

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**July 16, 2014**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |   |                |
|------------|---|----------------|
| <b>1.</b>  | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2.</b>  | <b>INTRODUCTIONS - None</b>   | <b>0 min.</b>  |
| <b>3.</b>  | <b>PUBLIC COMMENT</b>   | <b>10 min.</b> |
|            | <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>  |                |
| <b>4.</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT (Valerie Elliott)</b>  | <b>3 min.</b>  |
| <b>5.</b>  | <b>CONSULTANT SERVICES FOR UNDERGROUND STORAGE TANK REPLACEMENT PROJECT (Marilyn Hemmann)</b>   | <b>20 min.</b> |
| <b>6.</b>  | <b>BUS STOP PAD CONSTRUCTION (Marilyn Hemmann)</b>  | <b>5 min.</b>  |
| <b>7.</b>  | <b>PATTISON REHABILITATION AND EXPANSION REVISITED (Marilyn Hemmann and Ann Freeman-Manzanares)</b>   | <b>30 min.</b> |
| <b>8.</b>  | <b>YOUTH PROGRAM UPDATE (Erin Scheel)</b>   | <b>20 min.</b> |
| <b>9.</b>  | <b>VAN GRANT AND COMMUNITY VAN PROGRAM (Carolyn Newsome)</b>  | <b>20 min.</b> |
| <b>10.</b> | <b>VANPOOL PROGRAM UPDATE (Carolyn Newsome)</b>   | <b>10 min.</b> |
| <b>11.</b> | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| <b>12.</b> | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>13.</b> | <b>ADJOURNMENT</b>  |                |

# REVISED

INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 5  
MEETING DATE: July 16, 2014

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann (360) 705-5833  
**SUBJECT:** Consultant Services for Underground Storage Tank Replacement Project

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1) **The Issue:** Consideration of an amendment to the contract for consultant services for final design and construction management for the underground storage tank (UST) replacement project.

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2) **Recommended Action:** Authorize the General Manager to amend the existing contract with Tetra Tech, Inc. to provide design, planning, and construction management services for the underground storage tank replacement, in the not-to-exceed amount of \$402,952.00, including taxes.

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

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4) **Background:** In late 2010, Intercity Transit contracted with Tetra Tech, Inc. for architectural and engineering design services for the Pattison Street facility expansion and rehabilitation project. As part of developing the master plan for this work, Tetra Tech completed preliminary plans for the removal of the existing USTs and development of new fueling facilities to meet the specific business needs of Intercity Transit. However while changes in the federal funding climate delayed the likelihood of obtaining funding for the Pattison facility expansion, the necessity to develop a current plan to replace the aging, single-walled, fiberglass USTs became a priority. The Washington State Transit Insurance Pool (WSTIP) informed Intercity Transit there is now only one insurance carrier who is willing to provide coverage for the USTs and the future of that coverage is uncertain.

In August 2013 the Authority authorized entering into a contract with Tetra Tech to assist Intercity Transit staff in determining how to proceed with the UST replacement under the existing uncertainty regarding funding for the full expansion project. Working with staff, Tetra Tech identified the three most viable options for tank location, reviewed associated compliance issues, created preliminary designs, provided cost/benefit analysis and assisted in the decision making as to which option to recommend to the Authority.

At the February 19, 2014, work session, staff recommended to the Authority that the agency pursue the UST replacement option that locates new fuel tanks underground on the Martin Way property. This option also includes moving the non-fuel USTs into a remodeled lube room in the Maintenance facility. These UST replacements and locations follow the Pattison Street facility expansion master plan.

The scope of the current contract with Tetra Tech allows for an amendment to provide detailed designs and specifications, assist in the planning and permitting process, assist in developing a request for bids for the work and provide construction oversight.

Staff has been in discussion with Tetra Tech and negotiated how the costs will be allotted for this project. Staff has worked with Tetra Tech extensively in developing the master plan for the Pattison Facility Expansion and the UST replacement study. Staff has been satisfied with Tetra Tech's expertise, skills, and costs, and recommend authorizing award of the amendment to allow them to continue with the work for the UST replacement project.

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5) **Alternatives:**

- A. Authorize the General Manager to amend the existing contract with Tetra Tech, Inc. to provide design, planning, and construction management services for the underground storage tank replacement, in the not-to-exceed amount of \$402,952.00, including taxes.
- B. Defer action. Delaying UST replacement continues to put Intercity Transit at risk for both losing insurance coverage and leakage from the aging tanks.

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6) **Budget Notes:** The 2014 budget includes \$4,000,000 for the UST replacement project. Intercity Transit has also been notified it has received \$380,000 in funding from WSDOT for the construction portion. Currently, the cost for Tetra Tech's services and the estimated cost for construction will come in under \$3,000,000.

