

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**July 19, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- |           |   |                |
|-----------|---|----------------|
| <b>1)</b> | <b>APPROVAL OF AGENDA</b>               | <b>1 min.</b>  |
| <b>2)</b> | <b>INTRODUCTIONS &amp; RECOGNITIONS</b> | <b>0 min.</b>  |
| <b>3)</b> | <b>PUBLIC COMMENT</b>                   | <b>10 min.</b> |

*Public Comment Note:* This is the place on the agenda where the public is invited to address the Authority on any issue. **The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.**

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

- |           |   |               |
|-----------|---|---------------|
| <b>4)</b> | <b>APPROVAL OF CONSENT AGENDA ITEMS</b>   | <b>1 min.</b> |
|           | <b>A. Approval of Minutes:</b> June 7, 2017, Regular Meeting; June 21, 2017, Special Meeting.   |               |
|           | <b>B. Payroll – June, 2017:</b> \$3,301,769.00  |               |
|           | <b>C. Accounts Payable:</b> Warrants dated June 9, 2017, numbers 22917-22976, in the amount of \$304,333.84; Warrants dated June 23, 2017, numbers 22985-23037, in the amount of \$1,533,565.89. Automated Clearing House Transfers for June 2017 in the amount of \$6,552.67 for a monthly total of \$1,844,452.40.  |               |
|           | <b>D. Purchase of Passenger Shelters:</b> Authorize the General Manager to issue a purchase order to Handi-Hut for 14 passenger shelters with kiosks. The purchase order is not-to-exceed \$59,515, including taxes and freight. <i>(Jeff Peterson)</i>   |               |
|           | <b>E. Solar Lighting for Bus Stops:</b> Authorize the General Manager to issue a purchase order with Urban Solar Corp. in the not-to-exceed amount of \$32,096, inclusive of tax and shipping, for ten pole mounted and ten shelter mounted solar lighting systems to improve bus stop safety. <i>(Jeff Peterson)</i> |               |
| <b>5)</b> | <b>PUBLIC HEARING - None</b>  | <b>0 min.</b> |

- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council (July 7)** (*Karen Messmer*) **3 min.**
  - B. **Transportation Policy Board (July 12)** (*Don Melnick*) **3 min.**
  - C. **Citizen Advisory Committee (July 17)** (*Denise Clark*) **3 min.**
- 7) **NEW BUSINESS**
  - A. **Presentation Thurston County Proposed Cultural Arts and Convention Center** (*Ann Freeman-Manzanares/Ramiro Chavez*) **10 min.**
  - B. **Bus Stop Pad Engineering Contract Award** (*Tammy Ferris*) **5 min.**
  - C. **Geotechnical Engineering and Environmental Services Contract** (*Tammy Ferris*) **5 min.**
  - D. **Dial-A-Lift Vehicle Purchase** (*Katie Cunningham*) **5 min.**
  - E. **Janitorial Service & Supply** (*Katie Cunningham*) **5 min.**
  - F. **Adopt Resolution 05-2017 Appoint Auditing Officer** (*Suzanne Coit*) **5 min.**
  - G. **Interlocal Agreement with City of Tumwater** (*Eric Phillips*) **5 min.**
  - H. **Review Draft Annual Transit Development Plan** (*Dennis Bloom*) **10 min.**
  - I. **Briefing on Intercity Transit Hazard Mitigation Plan** (*Jessica Brandt*) **20 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **ADJOURNMENT**

*Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.*

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**June 7, 2017**

**CALL TO ORDER**

Chair Sullivan called the June 7, 2017, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Debbie Solomon (Alternate)

**Members Excused:** City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

**Staff Present:** Ann Freeman-Manzanares; Paul Koleber; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys

**Others Present:** Citizen Advisory Committee Member, Joan O'Connell; Legal Counsel, Dale Kamerrer.

**APPROVAL OF AGENDA**

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to approve the agenda as presented.

