the data in more detail.

Question #9 was deferred to the next meeting.

Hogan left the meeting.

ADJOURNMENT

With there being no further business, Vice Chair Thies adjourned the meeting at 8:46 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: October 5, 2011

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: October 5, 2011

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813

SUBJECT: 2012 Draft Budget - Public Hearing

-
- 1) **The Issue:** Whether to schedule a public hearing to receive comment on the 2012 Draft Budget.
-
- 2) **Recommended Action:** Schedule the public hearing for the 2012 budget for Wednesday, November 16, 2011.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan the Authority will have the opportunity to adopt during the November 16, 2011, meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2012.
-
- 4) **Background:** By setting this public hearing, staff will be able to present the draft budget for public comment on November 16. The Authority will receive budget updates through October and on Wednesday, November 2nd, the Authority will receive their copy of the draft budget. The 2012 draft budget will then be made available to the public beginning Thursday, November 3, 2011.
-
- 5) **Alternatives:**
- A. Schedule the public hearing for the 2012 budget for Wednesday, November 16, 2011.
 - B. Schedule the public hearing for a different date. Delaying the date may impact approval prior to the end of the year.
-
- 6) **Budget Notes: All**
-
- 7) **Goal Reference:** The annual budget impacts all goals.
-
- 8) **References:** N/A
-

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/09/2011

Thru Date: 09/09/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00084947	9/9/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$1,088.69	
00084948	9/9/2011	01405	ADVANCE GLASS INC	\$1,991.85	
00084949	9/9/2011	01640	ALL CITY LOCK & KEY	\$182.62	
00084950	9/9/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00084951	9/9/2011	01660	ALL STAR FORD	\$8,837.55	
00084952	9/9/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00084953	9/9/2011	01960	AMERICAN SEATING COMPANY	\$1,043.52	
00084954	9/9/2011	02060	AMERISAFE	\$64.68	
00084955	9/9/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$50.52	
00084956	9/9/2011	02380	ARAMARK UNIFORM SERVICES	\$722.89	
00084957	9/9/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$460.51	
00084958	9/9/2011	03905	BRIDGES ANN	\$172.28	
00084959	9/9/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$75.00	
00084960	9/9/2011	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$781.76	
00084961	9/9/2011	05460	CARQUEST AUTO PARTS-OLY	\$241.99	
00084962	9/9/2011	05940	CENTURY LINK	\$3,150.81	
00084963	9/9/2011	05945	CENTURY LINK	\$31.45	
00084964	9/9/2011	06040	CITY OF LACEY	\$2,127.70	
00084965	9/9/2011	06060	CITY OF OLYMPIA	\$160.00	
00084966	9/9/2011	06120	CITY OF OLYMPIA UTILITIES	\$4,805.51	
00084967	9/9/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$19.65	
00084968	9/9/2011	07105	CRAIN'S OFFICE SUPPLY	\$1,050.13	
00084969	9/9/2011	07220	CUMMINS NORTHWEST INC	\$5,896.89	
00084970	9/9/2011	08020	DISH NETWORK	\$99.27	
00084971	9/9/2011	08720	ELECTRONIC RESOURCING INC	\$166.10	
00084972	9/9/2011	08780	EMERALD RECYCLING SERVICE	\$589.90	
00084973	9/9/2011	09180	EXPRESS SERVICES INC	\$1,058.13	
00084974	9/9/2011	09575	FASTENAL COMPANY	\$119.29	
00084975	9/9/2011	09615	FELICIANO DONNA	\$63.00	
00084976	9/9/2011	09820	FLEET-NET CORP	\$1,434.84	
00084977	9/9/2011	09960	FOREMAN BENJAMIN T III	\$132.56	
00084978	9/9/2011	10630	GFI GENFARE	\$460.44	
00084979	9/9/2011	10660	GILLIG LLC	\$5,172.59	
00084980	9/9/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00084981	9/9/2011	11250	HERGUTH LABORATORIES INC.	\$224.40	
00084982	9/9/2011	11308	HOFSTETTER SHANNON	\$217.39	
00084983	9/9/2011	11310	HOGAN MFG INC	\$1,200.29	
00084984	9/9/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00084985	9/9/2011	11535	ILIUM ASSOCIATES INC	\$85.00	
00084986	9/9/2011	11615	INDUSTRIAL HYDRAULICS INC	\$651.43	
00084987	9/9/2011	11700	INSIGHT PUBLIC SECTOR INC	\$1,562.73	
00084988	9/9/2011	11810	INTERSTATE BATTERY	\$2,482.11	
00084989	9/9/2011	11865	ISLAND SUPERIOR AIR FILTER	\$148.28	
00084990	9/9/2011	11930	JERRYS AUTOMOTIVE TOWING	\$283.70	
00084991	9/9/2011	12375	KALLAS, MARK	\$137.00	
00084992	9/9/2011	12460	KARMART AUTOMOTIVE GROUP	\$23,478.32	
00084993	9/9/2011	12560	KESTER MEG	\$101.61	
00084994	9/9/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$400.00	
00084995	9/9/2011	12900	KRIER MARSHALL	\$163.00	
00084996	9/9/2011	13380	LARSCO INC	\$106.09	
00084997	9/9/2011	13396	LARSON DAVE	\$70.00	
00084998	9/9/2011	13510	LES SCHWAB (TUMWATER)	\$122.28	
00084999	9/9/2011	13555	LIBBY ENVIRONMENTAL, LLC	\$345.00	
00085000	9/9/2011	13780	MARTELLI'S DISTRIBUTING	\$362.62	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/09/2011

