

Agenda
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
November 18, 2015
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|--|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS & RECOGNITIONS | 0 min. |
| 3) | PUBLIC COMMENT
<i>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 asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name 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.</i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (Mitchell Chong) | 5 min. |
| 5) | YOUTH PARTNERSHIP UPDATE (Jessica Gould & David Copley) | 30 min. |
| 6) | 2016-2021 STRATEGIC PLAN ADOPTION (Ann Freeman-Manzanares) | 10 min. |
| 7) | 2016 BUDGET ADOPTION (Ben Foreman) | 10 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION
Personnel – Discuss General Manager's Performance/Compensation | 20 min. |
| 11) | ADJOURNMENT | |

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: November 18, 2015**

FOR: Intercity Transit Authority

FROM: Jessica Gould and David Copley, Youth Program, 705-5855

SUBJECT: Youth Program: Where we're at and where we're headed

1) **The Issue:** To share the work of Intercity Transit's Walk N Roll youth education program and to show where we plan to head.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of alternative transportation and its value, and encourage and support community sustainability.

4) **Background:** Youth program staff would like to share the work that they did over the last school year and introduce some changes and enhancements for this school year, including new outreach and new schools.

Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division.

5) **Alternatives:** N/A.

6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position and a \$24,000 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding - including WSDOT and Transportation Alternatives Program grant partnerships with the City of Olympia and the Thurston Regional Planning Council.

7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** Healthy Kids - Safe Streets Action Plan.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: November 18, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Intercity Transit 2016-2021 Strategic Plan

1) **The Issue:** To adopt the 2016–2021 Strategic Plan.

2) **Recommended Action:** Adopt the 2016–2021 Strategic Plan as presented.

3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2016–2021 Strategic Plan provides the framework for these and maps Intercity Transit’s plan over the next six years.

4) **Background:** The 2016–2021 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

A draft strategic plan was made available to the public October 21 with a public hearing on November 4, 2015. The Strategic Plan proposes status quo fixed-route service levels, to include two grant-funded express routes, and also includes an increase in Dial-A-Lift service by 2,000 annual hours.

The 2016-2021 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2016 Operating and Capital budget and the Transit Development Plan Update to take place in April 2016.

5) **Alternatives:**

A. Adopt the 2016-2021 Strategic Plan as presented.

B. Direct staff to make changes to the plan for adoption at a future date. There is no legal requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The 2016–2021 Strategic Plan and 2016 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: November 18, 2015**

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: 2016 Budget Adoption

1) **The Issue:** Adopt the 2016 Budget.

2) **Recommended Action:** Adopt Resolution 04-2015 that establishes the 2016 Budget.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2016 budget documents rest heavily on the Strategic Plan that the Authority is scheduled to adopt at this meeting. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.

4) **Background:** The 2016 draft budget has been available to the public since Wednesday, October 21, 2015. A public hearing was held on Wednesday, November 4, 2015.

The proposed operating budget including new projects and positions for 2016 is \$38,272,339. The capital and major projects budget for 2016 is proposed at \$2,474,510. Carry-over capital and major projects from 2015 are \$18,094,462.

Total budget for 2016, including carry-over projects is \$58,841,311.

The proposed budget includes two additional operators to accommodate our service hour growth in Dial-A-Lift. General wage increases for IAM staff has been met by contract at 2.0%. ATU staff's general wage increase was set by contract at 2.5%. Non-represented staff have a general wage provision in the 2016 budget of 3.0%.

5) **Alternatives:**

- A) Accept the budget as presented and formally adopt the budget for 2016.
- B) Direct staff to revise the proposed 2016 budget and adopt the budget as revised.

- C) Direct staff to revise the proposed 2016 budget and bring the revised budget back to the Authority at a special meeting on December 2, 2015.

6) **Budget Notes:** The 2016 Budget sets the budget for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** Draft 2016 Budget (2016 Discussion Guides), previously distributed to the Authority. Reconciliation of Strategic Plan to Proposed 2016 Budget and 2016 Discussion Guides (Draft Budget) to 2016 Proposed Budget. Resolution 04-2015 Adopting the 2016 Budget.

Reconciliation of Strategic Plan to Proposed 2016 Budget and 2016 Discussion Guides (Draft Budget) to 2016 Proposed Budget

Reconciliation of Strategic Plan to Proposed 2016 Budget

Strategic Plan Operating Budget	38,447,751
Strategic Plan Capital Budget	<u>2,749,510</u>
Total Strategic Plan Budget for 2016	41,197,261
Capital and Major Projects Carryover from 2015	18,094,462
Total 2016 Proposed Budget Per the Strategic plan	<u><u>59,291,723</u></u>

PROPOSED 2016 BUDGET:

New Projects	863,674
Capital Expenditures	2,474,510
Ongoing Projects, including Carryover Projects	18,094,462
Operating Expenses	10,910,605
Salaries/Wages and Benefits	26,498,060
TOTAL PROPOSED 2016 BUDGET	<u><u>58,841,311</u></u>
Difference	<u><u>450,412</u></u>

Reconciliation of 2016 Discussion Guides to Proposed Draft Budget

2016 Discussion Guides (Draft Budget) Previously Distributed on October 21, 2015	58,776,311
Proposed Additions to the October 21st Draft Budget	65,000
TOTAL PROPOSED 2016 BUDGET	<u><u>58,841,311</u></u>

**INTERCITY TRANSIT
RESOLUTION NO. 04-2015
ADOPTION OF THE 2016 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2016 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2016 and

WHEREAS, at said public meeting, the 2016 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2016 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 35,562,337
Estimated Revenues	53,425,034
TOTAL ESTIMATED RESOURCES	\$ 88,987,371

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 58,841,311
Estimated Ending Cash Balance	30,146,060
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ 88,987,371

ADOPTED: This 18th day of November, 2015

INTERCITY TRANSIT AUTHORITY

Ryan Warner, Vice Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

**Dale Kamerrer
Legal Counsel**

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 10
MEETING DATE: November 18, 2015
EXECUTIVE SESSION**

FOR: Intercity Transit Authority
FROM: Ryan Warner, Authority Vice Chair
SUBJECT: General Manager's Performance and Compensation

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- 1) **The Issue:** To discuss the General Manager's performance and compensation.
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- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the General Manager's performance and compensation as authorized by RCW 42.30.110. If any action is to be taken as a result of the discussion, the Authority will take action back in regular session.
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- 3) **Policy Analysis:** The General Manager is the only employee of the Authority. The Authority defines the compensation package. The General Manager's official anniversary date is July 1.
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- 4) **Background:** Ann Freeman-Manzanares became the Acting General Manager in September 2012, Interim General Manager in October 2012, and after a nationwide search, was appointed General Manager in June 2013. This is an opportunity to review and update information surrounding the General Manager's performance and compensation package.
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- 5) **Alternatives:**
A. Discuss the General Manager's performance and compensation.
B. Delay the discussion to a later date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.