

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
October 21, 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;</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (Michael Van Gelder) | 5 min. |
| 5) | ACS MAINTENANCE CONTRACT EXTENSION (Laura Lowe) | 5 min. |
| 6) | 2016-2021 DRAFT STRATEGIC PLAN (Ann Freeman-Manzanares) | 20 min. |
| 7) | 2016 DRAFT BUDGET (Ben Foreman) | 20 min. |
| 8) | DISCOUNTED BUS PASS PROGRAM (Ann Freeman-Manzanares) | 10 min. |
| 9) | GENERAL MANAGER'S REPORT | 10 min. |
| 10) | AUTHORITY ISSUES | 10 min. |
| 11) | EXECUTIVE SESSION
Personnel – Discuss General Manager's Performance Evaluation | 20 min. |
| 12) | 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: October 21, 2015**

FOR: Intercity Transit Authority
FROM: Laura Lowe, 705-5833
SUBJECT: ACS Maintenance Contract Extension

1) **The Issue:** Consideration of a one-year contract extension and payment for the ACS radio system maintenance agreement.

2) **Recommended Action:** Authorize the General Manager to extend the contract for one year and pay the yearly invoice for the maintenance agreement. The contract is for the agency radio system with ACS/Xerox. The invoice amount is \$200,405.25, including taxes.

3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000. The original contract was approved by the Authority in September, 2013.

4) **Background:** The ACS system provides radio contact between Dispatch and all fixed route and 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.

In September 2013, Intercity Transit entered into a new five-year agreement with ACS/Xerox to provide maintenance services for the operation of the agency radio system. Based on review of actual maintenance needs for previous years and our current knowledge of the ACS system, staff negotiated and established the costs for each year of the agreement. Staff believes the cost established for this year of the agreement continues to be fair and reasonable.

5) **Alternatives:**

1) Authorize the General Manager to extend the contract and pay the yearly invoice in the amount of \$200,405.25, including taxes.

2) Defer action. Deferred action may increase the costs, delay repairs or create operational problems for the radio system if it is necessary to locate alternative repair expertise.

6) **Budget Notes:** Information Services has a 2015 budget of \$408,000 for maintenance agreements. If the cost of this agreement is added to expenditures to date and other anticipated costs for 2015, Information Services expects to remain on budget.

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: October 21, 2015**

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

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- 1) **The Issue:** To present the 2016-2021 Draft Strategic Plan.
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- 2) **Recommended Action:** Forward the Draft Strategic Plan for consideration at the November 4, 2015, Public Hearing.
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- 3) **Policy Analysis:** The budget document and staff workplan is developed based on the Strategic Plan.
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- 4) **Background:** The Authority and the Citizen Advisory Committee have discussed and provided comment on various elements of the strategic plan over the last year. Those comments have been incorporated into the draft strategic plan. In addition, the 2016 budget is reflective of this document and those conversations. This is an opportunity to comment on the draft strategic plan before it goes to public hearing on November 4, 2015. The Authority is anticipated to approve the Strategic Plan at their November 18, 2015, meeting.
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- 5) **Alternatives:**
A) Forward the Draft Strategic Plan for consideration at the November 4, 2015, Public Hearing.

B) Propose Changes to the Draft Strategic Plan then forward for consideration at the November 4, 2015, Public Hearing.
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- 6) **Budget Notes:** The Strategic Plan drives the budget.
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- 7) **Goal Reference:** The Strategic Plan impacts all agency goals.
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- 8) **References:** Link to the Draft Strategic Plan [Draft Strategic Plan 2016-2021](#)

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: October 21, 2015**

FOR: Intercity Transit Authority

FROM: Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

SUBJECT: 2016 Draft Budget

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- 1) **The Issue:** To present the Draft 2016 Budget including new projects/positions.
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- 2) **Recommended Action:** Give staff verbal direction as to what to bring forward in the draft budget for the November 4, 2015, Public Hearing. The Authority will be asked to adopt the 2016 Budget at the November 18, 2015, meeting.
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- 3) **Policy Analysis:** The draft budget documents rest heavily on the proposed Strategic Plan that the Authority will have the opportunity to adopt at this same meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2016.
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- 4) **Background:** The Budget Committee, which consists of the General Manager, and seventeen directors/managers and one representative from each of the union groups (total of twenty staff members) reviewed the proposed 2016 operating costs as contrasted against the 2015 adopted budget and reviewed each of the proposed 2016 new projects/positions. Based on that review staff is recommending the draft 2016 budget, as contained in the 2016 Draft Budget document, be taken forward to the public hearing.
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- 5) **Alternatives:**
- A) Present the Draft Budget, as proposed, to the public at the November 4, 2015, Public Hearing.
 - B) Direct staff to revise the proposed projects for inclusion in the draft budget for presentation at the November 4, 2015, Public Hearing.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual budget impacts all agency goals.

