

REVISED

AGENDA INTERCITY TRANSIT AUTHORITY September 5, 2012 5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS - None** **0 min.**

- 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.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**

A. Approval of Minutes: August 1, 2012, Regular Meeting; August 15, 2012, Work Session.

B. Accounts Payable: Warrants dated July 13, 2012, numbers 11673-11788 in the amount of \$1,521,772.13; warrants dated July 27, 2012, numbers 11798-11908 in the amount of \$637,531.96, for a monthly total of \$2,159,304.09. Warrants dated August 10, 2012, numbers 11912-12026 in the amount of \$862,248.22; warrants dated August 24, 2012, numbers 12028; 12030-12131 in the amount of \$5,446,588.23, for a monthly total of \$6,308,836.45.

C. Public Hearing on 2013 Vanpool Fare Increase: Recommend the Authority schedule a public hearing on October 3, 2012, to receive and consider public comments concerning a proposed 10 percent vanpool fare increase. *(Carolyn Newsome)*

D. Setting Public Hearing Date for Proposed Fare Changes: Set October 3, 2012, 5:30 p.m., for a public hearing to receive and review comments on

proposed fare changes for Fixed Route and Dial-A-Lift service. (*Dennis Bloom*)

E. Surplus Property: Declare the property listed on Exhibit “A” as surplus. (*Marilyn Hemmann*)

F. Security Camera Consultant Services: Authorize the General Manager to enter into an agreement with Hargis Engineers in the amount of \$24,955.00, including taxes. (*Jeff Peterson*)

- | | | |
|-----|--|----------------|
| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Sandra Romero</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 3 min. |
| | C. TRPC Sustainable Development Task Force (<i>Karen Messmer</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Julie Hustoft</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Evergreen State College Late Night Service (<i>Dennis Bloom</i>) | 5 min. |
| | A-2. Smart Corridor Project Funding and Local Match (<i>Dennis Bloom</i>) | 10 min. |
| | B. 2013 Draft Budget/2013-2018 Strategic Plan Calendar (<i>Ben Foreman</i>) | 10 min. |
| | C. Maintenance Contract for ACS System (<i>Marilyn Hemmann</i>) | 5 min. |
| | D. Hawks Prairie Park-and-Ride - Approval of Change Order
(<i>Marilyn Hemmann</i>) | 10 min. |
| | E. Short and Long Range Planning Consultant (<i>Marilyn Hemmann</i>) | 10 min. |
| | F. 2013-2018 Strategic Plan - Capital Program (<i>Mike Harbour</i>) | 15 min. |
| | G. Regional Mobility Grants (<i>Mike Harbour</i>) | 10 min. |
| 8) | GENERAL MANAGER’S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 1, 2012

CALL TO ORDER

Chair Thies called the August 1, 2012, 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 Citizen Representative Martin Thies; City of Lacey Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative alternate Rusty Caldwell.

Members Excused: Thurston County Commissioner Sandra Romero; and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Bridges; Marilyn Hemmann; Erin Hamilton; Meg Kester; Jim Merrill; Jeff Peterson; Karl Shenkel; and Pat Messmer.

Others Present: Legal Counsel Tom Bjorgen and Citizen Advisory Committee (CAC) member Julie Hustoft.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to approve the agenda as published.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Mayor Clarkson and Councilmember Jones to approve the consent agenda as presented.

- A. Approval of Minutes:** July 18, 2012, Special Meeting.
- B. Payroll:** July 2012 Payroll in the amount of \$1,788,127.52.
- C. Purchase Computers:** Accepted the process proposed to select a vendor and authorized the General Manager to purchase 21 desktop computers through the Dell Corporation in the amount of \$26,707.60.

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- D. **Village Van Purchase:** Authorized the General Manager to issue a purchase order under Washington State contract 02511 to Schetky Northwest Sales for one ramp-equipped MV-1 van in the not-to-exceed amount of \$51,574.61, including taxes.
- E. **Special Meeting:** Scheduled a special meeting for Wednesday, September 19, 2012, to conduct a joint meeting of the Authority and the Citizen Advisory Committee.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (TRPC).** Mayor Clarkson reported the TRPC discussed proposed improvements to the Martin Way and Capitol Way corridors.
- B. **Transportation Policy Board (TPB).** Hildreth reported per the TPB's recommendation, the TRPC allocated \$3.2 million through the Congestion Mitigation and Air Quality Improvement Program funding for the Smart Corridor Phase 2 implementation.
- C. **TRPC Sustainable Development Task Force.** Messmer reported the Task Force members adopted the Sustainable Thurston Mission Statement. Their mission statement reads: *"Our mission is to propose a plan to integrate sustainability into all regional decision-making to achieve a healthy economy, society and environment."*
- D. **Citizen Advisory Committee.** Hustoft indicated a report was provided at the July 18th work session.

NEW BUSINESS

- A. **Janitorial Services and Supplies.** Hamilton reported staff recommends contract award to American Custodial, Inc. (ACI).

The previous janitorial and supplies contract were two separate contracts. Procurement and Facilities determined it more cost effective to combine these into one contract. A Request for Proposal was issued in May; six proposals were received by the submittal deadline. The proposals were evaluated based on criteria of cost, proposed approach and performance. Four proposals were determined to be in the competitive range. ACI was identified as both the lowest cost and top ranked firm.

ACI provides janitorial services to Pierce Transit, Washington State History Museum, City of Tacoma Police Headquarters and portions of JBLM as well as other public and private agencies. ACI utilizes green cleaning products and is experienced maintaining LEED-certified facilities.

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Hildreth asked what the difference is in price between this new contract and the previous contracts. Hamilton replied the 2012 budget for janitorial services and supplies was \$119,000; by combining the janitorial services and supplies into a single contract, the cost will be \$115,976 per year.

Clarkson asked does entering into this contract have anything to do with the Memo of Understanding (MOU) with the Amtrak station and the jurisdictions. Harbour replied this does affect the MOU.

Thies asked if the Olympia Transit Center expansion facility is incorporated in this contract. Hamilton replied it is not. However, staff asked proposers to provide their experience with LEED-certified facilities in anticipation of the new facility. ACI has LEED experience; this may be incorporated into the contract when the time comes.

It was M/S/A by Councilmember Hildreth and Mayor Clarkson to authorize the General Manager to enter into a two-year contract, with three one-year options to extend, with American Custodial, Inc. for the provision of janitorial services and supplies in an amount not-to-exceed \$231,952.00, including taxes, for the initial two-year period.

B. Adoption of the Annual Report and Transit Development Plan. Bloom reviewed the recommended action. A public hearing was held on July 18, 2012, on the Draft 2011 Annual Report and 2012-2017 Transit Development Plan (TDP).

Bloom pointed out corrections to the TDP:

- Page 4 under "Services for Persons with Disabilities Operation," total boardings was changed to 143,797.
- Page 4 under "Vanpool Services Operation," fare recovery was changed to 84.6% of operating costs.
- Page 14 under "Vehicle Projections/Vanpools," the number of vans totals 235 in 2012.

It was M/S/A by Citizen Representative Messmer and Councilmember Hildreth to adopt the 2011 Annual Report and approve the 2012-2017 Transit Development Plan as presented at the public hearing held on July 18, 2012, with the corrections incorporated.

2013-2018 Strategic Plan - Working Paper #2 - Regional Public Transportation Service. Harbour reviewed the potential role of Intercity Transit in providing regional public transportation service and other related issues.

Harbour reviewed committed actions in the 2012 Strategic Plan:

- The Hawks Prairie park-and-ride facility is on schedule to be completed in October.

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- Engage with TRPC and WSDOT on alternatives for serving Joint Base Lewis-McChord. *The agency continues to work with the TRPC and Pierce Transit to explore options for this service.*
- Approach the State of Washington to provide assistance in meeting public transportation demand in the I-5 corridor. *This is an ongoing effort. Staff will propose projects adding service in the I-5 corridor for State of Washington Regional Mobility grant funding in 2013. Grant applications are due October 2012.*

Harbour reviewed actions for 2013 – 2017:

- Apply for a Regional Mobility grant to provide no-transfer express service between the Olympia Transit Center and downtown Seattle. This service would also serve the new Hawks Prairie park-and-ride facility and DuPont.
- Promote vanpooling and ridesharing to meet regional mobility needs.
- There is potential for park-and-ride facilities in Tumwater and Yelm. Because the economy has kept us from expanding services in those areas, staff may seek funding in 2015-2017 biennium instead of the 2013-2015.
- Continue to work with WSDOT to develop a long range plan for public transportation and/or commuter rail service in the corridor.
- Work with Pierce Transit and encourage restoration of Pierce Transit operating service in the I-5 corridor.

Harbour reviewed 2013 Major Issues and Actions:

- **Pierce Transit ballot measure** – the outcome will affect how Intercity Transit handles service in the I-5 corridor.
- **Allocation of federal funding from the central Puget Sound** – If approved, funds will be used to replace vans or invest in service in that corridor. The money must be spent on service that goes into that area.
- **Sounder Commuter Rail Service extension to Lakewood Station** – Sound Transit begins operating the Sounder commuter rail service in October 2012. Initially service will consist of five inbound morning trips and five outbound evening trips. Intercity Transit services three of the five trips. Staff proposes no additional service to serve the Sounder in 2013.
- **Regional Mobility Grant Funding** – Staff is considering three potential applications and will seek Authority approval to file the applications in September or October 2012. Potential projects identified include:
 - New non-transfer express service from Thurston County to Seattle. This proposal would extend existing Sound Transit service that terminates in DuPont to Thurston County. This service could serve the new Hawks Prairie park-and-ride facility and downtown Olympia.
 - New express service connecting Lakewood, DuPont, Hawks Prairie park-and-ride, Olympia and Tumwater.
 - New express service connecting Lewis County (Centralia and Chehalis) to Tumwater and downtown Olympia.

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Harbour noted Regional Mobility Grants cover up to four year's operating costs and require 20% local match. The ORCA smart card fares remain an issue; tabled until the results of the Pierce Transit ballot measure. The Strategic Plan will reflect a 2013 status quo and depends on funding.

Thies asked would new funding come from increased sales taxes or new sources. Harbour replied he anticipates new funding coming from new sources. He doesn't believe a sales tax increase will generate enough funds. He sees Pierce Transit or the central Puget Sound as an additional source of funding.

Thies asked would the Tumwater express route go from Pierce County to Tumwater or are you talking about cross-town express like Tumwater or Lacey. Harbour replied he's talking about the I-5 corridor linking as far north as the 512 park-and-ride lot with the southern end being a loop in Tumwater and serving the Capitol campus.

Messmer asked about the regional mobility funding grant. Would we need to propose additional new service? Harbour replied we would have to add service. For example, it could be used to add trips on existing service, but we can't use it to cover the cost of service we're already operating. We would have to come up with a 20% local match.

Jones noted if we do access central Puget Sound funding, his understanding is it's for existing service, so there would be no need for an incremental increase in service in order to access those dollars. He asked if staff has a sense of the magnitude of realigning some of the existing services to turn back at Lakewood. Harbour responded if we maintain status quo, staff doesn't recommend turning back any existing service in Lakewood. If Pierce Transit service is restored, that would allow us to move some of our services around.

Regarding the proposed express service connecting Lakewood, DuPont, Hawks Prairie park-and-ride, Olympia and Tumwater, Clarkson asked what is the rationale for leaving Lacey out of that mix. Harbour responded staff is trying to target park-and-ride facilities along the way. There is currently express service coming through Lacey. Staff is concerned if service stops at both the Martin Way and Hawks Prairie park-and-ride lots, it would take too much time in a route. Clarkson asked if there would be localized service throughout the Lacey area to the Hawks Prairie park-and-ride. Harbour said localized service is not planned at this time. He said staff is looking at allowing a southern commute from the Lacey area into Tumwater from the Hawks Prairie park-and-ride lot where people can park and ride to state worksites. Clarkson expressed concern about where the current connection is in Lacey. The vast majority does not have other means of transportation and rely on the bus. He wants to ensure they have accessibility to whatever is available within a reasonable amount of time.

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Warner asked Harbour to elaborate on the conversation with Twin Transit. Harbour stated his conversation with Twin Transit's General Manager was a preliminary discussion as Twin Transit expressed interest in express service connecting Lewis County to Tumwater and downtown Olympia. They currently run some service up to the Grand Mound area.

GENERAL MANAGER'S REPORT

Intercity Transit received a \$2.3 million **State of Good Repair** grant. Adding to last year's \$1.5 million, this allows us to purchase seven low-floor air-conditioned hybrids.

Seven new Gillig buses arrived and go into service within the next two weeks. These buses replace the 800's series.

We ran the Dash on July 29, 2012, carrying 456 passengers for the **Canoe Journey**. This was triple the passengers we typically carry on a Saturday. Bike racks were provided.

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Ridership was up 7.7% in July and is up 3.4% year-to-date.

We received a very positive **editorial** on Monday. Chair Thies and Commissioner Romero participated as did Mike Harbour and Meg Kester.

Transit Appreciation Day is Wednesday, August 8. The recognition program begins at noon.

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Marketing completed a total of 75 events in the past three months.

Thurston County's **United Way Day of Caring** is September 21. Board members interested in participating on Intercity Transit's team should contact Rhodetta Seward.

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The TRPC will conduct the **Walkability Audit** on August 9.

AUTHORITY ISSUES

Mayor Clarkson and Councilmember Hildreth thanked the Authority for the opportunity to attend the APTA Transit Board Member Seminar in Atlanta.

