

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**April 20, 2016**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |   |                |
|------------|---|----------------|
| <b>1)</b>  | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2)</b>  | <b>PUBLIC COMMENT</b><br><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><br><br><i>The Authority will not typically respond to your comments this same evening.</i> | <b>10 min.</b> |
| <b>3)</b>  | <b>INTRODUCTIONS &amp; RECOGNITIONS</b><br><b>A. Wellness Committee Award Recognition</b><br><i>(Heather Stafford Smith, Shannie Jenkins, Nancy Trail)</i>  | <b>10 min.</b> |
| <b>4)</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT</b> <i>(Victor VanderDoes)</i>   | <b>5 min.</b>  |
| <b>5)</b>  | <b>HEARTSPARKLE PLAYERS PERFORMANCE</b> <i>(Victor VanderDoes)</i>  | <b>20 min.</b> |
| <b>6)</b>  | <b>STATE LEGISLATIVE DEBRIEF</b> <i>(Ann Freeman-Manzanares)</i>  | <b>20 min.</b> |
| <b>7)</b>  | <b>SECURITY SERVICES CONTRACT AMENDMENT</b> <i>(Katie Cunningham)</i>   | <b>5 min.</b>  |
| <b>8)</b>  | <b>UPDATE ON TRANSIT SIGNAL PRIORITY PROJECT</b> <i>(Jeff Peterson)</i>   | <b>20 min.</b> |
| <b>9)</b>  | <b>REGIONAL TRANSPORTATION PLAN COMMENTS</b><br><i>(Ann Freeman-Manzanares)</i>   | <b>15 min.</b> |
| <b>10)</b> | <b>UNDERGROUND STORAGE TANK REPLACEMENT PROJECT UPDATE</b> <i>(Ann Freeman-Manzanares)</i>  | <b>10 min.</b> |
| <b>11)</b> | <b>ANNUAL PLANNING SESSION</b> <i>(Ann Freeman-Manzanares)</i>  | <b>5 min.</b>  |
| <b>12)</b> | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| <b>13)</b> | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>14)</b> | <b>ADJOURNMENT</b>  |                |

*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 coordinator at (360) 705-5857 or [ntrail@intercitytransit.com](mailto:ntrail@intercitytransit.com). If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.*

*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. 6  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares  
**SUBJECT:** State Legislative Debrief

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- 1) **The Issue:** Our state advocate from Gordon Thomas Honeywell Governmental Affairs will provide the Authority with an update on pursuing additional local sales tax options with the Washington State legislature.
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- 2) **Recommended Action:** This is an informational item.
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- 3) **Policy Analysis:** Intercity Transit employed the firm Gordon Thomas Honeywell Governmental Affairs to pursue additional local sales tax legislation for Intercity Transit.
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- 4) **Background:** Intercity Transit entered into a four month contract in early 2016 with Gordon Thomas Honeywell Governmental Affairs to represent Intercity Transit at the state legislature. Alex Soldano will present a recap of activities for the 2016 Session.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** State Advocacy was not included in the 2016 budget. The ITA approved seeking a short-term contract in December 2015. The contract was for \$10,000.
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- 7) **Goal References:** **Goal #4:** *"Provide responsive transportation options within financial limitations."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 7  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Security Services Contract Amendment

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- 1) **The Issue:** Approve a one-year contract extension with Pierce County Security for the provision of security services.
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- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract amendment with Pierce County Security to provide security services at the Lacey and Olympia Transit Centers in the amount not-to-exceed \$189,870.36.
- 
- 3) **Policy Analysis:** The Procurement policy states the Authority must approve any expenditure over \$25,000.
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- 4) **Background:** In May 2015, the Intercity Transit Authority awarded a one-year contract to Pierce County Security. The contract included an option to extend services annually for up to three additional years. This recommendation represents the first one-year option available under this contract.

Staff and Pierce County Security negotiated a 2.2% increase for this contract extension, which is reflective of the Seattle Consumer Price Index and allowed under contract.