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- 8) **References:** *Attached:* 2016 Reconciliation Between Strategic Plan and Draft Budget; 2015 Ongoing Projects for 2016; and 2016 Proposed New Projects; 2016 Draft Budget Summary.

Link to the 2016 Draft Budget Discussion Guide [2016 Draft Budget](#) or go to <http://www.intercitytransit.com/newsandinfo/newsroom/Pages/TransitSeeksCommenton2016BudgetandSix-YearStrategicPlan.aspx>

Reconciliation of Proposed 2016 Budget

Strategic Plan Operating Budget	38,447,751
Strategic Plan Capital Budget	<u>2,769,510</u>
Total Strategic Plan Budget for 2016	41,217,261
Capital and Major Projects Carryover from 2015	18,074,462
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	18,074,462
Operating Expenses	10,865,605
Salaries/Wages and Benefits	26,498,060
TOTAL PROPOSED 2016 BUDGET	<u><u>58,776,311</u></u>

ONGOING PROJECTS - Major purchases or contracted services that will not be completed in the previous year, but will be carried over to the current year.

Project #	Name	Amount	Page #
MC-017	Market Segmentation Research	65,000	24
PL-009	Short/Long Range Service Plan	77,500	25
PL-010	Transit Signal Priority	900,000	26
PL-012	Fixed Route Customer Survey	55,000	27
PL-013	Bus Stop Enhancements	175,000	28
PRO-004	Olympia Transit Center Expansion	8,492,282	29
PRO-005	Hawks Prairie Park and Ride	2,500	30
PRO-007	Environmental Review	5,000	31
DAL-005	DAL Customer Survey	25,000	32
FAC-035	Pattison Admin HVAC Engineering	20,000	33
FAC-036	Repaint Interior Amtrak	10,000	34
FAC-051	Amtrak HVAC Replacement	30,000	35
FAC-058	Ops Dispatch Repairs/Upgrades	40,000	36
FAC-060	UST Replacement/Renovation	7,000,000	37
FAC-062	HVAC Replacement OTC	50,000	38
VM-010	Purchase Staff Electric Car	45,320	39
VM-013	Purchase Staff Station Wagon	26,780	40
VM-014	Purchase DAL Vans	1,050,080	41
VP-007	Vanpool Customer Survey	5,000	42
		18,074,462	

NEW POSITIONS/PROJECTS - Functions, activities and projects that the budget team determined might add to the service provided to our customers, or that would be considered "smart to do."

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
FIN-010	General Wage Increase - Non reps	210,000	5
MC-018	Community Conversations	70,000	6
FAC-069	New Facilities Specialist	123,674	7
FAC-072	Maint Add New Lift and Cover Pit	200,000	8
FAC-074	Amtrak Tree Replacement	20,000	9
OP-006	Veh Camera Upgrade (Road View)	120,000	10
VM-018	New Vehicle Maintenance Supervisor	100,000	11
VM-019	Purchase A/C Recovery/Recycle	20,000	12
Total New Projects/Positions		<u>863,674</u>	

2016 Budget Summary

Draft October 2015

2016 Budget Highlights

Intercity Transit's 2016 budget is \$58.7 million. This includes an operating budget of \$39.9 million and capital budget of \$18.8 million. The 2016 budget includes:

- Upgrading bus stops, including improving accessibility and the installation of energy-efficient solar lighting.
- Replacing underground storage tanks for fuel and renovating the storage room for lubricants.
- Purchasing of seven Dial-A-Lift vans.
- Purchasing of 38 expansion and replacement vanpool vehicles.
- Completion of the Olympia Transit Center expansion design, engineering work, and significant construction progress.
- Four new positions: two Coach Operators, one Vehicle Maintenance Supervisor, and one Facilities Specialist.

Conclusion

We enter 2016 in good financial position but with an uncertain future. New federal funding programs provide Intercity Transit an increased level of allocated funding, but eliminate discretionary capital funding. This creates a significant challenge to fund the expansion and renovation of the Pattison Street facility and future bus purchases.