**INTRODUCTIONS**

- A. Mark Sandberg introduced Cameron Crass, Operations Supervisor and Randy Laffey, Scheduling Coordinator.
- B. Eric Phillips introduced Rena Shawver, Marketing Communications & Outreach Manager.

**PUBLIC COMMENT - None**

**APPROVAL OF CONSENT AGENDA ITEMS**

It was M/S/A by Citizen Representatives Warner and Melnick to approve the consent agenda as presented.

## **Intercity Transit Authority Regular Meeting**

**June 7, 2017**

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**A. Approval of Minutes:** May 3, 2017, Regular Meeting; May 17, 2017, Special Meeting.

**B. Payroll – May 2017:** \$2,292,382.37

**C. Accounts Payable:** Warrants dated April 14, 2017, numbers 22581-22657, in the amount of \$329,879.76; Warrants dated April 28, 2017, numbers 22658-22719, in the amount of \$547,970.74; Automated Clearing House Transfers for April 2017 in the amount of \$8,620.05 for a monthly total of \$886,470.55.

Warrants dated May 12, 2017, numbers 22738-22805, in the amount of \$373,383.49; Warrants dated May 26, 2017, numbers 22826-22901, in the amount of \$621,365.01; Automated Clearing House Transfers for May 2017 in the amount of \$10,963.26 for a monthly total of \$1,005,711.76.

**D. Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs.  
(Katie Cunningham)

**PUBLIC HEARING – None.**

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Karen Messmer reported on the May 5, 2017, TRPC meeting where members received a presentation about the North Lewis County Industrial Access Project which is an effort exploring strategies that increase access to industrial properties and improve system-wide mobility of people and goods while ensuring the transportation system is safe and efficient to operate as well as strategies that remove barriers or incentivize compatible industrial development. The NLCIA study is investigating and developing partnerships, policies and projects that will facilitate access to industrial properties in north Lewis County or otherwise increase the attractiveness of industrial growth. The study is looking at alternative routes utilizing existing interchanges, existing local roadway improvements, and the feasibility of a new interchange between Harrison Avenue (Exit 82) and Grand Mound (Exit 88), as well as potential new routes or connections.

The June 2, 2017, meeting consisted of the TRPC Planning Retreat which was held at the Bucoda Community Center, a true historic landmark. Messmer said two types of surveys given to the members in advance of the retreat – one was an online survey for members and alternates and the other was a phone survey the consultant prepared, asking people about their concerns and priorities. Messmer said she was disappointed by the total number of survey participants. She said there were some interesting results and topics included transit walkable communities, traffic congestion and how to deal with shifting to multimodal, as a role TRPC should

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**June 7, 2017**

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have. One issue that kept cropping up was the lack of something regional. There was a sense of urgency in planning about water resources, and transportation was also high on the list. The Sustainable Thurston plan and climate issues did not come up much during the day's conversation, or in the surveys.

- B. Transportation Policy Board (TPB).** Karen Messmer reported on the May 10, 2017, TPB meeting. Mike Harbour, Deputy CEO of Sound Transit, gave a presentation about Sound Transit's exploration of transit and passenger rail plans and challenges. Sounder Commuter Rail construction is estimated to be completed in 2036 in DuPont. In the meantime, the public will need to rely on express buses.

Messmer said since TRPC and TPB only meet once a month, she suggested placing committee reports on the agenda for both Authority meetings because of the amount of time between meetings, and that would eliminate information lagging behind.

- C. Citizen Advisory Committee.** CAC member, Joan O'Connell said the CAC met May 15, 2017, and a report was provided at the May 17 Authority meeting by Michael Van Gelder.

### **NEW BUSINESS**

- A. Tire Carousel.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase a tire carousel. Intercity Transit keeps about 100 tires on site at any given time and our limited space makes storage of these tires a challenge. They must be either stored outside or lifted to a mezzanine with a forklift or pulley system which poses a safety hazard.

The tire carousel, which is a mechanical rack system, will solve these challenges as it can store up to 91 tires in a relatively small footprint. The unit takes advantage of vertical storage space and acts like an elevator, lifting up tires from ground level where they can be removed at the top of the mezzanine safely.