Thru Date: 09/09/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085001	9/9/2011	14160	MCMaster-CARR SUPPLY CO.	\$660.34	
00085002	9/9/2011	14482	MILLER JAMES	\$87.57	
00085003	9/9/2011	14590	MOHAWK MFG & SUPPLY	\$249.44	
00085004	9/9/2011	14839	MYERS TIRE SUPPLY	\$126.55	
00085005	9/9/2011	14900	NAPA AUTO PARTS	\$592.95	
00085006	9/9/2011	15300	OAK HARBOR FREIGHT LINES	\$333.08	
00085007	9/9/2011	16490	PACIFIC DISPOSAL INC	\$698.92	
00085008	9/9/2011	16595	PACIFIC POWER PRODUCTS	\$525.32	
00085009	9/9/2011	16608	PACIFIC WALK-IN CLINIC	\$320.00	
00085010	9/9/2011	16627	PANA-PACIFIC CORPORATION	\$589.62	
00085011	9/9/2011	16695	PATTISON WATER COMPANY	\$649.23	
00085012	9/9/2011	16765	PETRO CARD	\$99,124.98	
00085013	9/9/2011	16900	PLUMMASTER, INC	\$36.40	
00085014	9/9/2011	17300	PUGET SOUND MEETING SERVICES	\$400.16	
00085015	9/9/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00085016	9/9/2011	17560	RE AUTO ELECTRIC INC	\$211.78	
00085017	9/9/2011	17900	SCHETKY NW SALES INC	\$1,183.15	
00085018	9/9/2011	18068	SHINING EXAMPLE INC	\$303.33	
00085019	9/9/2011	18145	SIX ROBBLEES INC	\$132.94	
00085020	9/9/2011	18275	SNYDER WILLIAM	\$288.27	
00085021	9/9/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00085022	9/9/2011	18473	SPRAGUE	\$91.30	
00085023	9/9/2011	18651	STORMANS (LICENSING)	\$546.00	
00085024	9/9/2011	18705	SUNBELT RENTALS	\$770.01	
00085025	9/9/2011	18711	SUNSET AIR INC	\$328.82	
00085026	9/9/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$329.20	
00085027	9/9/2011	18767	TACOMA SCREW PRODUCTS	\$315.98	
00085028	9/9/2011	18875	TAYLOR DEAN	\$65.58	
00085029	9/9/2011	18940	TENNANT COMPANY	\$124.90	
00085030	9/9/2011	18990	THERMO KING NORTHWEST	\$389.81	
00085031	9/9/2011	21860	THURSTON COUNTY WASTE & RECOVERY	\$55.00	
00085032	9/9/2011	21910	THYSSENKRUPP ELEVATOR	\$349.70	
00085033	9/9/2011	21930	TIRES INC	\$18,083.56	
00085034	9/9/2011	21950	TITUS-WILL CHEVROLET	\$628.04	
00085035	9/9/2011	22100	TRANSIT SOLUTIONS, LLC	\$2,682.87	
00085036	9/9/2011	23480	U S DEPT OF EDUCATION	\$206.58	
00085037	9/9/2011	23620	UNITED PARCEL SERVICE	\$141.36	
00085038	9/9/2011	23820	VERIZON WIRELESS	\$1,586.63	
00085039	9/9/2011	24000	W W GRAINGER INC	\$346.91	
00085040	9/9/2011	24215	WA ST DEPT OF L & I	\$331.13	
00085041	9/9/2011	24440	WA ST DEPT OF PERSONNEL	\$225.00	
00085042	9/9/2011	24750	WA ST GET PROGRAM	\$347.50	
00085043	9/9/2011	25380	WASHINGTON GARDENS	\$314.65	
00085044	9/9/2011	25670	WAXIE SANITARY SUPPLY	\$950.45	
00085045	9/9/2011	25855	WEST COAST PAPER	\$1,587.02	
			Total:	\$222,463.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/23/2011