Implementing this budget addresses the transportation needs of our growing community, while serving as a model of an agency committed to sustainability and sound environmental practices. We continue to be a public transportation agency that is much more than a "bus company" - one that is committed to providing mobility to all members of our community. This budget will help us fulfill the Intercity Transit Vision:

Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Revenues by Source and Expenditures by Function

with Beginning and Ending Cash Balances

	2015 Budget	2015 Projected	2016 Budget	2015 Projected vs. 2016 Budget
January 1 Cash Balance	\$28,113,306	\$33,194,635	\$39,341,044	18.52%

Revenues by Source				
Fares	4,906,530	4,732,650	5,012,362	5.91%
Advertising	344,655	344,655	356,718	3.50%
Interest Income	553,220	230,962	514,167	122.62%
Sales Tax	31,209,000	32,555,446	33,593,368	3.19%
Grants	11,148,662	6,338,596	13,564,040	113.99%
Miscellaneous	183,333	108,645	187,299	72.40%
Estimated Available Cash	\$76,458,706	\$77,505,589	\$92,568,998	19.44%

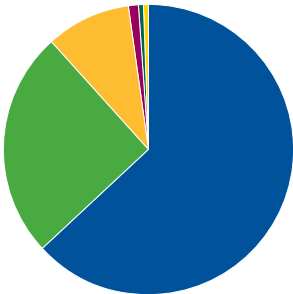
Expenditures by Function				
Vehicle Operations	18,006,094	17,975,429	18,123,299	0.82%
Vehicle Maintenance	9,325,390	8,223,459	9,281,326	12.86%
Non-Vehicle Maintenance	1,973,963	1,676,764	2,242,782	33.76%
Administration	9,303,443	7,726,084	9,709,482	25.67%
Vanpool	597,743	595,300	585,914	- 1.58%
Capital	15,907,607	1,967,509	18,833,508	857.23%
December 31 Cash Balance	21,344,466	39,341,044	33,792,687	-14.10%
Less Operating Reserve	-9,801,658	-9,049,259	-9,985,701	10.35%
December 31 Unreserved Cash Balance	\$11,542,808	\$30,291,785	\$23,806,986	-21.41%

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Capital Projects – 2015 Budget	
Staff Vehicles	122,100
Information System Equipment	555,500
Facility Enhancements	7,485,000
Park & Ride Lots	2,500
Olympia Transit Center Expansion	8,492,282
Dial-A-Lift Vans	1,049,616
Vanpool Vehicles	1,126,510
Total	\$18,833,508

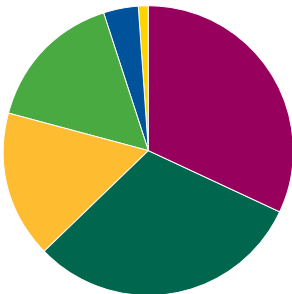
Facility Enhancements - Facility enhancements include adding a new vehicle lift to the Maintenance facility, installing additional solar lights in bus shelters, replacing underground storage tanks for fuel and renovating the storage room for lubricants.