Chair Thies noted he will not be available to attend the August and September work sessions, and Clarkson will not be available to attend the September work session.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 6:25 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: September 5, 2012

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

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INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: September 5, 2012

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

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Work Session
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Members Excused: Chair and Citizen Representative Martin Thies.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Jessica Brandt; Ben Foreman; Bob Holman; Meg Kester; Jim Merrill; Carolyn Newsome; and Pat Messmer

Others Present: Citizen Advisory Committee (CAC) member Don Melnick.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Baker and Mayor Clarkson to approve the agenda as presented.

CITIZEN ADVISORY COMMITTEE REPORT

Melnick indicated a report was provided at the August 1, 2012, Authority meeting.

UPDATE ON THURSTON SMART CORRIDOR PROJECT

Bloom introduced Lon Wyrick, Executive Director of Thurston Regional Planning Council (TRPC); Jaily Brown, Senior Planner from TRPC; and Project Consultant, Randy Knapick from IBI Group. He explained this was an update for the Authority on the Smart Corridor Project, which is currently being funded through a federal grant administered by the TRPC. The grant requires a 13.5% match. The purpose of the presentation is for the benefit of the Authority in anticipation that Intercity Transit will continue its participation in the project with the other four jurisdictions and the State

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Department of Transportation. This includes Lacey, Olympia, Tumwater, Thurston County, and WSDOT, and will require a local match contribution to project funds beginning in 2013.

Brown provided a brief background about the Smart Corridor Project. She explained in the 1980's the Thurston Region successfully implemented a program to rectify a PM10 air quality problem associated with home fireplaces and wood burning. As a result of the region reducing particulate matter, it was reclassified from a federal air quality non-attainment area to a maintenance area. In 2000, special transportation requirements were invoked applying to regional transportation planning.

The Thurston region then qualified for federal Congestion Mitigation and Air Quality (CMAQ) grant funding to address transportation sources of PM10 in the maintenance area (the city limits of Lacey, Olympia and Tumwater). TRPC received these grant funds to distribute. After a thorough investigation, TRPC concluded and approved the best option for reducing PM10 in maintenance was to focus on coordinated signal timing and optimization, including "transit signal priority" (TSP) technology.

The project partners for the grant include Intercity Transit, Olympia, Lacey, Tumwater, Thurston County, and WSDOT. The plan, which is a demonstration project, is to update and improve traffic signals, timing, and signal coordination including transit signal priority technology at specific intersections along two of the region's major transportation corridors in which transit routes operate:

- Capital Way/Capital Blvd. to Tumwater Blvd.
- 4th Avenue/State Street/Martin Way to Marvin Road and Pacific Avenue/Lilly Road.

Knapick provided a presentation overview of the Smart Corridor Project. It is a cooperative regional initiative to improve multi-modal transportation operations using advanced traffic technology. This technology includes:

- Onboard bus equipment
- Roadside vehicle detection at the traffic signal
- Central management software

He pointed out the benefits to Intercity Transit for service operations and for customers using these routes. The total of projected cost for the whole demonstration project is \$4,460,665. The total estimated cost for Intercity Transit is \$931,584. CMAQ funds of \$805,820 and local match of \$125,764 would cover the start-up costs for project implementation.

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Knapick took questions from the Authority.

Jones noted the examples Knapick provided of TSP in other parts of the country consisted as much more complex traffic systems than we currently have. He asked if we can expect the same type of return on investment. Knapick responded yes. He anticipated the cost benefit for transit systems our size do show a savings, although it may mean over a longer period of time.

Clarkson asked if this type of system has been implemented in other geographic areas similar to ours, involving three to four governmental units entering into a common user agreement, and what was implemented in order to educate the public on what they could expect. Knapick responded it's hard to find projects with only a few jurisdictions participating. However, he's seen successful projects involving inter-agency agreements between public organizations around North America. He anticipates the agreements will deal with the operation and maintenance responsibilities including data sharing, costs of repairs, and responsibility for making final decisions at the individual intersection level. He explained jurisdictional emergency services staff were involved and briefed on the use of the TSP technology. This helped alleviate concerns the technology could conflict with emergency service vehicles having priority at traffic signals. Regarding educating the public, drivers will not see differences when it comes to TSP, since the system extends a green light when it's needed for a few more seconds.

Messmer asked about the projected cost for the whole system and what proportion of the system implementation for the whole corridor would be covered by the proposed outfitting of 15 buses and 42 intersections. Knapick responded most of the signal components and central software that drives the system are specific to traffic signal timing, which will accommodate a TSP module at these intersections. He explained the 15 vehicle quantity in the cost estimates covers the minimum number of buses needed for existing service on Routes 62A/62B and Route 13, which use the two major corridors in the project. Given that the grant funds can be applied to this effort the cost for the intersection equipment and cost of the on-board equipment is almost 1 to 1.

Wyrick explained this is a pilot project that can be expanded upon later, and TRPC staff are beginning discussions with all of the jurisdictions involved about what it will take to implement and get the project running. In particular, TRPC needs to move the project forward so it complies with the timing and use of the federal funds.

Romero asked if the contract would be awarded to only one vendor. Would it require annual upgrades or would there be ongoing costs for software and maintenance? Knapick responded there would be a need for a competitive procurement process by

each of participating parties. For example, Lacey wants to replace all their old equipment and Olympia only needs software and modem upgrades to existing equipment. But each intersection associated with transit service will need to have a TSP module installed. From an operational and maintenance perspective, the components and costs are mainly trouble-shooting issues or fine-tuning current systems. It will require coordination between traffic engineers and some periodic replacement of equipment as needed. Ongoing costs would be roughly around 5% of the capital cost per year in terms of contracted services and/or the staff time needed to keep the systems running properly. Over time, the parties should anticipate maintenance needs and upgrades.

Messmer asked what would be the additional ongoing effort to the transit system, over time, to maintain this system. Knapick responded it's approximately 5% of capital costs. Intercity Transit, however, already has many pieces in place, which revolved around the current information technology systems of on-board bus systems, like real time GPS data, scheduling software and vehicle schedule adherence. We needed to make sure staff is available to monitor data on a regular basis, including equipment, and be able to work with the local jurisdictions and traffic engineers to make adjustments where needed.

Clarkson asked how the software handles two vehicles approaching the same intersection simultaneously. Knapick said if the traffic signal was sent a request from each of the buses, neither one would make the light turn green instantaneously. The process has to work through the light's sequence of normal events. It's basically telling the signal a bus is approaching. During times of high traffic congestion, the signal can tell if a particular bus is behind schedule and whether or not the signal has the time to extend a green light to get the bus through the intersection. The bus that makes the request first will be recognized first and analyzed on whether or not a green light can be extended in that direction of travel.

Romero asked if the project equipment will need to go through a bidding process. Knapick responded yes, the intent is equipment will go through each participating party's bidding process. Wyrick also mentioned TRPC will not be administering the individual parties' equipment purchases or contracts. The various public works departments and Intercity Transit will be responsible for their own equipment and installations and be responsible for their own bidding process.

ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE

Holman introduced the Environmental and Sustainability Coordinator, Jessica Brandt. Brandt provided an update on the Environmental and Sustainability Management

System (ESMS) and reviewed the results of the ESMS case study and audit. She briefly explained the top four Significant Aspects and the five Action Plans:

Aspects	Action Plans
<ul style="list-style-type: none">• Managing Fluids Storage	Emergency Preparedness & Response
<ul style="list-style-type: none">• Fuel Use	Spill Prevention/Emergency Cleanup
<ul style="list-style-type: none">• Storm water	Storm water Management
<ul style="list-style-type: none">• Fluids Management	Fuel Management
	Fuel Reduction

Melnick asked if contractors and vendors are aware of our ESMS policy. Brandt responded operational controls are in place to ensure our contractors follow policy while on site. Holman said one of the ESMS requirements is continual monitoring of the operational controls.

Messmer said she would like to see a checkpoint that shows a total ongoing or accrued amount saved in the various places that are being tracked, and converting the numbers to a dollar amount.

INTERCITY TRANST'S "EARNED SHARE" OF PUGET SOUND REGIONAL COUNCIL (PSRC) 2012 FEDERAL 5307 FUNDS

Holman provided information on the availability of 2012 Federal 5307 funds through PSRC. He explained funding is based on vehicle revenue miles for fixed route and vanpool vans that travel into or out of the Seattle/Tacoma/Everett urbanized areas.

For the first time, for 2012 Federal 5307 apportionments, Intercity Transit is eligible for \$1,763,391 of "earned share" of total PSRC 5307 formula funds. Our share is based on 2010 express and vanpool ridership into the PSRC area as documented by statistics Intercity Transit first began reporting to NTD in 2011. Now Intercity Transit must identify eligible project(s) to meet the Regional TIP programming requirements; however, funds won't be available for spending until sometime in 2013.

Any project Intercity Transit applies the \$1.7 million PSRC/5307 funds to must be in support of express and vanpool service. Some project possibilities being considered are:

- Capital Preventive Maintenance
- Vanpool van replacements in proportion to the number of vans serving the PSRC area - either in 2010 or currently
- Construction costs on the Olympia Transit Expansion

Romero asked if the money could be used to offset our expanded express bus service to the north. Holman replied no. This is formula funding. It's likely to be recurring funding over the next two years, and we need to quickly decide how to make the most effective use of the funds. Harbour said this can only go to capital funding. We are taking this money and finding projects where we currently have local dollar programs.

Clarkson asked if the funds could be retroactive. Harbour responded only the 2012 capital preventative maintenance could be retroactive.

2013 VANPOOL FARE INCREASE OPTIONS

Newsome briefed the Authority on 2013 vanpool fare increase options. Staff is seeking direction on whether to begin the public process to implement a vanpool fare increase in January 2013, and which cost recovery model to use.

A 12 percent increase in fares would generate approximately \$200,000 in revenue annually or an additional \$1,200,000 over a six-year period. A 15 percent increase would generate approximately \$250,000 in annual revenue or an additional \$1,500,000 over six years. And a 20 percent increase would generate approximately \$300,000 annual or an additional \$1,800,000 over six years.

The three Vanpool Recovery Model options are:

- **Direct Operating Cost** – costs include vanpool division expenses, vehicle maintenance, fuel and insurance
- **Total Operating Cost** – costs include direct cost, plus allocations for facilities maintenance, utilities and an allocated administrative staff position
- **Total Cost** - Total costs include total operating costs plus capital costs

Messmer said it would be useful to show additional recovery proportion which is the total operating costs as opposed to just the direct costs. It's important for the public and users of the system to understand there are different definitions and to explain those differences.

The Authority directed staff to initiate a public process which includes a public hearing and contacting each of our current vanpool customers, using the fare increase proposal based on 90% and 100% of the Direct Operating Cost Recovery Model.

2013-2018 STRATEGIC PLAN – WORKING PAPER #3 – FARE OPTIONS

Harbour asked the Authority to consider proceeding with a fare increase for fixed-route, parallel with a vanpool fare increase effective January 1, 2013.

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A key question raised by the Authority and the CAC was, "Does Intercity Transit need a fare increase today?" Harbour stated if Intercity Transit wants to maintain its policy reserve level, it needs to increase revenues.

The three primary options are:

- **Option A** - Maintain current fare structure.
- **Option B** - A 25% increase in all bus fares. This is the basic option that raises the base adult fare by \$.25 to \$1.25 and increases other fares by approximately 25%.
- **Option C** - Increase adult fares by 25% and keep reduced fares at current levels.

The CAC suggested increasing monthly and/or pre-paid fares at a greater rate than the base fare increase. However, this may be counter to efforts to encourage the purchase and use of monthly passes, so more trips will be made using transit. The concept is once people buy a monthly pass for their regular commute, they are more likely to use transit for other trips. Staff recommends the Authority continue to encourage the use of monthly passes.

The CAC also suggested examining distance-based fares or other options tied to the cost or length of a trip. This may be possible once Intercity Transit has a more sophisticated fare collection system but does run counter to the past practice of maintaining a simple, easy-to-understand fare structure to encourage ridership, and staff proposes consideration of this option be tabled until a later date.

Messmer prefers Option C. She also would like staff to look at concepts to increase fares for the longer distance commutes. Harbour said there is the potential to increase adult express service.

Melnick referred to Option C, and said the CAC's recommendation to keep the youth fares discounted in addition to their lesser ability to pay is because they are considered the riders of the future, and to the extent we can get them into the transit system there could be long-term benefits.

Warner asked if the cost for STAR Passes would increase under Option C. Harbour replied yes, all passes would be increased.

Hildreth asked what would be the estimated revenue with Option B. Harbour replied a 25% across-the-board increase could generate approximately \$500,000 a year. By taking out the reduced fares we'd lose about \$100,000 a year.

Jones appreciates the CAC's recommendation of Option C, however, he expressed concerns. He was involved with a system that did this in the past and as time went by

and fare increases occurred on the base fare, the reduced fare was increased by the same percentage as the base and what happened was the fares diverged over a period of time. If you look ahead, there may be some unintended consequences.

The Authority directed staff to proceed with public comment on all options.

2013-2018 STRATEGIC PLAN - NEW FEDERAL AUTHORIZATION LAW FOR TRANSIT FUNDING (MAP-21)

Harbour provided an update on the new federal legislation authorizing transportation funding through September 30, 2014. This new legislation known as Moving Ahead for Progress in the 21st Century (MAP-21) significantly changes how federal capital funds are distributed by eliminating discretionary capital funds and replacing it with an annual allocation.