The total contract for the June 2016 – May 2017 period is \$189,870.36. Pierce County Security will continue to provide one (1) security officer at each facility as follows:

|           | <u>Olympia Transit Center</u> | <u>Lacey Transit Center</u> |
|-----------|-------------------------------|-----------------------------|
| Weekdays  | 7:00AM – 12:00AM              | 7:30AM – 11:30PM            |
| Saturdays | 8:00AM – 12:00AM              | 12:00PM – 10:00PM           |
| Sundays   | 9:00AM – 9:00PM               | 9:00AM – 7:00PM             |

Based on current Contract performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence as well as support customer service needs of transit riders at the Olympia and Lacey Transit Centers. Staff recommends the one-year contract extension be approved.

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5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract amendment with Pierce County Security to provide security services at the Lacey and Olympia Transit Centers in an amount not-to-exceed \$189,870.36.
- B. Defer action. This would result in a lapse in contract coverage or require a short-term contract extension.

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6) **Budget Notes:** Intercity Transit allocated \$186,000 in the 2016 budget for Security Services. The contract term runs from June through May, and spans more than one budget year. With the rate adjustment, the contract is anticipated to cost \$188,028.17, which is \$2,028.17 over the 2016 budget estimate. The 2017 budget line item for security services will be adjusted to reflect the updated contract rates.

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7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

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**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 8  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Jeff Peterson, Procurement, 705-5878

**SUBJECT:** Update on Transit Signal Priority Project

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1) **The Issue:** An update on our current Transit Signal Priority (TSP) demonstration project. The project is designed to allow Intercity Transit buses the ability to get through an intersection by having the “green light” extended in the direction of travel.

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2) **Recommended Action:** Information and discussion only.

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3) **Policy Analysis:** Implementation of a technology project that integrates and requires interagency partnership agreements, equipment procurement, installations and training. In October 2014, the Authority approved the use of regional Congestion Mitigation and Air Quality Improvement grant funds (CMAQ) to hire a consulting firm, purchase TSP equipment and work with our local jurisdictional partners to have the equipment installed and successfully working by the end of 2016.

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4) **Background:** This demonstration project involves Intercity Transit, Olympia, Lacey, Tumwater, Thurston County, and WSDOT. The purpose is to improve signal timing and signal coordination, including incorporating “transit signal priority” technology at specific intersections along major transportation corridors that transit routes operate on:

- a) Capital Way/Capital Boulevard to Tumwater Blvd  
(Olympia, Tumwater, WSDOT).
- b) 4<sup>th</sup> Ave/State St/Martin Way to Marvin Rd. and Pacific Ave/Lilly Rd  
(Olympia, Lacey, Thurston County, WSDOT).

To date, the consulting team of IBI and sub-firm, DKS, have helped us identify and acquire appropriate TSP equipment. Recently they helped coordinate the initial vendor installation of equipment in 23 buses and with the training of Olympia, Lacey and Tumwater traffic signal staff on signal timing and equipment installations at one or two “proof of concept” intersections (per jurisdiction). This testing phase, which the jurisdictions recently requested will

impact and extend our project timeline. On the other hand, it will allow city staff to become better acquainted with the technology and its integration with existing signal software. The additional time will be beneficial in that it will allow city staff to become better acquainted with the technology and its integration with their signal software. Overall, this time should allow for better coordination and integration of transit and traffic needs and contribute to a better understanding between agencies, and the consultant team, as we create inter-local agreements with our partnering agencies.

This multi-jurisdictional project lays the foundation for implementing TSP at other appropriate intersections in the future. This is part of the larger Intercity Transit vision and investment using transportation technology applications including: computer aided dispatching, automated vehicle location, stop announcements, automated passenger counting, on-board cameras and real time bus information. This project continues the effort to help improve the efficiency and safety of the transit system.

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

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6) **Budget Notes:** This is multi-year budget with project startup that began in October 2014. The total project budget consists of the CMAQ grant of \$931,584 including a local match of \$125,764. The consultant element of the budget is \$337,720 and equipment purchase budget is \$513,692.