Revenue by Source

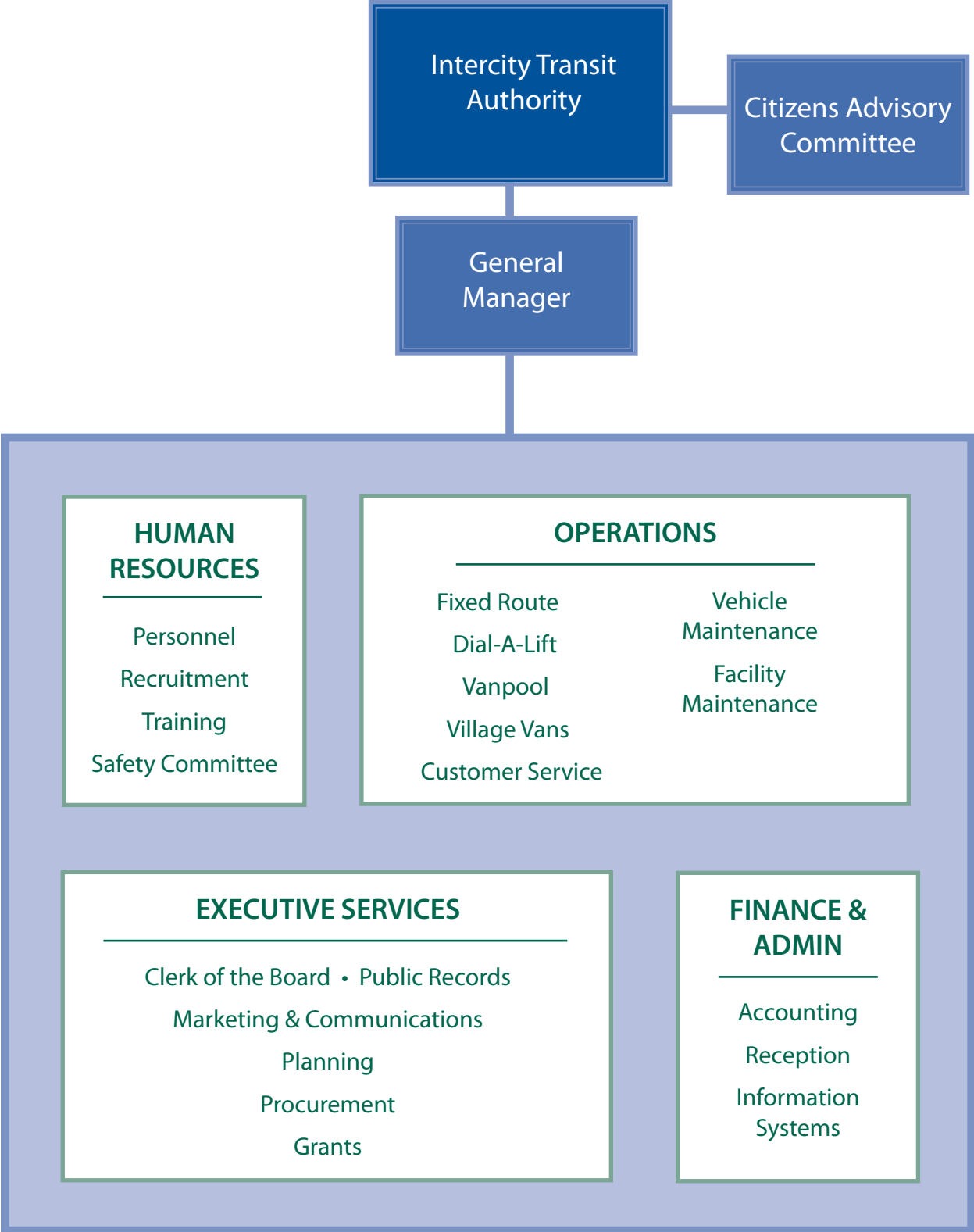


● Sales Tax	33,593,368	63.11%
● Grants	13,564,040	25.48%
● Fares	5,012,362	9.42%
● Interest	514,167	0.97%
● Advertising	356,718	0.67%
● Miscellaneous	187,299	0.35%
Total	\$53,227,954	

Expenditures by Function



● Capital	18,833,508	32.04%
● Vehicle Operations	18,123,299	30.83%
● Administration	9,709,482	16.52%
● Vehicle Maintenance	9,281,326	15.79%
● Non-Vehicle Maintenance	2,242,782	3.82%
● Vanpool	585,914	1.00%
Total	\$58,776,311	



**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: October 21, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program

- 1) **The Issue:** To share a list of government agencies and non-profit organizations that have benefited from the Authority-approved Discounted Bus Pass Program with the amount received to date in 2015. Staff will also provide a timeline for the 2016 application process.

- 2) **Recommended Action:** This is an informational item.

- 3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes for one year.

- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the fourth year of the program. A timeline for the program is as follows:

- Applications out to agencies Week of October 26
- Applications due November 20, 2015, 4 pm
- Present grant awards to ITA December 2, 2015
- Passes mailed out to agencies December 18, 2015
- 2016 program begins January 1, 2016

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

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

 - 6) **Budget Notes:** The Authority could forego sales of up to \$200,000 in passes and up to \$100,000 in revenue if all passes were purchased.
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- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community.”*
Goal #4: *“Provide responsive transportation options.”*
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- 8) **References:** 2015 Discounted Bus Pass Program Recipients.