MAP-21 Significant Changes affecting Intercity Transit:

- Several grant programs are consolidated into the Urbanized Area Formula grant program (5307). This includes Job Access and Reverse Commute (JARC) funds.
- All discretionary grant programs were eliminated, including Clean Fuels Grants, JARC, New Freedom Program (5317), and discretionary State of Good Repair grants.
- The Urbanized Formula Grant received increased funding with the Small Transit Intensive Cities funding receiving a 50% increase.
- A new Bus and Bus Facilities Formula Grants (5339) program is created. This is designed to replace discretionary capital funding, and Intercity Transit will receive an annual allocation under this program.

Short-Term Impacts of MAP-21:

- In 2012 our level of allocated 5307 funds increase from \$2,290,000 in 2012 to \$3,180,000 million in 2013. This is an increase of approximately \$900,000. However, it appears we'll lose approximately \$190,000 per year in JARC funds. The net change is an increase of \$700,000 per year.
- We'll receive a Bus and Bus Facilities allocation of \$250,000 per year. Net increase in federal funds is approximately \$950,000 per year.

Long-Term Impacts of MAP-21:

- Intercity Transit is unable to depend on significant federal funding for capital projects. The major unfunded capital project in the Strategic Plan is the final design and construction of the Pattison Street Operations and Maintenance facility. The scheduling and financing of this and other capital projects will need

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to be approached in a different manner that does not include discretionary federal funds.

- Funding for future bus purchases will need to be identified in advance with the allocated 5339 and other funding designated for bus replacement and/or other capital projects. The next major purchase of buses occurs in 2018 or 2019 when eight buses will be replaced at a cost of approximately \$6.5 to \$7 million.
- Intercity Transit needs to prepare for a major bus purchase between 2020 and 2022 for replacement of 40 buses which is approximately \$40 million in capital purchases. This requires a long-term capital funding plan that funds a capital program through continuing annual allocations of funds.

We will receive approximately \$2.7 million per year from new federal money; however, we no longer receive any discretionary funds. Staff will seek the Authority's direction on how to change the way we approach capital funding to move forward with this project and prepare for future bus purchases.

AUTHORITY ISSUES

Romero asked staff to prepare a fact sheet on the express service to Pierce County to be used when answering questions from the public.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 7:45 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: September 5, 2012

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/13/2012

Thru Date: 07/13/2012

Check #	Check Date	Ref #	Name	Amount	Voided
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00011678	7/13/2012	01820	AMERICAN DRIVING RECORDS INC	\$231.10	
00011679	7/13/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$226.67	
00011680	7/13/2012	02380	ARAMARK UNIFORM SERVICES	\$730.14	
00011681	7/13/2012	02425	ARONSON SECURITY GROUP INC	\$1,371.95	
00011682	7/13/2012	02825	AUTO PLUS - OLYMPIA	\$56.74	
00011683	7/13/2012	03065	BANK OF AMERICA OR SCARSELLA	\$38,973.36	
00011684	7/13/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$332.40	
00011685	7/13/2012	03510	BIKE TECH	\$387.50	
00011686	7/13/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$27.18	
00011687	7/13/2012	04040	BUD CLARY CHEVROLET	\$26,505.75	
00011688	7/13/2012	04060	BUD CLARY TOYOTA OF YAKIMA	\$25,194.87	
00011689	7/13/2012	05280	CAPITAL LAKEFAIR INC	\$3,111.00	
00011690	7/13/2012	05305	CAPITOL ALARM INC	\$323.70	
00011691	7/13/2012	05460	CARQUEST AUTO PARTS-OLY	\$168.26	
00011692	7/13/2012	05740	CED	\$242.66	
00011693	7/13/2012	05940	CENTURY LINK	\$3,261.30	
00011694	7/13/2012	05945	CENTURY LINK	\$32.58	
00011695	7/13/2012	06040	CITY OF LACEY	\$1,576.68	
00011696	7/13/2012	06470	COASTWIDE LABORATORIES - DIV OF STAP	\$314.29	
00011697	7/13/2012	06605	COMCAST SPOTLIGHT SEATTLE	\$6,807.00	
00011698	7/13/2012	06607	COMDATA	\$49,928.78	
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00011702	7/13/2012	07120	CREATIVE OFFICE THE	\$635.90	
00011703	7/13/2012	07220	CUMMINS NORTHWEST INC	\$5,272.50	
00011704	7/13/2012	07560	DATAQUEST	\$93.00	
00011705	7/13/2012	07760	DEL CITY WIRE CO INC	\$117.72	
00011706	7/13/2012	08720	ELECTRONIC RESOURCING INC	\$83.12	
00011707	7/13/2012	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$117.83	
00011708	7/13/2012	09180	EXPRESS SERVICES INC	\$1,051.03	
00011709	7/13/2012	09575	FASTENAL COMPANY	\$357.35	
00011710	7/13/2012	09760	FITZGERALD'S PHOTOGRAPHY	\$391.32	
00011711	7/13/2012	09805	FLEET PRIDE	\$495.45	
00011712	7/13/2012	09820	FLEET-NET CORP	\$1,407.67	
00011713	7/13/2012	10630	GFI GENFARE	\$72.24	
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00011717	7/13/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,013.08	
00011718	7/13/2012	10820	GRAPHIC COMMUNICATIONS	\$272.11	
00011719	7/13/2012	10825	GRAVITEC SYSTEMS INC	\$43,337.08	
00011720	7/13/2012	11060	HARLEQUIN PRODUCTIONS	\$1,124.00	
00011721	7/13/2012	11175	HEALTH CARE AUTHORITY	\$306,982.24	
00011722	7/13/2012	11308	HOFSTETTER SHANNON	\$189.04	
00011723	7/13/2012	11615	INDUSTRIAL HYDRAULICS INC	\$251.80	
00011724	7/13/2012	11810	INTERSTATE BATTERY	\$1,472.40	
00011725	7/13/2012	11865	ISLAND SUPERIOR AIR FILTER	\$403.63	
00011726	7/13/2012	11930	JERRYS AUTOMOTIVE TOWING	\$551.66	

Intercity Transit

Accounts Payable Check Disbursement List

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00011730	7/13/2012	13485	LEMAY MOBILE SHREDDING	\$180.70	
00011731	7/13/2012	13661	LOOMIS	\$399.03	
00011732	7/13/2012	13694	LUCAS JR, JOHN	\$75.00	
00011733	7/13/2012	13750	MAILBOX OF OLYMPIA	\$450.00	
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00011735	7/13/2012	14835	MVP POSTER INC	\$487.28	
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00011739	7/13/2012	15150	NISQUALLY VALLEY NEWS	\$562.00	
00011740	7/13/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$74.24	
00011741	7/13/2012	15545	OLYMPIA COPY & PRINTING	\$240.45	
00011742	7/13/2012	15700	OLYMPIAN THE	\$3,367.06	
00011743	7/13/2012	16490	PACIFIC DISPOSAL INC	\$762.58	
00011744	7/13/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,055.16	
00011745	7/13/2012	16595	PACIFIC POWER PRODUCTS	\$4,935.33	
00011746	7/13/2012	16695	PATTISON WATER COMPANY	\$357.47	
00011747	7/13/2012	16760	PETTIT OIL COMPANY	\$1,587.56	
00011748	7/13/2012	16765	PETRO CARD	\$91,558.25	
00011749	7/13/2012	16820	PIERCE COUNTY SECURITY	\$13,572.50	
00011750	7/13/2012	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00011751	7/13/2012	16888	PLATT ELECTRIC SUPPLY	\$107.03	
00011752	7/13/2012	17290	PUGET SOUND ENERGY	\$13,804.29	
00011753	7/13/2012	17300	PUGET SOUND MEETING SERVICES	\$386.80	
00011754	7/13/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00011755	7/13/2012	17505	RAINIER DODGE INC	\$37.57	
00011756	7/13/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$441.69	
00011757	7/13/2012	17528	RAYNOR GROUP, THE	\$27.50	
00011758	7/13/2012	17891	SCARSELLA BROTHERS	\$740,493.74	
00011759	7/13/2012	17900	SCHETKY NW SALES INC	\$1,979.91	
00011760	7/13/2012	17970	SEATTLE MEDIUM	\$720.00	
00011761	7/13/2012	18068	SHINING EXAMPLE INC	\$303.33	
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00011763	7/13/2012	18470	SPORTWORKS NORTHWEST INC	\$89.80	
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00011765	7/13/2012	18651	STORMANS (LICENSING)	\$69.50	
00011766	7/13/2012	18755	S-SQUARE TUBE PRODUCTS	\$365.75	
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00011768	7/13/2012	18970	TETRA TECH INC	\$2,543.01	
00011769	7/13/2012	18990	THERMO KING NORTHWEST	\$852.70	
00011770	7/13/2012	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
00011771	7/13/2012	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,000.75	
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00011779	7/13/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$80.00	
00011780	7/13/2012	23740	USSC LLC	\$646.50	

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00011783	7/13/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$116.83	
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00011785	7/13/2012	25380	WASHINGTON GARDENS	\$314.65	
00011786	7/13/2012	25670	WAXIE SANITARY SUPPLY	\$1,880.46	
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From Date: 07/27/2012

Thru Date: 07/27/2012

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00011801	7/27/2012	01480	AIR FLOW SYSTEMS INC	\$1,368.84	
00011802	7/27/2012	01640	ALL CITY LOCK & KEY	\$173.92	
00011803	7/27/2012	01660	ALL STAR FORD	\$1,475.05	
00011804	7/27/2012	01705	ALLIED ELECTRIC	\$9,141.29	
00011805	7/27/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,982.02	
00011806	7/27/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00011807	7/27/2012	02060	AMERISAFE	\$30.78	
00011808	7/27/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$257.89	
00011809	7/27/2012	02380	ARAMARK UNIFORM SERVICES	\$841.57	
00011810	7/27/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$312.40	
00011811	7/27/2012	03370	BERGKAMP EMILY	\$1,500.00	
00011812	7/27/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00011813	7/27/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,773.60	
00011814	7/27/2012	03760	BOLANDER SIGNS	\$434.80	
00011815	7/27/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$112.50	
00011816	7/27/2012	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$98.25	
00011817	7/27/2012	04120	BUILDERS HARDWARE CO	\$158.03	
00011818	7/27/2012	05290	CAPITAL PLAYHOUSE	\$720.00	
00011819	7/27/2012	05340	CAPITOL COURIER SERVICE	\$354.97	
00011820	7/27/2012	05460	CARQUEST AUTO PARTS-OLY	\$220.81	
00011821	7/27/2012	05740	CED	\$123.80	
00011822	7/27/2012	05945	CENTURY LINK	\$30.76	
00011823	7/27/2012	06060	CITY OF OLYMPIA	\$802.06	
00011824	7/27/2012	06120	CITY OF OLYMPIA UTILITIES	\$2,533.04	
00011825	7/27/2012	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00011826	7/27/2012	06470	COASTWIDE LABORATORIES - DIV OF STAP	\$57.67	
00011827	7/27/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$333.17	
00011828	7/27/2012	07120	CREATIVE OFFICE THE	\$667.42	
00011829	7/27/2012	07150	CROSSROADS COLLISION CENTER	\$4,145.73	
00011830	7/27/2012	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00011831	7/27/2012	07220	CUMMINS NORTHWEST INC	\$4,737.15	
00011832	7/27/2012	07617	DAVID M HOWE TRUSTEE	\$1,846.76	
00011833	7/27/2012	08780	EMERALD RECYCLING SERVICE	\$617.43	
00011834	7/27/2012	09120	EXCEL SUPPLY COMPANY	\$768.07	
00011835	7/27/2012	09660	FERGUSON ENTERPRISES, INC	\$23.15	
00011836	7/27/2012	09820	FLEET-NET CORP	\$1,823.45	
00011837	7/27/2012	10630	GFI GENFARE	\$83.11	
00011838	7/27/2012	10660	GILLIG LLC	\$0.00	✓
00011839	7/27/2012	10660	GILLIG LLC	\$12,872.08	
00011840	7/27/2012	10700	GK INDUSTRIAL REFUSE SYSTEMS	\$24.69	
00011841	7/27/2012	10990	HANDI-HUT, INC.	\$49,393.00	
00011842	7/27/2012	11175	HEALTH CARE AUTHORITY	\$290,815.20	
00011843	7/27/2012	11308	HOFSTETTER SHANNON	\$189.04	
00011844	7/27/2012	11535	ILIUM ASSOCIATES INC	\$200.00	
00011845	7/27/2012	11615	INDUSTRIAL HYDRAULICS INC	\$11.94	
00011846	7/27/2012	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$605.22	
00011847	7/27/2012	11753	INTERCITY FITNESS	\$617.00	
00011848	7/27/2012	11760	INTERCITY IMPREST ACCOUNT	\$895.19	
00011849	7/27/2012	11775	INTERCITY PROJECT ASSISTANCE	\$808.00	
00011850	7/27/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,657.75	
00011851	7/27/2012	11810	INTERSTATE BATTERY	\$765.03	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00011852	7/27/2012	11905	JANEK CORPORATION	\$250.02	
00011853	7/27/2012	11930	JERRYS AUTOMOTIVE TOWING	\$1,022.88	
00011854	7/27/2012	12875	KPFF CONSULTING ENGINEERS INC	\$36,880.45	
00011855	7/27/2012	12910	KRONE, DAVID	\$129.36	
00011856	7/27/2012	13140	L G ISAACSON CO INC	\$1,076.40	
00011857	7/27/2012	13510	LES SCHWAB TIRE CENTER	\$289.41	
00011858	7/27/2012	13525	LEW RENTS	\$160.88	
00011859	7/27/2012	13793	MARTIN WAY COLLISION INC.	\$238.60	
00011860	7/27/2012	13850	MASON COUNTY TRANSIT	\$3,224.00	
00011861	7/27/2012	14160	MCMASTER-CARR SUPPLY CO.	\$312.62	
00011862	7/27/2012	14695	MOTORS & CONTROLS CORP	\$17.35	
00011863	7/27/2012	14760	MUNCIE TRANSIT SUPPLY	\$72.98	
00011864	7/27/2012	14900	NAPA AUTO PARTS	\$559.38	
00011865	7/27/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$85.44	
00011866	7/27/2012	15300	OAK HARBOR FREIGHT LINES INC	\$221.25	
00011867	7/27/2012	15385	OFFICE DEPOT	\$321.32	
00011868	7/27/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,843.25	
00011869	7/27/2012	16595	PACIFIC POWER PRODUCTS	\$1,074.97	
00011870	7/27/2012	16753	PERTEET INC	\$11,157.39	
00011871	7/27/2012	16765	PETRO CARD	\$95,124.60	
00011872	7/27/2012	17085	PRATT ERIN	\$57.00	
00011873	7/27/2012	17135	PRICE JAMES	\$75.00	
00011874	7/27/2012	17290	PUGET SOUND ENERGY	\$1,253.37	
00011875	7/27/2012	17505	RAINIER DODGE INC	\$475.67	
00011876	7/27/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$239.14	
00011877	7/27/2012	17560	RE AUTO ELECTRIC INC	\$1,514.21	
00011878	7/27/2012	17900	SCHETKY NW SALES INC	\$727.12	
00011879	7/27/2012	18145	SIX ROBBLEES INC	\$338.59	
00011880	7/27/2012	18470	SPORTWORKS NORTHWEST INC	\$100.95	
00011881	7/27/2012	18510	SRG PARTNERSHIP	\$20,727.80	
00011882	7/27/2012	18620	STERICYCLE INC	\$10.36	
00011883	7/27/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$53.21	
00011884	7/27/2012	18767	TACOMA SCREW PRODUCTS	\$23.09	
00011885	7/27/2012	18801	TAGS AWARDS & SPECIALTIES	\$1,604.57	
00011886	7/27/2012	18970	TETRA TECH INC	\$717.73	
00011887	7/27/2012	21930	TIRES INC	\$320.71	
00011888	7/27/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00011889	7/27/2012	21950	TITUS-WILL CHEVROLET	\$1,784.56	
00011890	7/27/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$75.98	
00011891	7/27/2012	22010	TOYOTA OF OLYMPIA	\$44.90	
00011892	7/27/2012	22100	TRANSIT SOLUTIONS, LLC	\$454.58	
00011893	7/27/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00011894	7/27/2012	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00	
00011895	7/27/2012	23620	UNITED PARCEL SERVICE	\$188.86	
00011896	7/27/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,639.00	
00011897	7/27/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$80.00	
00011898	7/27/2012	23740	USSC LLC	\$243.08	
00011899	7/27/2012	23950	VOSS KENNETH J./SNAP-ON TOOLS	\$244.58	
00011900	7/27/2012	24000	W W GRAINGER INC	\$1,006.23	
00011901	7/27/2012	24100	WA ST DEPT OF ECOLOGY 1	\$1,140.00	
00011902	7/27/2012	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$687.50	
00011903	7/27/2012	24640	WA ST DEPT OF TRANSPORTATION	\$19,092.93	
00011904	7/27/2012	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$3,974.07	
00011905	7/27/2012	24750	WA ST GET PROGRAM	\$347.50	