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

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

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# REVISED

INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 6  
MEETING DATE: July 16, 2014

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann, 705-5833  
**SUBJECT:** Bus Stop Pad Construction

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- 1) **The Issue:** Consideration of an award for the construction of bus stop pads.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of 25 bus stop pads with Asphalt Patch Systems, Inc. in the not-to-exceed amount of \$82,700, including taxes.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
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- 4) **Background:** Intercity Transit issued a Request for Bids June 18, 2014. Interested contractors attended a pre-bid conference June 26, 2014. The Engineer's estimate for this project was \$94,000 to \$109,000.
- The 2014 budget includes funding for bus stop enhancements to provide safety and accessibility, with funds designated for the construction of bus stop pads. The Stops and Zones Committee selected the pad locations based on shelter criteria.
- Four bids were received by the submittal deadline of 1:00 p.m. on July 8, 2014. Asphalt Patch Systems, Inc. was the low bidder and staff found all of their bid documentation to be in order. This firm has completed numerous sidewalk and similar projects for the City of Tacoma, City of Lacey, City of North Bend and Kitsap County. References indicate that the contractor is reputable and competent. Staff recommends awards of contract to the lowest, responsive and responsible bidder, Asphalt Patch Systems, Inc.
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- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract for the construction of 25 bus stop pads with Asphalt Patch Systems, Inc. in the not-to-exceed amount of \$82,700, including taxes.

- B. Defer action. Deferring action may result in missing the best weather for outdoor construction.

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6) **Budget Notes:** The 2014 budget for bus stop enhancements is \$235,000. This consists of \$160,000 in federal grant funds and \$75,000 in local matching funds. Local funds are included in the 2014 budget for this purpose. The costs for this project include engineering, the purchase of bus shelters, building permits and construction. Staff is currently negotiating the fees for engineering oversight of the construction phase. Current estimates indicate the project will remain on budget.

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7) **Goal Reference:** This agenda item meets Goal #2: *“Provide outstanding customer service.”* Goal #3: *“Maintain a safe and secure operating system.”* Goal #4: *“Provide responsive transportation options.”*

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

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 7  
MEETING DATE: July 16, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann (360) 705-5833  
Ann Freeman-Manzanares (360) 705-5838

**SUBJECT:** Pattison Rehabilitation and Expansion Revisited

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- 1) **The Issue:** Review and discuss the project to date.
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- 2) **Recommended Action:** This item is for discussion.
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- 3) **Policy Analysis:** Staff provides periodic updates on major capital projects.
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- 4) **Background:** Tetra Tech was selected to do our Pattison Street facility master plan and follow on design work to rehabilitate and expand the facility. Plans for the rehabilitation and expansion of the Pattison Street facility are developed through 30% design. The elimination of federal discretionary dollars for bus and bus facilities prompted removal of final design dollars from our budget. There has been, and will continue to be, conversations and decisions which must be made around the issue of the master plan as well as facility rehabilitation and expansion. This is a good opportunity to review and ask questions about what has transpired to date.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Goal #2 *"Provide outstanding customer service,"* Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*
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- 8) **References:** N/A.
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INITERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 8  
MEETING DATE: July 16, 2014

**FOR:** Intercity Transit Authority  
**FROM:** Erin Scheel, Youth Education Specialist, 705-5839  
**SUBJECT:** Youth Program Update

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1) **The Issue:** To highlight the recent work of the agency's Walk n' Roll youth education program.

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

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3) **Policy Analysis:** The Authority supports marketing and outreach to youth as part of the agency's overall objective to increase ridership, raise awareness of alternative transportation modes and support community sustainability.

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4) **Background:** Intercity Transit began a youth education program in mid-2007 as a strategic element to expand the agency's outreach, education and marketing to a key audience - youth. The Walk n' Roll program, which is building the next generation of walkers, bicyclists, and bus riders, has been effective in expanding Intercity Transit's partnerships and its presence in the community.

The Walk n' Roll program reaches thousands of students each year, as well as many teachers, school administrators, community representatives and parents. Activities include on-bus "rolling classroom" demonstrations, Walk to School Days, the Build-a-Bike program via our volunteer Bike PARTners program, Bike to School activity, Safe Routes to School grant work, and community events.

This work is administered through the Marketing & Communications division and implemented by a permanent FTE position. The Walk n' Roll program has been successful at obtaining multiple grant awards that enabled the program and its partnerships to broaden over the years. Partners include the Thurston Regional Planning Council, the City of Olympia, City of Tumwater, multiple school districts and many schools.

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

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6) **Budget Notes:** The youth education program budget is \$24,000 annually, plus the personnel cost of one FTE. Current grant awards, which enable the program to do additional activity, include \$63,900 from WSDOT's Safe Routes to School Program and \$39,000 from the Transportation Alternatives Program.