Messmer asked who maintains the equipment and how easy is it to repair. Peterson said the equipment is a simple mechanical device which is gear driven and easy to maintain, so the Maintenance staff will maintain the equipment.

**It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Messmer to authorize the General Manager to enter into a contract with Black and Decker, DBA SWS Vidmar Lista, to purchase one tire carousel in the amount of \$47,536.90, inclusive of tax and installation.**

- B. 2018-2021 Transportation Improvement Program Adoption.** Development Director, Eric Phillips, presented for consideration the adoption of the 2018-2021

transportation improvement program for projects with anticipated Federal funding over the next four years.

**It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to adopt the 2018-2021 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.**

- C. Amending the Appointment of Agent to Receive Claims for Damages.** Heather Stafford-Smith, Human Resources Director, presented for consideration the adoption of Resolution 03-2017 to reflect current staff designated to receive claims for damages.

On April 3, 2017, Intercity Transit combined Human Resources, Finance and Information Systems into one department called "Administrative Services." Stafford Smith, previously the HR Director, now leads all three divisions. Her title is "Administrative Services Director." There is no longer a Finance Director position which is specifically mentioned in the existing resolution. This resolution will replace the reference to the HR Director position with the Administrative Services Director and assigns the Finance Manager as a secondary designated signer.

**It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to adopt Resolution 03-2017 to reflect the most recent Administrative Organizational Structure changes and laws regarding receipt of claims for damages.**

- D. Strategic Plan – Goals and End Policies.** Freeman-Manzanares reviewed existing Goals and End Policies from the 2017-2022 Strategic Plan to determine if they remain relevant for the 2018-2023 Strategic Plan. Last year the Authority amended and added statements to focus on accessing transportation needs throughout the PTBA, insuring the agency was addressing needs within the financial limitations, defining success based on satisfaction levels as opposed to increased ridership, and explicitly stating that the goal is to encourage the youth.

The six Goals and End Policies from the 2017-2022 Strategic Plan are as follows:

- *Goal 1 – Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*

End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

***No changes – remains the same for 2018-2023.***

- Goal 2 – *Provide outstanding customer service.*  
End Policy–Customers and the community will report a high level of satisfaction.

*No changes – remains the same for 2018-2023.*

- Goal 3 – *Maintain a safe and secure operating system.*  
End Policy–Focus on continual improvement for the safety and security of all customers, employees, and facilities.

*No changes – remains the same for 2018-2023.*

- Goal 4 – *Provide responsive transportation options within financial limitations.*  
End Policy–Customers and staff will have access to programs and services that benefit and promote community sustainability.

Messmer suggested adding to the End Policy, “Customers and staff will have access to programs and services that *serve their transportation needs and* benefit and promote community sustainability.”

Melnick suggested acknowledging the Regional Alliance and would like to add something regarding being responsive to growth, transportation needs and demands and the communities role in assisting in this process.

Messmer suggested adding to Melnick’s suggestion to the Goal 6 End Policy terminology related to educate, encourage community members and work with community partners to explore and appreciate the benefits of public transportation, incorporating private partnerships could be part of that.

- Goal 5 – *Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.*

End Policy–Resources will be used efficiently with minimal impact on the environment.

Gilman said sustainability isn’t limited to environment. Add something reflecting the social and environmental sustainability impacts.

- Goal 6 – *Encourage use of services.*

End Policy-Educate and encourage community members (and all partners or stakeholder) to explore and appreciate the benefits of public transportation.

Amend End Policy to, "Educate, encourage and work with community members, partners and stakeholders to explore and appreciate the benefits of public transportation."

Gilman said with the completion of the long range plan and the open houses, that the results may inspire the Authority to revisit these goals next year.

*Commissioner Blake arrived.*

## **GENERAL MANAGER'S REPORT**

Freeman-Manzanares introduced the General Manager from Twin Transit, Rob LaFontaine, who was a guest in the audience.