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Check #	Check Date	Ref #	Name	Amount	Voided
00011906	7/27/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$100.00	
00011907	7/27/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$330.00	
00011908	7/27/2012	25858	WESTCARE CLINIC LLC PS	\$75.00	
Total:				\$637,531.96	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00011912	8/10/2012	18035	SEWARD RHODETTA	\$1,171.38	
00011913	8/10/2012	01405	ADVANCE GLASS INC	\$1,814.63	
00011914	8/10/2012	01640	ALL CITY LOCK & KEY	\$280.99	
00011915	8/10/2012	01660	ALL STAR FORD	\$2,641.46	
00011916	8/10/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$154.00	
00011917	8/10/2012	01960	AMERICAN SEATING COMPANY	\$1,278.60	
00011918	8/10/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$37.99	
00011919	8/10/2012	02380	ARAMARK UNIFORM SERVICES	\$925.08	
00011920	8/10/2012	02415	ARNETT CHERYL	\$50.00	
00011921	8/10/2012	02480	ASE SUPPLY INC	\$33.04	
00011922	8/10/2012	02825	AUTO PLUS - OLYMPIA	\$85.33	
00011923	8/10/2012	03065	BANK OF AMERICA OR SCARSELLA	\$18,378.23	
00011924	8/10/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$3,312.71	
00011925	8/10/2012	03510	BIKE TECH	\$1,324.19	
00011926	8/10/2012	03775	BOUWMAN, WILHELMUS	\$80.00	
00011927	8/10/2012	05280	CAPITAL LAKEFAIR INC	\$547.31	
00011928	8/10/2012	05340	CAPITOL COURIER SERVICE	\$354.97	
00011929	8/10/2012	05460	CARQUEST AUTO PARTS-OLY	\$13.80	
00011930	8/10/2012	05740	CED	\$53.94	
00011931	8/10/2012	05940	CENTURY LINK	\$3,333.97	
00011932	8/10/2012	05945	CENTURY LINK	\$134.60	
00011933	8/10/2012	06040	CITY OF LACEY	\$2,058.55	
00011934	8/10/2012	06120	CITY OF OLYMPIA UTILITIES	\$2,386.15	
00011935	8/10/2012	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00011936	8/10/2012	06537	COLUMBIA BANK and TUCCI & SONS INC	\$72.38	
00011937	8/10/2012	06607	COMDATA	\$44,531.22	
00011938	8/10/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$97.67	
00011939	8/10/2012	07220	CUMMINS NORTHWEST INC	\$7,513.83	
00011940	8/10/2012	07760	DEL CITY WIRE CO INC	\$35.40	
00011941	8/10/2012	08020	DISH NETWORK	\$1,479.02	
00011942	8/10/2012	08680	EHRICHS OFFICE PRODUCTS	\$129.46	
00011943	8/10/2012	08780	EMERALD RECYCLING SERVICE	\$275.18	
00011944	8/10/2012	08785	EMERGENCY TRAINING ASSOCIATES	\$100.00	
00011945	8/10/2012	09180	EXPRESS SERVICES INC	\$689.20	
00011946	8/10/2012	09575	FASTENAL COMPANY	\$348.47	
00011947	8/10/2012	09605	FEDERAL EXPRESS CORP	\$6.26	
00011948	8/10/2012	09805	FLEET PRIDE	\$97.78	
00011949	8/10/2012	09960	FOREMAN BENJAMIN T III	\$1,593.07	
00011950	8/10/2012	10290	FUSION GRAPHIX	\$483.72	
00011951	8/10/2012	10630	GFI GENFARE	\$438.67	
00011952	8/10/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00011953	8/10/2012	10660	GILLIG LLC	\$10,159.20	
00011954	8/10/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,008.64	
00011955	8/10/2012	11280	HILDRETH ED	\$246.00	
00011956	8/10/2012	11285	HILTI	\$86.85	
00011957	8/10/2012	11535	ILIUM ASSOCIATES INC	\$1,253.75	
00011958	8/10/2012	11615	INDUSTRIAL HYDRAULICS INC	\$476.12	
00011959	8/10/2012	11770	INTERCITY PETTY CASH	\$479.70	
00011960	8/10/2012	11810	INTERSTATE BATTERY	\$823.56	
00011961	8/10/2012	11905	JANEK CORPORATION	\$1,353.32	
00011962	8/10/2012	11930	JERRYS AUTOMOTIVE TOWING	\$427.19	
00011963	8/10/2012	12725	KINGS III OF AMERICA INC	\$216.15	
00011964	8/10/2012	13380	LARSCO INC	\$91.78	
00011965	8/10/2012	13396	LARSON DAVE	\$101.29	

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Check #	Check Date	Ref #	Name	Amount	Voided
00011966	8/10/2012	13510	LES SCHWAB TIRE CENTER	\$283.97	
00011967	8/10/2012	13661	LOOMIS	\$357.14	
00011968	8/10/2012	14160	MCMASTER-CARR SUPPLY CO.	\$253.26	
00011969	8/10/2012	14482	MILLER JAMES	\$100.00	
00011970	8/10/2012	14495	MILLER KATHLEEN A	\$50.00	
00011971	8/10/2012	14760	MUNCIE TRANSIT SUPPLY	\$462.22	
00011972	8/10/2012	14835	MVP POSTER INC	\$262.80	
00011973	8/10/2012	14900	NAPA AUTO PARTS	\$483.75	
00011974	8/10/2012	15120	NEWSOME CAROLYN	\$871.94	
00011975	8/10/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$155.32	
00011976	8/10/2012	15385	OFFICE DEPOT	\$675.73	
00011977	8/10/2012	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$240.00	
00011978	8/10/2012	16490	PACIFIC DISPOSAL INC	\$762.58	
00011979	8/10/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,171.46	
00011980	8/10/2012	16595	PACIFIC POWER PRODUCTS	\$9,666.64	
00011981	8/10/2012	16695	PATTISON WATER COMPANY	\$448.70	
00011982	8/10/2012	16760	PETTIT OIL COMPANY	\$1,262.30	
00011983	8/10/2012	16765	PETRO CARD	\$128,977.89	
00011984	8/10/2012	16820	PIERCE COUNTY SECURITY	\$14,007.24	
00011985	8/10/2012	16888	PLATT ELECTRIC SUPPLY	\$164.97	
00011986	8/10/2012	17290	PUGET SOUND ENERGY	\$15,374.03	
00011987	8/10/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00011988	8/10/2012	17505	RAINIER DODGE INC	\$123.43	
00011989	8/10/2012	17560	RE AUTO ELECTRIC INC	\$301.72	
00011990	8/10/2012	17760	ROSS AND WHITE COMPANY	\$213.50	
00011991	8/10/2012	17811	RR DONNELLEY COMPANY	\$61.08	
00011992	8/10/2012	17824	S & A SYSTEMS INC	\$131,750.43	
00011993	8/10/2012	17891	SCARSELLA BROTHERS	\$349,186.41	
00011994	8/10/2012	17900	SCHETKY NW SALES INC	\$724.74	
00011995	8/10/2012	18035	SEWARD RHODETTA	\$1,273.53	
00011996	8/10/2012	18068	SHINING EXAMPLE INC	\$303.33	
00011997	8/10/2012	18470	SPORTWORKS NORTHWEST INC	\$990.01	
00011998	8/10/2012	18473	SPRAGUE	\$94.04	
00011999	8/10/2012	18651	STORMANS (LICENSING)	\$102.75	
00012000	8/10/2012	18705	SUNBELT RENTALS	\$2,092.70	
00012001	8/10/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$154.25	
00012002	8/10/2012	18767	TACOMA SCREW PRODUCTS	\$56.13	
00012003	8/10/2012	18801	TAGS AWARDS & SPECIALTIES	\$479.37	
00012004	8/10/2012	18970	TETRA TECH INC	\$976.54	
00012005	8/10/2012	18990	THERMO KING NORTHWEST	\$931.78	
00012006	8/10/2012	21910	THYSSENKRUPP ELEVATOR	\$1,445.41	
00012007	8/10/2012	21930	TIRES INC	\$365.23	
00012008	8/10/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012009	8/10/2012	21950	TITUS-WILL CHEVROLET	\$1,562.38	
00012010	8/10/2012	22010	TOYOTA OF OLYMPIA	\$67.83	
00012011	8/10/2012	22340	TUCCI & SONS	\$1,375.12	
00012012	8/10/2012	22420	TUMWATER PRINTING	\$1,250.06	
00012013	8/10/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$51,931.60	
00012014	8/10/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,912.50	
00012015	8/10/2012	23620	UNITED PARCEL SERVICE	\$58.97	
00012016	8/10/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$240.00	
00012017	8/10/2012	23808	VERINT VIDEO SOLUTIONS INC	\$284.80	
00012018	8/10/2012	23820	VERIZON WIRELESS	\$1,508.09	
00012019	8/10/2012	24000	W W GRAINGER INC	\$1,125.18	

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Check #	Check Date	Ref #	Name	Amount	Voided
00012020	8/10/2012	24100	WA ST DEPT OF ECOLOGY 1	\$657.00	
00012021	8/10/2012	24750	WA ST GET PROGRAM	\$347.50	
00012022	8/10/2012	25380	WASHINGTON GARDENS	\$314.65	
00012023	8/10/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$150.00	
00012024	8/10/2012	25670	WAXIE SANITARY SUPPLY	\$1,144.05	
00012025	8/10/2012	25858	WESTCARE CLINIC LLC PS	\$75.00	
00012026	8/10/2012	26700	ZEIGLER'S WELDING	\$47.16	
			Total:	\$862,248.22	