Thru Date: 09/23/2011

Check #	Check Date	Ref #	Name	Amount	Voided
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00085049	9/23/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$914.35	
00085050	9/23/2011	01405	ADVANCE GLASS INC	\$754.64	
00085051	9/23/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00085052	9/23/2011	01660	ALL STAR FORD	\$1,889.93	
00085053	9/23/2011	01820	AMERICAN DRIVING RECORDS INC	\$415.55	
00085054	9/23/2011	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$3,000.00	
00085055	9/23/2011	02060	AMERISAFE	\$35.88	
00085056	9/23/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$131.72	
00085057	9/23/2011	02380	ARAMARK UNIFORM SERVICES	\$817.75	
00085058	9/23/2011	02480	ASE SUPPLY INC	\$39.56	
00085059	9/23/2011	02825	AUTO PLUS - OLYMPIA	\$190.66	
00085060	9/23/2011	02830	AUTO TRIM DESIGN	\$48.92	
00085061	9/23/2011	03280	BAYVIEW CATERING	\$75.00	
00085062	9/23/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$490.89	
00085063	9/23/2011	03370	BERGKAMP EMILY	\$500.00	
00085064	9/23/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$301.69	
00085065	9/23/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$208.49	
00085066	9/23/2011	04120	BUILDERS HARDWARE CO	\$188.05	
00085067	9/23/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$140.00	
00085068	9/23/2011	05340	CAPITOL COURIER SERVICE	\$386.27	
00085069	9/23/2011	05460	CARQUEST AUTO PARTS-OLY	\$523.29	
00085070	9/23/2011	05740	CED	\$359.24	
00085071	9/23/2011	05940	CENTURY LINK	\$123.50	
00085072	9/23/2011	05965	CHEMSEARCH	\$199.11	
00085073	9/23/2011	06120	CITY OF OLYMPIA UTILITIES	\$5,411.28	
00085074	9/23/2011	06470	COASTWIDE LABORATORIES - DIV OF STAPL	\$86.61	
00085075	9/23/2011	06607	COMDATA	\$47,513.85	
00085076	9/23/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$290.33	
00085077	9/23/2011	07105	CRAIN'S OFFICE SUPPLY	\$965.86	
00085078	9/23/2011	07150	CROSSROADS COLLISION CENTER	\$659.98	
00085079	9/23/2011	07220	CUMMINS NORTHWEST INC	\$1,036.01	
00085080	9/23/2011	07300	CUSTOMER COMMUNICATOR	\$224.50	
00085081	9/23/2011	07640	DAY WIRELESS SYSTEMS INC	\$282.62	
00085082	9/23/2011	08742	ELI OLSON	\$248.63	
00085083	9/23/2011	09120	EXCEL SUPPLY COMPANY	\$346.97	
00085084	9/23/2011	09180	EXPRESS SERVICES INC	\$321.67	
00085085	9/23/2011	09575	FASTENAL COMPANY	\$249.84	
00085086	9/23/2011	09605	FEDERAL EXPRESS CORP	\$13.04	
00085087	9/23/2011	10205	FREEMAN-MANZANARES ANN	\$1,841.45	
00085088	9/23/2011	10290	FUSION GRAPHIX	\$439.42	
00085089	9/23/2011	10630	GFI GENFARE	\$433.02	
00085090	9/23/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00085091	9/23/2011	10660	GILLIG LLC	\$10,681.23	
00085092	9/23/2011	10820	GRAPHIC COMMUNICATIONS	\$1,058.74	
00085093	9/23/2011	10887	GRUBER POWER SERVICES	\$8,200.00	
00085094	9/23/2011	11175	HEALTH CARE AUTHORITY	\$286,243.01	
00085095	9/23/2011	11185	HEALTHFORCE PARTNERS INC	\$100.00	
00085096	9/23/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00085097	9/23/2011	11310	HOGAN MFG INC	\$334.10	
00085098	9/23/2011	11325	HOLMAN, BOB	\$137.00	
00085099	9/23/2011	11523	IKON OFFICE SOLUTIONS	\$1,887.76	
00085100	9/23/2011	11525	IKON OFFICE SOLUTIONS	\$848.12	

Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/23/2011

Thru Date: 09/23/2011

Check #	Check Date	Ref #	Name	Amount	Voided
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00085102	9/23/2011	11615	INDUSTRIAL HYDRAULICS INC	\$106.83	
00085103	9/23/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$769.15	
00085104	9/23/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,529.75	
00085105	9/23/2011	11810	INTERSTATE BATTERY	\$548.71	
00085106	9/23/2011	11905	JANEK CORPORATION	\$1,896.82	
00085107	9/23/2011	12375	KALLAS, MARK	\$190.00	
00085108	9/23/2011	12665	KGY INC	\$375.00	
00085109	9/23/2011	13510	LES SCHWAB (TUMWATER)	\$105.17	
00085110	9/23/2011	13661	LOOMIS	\$368.76	
00085111	9/23/2011	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,761.30	
00085112	9/23/2011	13750	MAILBOX OF OLYMPIA	\$300.00	
00085113	9/23/2011	13770	MARNIE SLAKEY	\$5,397.50	
00085114	9/23/2011	14160	MCMASTER-CARR SUPPLY CO.	\$384.32	
00085115	9/23/2011	14839	MYERS TIRE SUPPLY	\$276.75	
00085116	9/23/2011	14900	NAPA AUTO PARTS	\$631.08	
00085117	9/23/2011	15120	NEWSOME CAROLYN	\$112.61	
00085118	9/23/2011	15385	OFFICE DEPOT	\$355.99	
00085119	9/23/2011	15700	OLYMPIAN THE	\$69.19	
00085120	9/23/2011	16595	PACIFIC POWER PRODUCTS	\$3,276.48	
00085121	9/23/2011	16608	PACIFIC WALK-IN CLINIC	\$240.00	
00085122	9/23/2011	16660	PARKER PAINT MFG CO INC	\$564.17	
00085123	9/23/2011	16765	PETRO CARD	\$135,988.23	
00085124	9/23/2011	16820	PIERCE COUNTY SECURITY	\$13,464.63	
00085125	9/23/2011	16874	PITNEY BOWES PURCHASE POWER	\$4,000.00	
00085126	9/23/2011	16900	PLUMMASTER, INC	\$38.43	
00085127	9/23/2011	17290	PUGET SOUND ENERGY	\$15,375.52	
00085128	9/23/2011	17818	RUSTY'S AUTOBODY	\$195.66	
00085129	9/23/2011	17900	SCHETKY NW SALES INC	\$304.57	
00085130	9/23/2011	18065	SHERWIN-WILLIAMS #8136	\$294.94	
00085131	9/23/2011	18085	SIEMENS ENTERPRISE COMMUNICATIONS IN	\$271.75	
00085132	9/23/2011	18145	SIX ROBBLEES INC	\$235.54	
00085133	9/23/2011	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$595.00	
00085134	9/23/2011	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$120.00	
00085135	9/23/2011	18470	SPORTWORKS NORTHWEST INC	\$81.82	
00085136	9/23/2011	18615	STEPHANIE OSTMANN	\$1,884.25	
00085137	9/23/2011	18651	STORMANS (LICENSING)	\$65.25	
00085138	9/23/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$101.04	
00085139	9/23/2011	18801	TAGS AWARDS & SPECIALTIES	\$18.75	
00085140	9/23/2011	18813	TALENTWISE SOLUTIONS LLC	\$340.00	
00085141	9/23/2011	18925	TENINO INDEPENDENT	\$290.49	
00085142	9/23/2011	18990	THERMO KING NORTHWEST	\$658.11	
00085143	9/23/2011	21840	THURSTON COUNTY SUPERIOR COURT	\$1,519.14	
00085144	9/23/2011	21930	TIRES INC	\$13,397.75	
00085145	9/23/2011	21950	TITUS-WILL CHEVROLET	\$670.41	
00085146	9/23/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$191.98	
00085147	9/23/2011	22010	TOYOTA OF OLYMPIA	\$560.97	
00085148	9/23/2011	22100	TRANSIT SOLUTIONS, LLC	\$377.60	
00085149	9/23/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$23,581.03	
00085150	9/23/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM		<input checked="" type="checkbox"/>
00085151	9/23/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$14,120.00	
00085152	9/23/2011	23480	U S DEPT OF EDUCATION	\$206.85	
00085153	9/23/2011	23620	UNITED PARCEL SERVICE	\$91.42	
00085154	9/23/2011	23893	VIRGINIA TECH	\$777.84	