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7) **Goal Reference:** This discussion provides background for increasing interagency coordination and efficiency through advancements in traffic signal technology. In particular, it reflects **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #5:** *“Align best practices and support agency activities and sustainable technologies.”*

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8) **References:** A short slide show will be provided.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 9  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Comment on Draft Regional Transportation Plan

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- 1) **The Issue:** Thurston Regional Planning Council (TRPC) is seeking comment on the draft 2040 Regional Transportation Plan (RTP) by May 9, 2016.
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- 2) **Recommended Action:** Relay any pertinent comments to the Authority for consideration.
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- 3) **Policy Analysis:** RTP guides transportation projects and investments over a 20+ year period. The last major update was made in 2004, and the RTP has since been maintained through annual amendment. The TRPC staff, Technical Advisory Committee, Transportation Policy Board and the TRPC Board have conducted a thorough review of the plan and issued a draft document for public review. Intercity Transit has an interest in ensuring the plan continues to reflect our community's values and address our needs.
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- 4) **Background:** The Authority received a presentation from TRPC staff in February on the updates to the RTP. The draft plan has been released to the public for comment. Authority members are encouraged to respond individually as well as provide comment to share with the Authority in formulating the agency response.
- Attached are comments from Authority member Karen Messmer to begin the conversation.
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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 #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*
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- 8) **References:** Comments provided by Authority member Karen Messmer.



## **Draft Regional Transportation Plan Comments Provided by ITA Member Karen Messmer**

I would encourage Authority members, if they have limited time, to focus first on Chapter 3, which lists the Goals and Policies for the Plan. Second, Chapter 4, Future Conditions includes the challenges that we face moving forward.

Overall

This is an important Plan and points to successes and challenges for our Region. The modeling results in the Plan lead us to urge a regional conversation regarding achievement of our transportation and sustainability goals.

These comments are in order by Chapter of the Plan.

### **Chapter 1. Introduction**

Page 22

Under Federal Requirements list (which begins on page 21)

Increase safety of the transportation system for all users ~~motorized and non-motorized users~~.

Increase security of the transportation system for all users ~~motorized and non-motorized users~~.

Page 29

“The Challenge”

This section describes a list of challenges in the form of questions and then summarizes with the following paragraph.

The challenge is in the balance, individual versus community needs. Short- and long-term strategies. Costs weighed against benefits. Urban and rural. Investing now and sustaining the future. All hard choices, with no simple solutions. Balance.

These are indeed challenges, but they will not simply be resolved in the form of trade-offs. The listed items (investing now and sustaining the future) should not be viewed as ‘versus’ each other. These challenges will require learning together as a region and resolving to make plans, invest in and create a future that will be sustainable. As we learned during the Sustainable Thurston discussions, these will not be easy conversations, but they are necessary and we should begin as soon as possible.

### **Chapter 2 Capacity Projects List**

The descriptions for each project should contain consistent language. For example, one project may list ‘bike lanes’ and another may list ‘urban improvements.’ A definitions list and uniform

language will help the public as they use this list for reference in the document and especially on line as projects may change over time.

### **Chapter 3 Goals and Policies**

Goal 1. Transportation and Land Use Consistency

Page 142 – Example Supportive Measure

Locate public ~~office~~ buildings and facilities near major transit corridors to provide options for encourage all facility users and employees ~~to use alternatives~~.

Page 144 - Goal 2. Multimodal transportation System

Work toward an integrated, multimodal transportation system that supports adopted land use plans, reduces overall need to drive alone, and provides alternative and encourages transit, walking and bicycling choices. (or, ....provides and encourages active travel choices.)

Page 148 - Goal 4. System Safety and Security

Note – this is where local jurisdictions could be encouraged to adopt “Target Zero” safety policies that mirror the state level effort to end traffic deaths and serious injuries. TRPC and Thurston County Public Works and Prosecuting Attorney’s Office are listed as partners on the Target Zero website.

Page 160 - Goal 10. Public Transportation

Provide reliable, effective public transportation options ~~commensurate with~~ that respond to the region’s evolving needs.

Policy 10.i. Plan for the long-term countywide funding needs of the region’s public transportation systems.

Does the Authority want to see stronger language here for TRPC’s role?

Or

Should we suggest an additional Supportive Measure such as:

Convene regional conversations to discuss the value of, and funding mechanisms for, public transportation.