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00012028	8/24/2012	06105	CITY OF OLYMPIA COMMUNITY PLANNING &	\$360.00	
00012030	8/24/2012	06040	CITY OF LACEY	\$165.00	
00012031	8/24/2012	01405	ADVANCE GLASS INC	\$0.00	<input checked="" type="checkbox"/>
00012032	8/24/2012	01405	ADVANCE GLASS INC	\$1,508.88	
00012033	8/24/2012	01478	AINUU FILIPO	\$75.00	
00012034	8/24/2012	01520	AIRGAS NORPAC INC	\$225.75	
00012035	8/24/2012	01640	ALL CITY LOCK & KEY	\$4.89	
00012036	8/24/2012	01660	ALL STAR FORD	\$3,474.43	
00012037	8/24/2012	01820	AMERICAN DRIVING RECORDS INC	\$332.75	
00012038	8/24/2012	01960	AMERICAN SEATING COMPANY	\$430.45	
00012039	8/24/2012	02060	AMERISAFE	\$60.34	
00012040	8/24/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$239.10	
00012041	8/24/2012	02380	ARAMARK UNIFORM SERVICES	\$837.77	
00012042	8/24/2012	02480	ASE SUPPLY INC	\$42.24	
00012043	8/24/2012	02825	AUTO PLUS - OLYMPIA	\$394.53	
00012044	8/24/2012	03065	BANK OF AMERICA OR SCARSELLA	\$8,904.95	
00012045	8/24/2012	03280	BAYVIEW CATERING	\$78.75	
00012046	8/24/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$255.45	
00012047	8/24/2012	03510	BIKE TECH	\$917.45	
00012048	8/24/2012	03560	BJORGEN BAUER PLLC	\$1,056.00	
00012049	8/24/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$739.80	
00012050	8/24/2012	03810	BRANDT, JESSICA	\$279.67	
00012051	8/24/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$109.57	
00012052	8/24/2012	05320	CAPITOL CITY PRESS INC	\$1,795.72	
00012053	8/24/2012	05460	CARQUEST AUTO PARTS-OLY	\$160.26	
00012054	8/24/2012	05720	CDW GOVERNMENT INC	\$2,334.34	
00012055	8/24/2012	05740	CED	\$184.25	
00012056	8/24/2012	06060	CITY OF OLYMPIA	\$736.73	
00012057	8/24/2012	06237	CLARKSON, VIRGIL	\$164.00	
00012058	8/24/2012	06520	COLOR GRAPHICS	\$640.90	
00012059	8/24/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$124.73	
00012060	8/24/2012	07220	CUMMINS NORTHWEST INC	\$1,950.29	
00012061	8/24/2012	08680	EHRLECHS OFFICE PRODUCTS	\$13.66	
00012062	8/24/2012	08720	ELECTRONIC RESOURCING INC	\$8.02	
00012063	8/24/2012	08780	EMERALD RECYCLING SERVICE	\$302.06	
00012064	8/24/2012	09120	EXCEL SUPPLY COMPANY	\$488.06	
00012065	8/24/2012	09575	FASTENAL COMPANY	\$758.87	
00012066	8/24/2012	09805	FLEET PRIDE	\$214.56	
00012067	8/24/2012	10205	FREEMAN-MANZANARES ANN	\$1,893.85	
00012068	8/24/2012	10275	FSX EQUIPMENT, INC.	\$59.46	
00012069	8/24/2012	10290	FUSION GRAPHIX	\$881.34	
00012070	8/24/2012	10630	GFI GENFARE	\$114.19	
00012071	8/24/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012072	8/24/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012073	8/24/2012	10660	GILLIG LLC	\$4,617,404.32	
00012074	8/24/2012	10820	GRAPHIC COMMUNICATIONS	\$1,378.60	
00012075	8/24/2012	11175	HEALTH CARE AUTHORITY	\$289,107.44	
00012076	8/24/2012	11250	HERGUTH LABORATORIES INC.	\$1,285.00	
00012077	8/24/2012	11308	HOFSTETTER SHANNON	\$189.04	
00012078	8/24/2012	11310	HOGAN MFG INC	\$160.09	
00012079	8/24/2012	11535	ILIUM ASSOCIATES INC	\$340.00	
00012080	8/24/2012	11615	INDUSTRIAL HYDRAULICS INC	\$104.70	
00012081	8/24/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,711.25	
00012082	8/24/2012	11810	INTERSTATE BATTERY	\$334.64	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/24/2012

Thru Date: 08/24/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012083	8/24/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$352.00	
00012084	8/24/2012	12875	KPFF CONSULTING ENGINEERS INC	\$31,728.39	
00012085	8/24/2012	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00012086	8/24/2012	13898	MAX, ROGER	\$80.00	
00012087	8/24/2012	14160	MCMASTER-CARR SUPPLY CO.	\$146.66	
00012088	8/24/2012	14305	MEDIBAG COMPANY	\$800.00	
00012089	8/24/2012	14590	MOHAWK MFG & SUPPLY	\$5.40	
00012090	8/24/2012	14760	MUNCIE TRANSIT SUPPLY	\$209.98	
00012091	8/24/2012	14900	NAPA AUTO PARTS	\$477.21	
00012092	8/24/2012	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$171.75	
00012093	8/24/2012	15575	OLYMPIA FAMILY THEATER	\$550.00	
00012094	8/24/2012	15700	OLYMPIAN THE	\$200.07	
00012095	8/24/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,085.76	
00012096	8/24/2012	16595	PACIFIC POWER PRODUCTS	\$4,457.28	
00012097	8/24/2012	16753	PERTEET INC	\$10,955.44	
00012098	8/24/2012	16760	PETTIT OIL COMPANY	\$17,023.39	
00012099	8/24/2012	16765	PETRO CARD	\$170,050.25	
00012100	8/24/2012	17085	PRATT ERIN	\$118.74	
00012101	8/24/2012	17290	PUGET SOUND ENERGY	\$548.40	
00012102	8/24/2012	17505	RAINIER DODGE INC	\$579.72	
00012103	8/24/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$183.92	
00012104	8/24/2012	17891	SCARSELLA BROTHERS	\$169,194.00	
00012105	8/24/2012	17900	SCHETKY NW SALES INC	\$826.45	
00012106	8/24/2012	18130	SIR GRAPHICS INC	\$1,260.00	
00012107	8/24/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00012108	8/24/2012	18620	STERICYCLE INC	\$10.36	
00012109	8/24/2012	18651	STORMANS (LICENSING)	\$143.00	
00012110	8/24/2012	18705	SUNBELT RENTALS	\$35.87	
00012111	8/24/2012	18711	SUNSET AIR INC	\$516.33	
00012112	8/24/2012	18735	SUPERIOR IMAGING GROUP	\$464.46	
00012113	8/24/2012	18767	TACOMA SCREW PRODUCTS	\$4.86	
00012114	8/24/2012	18801	TAGS AWARDS & SPECIALTIES	\$1,619.24	
00012115	8/24/2012	18990	THERMO KING NORTHWEST	\$555.95	
00012116	8/24/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012117	8/24/2012	21950	TITUS-WILL CHEVROLET	\$1,456.85	
00012118	8/24/2012	22010	TOYOTA OF OLYMPIA	\$71.56	
00012119	8/24/2012	22260	TRI-DIM FILTER CORPORATION	\$61.82	
00012120	8/24/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00012121	8/24/2012	23620	UNITED PARCEL SERVICE	\$162.17	
00012122	8/24/2012	24000	W W GRAINGER INC	\$829.82	
00012123	8/24/2012	24030	WA ST AUDITORS OFFICE	\$11,863.54	
00012124	8/24/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$116.04	
00012125	8/24/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$58,632.98	
00012126	8/24/2012	24440	WA ST DEPT OF PERSONNEL	\$414.00	
00012127	8/24/2012	24750	WA ST GET PROGRAM	\$347.50	
00012128	8/24/2012	25670	WAXIE SANITARY SUPPLY	\$1,133.29	
00012129	8/24/2012	25858	WESTCARE CLINIC LLC PS	\$75.00	
00012130	8/24/2012	26720	ZEP MANUFACTURING CO	\$3,078.85	
00012131	8/24/2012	26800	ZUMAR INDUSTRIES INC	\$842.74	
Total:				\$5,446,588.23	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing on 2013 Vanpool Fare Increase

1) **The Issue:** Schedule a public hearing on October 3, 2012, to receive public comments on a proposed 10% vanpool fare increase.

2) **Recommended Action:** Recommend the Authority schedule a public hearing on October 3, 2012, to receive and consider public comments concerning a proposed 10 percent vanpool fare increase.

3) **Policy Analysis:** A decision to increase fares is a policy decision of the Authority. A public hearing is required prior to a fare increase.

4) **Background:** Intercity Transit's vanpool program serves commuters who have at least one end of their trip in Thurston County. The program, which started in 1982 with 2 vans, currently has 213 active vanpool groups.

In 2013, vanpool direct operating costs are estimated to be approximately \$1,800,000. Revenues from current fares will generate approximately \$1,600,000. A fare increase of 10 percent is needed to generate approximately 98 percent of direct operating costs projected for 2013. With no fare increase, the recovery rate for direct operating costs will be approximately 88 percent in 2013 and 85 percent in 2014.

Marketing staff will publicize the public hearing in media outlets and on social media sites. Vanpool staff will contact each vanpool customer by email or letter to announce the public hearing and give all options for customer comment to the Authority. A legal notice will appear in the Olympian.

5) **Alternatives:**

A) Schedule a public hearing for 5:30 p.m., October 3, 2012, to receive and consider public comment on a proposed increase of vanpool fares of 10% to begin January 1, 2013.

B) The Authority may table or delay action until a later date. Tabling the issue will delay the date at which the fare increase may be implemented.

6) **Budget Notes:** Revenue from current fares will generate approximately \$1,600,000 in 2013. A 10% fare increase would increase revenue by \$160,000 annually.

7) **Goal Reference:** Goal #4 - *“Provide responsive transportation options.”* Goal #2 - *“Assess the transportation needs of our community.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 5832

SUBJECT: Setting Public Hearing Date for Proposed Fare Changes

1) **The Issue:** Whether to schedule a public hearing to consider proposed fare changes. By Transit Authority policy, a fare review will be conducted including consideration of increasing the base fare for Fixed Route and Dial-A-Lift service. Implementation of an increase could occur starting January 1, 2013. An increase in all fare categories, including the cost of tickets and monthly pass, will also be considered.

2) **Recommended Action:** Set October 3, 2012, 5:30 p.m., for a public hearing to receive and review comments on proposed fare changes for Fixed Route and Dial-A-Lift service.

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:** The Intercity Transit Authority (ITA) established in 1998 the policy that Intercity Transit's fare structure be reviewed at least every three years. A review of the fare structure though may occur at any time, especially in light of increases in operating expenses or when other situations warrant it. Given on-going increases in fuel costs and concerns with projected local sales tax revenues, the need to consider an overall increase in the base fare has arisen again.

The ITA adopted the current base rate of \$1.00 (Regular Adult fare) including changes in cost for passes and tickets in November 2008. These changes were implemented on January 1, 2009. The base fare previously was \$.75, adopted in 2001. A fare review and incremental change was also implemented in early 2006. At that time, the ITA adopted (November 2005) fare free service on the Dash circulator route (effective January 2006) and reduced the cost of the Youth Monthly Pass to the same cost as a Reduced Monthly Pass (effective March 2006).

A review of the existing fare structure was part of the current discussions in the past couple of months with the ITA and the Citizen Advisory Committee

concerning the annual update of Intercity Transit's Strategic Plan (2013 - 2017). This included staff presentations on forecasted revenues and anticipated expenses over the next six years. These projections estimate revenues could drop below established policy reserves within the next 3 - 4 years. The on-going volatility of fuel prices could also significantly increase annual operating expenses. New changes in federal funding for capital projects, which will now require significantly more local funds for projects to be completed, will directly impact Intercity Transit's ability to build and invest in necessary facility improvements. Therefore, consideration of a fare increase from \$1.00 to \$1.25 (25% increase) to help offset these projected short falls in revenue could bring in an estimated \$450,000 per year, depending on which fare categories of riders are affected by an increase.

A public hearing, if approved, will be held October 3. Consideration of adoption of any fare change will come before the Authority on October 17, 2012.

5) **Alternatives:**

- A) Set October 3, 2012, 5:30 p.m., for a public hearing to receive and review comments on proposed fare changes for Fixed Route and Dial-A-Lift service.
- B) Delay the hearing to another meeting date. Delaying the hearing would delay any implementation of an increase in fares if approved.

6) **Budget Notes:** A fare increase will increase agency revenue by an estimated \$450,000 per year.

7) **Goal Reference:** Conducting a public hearing for proposed fare changes reflects all current goals established for the agency, but in particular Goal#1: *"Assess the needs of the transportation needs of the community."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list of vehicles, vehicle parts and facilities equipment surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$55,441.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit "A" - Surplus Property - September 2012.

Exhibit "A"

SURPLUS PROPERTY - SEPTEMBER 2012			
VEHICLES			
Vanpool #	Description	Mileage	Value
1699	2002 Chevrolet Astro	77,369	3,000.00
1755	2004 Chevrolet Astro	92,842	3,500.00
1758	2004 Chevrolet Astro	95,448	3,500.00
1759	2004 Chevrolet Astro	69,321	3,500.00
1501	2005 Chevrolet Astro	94,531	3,500.00
1504	2005 Chevrolet Astro	92,147	3,500.00
1507	2005 Chevrolet Astro	80,844	3,500.00
1509	2005 Chevrolet Astro	74,945	3,500.00
1510	2005 Chevrolet Astro	81,647	3,500.00
1511	2005 Chevrolet Astro	76,094	3,500.00
1517	2005 Chevrolet Astro	96,853	3,500.00
1518	2005 Chevrolet Astro	70,493	Van Grant
1783	2005 Ford Club Wagon	93,153	3,500.00
1787	2005 Ford Club Wagon	63,485	Van Grant
1794	2005 Ford Club Wagon	54,881	Van Grant
1546	2006 Ford Clubwagon	95,614	Van Grant
1573	2006 Ford Clubwagon	102,848	3,500.00
1900	2008 Chevy Uplander	120,479	7,000.00
SUBTOTAL			52,000.00
OTHER			
Quantity	Description	Each	
	Miscellaneous vanpool parts, not usable with current fleet		3,101.00
2	Inject-O-Meter pumps with motors	100.00	200.00
1	4' wooden step ladder,	5.00	5.00
1	Econo brand laminator, not working	35.00	35.00
	Miscellaneous older Steelcase desk parts, not usable with current office furniture		100.00
TOTAL			\$55,441.00

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: September 5, 2012**

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Security Camera Consultant Services

1) **The Issue:** Consideration of an award of contract for security camera consultant services.