Intercity Transit
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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/23/2011

Thru Date: 09/23/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085155	9/23/2011	24000	W W GRAINGER INC	\$934.76	
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00085157	9/23/2011	24215	WA ST DEPT OF L & I	\$332.72	
00085158	9/23/2011	24750	WA ST GET PROGRAM	\$347.50	
00085159	9/23/2011	24905	WA ST SCHOOL FOR THE BLIND	\$40.15	
00085160	9/23/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$622.62	
00085161	9/23/2011	25670	WAXIE SANITARY SUPPLY	\$1,291.03	
00085162	9/23/2011	26030	WILLIAMSON LESLIE	\$726.53	
00085163	9/23/2011	26305	WRIGHT LAUNIE	\$248.66	
00085164	9/23/2011	26700	ZEIGLER'S WELDING	\$29.95	
00085165	9/23/2011	26745	ZIPLOCAL	\$2,376.00	
Total:				\$650,038.32	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 5, 2011

FOR: Intercity Transit Authority
FROM: Mike Harbour, 705-5855
SUBJECT: Strategic Plan – Schedule a Public Hearing

1) **The Issue:** Whether to schedule a public hearing on the Intercity Transit 2012-2017 Strategic Plan for November 2, 2011.

2) **Recommended Action:** Schedule a public hearing to receive comment on the 2012-2017 Strategic Plan for November 2, 2011, at 5:30 p.m.

3) **Policy Analysis:** There is no legal requirement for the Authority to conduct a public hearing on the Strategic Plan. However, it has been the Intercity Transit Authority’s policy to seek comment on the Strategic Plan. The Strategic Plan establishes the framework for the annual budget and adoption of the Strategic Plan establishes specific policy direction for Intercity Transit in a number of areas.

Staff will present the draft plan to the Authority on October 19, 2011, and then make it available to the public on that same date. Staff will ask the Authority to adopt the Strategic Plan at the November 16, 2011, Intercity Transit Authority meeting.

4) **Background:** The 2012-2017 Strategic Plan is an update of the 2011-2016 Strategic Plan adopted in November 2010.

The draft Strategic Plan is a compilation of working papers that either have been or will be reviewed by the Authority and Citizen Advisory Committee. The Strategic Plan states specific actions for Intercity Transit in 2012 and a more general direction for the 2013-2017 time period.

5) **Alternatives:** The Authority may:
A. Schedule a public hearing to receive comment on the 2012-2017 Strategic Plan for November 2, 2011, at 5:30 p.m., or
B. Schedule the public hearing for a later date and delay adoption of the Strategic Plan.