2015 Discounted Pass Program Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Alliea Phipps 360/236-7121	\$11,070.00	\$22,140.00	Adult Youth
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360-357-2582 Office 360-628-7603 Cell	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$7,560.00	\$15,120.00	Adult
4 Catholic Community Services Family Preservation 1011 SE 10th Ave Olympia WA 98501	Brooke Allinder 360/878-8248 Heidi Williams 360/878-8248	\$4,747.50	\$9,495.00	Adult
5 City Gates Ministires PMB 1910 East 4th Ave #108 Olympia WA 98506	Phil Prietto 360/359-1999	\$324.00	\$648.00	Adult
6 Community Action Council 420 Golf Club Road SE Suite 100 Lacey WA 98503	Diane Harris 360/438-1100 X 1136	\$8,640.00	\$17,280.00	Adult
7 Community Youth Services 711 State Ave NE Olympia WA 98506	Gretchen Grady 360/943-0780 X 120	\$12,300.00	\$24,600.00	Adult Youth
8 Family Support Center of S Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/754-9297 ext 211	\$5,724.00	\$11,448.00	Adult Youth
9 Garden Raised Bounty - GRUB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522	\$1,770.00	\$3,540.00	Youth
10 Gravity High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surrige 360/464-6851	\$8,310.00	\$16,620.00	Adult Youth
11 New Market Skill Center	Kassie Ketchum	\$5,257.50	\$10,515.00	Adult

	7299 New Market Street Tumwater WA 98501	360/570-4500			Youth
12	Olympia High School Bear-GRuB 1302 North Street SE Olympia WA 98501	Blue Peetz 360/870-6580	\$1,620.00	\$3,240.00	Youth
13	Olympia High School O'SNAP & Americorp Program 1302 North Street SE Olympia WA 98501	Wendy Carpenter 360/596-7010	\$1,098.00	\$2,196.00	Adult Youth
14	Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/584-3505	\$3,212.00	\$5,904.00	Adult Youth
15	Out of the Woods 2300 East End Street NW Olympia WA 98502	Brett Rader 360/570-0423	\$648.00	\$1,296.00	Adult Youth
16	Pacific Mountain Workforce 1570 Irving Street SW Tumwater WA 98512	Pam Grindstaff 360/570-4249	\$2,394.00	\$4,788.00	Adult
17	SideWalk 1139 5th Ave SE Olympia WA 98501	Katie Rickman 360/562-0311	\$72.00	\$144.00	Adult
18	The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/352-8596 ext 105	\$3,240.00	\$6,480.00	Adult
19	Thurston County Office of Assigned Counsel 926 24th Way SW Olympia WA 98502	Corrine Cole 360/786-5875	\$3,060.00	\$6,120.00	Adult Youth
20	Tumwater School District 621 Linwood Avenue SW Tumwater WA 98512	Tami Collins 360/709-7007	\$1,650.00	\$3,300.00	Adult Youth
21	United Way of Olympia 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Sara Kukkonen 360/943-2773 X 22	\$270.00	\$540.00	Adult Youth
22	WA ST DSHS Olympia Community Service Office 6860 Capital Blvd Tumwater WA 98512	Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$12,780.00	\$25,560.00	Adult Youth

TOTALS: \$98,339.00 \$196,158.00

Beginning Balance of Grant Fund:	\$200,000.00
Total Amount of Grants Awarded:	(\$196,158.00)
Funds still Available to Award:	\$3,842.00

Path in Share drive: I: Departments, Finance, Bus Pass Grant Program

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
EXECUTIVE SESSION
AGENDA ITEM NO. 11
MEETING DATE: October 21, 2015**

FOR: Intercity Transit Authority
FROM: Nathaniel Jones, Authority Chair
SUBJECT: General Manager Performance Evaluation

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- 1) **The Issue:** To conduct the General Manager's performance evaluation.
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- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the performance of Ann Freeman-Manzanares as authorized by RCW 42.30.110.
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- 3) **Policy Analysis:** The General Manager's employment agreement, Section 5 Performance Evaluation, states the Intercity Transit Authority Board of Directors will conduct a performance evaluation of the General Manager annually. The General Manager's official anniversary date is July 1.
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- 4) **Background:** A performance evaluation document was provided to each Authority member at the October 7 meeting, with a request to submit the completed evaluation document to the Authority Chair no later than October 14, 2015. Results of the evaluation will be shared in an Executive Session at the October 21, 2015, meeting.
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- 5) **Alternatives:**
A. Conduct the General Manager's performance evaluation at the October 21, 2015, Authority meetings.
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.