2) **Recommended Action:** Authorize the General Manager to enter into an agreement with Hargis Engineers in the amount of \$24,955.00, including taxes.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000. Although this item is below the threshold, it is being presented, so the Authority is aware of the agency's work with Hargis and the possibility that this firm may be involved in subsequent contracts over the threshold.

4) **Background:** Intercity Transit identified the need to develop an integrated security camera system infrastructure. Currently the camera systems at the Martin Way and Hawks Prairie Park-and-Rides have been designed with this end in mind. However, the existing facility security camera systems at the Olympia Transit Center, Lacey Transit Center and Pattison Street consist of varying older technologies, portions of which are at the end of their useful life and need replacement.

Funds were designated in the 2012 budget to hire a security camera consultant to assist in developing guidelines for planning and integrating camera systems in existing and future facilities, so the overall system will run on uniform hardware and a single software platform. The consultant will provide a design and specifications for the Olympia Transit Center expansion, design an update to the existing Olympia Transit Center camera system, and develop cost estimates for an updated Lacey Transit Center camera system.

A request for proposals was issued June 6, 2012, with a pre-proposal meeting on June 15th. Four proposals were received by the June 29th submittal deadline. The proposals were evaluated by staff from Operations, Information Services, Facilities, and Procurement. Based on team evaluation, clarifications, references, and costs, the competitive range was determined. Two firms were invited to

interview. It was determined Hargis Engineers presented the best value solution for Intercity Transit.

Hargis Engineers offers a wide range of expertise in the security system field. They have successfully completed similar work for the Washington State Department of Corrections, Department of Enterprise Services, multiple school districts, Microsoft and Amazon. The project team was impressed by their knowledge and understanding of security systems as it pertained to our scope of work. Staff believes Intercity Transit will receive advantageous camera technology, coverage, and service to mitigate risk and increase the safety of our customers and employees.

5) Alternatives:

- A) Authorize the General Manager to enter into an agreement with Hargis Engineers in the amount of \$24,955.00, including taxes.
- B) Deferring action has two immediate consequences. The existing Olympia Transit Center cameras are at the end of their useful life and will continue to require frequent maintenance. In addition, staff is seeking a budget estimate for the Lacey Transit Center for potential inclusion in the 2013 budget proposal.

6) Budget Notes: The 2012 budget includes \$25,000 for a security camera consultant.

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

8) References: N/A.

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Willie Frank
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Karen Valenzuela

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Sandra Romero

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Jeff Davis

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade


Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

TCOMM 9-1-1
Jim Cooper

The Evergreen State College
Paul Smith

Timberland Regional Library
Jeff Kleingartner

 REGIONAL VISION • COOPERATION • INFORMATION	
PRE-AGENDA Friday, September 7, 2012 8:30 a.m. – 11:00 a.m.	
<p>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.</p>	
Consent Calendar	ACTION
<p>These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.</p> <ol style="list-style-type: none"> a. <u>Approval of Minutes – July 13, 2012</u> b. <u>Approval of Vouchers</u> c. <u>Mid-year Financial Report</u> <p>Present for review and acceptance the First Half 2012 Financial Report.</p>	
Draft 2013-2016 Regional Transportation Improvement Program	1ST REVIEW
<p>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.</p> <p style="text-align: right;">TRPC will be asked to take action on the proposal in October.</p>	
South Sound Military & Communities Partnership Participation	ACTION
<p>Council will be asked to continue membership and involvement in the South Sound Military and Communities Partnership and authorize 2012 assessment.</p>	
RTIP Amendment 12-10	1ST REVIEW
<p>WSDOT proposes to amend two projects currently in the RTIP and STIP. I-5/SR 510 Vicinity – Mitigate Re-directional Landform is proposed to decrease by more than 30% of the programmed amount, based on a refined scoping estimate. Olympic Region Major Electrical Rehabilitation – Rebuild Signals is proposed to be deleted due to a reallocation of funds in the Olympic Region. TRPC action is required to delete a project or change the funding amount by more than 30% of the total.</p> <p style="text-align: right;">TRPC will be asked to take action on the proposal in October.</p>	
2013 Work Program Sub-Committee Assignment	ACTION
<p>The Chair will appoint a work program sub-committee to draw up the 2013 Work Program.</p>	
TRPC Audit 2011	INFORMATION
<p>The State Auditor's Office (SAO) completed their annual audit of TRPC's financial statements and Federal Single Audit (Circular A-133) requirements. The audit revealed no material weaknesses or findings regarding the Agency's accounting practices and/or financial statements. There was a non-financial weakness identified in our sub-recipient monitoring activities that has been corrected.</p>	
Agency Policy Updates	1ST REVIEW
<p>In the face of increased requests for access to public records, a policy on Public Disclosure has become necessary. This is also recommended by our liability insurance carrier, WCIA. The policy outlines procedures for TRPC staff to follow when responding to records and public disclosure requests. Changes have also been proposed for the Agency's travel policy.</p> <p style="text-align: right;">TRPC will be asked to take action on the proposal in October.</p>	
Program Status Report	UPDATE
<p>The Director will give a status update on current projects and programs.</p>	
EPA Walkability Audit	PRESENTATION
<p>The US EPA recently authorized technical assistance in the form of a "walkability audit" along parts of the Capitol-Martin Way Corridor. EPA provided the walkability trainer, Intercity Transit provided the bus, and a group of elected officials, planning commissioners, and staff experienced three corridor districts through the eyes of 'access to transit' and saw new opportunities and challenges for each district.</p>	

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
August 20, 2012**

CALL TO ORDER

Vice-Chair Hagenhofer called the August 20, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Dani Burger; Wilfred Collins; Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Mackenzie Platt; Carl See; Kahlil Sibree; Midge Welter; and Rob Workman.

Absent: Steve Abernathy; Catherine Golding; Michael Van Gelder; and Charles Richardson

Staff Present: Mike Harbour; Rhodetta Seward; Bob Holman; Carolyn Newsome; Jessica Brandt; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Melnick and Hogan to approve the agenda as distributed.

MEETING ATTENDANCE

- A. **September 5, 2012, Regular Meeting** -Hustoft volunteered to attend in place of See.
- B. **September 19, 2012, Joint Meeting-** (No representative needed)

APPROVAL OF MINUTES

It was M/S/A by Melnick and Workman to approve the minutes of July 16, 2012, as presented.

CONSUMER ISSUES CHECK-IN - Melnick asked to discuss transportation and Lacey Planning; Workman wanted to discuss bus stops and access to the Pattison Street facility; See will discuss safety at the Olympia Transit Center.

Burger & Gray arrived.

NEW BUSINESS

A. Environmental & Sustainability Management System (ESMS) Update

Holman presented one of several regular updates on the ESMS. Holman introduced Jessica Brandt, Environmental & Sustainability Coordinator, who started with Intercity Transit in May. Brandt provided an update on the current ESMS case study.

Holman reported there are three useful perspectives of what ESMS is. First and foremost, it is a management structure applied to our routine operation. It is intended to strengthen our operational control for the purpose of protecting the environment and encouraging our sustainability efforts. It focuses on team and collaborative efforts to reach success in all the various areas. It also represents part of the historic momentum the agency had underway for some time. In December 2010, we had an opportunity to participate in an FTA training program with ESMS. We formed a six member ESMS core team. The core team participated in FTA sponsored training at Virginia Tech, focusing on certification requirements of the ISO 14001:2004 Environmental Management System Standard. July of this year, we completed our GAP audit by Virginia Tech staff. Our completed ESMS Case Study will be published on the FTA website in the next few months.

Brandt highlighted sections of the case study. Page 8-12 of the study focuses on our key aspects. Brandt went over the objectives and targets for the top four significant aspects in order to improve operational controls, minimize risk, and optimize sustainability practices at the Pattison Facility.

1. **Emergency Preparedness and Response Action Plan (AP1)** - Related Significant Aspect(s) - Non UST Fluids; Fluid Management.
2. **Spill Prevention and Emergency Clean-up Action Plan (AP2)** - Related Significant Aspect(s) - Fluids Management; Storm water.
3. **Storm Water Management Action Plan (AP3)** - Related Significant Aspect(s) - Storm water.
4. **Fluids Management Plan (AP4)** - Related Significant Aspects(s) - Non-UST Fluids; Fluids Management; Storm water.
5. **Fuel Reduction Action Plan (AP5)** - Related Significant Aspects(s) - Fuel Usage.

We created standard operating procedures and created a spill drill in Maintenance. We learned a lot in the drill for future training. We also focused on chemicals in the maintenance department to make sure we have what we need and are accurately contained. We eliminated 60% of the inventory due to duplicates, what we don't use anymore, and what is the greenest alternative. Our target for fuel reduction was three

CAC MEETING MINUTES

August 20, 2012

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percent by November 2012. Over a six month period, we saw a seven percent increase in fuel economy, for a savings of \$80,000.00.

Brandt handed out a document showing our performance results. Our overall ESMS performance score was 88%. We are on the right track and are doing a lot of things right, but definitely have things we need to work on. Where do we go next? We need to work on some of our operational goals and focus on vendors and contractors, so they know we are working on the ISO certification. We are working on our fuel delivery operations goals, and informing our vendors of what those are. Our mission is to continue communications with our vendors to be assured they meet our goals with us. We are ready to start our next cycle of the developing action plans. We are seeking to receive our ISO Certification by early 2013.

Elliott asked if the vanpool project will be looking at hybrid vans. Newsome reported we did training with our vanpool drivers to drive in a fuel efficient manner. We developed a policy to reduce idling. The problem with hybrid vehicles is it is hard to find vehicles that hold ten people, although she feels the industry is heading in that direction. Melnick asked if we will require vendors to be certified with the ISO. Holman commented the ISO standard is structured to come within the agency, and we have to make the commitment. We can't be imposed on others, but our strategy is to help our vendors be more aware and work collaboratively with them. Gangula asked what we did different from the past to reduce fuel. Holman responded part of this is the purchase of hybrid vehicles, along with the driver training of no idling. See thinks it is great that we do this, and asked what it would look like if we aimed for platinum from gold level. Harbour reported we actually did apply for the platinum level, but some measures were somewhat hazy. We will continue to work toward the platinum level. Holman suggested the CAC go on to the Intercity Transit website section on ESMS efforts to view updates.

B. 2013 Vanpool Fare Increase Options - Newsome briefed the members on potential vanpool fare increase options. Staff is looking for direction regarding whether we should begin the public process to implement an increase in January 2013. Staff reviews vanpool fare and fare cost recovery each year. Our practice has been to recover 90% of our costs. Our last vanpool fare increase was 18 percent in January 2009. Newsome presented three vanpool cost recovery models for 2012 through 2017:

1. **Recover Direct Operating Costs:** Direct operating costs include vanpool division expenses, vehicle maintenance, fuel, and insurance. Maintaining current fares will achieve approximately 89 percent recovery through 2014. To recover 100 percent of direct operating costs, vanpool fares must be increased

CAC MEETING MINUTES

August 20, 2012

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approximately 12 percent. A 12 percent increase would generate approximately \$200,000 in additional revenue in 2013.

2. **Recover Total Operating Costs:** Total operating costs include direct plus allocations for facilities maintenance, utilities, and an allocated administrative staff position. To recover 100 percent total operating costs in 2013, vanpool fares must increase 25 percent. A 25 percent increase would generate approximately \$400,000 in additional revenue in 2013.
3. **Recover Total Costs: (total costs plus capital costs):** Total costs include total operating costs plus capital costs. Staff assumes revenue from grants will cover 25 percent of our vehicle replacement costs and 80 percent of our expansion costs. To recover 100 percent costs including the portion of the capital cost not covered by grant revenue, vanpool fares must increase 65 percent. A 65 percent increase would generate approximately \$1,400,000 in additional revenue in 2013.

Hustoft asked if fares are based on distance. Newsome responded people pay based on the distance they travel then divide the number by the riders in the van. Rates are broken into five increments, but the average cost per person per month is \$84.00. Workman asked is we are comparable to other agencies, or we are on the forefront or is it hard to find other agencies similar to us. Newsome responded all agencies have a recovery rate, most recovery rate falls into the 85% - 90% range. Workman asked if it's important we look at our neighbors for decisions or concentrate more on our agency. Newsome feels we should look at our neighbors, but we need to do what's best for us and our community. Gangula asked if we will lose vanpools if we have a fare increase. Newsome feels we may lose some of the shorter distance vanpools. Collins asked where the 11% shortfall comes from now if there is no rate increase. Newsome responded through general funds. Last year we received 96% of our direct operating cost, and this year we are at 91%. We look at the recovery annually to make sure we are meeting our target. Newsome will create a chart to show the public what the increase will look like.