Page 176 - Goal 18. Environmental and Human Health

Add to Policies list:

Use modeling and other tools to analyze transportation projects, programs and actions needed to achieve Sustainable Thurston goals.

Support Thurston Thrives health planning activities related to land use and transportation.

## Chapter 4 Future Conditions

Page 191 – In the Transportation Demand Management Discussion on this page there is a shaded box indicating that TRPC, in a future work program, will investigate what effect enhancing TDM strategies will have on factors such as vehicle miles traveled (VMT) and also will investigate actions and investments needed to reach our VMT and greenhouse gas emissions goals.

This Work Plan intent should be elevated to a policy level under Goal 18 as described above and include a range of actions, projects and programs in the analysis.

Page 201 – How We Travel

Table 4-2: Mode of Travel

This table shows 2015 mode percentages and projected percentages in 2040 indicating only small changes to the mode shares. The results of this modeling indicate that the Region must begin to plan as well as take actions in order to change these modeled outcomes.

Page 207 – How Close We will Be to Meeting Our Vehicle Miles Traveled Goals by Looking at Changes in Land Use and Facilities and Service Investments.

This section describes one of the key challenges emerging from this Plan:

The transportation model forecasts that we already meet our 2020 goal, but will fall short of the 2035 goal if we solely rely on planned land use and infrastructure investments (including multimodal investments). To reach our goals, we will have to increase efforts in other areas such as transportation demand management or alternative land uses such as those described in the *Sustainable Thurston Plan*.

Intercity Transit is committed to sustainability of our region and we are committed to work with all of our partners towards our sustainability goals. Our success in providing sustainable transportation choices is dependent on our partners joining together to move beyond this Plan. This means investigating and analyzing the steps necessary to meet our goals and moving those plans into actions.

The Summary of this Chapter on Future Conditions (page 215) lists several challenges we face. We look forward to working with our partners to address those challenges.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 10  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares

**SUBJECT:** Underground Storage Tank Replacement Project Update

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- 1) **The Issue:** Provide an update on the Pattison Street Underground Storage Tank (UST) Replacement Project.
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- 2) **Recommended Action:** This is an informational item.
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- 3) **Policy Analysis:** Staff provides periodic updates on major capital projects.
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- 4) **Background:** Project plans are 90% complete and have been submitted to the City of Olympia. City staff completed their internal review and forwarded their recommendation to the Hearings Examiner. The Hearings Examiner scheduled the public hearing for Monday, April 25. We anticipate receiving notice on the status of our Conditional Use Permit (CUP) by mid-May. With approval of the CUP, we'll finalize plans and specifications for permit approval, and work on acquiring a construction manager and a contractor. We anticipate starting construction this fall.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** Intercity Transit initially dedicated \$4,000,000 to replace the UST's. The addition of \$2,950,000 in grant funds allowed us to consider the next phase of development in our master plan. The entire project estimate as of June 2015 was between \$7,328,000 and \$7,828,000. This estimate remains consistent at the 90% phase. Final project costs will greatly depend upon the construction bidding environment. Staff will continue to keep the Authority informed.
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- 7) **Goal References:** **Goal #4:** *"Provide responsive transportation options within financial limitations."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 11  
MEETING DATE: April 20, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Annual Planning Session

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- 1) **The Issue:** Select a date; identify topics of interest and potential facilitators for the 2016 Annual Planning Session.
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- 2) **Recommended Action:**  
A. Select a date for the 2016 planning session.  
B. Begin identifying topics of interest for the session.  
C. Offer the names of potential facilitators.
- 
- 3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.
- 
- 4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda.
- 
- 5) **Alternatives:**  
A. Select a date; identify topics of interest and potential facilitators.  
B. Delay the planning session until the fall.  
C. Delay a planning session until 2017.
- 
- 6) **Budget Notes:** The annual planning session costs are included in the 2016 budget.
- 
- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency. This supports all goals of the agency.
- 
- 8) **References:** List of Consultants/Facilitators.