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

7) **Goal Reference:** The Strategic Plan outlines how we will address each of the current Authority goals and allocate funds to specific projects to accomplish the goals.

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: October 5, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 5832

SUBJECT: Schedule Public Hearing Date for New Olympia Express Monthly Pass

-
- 1) **The Issue:** Staff is proposing to add two new monthly passes (Full and Reduced) for the Olympia Express service and establish corresponding monthly cost categories for the passes to become effective on January 1, 2012.

 - 2) **Recommended Action:** Set November 2, 2011, for a public hearing to review and take comments on proposed changes to the Olympia Express fare instruments.

 - 3) **Policy Analysis:** Agency policy and federal regulations require a public review and comment process occur before the Authority approves proposals that change the current fare structure.

 - 4) **Background:** In 1998, the Authority established the policy requiring Intercity Transit's fare structure be reviewed at least every three years. A review of the fare structure may occur at any time, especially in light of increases in operating expenses or when other situations warrant it.

Staff is not proposing to change the current base fare structure or the cost of Olympia Express fares but to create two new monthly fare instruments for our Olympia Express service. This is based on:

- a) Pierce Transit ending their operation of Olympia Express service starting October 2011. Intercity Transit will become the sole provider of inter-county public transit service between Thurston and Pierce Counties.
- b) On-going uncertainty for implementing the new regional electronic fare instrument, One Regional Card for All (ORCA), by Pierce Transit on Intercity Transit's Olympia Express buses.

While Intercity Transit is very supportive of regional fare integration for service and transfers between transit providers, the on-going delays associated with resolving legal arrangements and project costs for installing the ORCA system on our Olympia Express service created additional delays. Initially estimated to be in place by the end of 2009, the complexity of extending the ORCA system to transit systems outside of the Central Puget Sound, where the seven original

participating agencies currently have it installed, has been a challenge for the ORCA partnership.

As a result of those delays, it was initially agreed a temporary solution for the use of the ORCA card as a “flash pass” on Intercity Transit’s Olympia Express service would allow Intercity Transit to be partially reimbursed for customers using the card as fare payment. The PT-IT Agreement allowing for this use is set to expire at the end of December 2011, requiring a 60-day notice.

Currently, there is an on-going loss of revenue associated with the current use of the ORCA card as a ‘flash pass’ for both transit systems. There remains occasional confusion and sometimes farebox disputes between customers and bus operators over the use of the card. Since the card doesn’t function electronically or work the same way for transfers as it does with the participating transit systems in the Central Puget Sound Region, it tends to create on-going issues, especially for new card users.

The current Olympia Express cash Full fare is \$2.50 and Reduced \$1.25 per trip. The current regional monthly ‘PugetPass’ version of the ORCA card is \$90 for Full fare and \$45 for Reduced, which covers traveling into two or more counties. Using our own calculation for a monthly pass, the proposed Express monthly pass would be \$75 for Full fare and \$37.50 Reduced.

Staff will provide a more in-depth review of the existing Olympia Express fares and proposed cost for new monthly passes at the Authority October 19 work session. A public hearing, if approved, will be held November 2, and a request for adoption of new monthly passes will come before the Authority on November 16, 2011.

5) **Alternatives:**

- A) Set November 2, 2011, for a public hearing to review and take comments on proposed changes to the Olympia Express fare instruments.
- B) Delay the hearing to another meeting date.

6) **Budget Notes:** Creating new fare instruments will be covered by the current Marketing and Communications division budget for 2011. It is estimated 150 - 200 monthly passes (Full and Reduced) will need to be ordered.

7) **Goal Reference:** Conducting a public hearing for proposed change in fare instruments reflects all current goals established for the agency but in particular Goal#1: *“ Assess the transportation needs of our community.”*

8) **References:** Intercity Transit Guide: Passes & Fares (pg 93)

Passes & Fares

Express Fares (Olympia & Lacey to Lakewood & Tacoma)

If you are paying with:

	Cash	Intercity Transit pass	Pierce Transit transfer*	ORCA monthly pass
Regular	\$2.50	pass + \$1.25	transfer + \$.50	\$90.00
Youth	\$2.50	daily pass + \$1.25 monthly pass + \$1.75	transfer + \$.50	\$90.00
Reduced**	\$1.25	pass + \$.50	transfer + \$.50	\$45.00

* Good on southbound trips only.