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7) **Goal Reference:** The Youth Program meets all goals. Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #3: *"Maintain a safe and secure operating system."* Goal #4: *"Provide responsive transportation options."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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



**INITERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 9  
MEETING DATE: July 16, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Carolyn Newsome, Vanpool Manager 360-705-5829

**SUBJECT:** Van Grant and Community Van Program

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- 1) **The Issue:** Provide an update to the Authority on the Van Grant and Community Van Programs.
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- 2) **Recommended Action:** This is an information item. No action is required.
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- 3) **Policy Analysis:** The Vanpool Manager will provide updates to the Authority at least once per year, and more often as requested.
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- 4) **Background:** Providing transportation services that effectively meet the diverse needs of our community's residents, non-profit groups, and organizations, is not a small feat. This requires innovation and effective use of available resources. The Van Grant and Community Van programs are excellent examples of creative ways to meet a variety of mobility needs.

**The Van Grant** program provides surplus vanpool vans to nonprofit groups for transportation needs our regular services cannot meet. Awards of the vans are made following a competitive review process. The groups use the vehicles to transport their clients and volunteers to and from activities and help fulfill their organizational mission.

Since the program began in 2004, the agency's Van Grant program has awarded 33 vehicles to organizations such as: Catholic Community Services, Wee Love Early Learning Center, Olympia Union Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services, and others. This program makes up-to-four surplus vanpool vehicles available to nonprofit groups in the Thurston County PTBA to meet the transportation needs of their clients.

The most recent van awards, made last fall, went to GRuB, Boys' and Girls' Clubs of Thurston County, Panza for Quixote Village, and Thurston County Food Bank. These and other organizations use their vans for transporting low-

income and at-risk youth to before and after-school programs and field trips; trips to the food bank, medical and social services appointments; transporting volunteers gleaning produce from local farms for the Food Bank; and much more. So far this year, the Boys' and Girls' Clubs of Thurston County alone provided transportation for 2,152 passengers on 312 trips.

**The Community Van** program makes older vans available to nonprofit and governmental organizations on an as-needed reservation basis. Organizations reserve the vans in advance and have drivers who are approved, trained and certified by Intercity Transit. The vans are then used to transport employees, clients, or volunteers to destinations which existing bus service cannot. Three vans are available year round; another van is added during the busy summer season. Organizations making use of these vans pay a low per-mile rate to cover the direct costs of operating the van. The current rate is \$0.68 per mile for fuel, maintenance and insurance. Trips must originate within Intercity Transit's service area and remain within 150 miles of this area.

A wide variety of groups make use of these vehicles, including the Hands on Children's Museum, Leadership Thurston County, South Sound Estuary Association, Olympia-Kato Sister City Association, Trout Unlimited, the YWCA, and Girls for Change, to name a few.

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

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6) **Budget Notes:** The surplus van program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$4,500 per vehicle or a total of \$18,000 for the four vehicles.

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7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."*

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8) **References:** Van Grant and Community Van Program grantees and users.

~ 2014 Community Van Agencies ~

	<u>Logged Miles</u>	<u>Percentage</u>
❖ Alofaina Samoan Assembly of God	777	14%
❖ Big Brothers Big Sisters	207	4%
❖ City of Olympia Parks, Arts & Recreation	510	9%
❖ Flutterwheels Square Dance Club	107	2%
❖ Hands On Children's Museum	93	2%
❖ LEAD Thurston County	306	6%
❖ Nisqually Land Trust	161	3%
❖ Nisqually River Foundation	124	2%
❖ Olympia - Kato Sister City Association	531	10%
❖ Order of DeMolay (Olympia Chapter)	214	4%
❖ Thurston Community Television	95	2%
❖ Thurston Conservation District	147	3%
❖ Thurston County Water Resources	48	1%
❖ Washington Council of Trout Unlimited	291	5%
❖ YWCA of Olympia	1807	33%
Grand Total:	5418 Miles	

~ 2013 Community Van Agencies ~

	<u>Logged Miles</u>	<u>Percentage</u>
❖ Alofaina Samoan Assembly of God	783	8%
❖ Boy Scouts of America (Troop 603)	253	3%
❖ City of Olympia Parks, Arts & Recreation	622	6%
❖ Hands On Children's Museum	540	6%
❖ KOKUA	101	1%
❖ LEAD of Thurston County	356	4%
❖ Nisqually Land Trust	123	1%
❖ Nisqually River Foundation	449	5%
❖ Olympia Monthly Meeting (Society of Friends)	868	9%
❖ Olympia-Kato Sister City Association	1189	12%
❖ Order of DeMolay (Olympia Chapter)	507	5%
❖ South Sound Estuary Association	39	0%
❖ Thurston Conservation District	326	3%
❖ Thurston County Good Stewards Leadership Program	31	0%
❖ Washington Council of Trout Unlimited	175	2%
❖ YWCA of Olympia	3258	34%
Grand Total:	9620 Miles	