## Intercity Transit Planning Session Consultants Used / Potential Consultants

| CONSULTANT USED  | YEAR  |
|--|---|
| Paula Dillard<br>Ascent Partners<br>P. O. Box 690<br>Grapeview, WA 98546<br>206-919-5538                                 | 2015 – board room   |
| Faith L. Trimble<br>The Athena Group AKA - FLT<br>101 Capitol Way N Suite 300<br>Olympia, WA 98501<br>360-754-1954       | 2014 – board room<br>2013 – board room<br>2012 – board room                   |
| Organizational Resource Group<br>Rick Kramer<br>1800 Cooper Point Road SW, Bldg. 14<br>Olympia, WA 98502<br>360-352-5104 | 2010 – All held in board room<br>2009<br>2008<br>2007<br>2006<br>2005<br>2004 |
| Debbie Rough-Mack<br>4133 Banbridge Loop SE<br>Olympia, WA 98501<br>360-664-1945   | 2003<br>St. Placid Spirituality Center<br>Catered by Elyse's                  |
| Healthy Systems<br>Sara S. Grigsby<br>P. O. Box 146<br>Corbett, OR 97019<br>503-695-5678                                 | 2002<br>St. Placid Spirituality Center  |
| MJ Briggs & Associates<br>17219 SE 36th Street<br>Vancouver, WA 98683<br>360-944-6250                                    | 2001<br>St. Placid Spirituality Center  |

### POTENTIAL CONSULTANTS:

Wendy Fraser – Fraser Consulting  
360-556-6056

Tonia Sugarman  
Northwest Consulting  
1710 Vista  
Tumwater, WA 98512  
360-790-9426

# Intercity Transit Planning Session

## Consultants Used / Potential Consultants

Creative Community Solutions, Inc.  
 2203 Overhulse Road NW  
 Olympia  
 360-866-9325

Doug Mah & Associates  
 360-867-8802

Rough-Mack Consulting  
 4133 Banbridge Loop SE  
 Olympia  
 360-259-4285

Sparrowhawk Consulting  
 510 Bates Street SE  
 Tumwater  
 360-412-1700

Jason Robertson - TRPC  
 2424 Heritage Court SW Suite A  
 Olympia, Washington 98502

|   |   |
|---|---|
| <p>City of Olympia (consultants used)</p> | <p>Larry Dressler<br/>         Blue Wing Consulting<br/>         Boulder, CO<br/>         303-440-0425</p> <p>Michael Pendleton Consulting<br/>         Kingston, WA<br/>         360-638-1179<br/> <a href="mailto:mpendleton@telebyte.com">mpendleton@telebyte.com</a></p> <p>Kendra Dahlen<br/>         FLT Consulting, Inc. (AKA Athena Group)<br/>         Olympia, WA<br/>         754-1954</p> |
| <p>City of Lacey (consultants used)</p>   | <p>Jason Robertson<br/> <b>Barney &amp; Worth, Inc.</b><br/>         606 Columbia St. SW., Suite 217<br/>         Olympia, WA 98501<br/>         360.753.1023<br/> <a href="http://www.barneyandworth.com">www.barneyandworth.com</a></p>   |

## Intercity Transit Planning Session Consultants Used / Potential Consultants

|                                     |   |
|-------------------------------------|---|
|                                     | <p>Rhonda Hilyer<br/> <b>Agreement Dynamics</b><br/>         PO Box 33640<br/>         Seattle, WA 98133<br/>         260.546.8048<br/> <a href="mailto:hq@agreementdynamics.com">hq@agreementdynamics.com</a><br/> <a href="http://www.agreementdynamics.com/clientlist.html">www.agreementdynamics.com/clientlist.html</a></p> <p>Paula C. Dillard, CEBS, SPHR<br/> <b>Ascent Partners</b><br/>         8512 122<sup>nd</sup> Avenue NE #224<br/>         Kirkland, WA 98033-5831<br/>         206.919.5538<br/> <a href="http://www.ascentpartners.net">www.ascentpartners.net</a></p> |
| City of Tumwater (consultants used) | <p>Paula Dillard, CEBS, SPHR<br/>         Practice Leader/Principal Consultant<br/> <b>Ascent Partners</b><br/>         PHONE: 206-919-5538<br/> <a href="mailto:pcd@ascentpartners.net">pcd@ascentpartners.net</a><br/> <a href="http://www.ascentpartners.net">www.ascentpartners.net</a></p>   |