** Reduced Fare Permit required. See page 6 for eligibility requirements.

ORCA: You can use a regional ORCA card with a “Monthly Pass” loaded on it as fare payment on Olympia Express service. Intercity Transit Olympia Express riders will need a monthly pass value on their ORCA card equal to or greater than the Olympia Express monthly pass price of \$90 for full fare or \$45 for reduced fare riders. ORCA cards with only an E-purse (electronic purse) cannot be accepted on Intercity Transit service at this time. For more information on ORCA, visit orcacard.com, call 1-888-988-6722, TTY Relay: 711/1-888-889-6368 or e-mail: contactus@orcacard.com

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

Amy Loudermilk

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, October 7, 2011 8:30-10:30 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 – September 9, 2011
- b. Approval of Vouchers
- c. Approval of 2012-2015 Regional Transportation Improvement Program

This investment plan provides a regional overview of funding secured and planned transportation projects based on the local transportation improvement programs (TIPs) developed by each jurisdiction. TRPC discussed the draft in September for action in October.

TRPC Mission Statement Update

ACTION ITEM

This agenda item provides the Executive Director the opportunity to bring back the second draft of the TRPC Mission Statement that the Council work on at the September 9th TRPC meeting. The Executive Director has made several revisions and will present those changes.

Legislative Priorities

DISCUSSION

In recent years, TRPC has successfully collaborated with state legislators on issues of regional interest. In preparation for the 2012 regular session, TRPC staff has begun to contact elected officials, member organizations, and other partners on potential legislative agendas and common issues. We will also monitor the outcomes of the likely special session in November. This regular agenda item will provide an opportunity to discuss strategies and other legislative activities and actions.

I-5 Origins & Destinations Study

PRESENTATION

Using state and local funds, TRPC and WSDOT conducted an Origin & Destination Study on I-5 and SR 101 in October 2010, to determine travel patterns and collect traveler comments and preferences. Staff will present the findings of this effort.

NEPA/SEPA

ACTION ITEM

The City of Lacey is urging congressional action for streamlining and modernization of the National Environmental Policy Act of 1969 (NEPA). Lacey Council member Andy Ryder will lead a discussion and review of Lacey's position on this issue. Councilmember Ryder will be asking for TRPC support on this issue.

Regional Stewardship Topics

DISCUSSION

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: October 5, 2011

FOR: Intercity Transit Authority
FROM: Carolyn Newsome, Vanpool Supervisor, 705 5829
SUBJECT: Surplus Van Grant Program

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- 1) **The Issue:** Whether to authorize the General Manager to grant up to four surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
-
- 2) **Recommended Action:** Authorize the General Manager to grant three surplus vanpool vehicles to Olympia Christian School, Olympia Union Gospel Mission, and Senior Services for South Sound.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their needs for group transportation.
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- 4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program. This program makes up to four surplus vanpool vehicles available each year to non-profit groups in the Thurston County PTBA to meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries. Staff sent notices to community groups, prepared a press release, and utilized the Thurston Regional Planning Council's list of community service groups to announce the program. The Executive Services Director sent applications to United Way groups and the Vanpool Supervisor presented the program to the Citizen's Advisory Committee. Staff held two pre-application open houses for interested parties. Selection criteria included passenger trips provided, community benefits, coordination of services and the ability to maintain vehicle and service. We received three applications.

A review team, consisting of Ann Freeman-Manzanares, Development Director, Meta Hogan, CAC member and Carolyn Newsome recommend the award of vehicles to **Olympia Christian School, Olympia Gospel Mission and Senior Services for South Sound**. Olympia Christian School has a very active community service program for students. For the 2011-2012 school year, service projects include volunteering at the

Thurston County Food Bank, providing music for YMCA's Youth in Government convention and assisting the Stream Team at Woodard Creek. Olympia Gospel Mission operates a fulltime, addiction recovery program for both men and women in need of stable housing and recovery from addictions. The van will be used for trips to counseling, parenting classes, court mandated appointments and service opportunities. Senior Services for South Sound will use the van to transport seniors to the Senior Nutrition Program, Services to At-Risk Seniors (STARS), Adult Day Care and Respite, Korean Elders program and to assist seniors with essential errands.