Harbour reported the Authority already decided to go ahead and enter into the public process, considering Option 1 of Recover Direct Operating Costs. This will include a public hearing on October 3, 2012, and contacting each of our current vanpool customers. The issue will come to the Authority for a decision on October 17, 2012.

It was M/S/A by Melnick and Elliot to concur with the action the Authority took.

CAC MEETING MINUTES

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C. 2013-2018 Strategic Plan – Fare Options – Harbour provided a follow up on last month's topic of fare options. The Authority was asked to move forward on the public process for a fare increase. One question from the CAC was, "Do we need a fare increase right now?" On our six year financial plan, we showed our reserves going down by 2017. There is new federal legislation that has substantially increased our allocated funds by \$700,000 a year, but at the same time eliminated discretionary capitol programs. We were informed by the Puget Sound Regional Council that our earned share, which is based on service we provide, is about \$1.7 million dollars. What we are working on now is a new six year model with radical change in how we approach financing the system. We are working through how we can fund the Pattison Street expansion. There will be more to follow on that next month.

The CAC requested staff look at options in addition to an across-the-board 25 percent increase. The following are options staff brought to the Authority for consideration:

- **Option A** – Maintain current fare.
- **Option B** - a 25 percent increase in all bus fares. This raises the adult fare by \$.25 to \$1.25.
- **Option C** – Increase Adult fares by 25 percent and keep reduced fares at current levels.

Option C would cost approximately \$100,000 per year in lost revenue. Another suggestion was only increase express fares. The CAC suggested the option of increasing the prepaid fares. Staff recommended against this option. Our practice is we want people to purchase monthly passes. Harbour reported people will make more trips with a monthly pass than a day pass. Staff recommends staying away from fares based on distance. We want to keep it easy, and we don't have the mechanism to do anything sophisticated right now. With that, the Authority said to move forward with the public process.

Burger likes the incentives but feels the fare should be raised to \$4.00. Gray asked what specifically the Authority approved to move forward with. Harbour responded they approved moving forward to talk to the public regarding the three options and get feedback. The public hearing will be held on October 3. See feels we are moving too fast for a public hearing October 3 and for the Authority to make a decision on October 17. He asked if it is necessary to make a decision on that date or can they delay the decision. Harbour responded it is possible to delay a decision; however, staff needs time for a January start date. Being short on time during the summer months, Harbour will make sure CAC members receive paperwork on the federal funding information.

CAC MEETING MINUTES

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Melnick feels the fare increase depends on how much the market can bare. Workman recommends making any fare changes with the route changes in February for less confusion. Hogan asked if the Authority talked about a tax increase and a fare increase. Harbour responded that did come up but did not get into a lot of detail. In reality, if we want to move forward with our capitol, we need the increase. We can't grow until we have the Pattison Street facility remodeled. Welter asked if this affects the Amtrak terminal. Harbour responded it does not. Geyen asked what staff will tell the public regarding why we need the fare increase. She wonders how the public will feel if asked for a fare increase and then a tax increase. Harbour responded it is best to do a fare increase before a tax increase. We need to demonstrate to the public that our users are paying their share. The main thing we will tell our riders is it has been four years since we've had an increase. There are uncertainties for our future. Geyen asked how soon can the legislation change. The federal funds just enacted a MAP 21 called Moving America Toward Progress In The 21st Century. The last reauthorization expired in 2009 and took four years for them to make this decision. This is a 26-month bill, but it is highly likely there will be extensions.

CONSUMER ISSUES

Melnick sits on the Lacey Planning Commission and watched how the City goes about planning to accommodate growth. In planning, transportation is critical in the equation. When putting together their City transportation plan, Intercity Transit is a partner. There are conversations county-wide regarding how to better accommodate growth with public transportation.

Workman reported in the August 16 Rider Update, it talks about more bus stop upgrades. It states there are trash bins at all bus stops. He lives near Capital Medical Center and a bus stop was moved in that area to accommodate new apartments. The shelter does not have any stop times. He would like to see all stops have information displayed. Harbour responded all bus shelters and stops should have bus stop times on them. Not all stops have waste bins but all bus shelters do.

Workman reported going out of the building and to the right, there are no sidewalks. He took DAL today, but saw the sidewalk on Pattison Street was blocked. He asked if there is a way to advertise when a sidewalk is blocked or less than 10% walkability. Harbour noticed this morning the City of Olympia was doing some work on the sidewalk. Workman would like to receive an email to inform him and others about the blocked sidewalks. Harbour said the City finally warranted the need for a traffic signal at Pattison Street and Martin Way, and the need for sidewalks.

CAC MEETING MINUTES

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See reported a concern from a coworker who rides the bus from Shelton to the Olympia Transit Center. He feels there is increased loitering at the Olympia Transit Center and feels the new security is less assertive. Harbour responded it seems to be a seasonal problem, and we continue to work with the City to eliminate smoking. The stretch along Washington Street is a problem. Melnick asked about the music at Transit Center. Harbour responded we stopped the music for a while. Sibree feels it is time to bring back the music. Hogan asked if we've thought about putting in a designated smoking area. Seward commented we used to have designated smoking areas but then the public has to walk through the smoke which generates more concern and complaints. Jenkins reported the topic of the sidewalks comes up every month at the Safety Meetings and is continually discussed.

REPORTS

- A. **July 19, 2012, Special Meeting** - Hogan shared highlights from the special meeting.
- B. **August 1, 2012, Regular Meeting** - Hustoft shared highlights from the meetings.

Seward announced Collins won the container of goodies for the guessing game at TAD. She thanked the members who were able to attend this year. Thank you give-away gifts from TAD were given to each member. Seward reported Golding lost her service dog Tess unexpectedly today. Seward received an email from past member Matthew Connor, which she read to the group.

Workman asked if the CAC meeting schedule could be included on the Ridership Update flyer.

NEXT MEETING: September 19, 2012 - Joint Meeting with the Intercity Transit Authority. Seward encouraged members to arrive between 5:00 p.m. and 5:15 p.m. for dinner.

ADJOURNMENT

It was M/S/A by Elliott and Collins to adjourn the meeting at 7:03 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 5832

SUBJECT: Evergreen State College Late Night Service

1) **The Issue:** Whether to authorize a reimbursement contract with The Evergreen State College (TESC) for the continuation of "Late Night" service.

2) **Recommended Action:** Authorize the General Manager to renew the reimbursement agreement with TESC for providing Late Night Service during the 2012 - 2013 academic year (Fall, Winter, Spring quarters) at a cost of \$42,471.

3) **Policy Analysis:** Although the per-quarter cost is small, annual value of the contract exceeds the \$25,000 threshold.

4) **Background:** TESC and Intercity Transit entered into an initial agreement and operation of the service for the spring quarter of 2008 with the option to continue six academic year extensions of the contract (thru 2013-14). After a successful demonstration of the service, the Authority approved subsequent contract extensions for each of the academic years starting in 2008.

Under the terms of the original agreement, TESC seeks to continue the service with an extension to cover the upcoming 2012 - 2013 academic year. There is no change in the 405 vehicle service hours that are currently provided under the contract, but the hourly cost for the coming year increased 2.36%. We proposed a quarterly charge of \$14,157 for contract renewal.

5) **Alternatives:**

A. Authorize the General Manager to renew the reimbursement agreement with TESC for providing Late Night Service during the 2012 - 2013 academic year (Fall, Winter, Spring quarters) at a cost of \$42,471.

B. Direct staff to renegotiate.

6) **Budget Notes:** The current contract rate of \$14,157 per quarter covers our expenses and reflects a 2.4% increase over last year's contract. The contract does allow for reconsideration of the costs in subsequent quarters.

7) **Goal Reference:** Goal #4, *“Provide responsive transportation options.”* The options provide access to programs and services that benefit and promote community sustainability.”

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A-2
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager (5832)

SUBJECT: Smart Corridor Project Funding and Local Match

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- 1) **The Issue:** Thurston Regional Planning Council is preparing to award federal Congestion Mitigation and Air Quality (CMAQ) funding to participating agencies in the Regional Smart Corridors project.
-
- 2) **Recommended Action:** Authorize the General Manager to accept CMAQ funding for Intercity Transit's portion of the Smart Corridors project, including the requirement of 13.5% in local matching funds.
-
- 3) **Policy Analysis:** Consideration of implementing a technology project that integrates and requires interagency partnership agreements and procurements requiring the Authority's approval.
-
- 4) **Background:** TRPC's Smart Corridors Project involves Intercity Transit, Thurston County, WSDOT and the cities of Olympia, Lacey and Tumwater. This is a demonstration project whose objectives are to update and improve signal timing, coordinate traffic signals between jurisdictions, and the optimization of specific traffic signals with "transit signal priority" (TSP) technology. This effort will be applied along two major transportation corridors identified in TRPC's Regional Transportation Plan, which Intercity Transit serves, and includes:
- a) Capital Way/Capital Boulevard to Tumwater Blvd (Olympia, Tumwater, WSDOT).
 - b) 4th Ave/State St/Martin Way to Marvin Rd. and Pacific Ave to Lilly Rd (Olympia, Lacey, Thurston County, WSDOT).

Through TRPC's efforts, the participating agencies collaborated in developing an overall approach to implementing traffic signal technologies in the project area. The project also lays the foundation for implementing TSP at other appropriate intersections in the future, if problematic on-time performance of fixed route service is identified.

The Smart Corridor Project also supports the Region's Intelligent Transportation System (ITS) architecture and Intercity Transit's technology plan for improving operational communications, service efficiency and customer information. It

further supports Intercity Transit's investments already made in technology including computer aided dispatching and automated vehicle location systems, automated stop announcements, automated passenger counting, on-board cameras, real time bus information and the on-going organizational efforts to improve system efficiency and safety for the public transit system.

The Authority was recently updated by TRPC staff and the project consultant a couple of weeks ago concerning the project's objectives and cost estimates. This included a review and use of federal CMAQ funds that can be utilized to support the investment in TSP technology. These grant funds are estimated to cover over 85% of the startup costs for Intercity Transit. The grant also requires a minimum local match of 13.5% for each of the participating agencies.

Staff and consultants are continuing to evaluate operational and funding needs in order to prepare a final project estimate expected to be completed before the end of 2012.

5) **Alternatives:**

- A. Authorize the General Manager to accept CMAQ funding for Intercity Transit's portion of the Smart Corridors project, including the requirement of 13.5% in local matching funds.
- B. Delay the decision. We would potentially lose the grant and the cooperation of the other jurisdictions involved in this program.

6) **Budget Notes:** Intercity Transit's portion of the estimated total project costs (estimated at \$4,460,665) is \$931,584. The CMAQ grant funds will cover over 85% of the expense at \$805,820, with a local match of \$125,764 (13.5%). Staff anticipates the inclusion of this match requirement in the 2013 budget.

7) **Goal Reference:** This discussion provides background for increasing interagency coordination and efficiency through advancements in traffic signal technology. In particular, it reflects Goal#4, "*Provide responsive transportation options.*" This includes coordination with regional transportation providers.

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

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

SUBJECT: 2013 Draft Budget/2013-2018 Strategic Plan Calendar

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- 1) **The Issue:** Update the Authority on the timing for the 2013 budget process and also the 2013-2018 strategic plan process.
-
- 2) **Recommended Action:** Informational Only.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and comment on the draft budget as it is being formulated. The draft budget documents will rest heavily on the 2013-2018 Draft Strategic Plan (SP) that the Authority is proposed to finalize and adopt on November 7, 2012. The SP states the Authority's wishes as to service levels which are the prime driver of our proposed expenses for 2013. The 2013 budget, which flows from the Strategic Plan, is tentatively scheduled for Authority adoption on December 5, 2012.
-
- 4) **Background:** The attached draft budget calendar outlines the various steps to ensure the Authority can comfortably adopt Intercity Transit's 2013 - 2018 Strategic Plan on November 7th and the 2013 Budget on December 5, 2012. As always, this budget calendar is considered a "draft," or a living document, and will probably be subject to changes to reflect the needs of the Authority and/or staff.
-
- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The annual budget impacts all agency goals.
-
- 8) **References:** 2013 Draft Budget/2013-2018 Strategic Plan Calendar.

2013 Budget and 2013 Through 2018 Strategic Plan Schedules

WHEN	Who	Lead	Budget	Lead	Strategic Plan
Monday, July 16, 2012	CAC			Mike	WP #1 Identify Issues
Wednesday, July 18, 2012	Intercity Transit Authority Worksession			Mike	WP #1 Identify Issues
Wednesday, August 1, 2012	Intercity Transit Authority Meeting			Mike	Regional Service
Wednesday, August 15, 2012	Intercity Transit Authority Worksession			Mike	WP #2
Monday, August 20, 2012	CAC			Mike	WP #2
Tuesday, August 21, 2012	Budget Coordinating Committee	Ben/Leslie/ Mike	Begin the 2013 budget process.		
Thursday, August 23 2012	Capital Group	Ben	Develop Capital program for budget and strategic plan		
Friday, August 31, 2012	Budget Coordinating Committee	Ben/Leslie/ Mike	Prepare for 1st Budget Team Meeting		
Friday, September 7, 2012	1st 2013 Budget Team Meeting	Ben/Leslie/ Mike	Kickoff Meeting - 1.) Identify budget issues. 2.) Review TDP and Budget Target. 3.) Review Capital Projects. 4.) Review Budget Schedule. 5.) Present Salary, Wages and Benefits (including uniforms, tool allowance and tuition reimbursement for ATU and IAM) 6.) Address GWI. 7.) Address Train & Develop.		
Wednesday. September 5, 2012	Intercity Transit Authority - Meeting	Ben	Present Budget and Strategic Plan Timeline	Ben	Present the draft Strategic Plan Six-Year Financial Forecast.
Wednesday, September 19, 2012	Intercity Transit Authority - CAC - Joint Meeting	Ben	1.) Capital Budget Presentation		
Friday, September 28, 2012	Budget Team Action Point	Budget Team	Other Operating Expenses, Non-recurring Operating Expenses, Capital Expenses and New Projects (staffing, capital and operating) project sheets complete and entered in budget tool.		