~ Van Grant Award Agencies ~

2013 Recipients	2012 Recipients
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|--|--|
| <ul style="list-style-type: none"> <li>❖ Boys and Girls Club of Thurston County</li> <li>❖ Garden Raised Bounty</li> <li>❖ Panza for Quixote Village</li> <li>❖ Thurston County Food Bank</li> </ul> | <ul style="list-style-type: none"> <li>❖ Boys and Girls Club of Thurston County</li> <li>❖ Catholic Community Services</li> <li>❖ Thurston County Police Athletic League</li> <li>❖ Wee Love Learning Early Learning Center</li> </ul> |
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2011 Recipients	2010 Recipients
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|---|--|
| <ul style="list-style-type: none"> <li>❖ Olympia Christian School</li> <li>❖ Olympia Union Gospel Mission</li> <li>❖ Senior Services for South Sound</li> </ul> | <ul style="list-style-type: none"> <li>❖ Early Learning Center</li> <li>❖ Senior Services for South Sound</li> </ul> |
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2009 Recipients	2008 Recipients
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|--|--|
| <ul style="list-style-type: none"> <li>❖ Capitol Clubhouse</li> <li>❖ Community Youth Services</li> <li>❖ Thurston County Food Bank</li> <li>❖ Yelm Adult Senior Services</li> </ul> | <ul style="list-style-type: none"> <li>❖ No Surplus Vans Available<br/>Used for Vanpool Expansion</li> </ul> |
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2007 Recipients	2006 Recipients
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|---|--|
| <ul style="list-style-type: none"> <li>❖ Behavioral Health Resources</li> <li>❖ Bread and Roses</li> <li>❖ Partners in Prevention</li> <li>❖ Senior Services for South Sound</li> </ul> | <ul style="list-style-type: none"> <li>❖ Behavioral Health Resources</li> <li>❖ Catholic Community Services</li> <li>❖ Morningside</li> <li>❖ Senior Services for South Sound</li> </ul> |
|---|--|

2005 Recipients	2004 Recipients
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|--|---|
| <ul style="list-style-type: none"> <li>❖ Behavioral Health Resources</li> <li>❖ Boys and Girls Club of Thurston County</li> <li>❖ Pacific Peaks Girls Scout Council</li> <li>❖ Olympia Union Gospel Mission</li> </ul> | <ul style="list-style-type: none"> <li>❖ Behavioral Health Resources</li> <li>❖ Bread and Roses</li> <li>❖ Habitat for Humanity</li> <li>❖ Senior Services for South Sound</li> </ul> |
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**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 10  
MEETING DATE: July 16, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Carolyn Newsome, Vanpool Manager, 705-5829  
**SUBJECT:** Vanpool Program Update

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- 1) **The Issue:** Provide an update on Vanpool Services.
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- 2) **Recommended Action:** This is an information item. No action is required.
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- 3) **Policy Analysis:** The Vanpool Manager will provide updates to the Authority at least once per year, and more often as requested.
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- 4) **Background:** Intercity Transit's vanpool program is 32 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation. We currently have 218 active vanpool groups and hope to have 233 vanpool groups by 2<sup>nd</sup> Quarter 2015, when our 2015 new vans arrive.

Our vanpool program serves 1,700 commuters and includes 836 volunteer drivers. The program removes more than 1,500 cars off our congested roadways each commute day.

We saw record ridership in 2013 with 761,750 passenger trips, a 2.3% increase over 2012. Commuters traveled 3,568,294 miles in our program in 2013, an increase of 2.8% from 2012.

In 2013, we recovered 100% of our direct operating costs from passenger fares. Direct operating does not include capital costs. Currently we receive grants for vehicle purchases. In 2014 we purchased 50 vehicles. We received 90% grant funds for 11 expansion vehicles through WSDOT and 80% of 26 replacement vehicles through federal "earned share" formula funds. Local funds were used for the 10% match for expansion and the replacement of 12 vehicles. One vehicle was totaled and we received insurance funds for replacement costs.

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- 5) **Alternatives:** N/A.
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6) **Budget Notes:** Passenger fares for 2013 totaled \$1,845,933. Direct cost for the vanpool program (vanpool staff, fuel, insurance and maintenance) was \$1,752,895. Direct costs do not include capital for vehicles or general overhead costs. In January 2013, vanpool fares were increased 10% to try to recover 100% of direct cost. In 2013 we were slightly over due to staff positions remaining unfilled. We anticipate 2014 will be more in-line with our goal.

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7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #3: *"Maintain a safe and secure operating system."* Goal #4: *Provide responsive transportation options."*

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