5) Alternatives:

- A) Grant three surplus vanpool vehicles to Olympia Christian School, Olympia Gospel Mission and Senior Services for South Sound.
 - B) Do not make surplus vans available for the program in 2011.
 - C) Delay action until a future date.
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- 6) Budget Notes:** The surplus van grant program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$3,500 per vehicle or a total of \$10,500 for the three vehicles.
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- 7) Goal Reference:** Goal 4, *"Provide responsive transportation options."*
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- 8) References:** Van Grant Evaluation Worksheet - 2011

Surplus Van Grant Evaluation Worksheet - 2011

Worksheet for Evaluation -- Surplus Van Grant Program

Applicant	Olympia Christian School	Olympia Gospel Mission	Senior Services for South Sound
Selection Criteria	School/Daycare	Community Service Organization	Senior Center
1. Community Benefit	Provide transportation for very active community service in the greater Olympia area and beyond. Students serve as volunteers for Thurston County Food Bank, plant bulbs in Olympia's Woodruff Park, clean up grounds at Priest Point Park, assist with programs and provide music for elderly residents at Panorama City, work with Stream Team and participate in "grandparent-grandchild" activities at local elder care facility.	Provide transportation for men and women in need of stable housing and a program to recover from addictions and other life controlling issues. Men and women in this program are low or no income, and are generally coming from a condition of homelessness.	Provide transportation for seniors to activities at the Senior Nutrition Program, Services To At Risk Seniors and Adult Day Care and Respite Program
2. Total Number of annual trips provided.	2,000	1,800	2,500
3. Passenger Profile	Serve kindergarten through eighth grade students, with an early-learning center as well.	Serve formerly homeless, low income addicts in recovery and their children. All are considered at-risk and vulnerable, some have learning, physical, or emotional disabilities and serious health conditions such as diabetes or hypertension.	Serve frail adults 50 years and older that have physical and cognitive disabilities, are low-income, and/or without access to private/public transportation and at-risk seniors

Surplus Van Grant Evaluation Worksheet - 2011

Worksheet for Evaluation -- Surplus Van Grant Program			
	Olympia Christian School	Olympia Gospel Mission	Senior Services for South Sound
4. Service Area	PTBA	PTBA	PTBA
5. Coordination of Service	No	No	No
6. Current Transportation	Parents drive children individually or carpool to school and field trips	2006 van grant vehicle and staff uses POVs.	1999 GMC 11-passenger van and other vans with over 250,000 miles
7. Bus and Dial-A-Lift usage	Yes	No	Yes
8. Expand or Replace Service	Expand	Replace	Replace
9. Application in coordination with other agencies?	No	No	No

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: October 5, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Renewal of ACS Maintenance Agreement

1) **The Issue:** Consideration of a one-year renewal to the maintenance agreement for the ACS system maintenance agreement.

2) **Recommended Action:** Authorize the General Manager to enter into a one year renewal of the ACS system maintenance agreement with ACS Transportation Management Solutions for \$160,538.00.

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

4) **Background:** The ACS system provides radio contact between Dispatch and all fixed route and Dial-A-Lift (DAL) vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

At the conclusion of the warranty period for the ACS system, Intercity Transit negotiated a five year maintenance agreement with established pricing for each year of the agreement. It allowed limited increases each year to accommodate increasing vendor costs as the system ages. The price for year three was \$152,894. IS staff reviewed the pricing for this renewal and determined it is fair and reasonable based on their predictions for hardware replacement and maintenance services needed in year four.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year renewal of the ACS maintenance agreement with ACS Transportation Management Solutions for \$160,538.00.

B. Defer action. Deferred action may delay maintenance or repairs to the ACS system.

6) **Budget Notes:** This expenditure is within the 2011 budget of \$315,000.00 for IS maintenance agreements.

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

8) **References:** N/A