2013 Budget and 2013 Through 2018 Strategic Plan Schedules

WHEN	Who	Lead	Budget	Lead	Strategic Plan
Wednesday, October 3, 2012	Intercity Transit Authority - Meeting	Ben	Set Public Hearing Date for Budget for Wednesday, November 7, 2012	Mike	1.) Strategic Plan Issue Discussion 2.) Set Public Hearing Date for the Strategic Plan for Wednesday, October 17, 2012
Tuesday, October 9, 2012	2nd 2013 Budget Team Meeting	Ben/Leslie/ Mike	1.) Discuss any changes/clarifications to items discussed at the 1st Budget Team meeting. 2.) Identify remaining dollars available. 3.) Begin discussion/agreement new projects.		
Friday, October 12, 2012	Budget Team Action Point	Budget Team	Projections for 2012 need to be completed and entered into the budget tool, so we can generate our estimated 2012 expenses.		
Monday, October 15, 2012	CAC	Ben	Draft Budget Presentation	Mike	Strategic Plan - Issue Discussion
Tuesday, October 16, 2012	3rd 2013 Budget Team Meeting	Ben/Leslie /Mike	1.) Discuss any changes/clarifications to items discussed at the 1st and 2nd Budget Team meetings. 2.) Continue discussion/agreement new projects. 3.) Conclude Budget Team Activities		
Wednesday, October 17, 2012	Intercity Transit Authority - Meeting	Leslie	Budget Books Available to the Authority	Mike	Strategic Plan Public Hearing
Wednesday, October 17, 2012	Intercity Transit Authority - Special Meeting	Ben	Draft Budget Presentation	Mike/Dennis	Draft Strategic Plan Public Hearing
Thursday, October, 18, 2012	Public	Leslie	Budget Books Available to the Public		
Wednesday, November 7, 2012	Intercity Transit Authority - Meeting	Ben	Draft Budget Public Hearing	Mike	Approve 2013-2018 Strategic Plan
Monday, November 19, 2012	CAC	Ben	Present Draft Budget	Mike	Present Strategic Plan
Wednesday, December 5, 2012	Intercity Transit Authority - Meeting	Ben	Adopt 2013 Budget		

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Maintenance Contract for ACS System

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- 1) **The Issue:** Consideration of payment for the final year of the maintenance contract for the ACS radio system.
-
- 2) **Recommended Action:** Authorize the General Manager to make payment to ACS Transport Solutions for the final year of the current five year maintenance contract for the agency radio system in the amount of \$168,565, including taxes.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** In 2008, Intercity Transit completed the installation of the ACS radio system and subsequently entered into a five year maintenance agreement for the system. The maintenance amount for each of the five years was established prior to execution of the agreement. Each year, staff reviews the actual maintenance costs for previous years and our knowledge of the current system. Staff determined the cost proposed for this fifth year is comparable and reasonable.
-
- 5) **Alternatives:**
- A. Authorize the General Manager to make payment to ACS Transport Solutions for the final year of the current five year maintenance contract for the agency radio system in the amount of \$168,565, including taxes.
 - B. Defer action. The current maintenance term expires September 26, 2012. 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:** The Information Systems 2012 maintenance contracts budget item includes \$168,565 for this expenditure.
-
- 7) **Goal Reference:** Goal #2 - *"Provide outstanding customer service."*
-
- 8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: September 5, 2012**

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann (360) 705-5833

SUBJECT: Hawks Prairie Park-and-Ride -- Approval of Change Orders

1) **The Issue:** Consideration of “not-to-exceed” approval of two change orders for additional refuse and subgrade fill removal at the Hawks Prairie Park-and-Ride project. Negotiations continue to reach agreement on the final cost.

2) **Recommended Action:** Authorize the General Manager to approve Change Order Request #4 from Scarsella Bros. in a not-to-exceed amount of \$655,543.80 for the removal and disposal of excess landfill refuse and approve Change Order Request #5 in a not-to-exceed amount of \$152,460.00 for the removal of excess subgrade fill.

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

4) **Background:** The Hawks Prairie Park-and-Ride site settled unevenly during the preload phase and the depth of the original underlying landfill cover and subgrade fill varied much more than originally anticipated.

As grading work progressed across the site to establish the proper surface elevations and slopes for construction, many unexpected high areas of refuse have been uncovered. In constructing the modifications to the gas collection system, large runs of pipe were found surrounded by refuse that had to be removed to construct the required gravel bed. The initial layer of structural material, the geogrid fabric, has to be placed on at least six inches of good fill to perform properly. In many areas, this required additional removal of refuse. Landfill waste was encountered in areas not anticipated in the original plans. In the oldest areas of the site, the underlying refuse weighed twice as much per cubic yard due to distant past landfill practices of combining rocks and soil with the waste. All refuse material must be disposed of at the WARC, and cost is calculated by weight.

Along with the removal of excess refuse, the same conditions required the removal of excess existing subgrade fill to establish the correct surface elevations and grades. Wherever possible, the excess subgrade fill has been reused on the site. It does not have to be disposed of at the WARC, and its removal costs are

lower. The contractor removed 6,620 cubic yards of subgrade fill above the 7,900 in the bid document.

When these conditions were first discovered and continued to reemerge, Intercity Transit, KPFF, and the contractor evaluated the situation and possible options. It was finally determined there was no feasible mitigation, and the contractor was directed to continue establishing the proper grade.

KPFF had representatives monitor the amount of subgrade fill removed and check the WARC tickets to verify the cost of disposing of the refuse. The cost of the additional 4,047 tons of refuse removal, above and beyond the expected 1,261 tons, created a large expense for the project. The WARC charges a fixed \$120 per ton for refuse. Intercity Transit and KPFF successfully negotiated with the contractor to lower the contractor's own cost per ton by 38% on 75% of the excess and are continuing negotiations to lower the cost further.

5) **Alternatives:**

- A. Authorize the General Manager to approve Change Order Request #4 from Scarsella Bros. in a not-to-exceed amount of \$655,543.80 for the removal and disposal of excess landfill refuse and approve Change Order Request #5 in a not-to-exceed amount of \$152,460.00 for the removal of excess subgrade fill.
- B. Defer action which will delay closeout of the contract.

6) **Budget Notes:** The combined Regional Mobility Grant and local funding for this biennium is \$4,359,075. With authorization of these change orders, the total expenses for this biennium are still projected to remain within budget.

7) **Goal Reference:** Goal 4: *"Provide responsive transportation options."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Short and Long Range Planning Consultant

1) **The Issue:** Consideration of an award for the provision of short and long range planning services.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Nelson/Nygaard Consulting Associates, Inc. in the amount of \$79,959 for the provision of short and long range planning services.

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

4) **Background:** A request for proposals for the provision of short and long range planning services was released on June 20, 2012, with a pre-proposal meeting on June 29th. Two proposals were received by the July 20, 2012, submittal deadline.

The proposals were evaluated by staff from Planning, Operations, Marketing, and Procurement. In addition, a staff member from the Thurston Regional Planning Council assisted in the evaluation process. Proposals were evaluated based on the firm's demonstrated understanding of the project, proposed approach, capacity to perform, experience and technical competence, past performance, transit specific experience and cost.

After evaluation, clarifications, reference checks and establishing the competitive range, Nelson/Nygaard was determined to have the proposal that best met Intercity Transit's needs. The firm was interviewed on August 24th. The team reviewed all the information gained, reevaluated and decided to recommend award to Nelson/Nygaard.

Nelson/Nygaard has extensive experience with short and long range planning for transit. The firm recently provided similar planning services for Community Transit and C-TRAN as well as a number of transit agencies nationwide. Their proposed approach fits our needs and staff believes Nelson/Nygaard will lead a successful plan development process.

- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract with Nelson/Nygaard Consulting Associates, Inc. in the amount of \$79,959 for the provision of short and long range planning services.
 - B. Defer action. Our goal is to complete a short and long range service plan every six years. It has been six and a half years since completion of our last plan.

6) **Budget Notes:** The 2012 budget includes \$80,000 for this project.

7) **Goal Reference:** Goal 1: *“Assess the transportation needs of our community;”* Goal 2: *“Provide outstanding customer service;”* and Goal 4: *“Provide responsive transportation options.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: 2013-2018 Strategic Plan – Capital Program

1) **The Issue:** To brief the Authority on Intercity Transit’s anticipated capital program need, expenses and revenues over the 6-year period covered by the Strategic Plan.

2) **Recommended Action:** This is an information item.

3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. A major element of the plan is the six-year capital program. The new federal legislation makes dramatic changes in federal capital funding.

4) **Background:** A working paper addressing the Moving Ahead for Progress in the 21st Century Act (MAP-21) was provided to the Authority at the August 15 work session.

Staff will provide a working paper addressing the 2013-2018 capital program and anticipated revenues under MAP-21. This will include the updated capital program as well as updated revenue projections.

MAP-21 provides an increased level of allocated revenue but eliminates discretionary capital funding. This makes it very difficult to fund major capital projects such as the expansion of our maintenance and operating facility and major bus purchases. Intercity Transit is relatively fortunate that major bus purchases are completed until 2018 or 2019 and that other major capital projects are funded. However, the renovation and expansion of the Pattison Street facility and the replacement of 48 buses between 2018 and 2023 will require a new source of funds.

5) **Alternatives:** N/A

- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Changes in federal funding of capital projects will significantly change how we plan future capital expenditures.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** The following will be sent to the Authority prior to the meeting:
- A. 2013-2018 Strategic Plan Working Paper #5: Intercity Transit 2013- 2018 Capital Program.
 - B. Capital for 9.21 Authority Meeting.xls
 - C. Recap 2013–2018 Strategic Plan with Pattison Expansion Project
 - D. Recap 2013–2018 Strategic Plan without Pattison Expansion Project

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-G
MEETING DATE: September 5, 2012

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Regional Mobility Grants

1) **The Issue:** To review potential Regional Mobility Grant projects for the 2013-2015 biennium.

2) **Recommended Action:** Staff seeks Authority direction regarding potential applications for Regional Mobility grant funds.

3) **Policy Analysis:** The Washington State Department of Transportation issued a call for applications for Regional Mobility Grant projects for the 2013-2015 biennium. The Intercity Transit Authority must approve local matching funds and acceptance of a grant award.

4) **Background:** Intercity Transit has been very successful in obtaining Regional Mobility Grant funds over the past six years. The Martin Way Park-and-Ride facility expansion was funded in the 2005-2007 Regional Mobility program and the Hawks Prairie Park-and-Ride facility was funded in the 2009-2011 program and also received funds in the 2011-2013 biennium.

It is expected there will be \$40 million available for this program in the 2013-2015 biennium. Competition for these grants could be less than previous biennia due to the financial hardships facing many transit systems in the state.

Staff recommends two Regional Mobility grant applications be submitted for the 2013-2015 biennium. These two projects were also submitted in 2011 and scored well at that time. These applications would seek funding for:

- New express service providing direct, limited stop service between Olympia and Seattle. This could also serve DuPont and the new Hawks Prairie facility. This service would extend the existing Sound Transit Route 592 to Thurston County. Approximately six morning and seven evening trips would operate between Olympia and Seattle. The estimated cost of this service would be approximately \$420,000 per year with a local cost of \$84,000 per year. The service would be operated by Sound Transit through a contract with Intercity Transit.

- New express service connecting Tumwater, the Capitol Campus, the new Hawks Prairie park-and-ride facility, DuPont and Lakewood Station. This service would be coordinated with existing service in the corridor to improve midday and peak service. The service would also be scheduled to meet the Sound Transit Commuter rail service, the Sounder, which will be extended to the Lakewood Station in October 2012. Capital funds as well as operating funds would be sought for this service. The service cost would be approximately \$578,250 per year with a local cost of \$115,650 per year. The capital cost for two buses is \$1,450,000 requiring a local contribution of \$290,000.

Other potential applications include:

- New express service connecting Lewis County, south Thurston County, the Tumwater Town Center area and the Olympia Transit Center. The cost of this service, assuming all-day service supplemented with an additional bus in peak periods, would be similar to the service connecting Tumwater described above. We are discussing sharing the local cost with Twin Transit though it is uncertain whether they would have local funds to cover their share.
- Increased service on the existing express service in the I-5 corridor between Thurston County and Pierce County. This would be similar in cost to the Tumwater option described above but would not extend the service to Tumwater.

The grant can include both capital and operating expenses. The projects operated by Intercity Transit to improve and increase express service would also include capital funding for new buses.

5) **Alternatives:** Intercity Transit may apply for one or more Regional Mobility projects or may choose not to apply for funding for the 2013-2015 biennium.

6) **Budget Notes.** Intercity Transit will be required to provide a 20-percent match for funds under this program. These funds would be included in the 2013 through 2015 budgets. Intercity Transit would seek four years of funding for operating projects.

7) **Goal Reference:** This project addresses Goal 2: *"Provide outstanding customer service."* Goal 4: *"Provide responsive transportation options."*

8) **References:** N/A