The new class of Operators will graduate on Friday, June 16. All are invited to their Graduation Celebration Potluck being held from 11:30 a.m. to 1 p.m. in the Maintenance Rebuild Room.

Operations/Maintenance Director, Jim Merrill, participated in a public safety meeting held in Yelm. They discussed emergency management issues from throughout the county.

The underground storage tank construction taking place along Martin Way is moving along quickly. They are currently placing rock over the stormwater chambers on the newly installed infiltration gallery.

Lee Peterson, Vanpool Coordinator, is graduating from the Leadership Thurston County Program on June 14. Congratulations to Lee and many thanks for representing the agency so well.

There are 176 vanpools. Intercity Transit lost a vanpool group from JBLM because the riders were reassigned to other military bases; however, they "recruited" an all new soldier group to replace them. We haven't really seen that sort of participation in the past. It's really notable and we appreciate them. Staff is reaching out to many groups, and attending community and hiring events to increase the number of vanpool riders.

Per WSDOT, Intercity Transit was awarded an \$885,000 grant for the replacement of 40 vanpool vehicles. We are focused primarily on 7 passenger vans that have gone beyond



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their regular replacement cycle. They are the most in demand by our customers and although many are built in the US, they do not comply with Buy America as the manufacturers have chosen not to participate in the certification process. This state funding will benefit our customers.

Intercity Transit's federal advocate, Dale Learn, from Gordon Thomas Honeywell will attend the August 16, 2017, Authority meeting.

The IT Road Trip dates are:

- Lacey Timberland Library Monday, June 12 from 4:30 to 6 p.m.
- Tumwater Library Wednesday, June 14 from 4:30 to 6 p.m.
- Olympia Community Center, Thursday, June 15 from 12 to 1:30 p.m.
- Olympia Timberland Library Thursday, June 15 from 5:30 to 7 p.m.
- Yelm Community Center Tuesday, June 20, from 4:30 to 6 p.m.

Intercity Transit will participate in the following parades:

- Capital City Pride - June 17 @ noon
- Yelm Prairie Days - June 24 @ 9:30 a.m.
- Tumwater 4<sup>th</sup> of July Parade @ 11 a.m.
- Lake Fair parade - July 15 @ 5 p.m.

Due to the amount of activity at the Evergreen State College, Intercity Transit was asked to assist with transportation to their graduation ceremony; however, Intercity Transit cannot provide charter service so unfortunately, we are unable to assist. Staff did offer to provide assistance coordinating with Travel Training and Dial-A-Lift service.

### **AUTHORITY ISSUES**

Sullivan thanked staff for attending the Tumwater Community Summit held May 16, 2017. The City of Tumwater, the Tumwater School District and TOGETHER! co-hosted a Community Summit at Peter G Schmidt Elementary School. She noted that even though conversation centered on partnerships with the schools and other agencies such as law enforcement, transportation did come up several times in the conversation. She said it's important that Intercity Transit be invited to community outreach events.

Melnick said during his trip to Charleston, North Carolina, he rode the free buses around the city, and although the buses were nice, the drivers were not very friendly. They also use a lot of wrap advertisements on their buses.

Clarkson said the SPSCC graduation exercises have been relocated to Ingersoll Stadium at Olympia High School, and they are scheduled to hand out over 1,400 certificates/diplomas.

**Intercity Transit Authority Regular Meeting**

**June 7, 2017**

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Blake thanked Freeman-Manzanares for her leadership during the 2016-2017 Leadership Thurston County program.

Blake said the Thurston County Commissioners passed Resolution 15476 calling for a public hearing on the proposed creation of a cultural arts and convention center. He said all jurisdictions will be involved in the discussion.

**ADJOURNMENT**

**It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 6:42 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: July 19, 2017.**

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

**EXHIBIT A**  
**SURPLUS PROPERTY - JUNE 2017**

<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Brother HL-L8350cdw Printer	U63777K4J169305	1	\$50.00	\$50.00
2	OKI Data C5800 Printer	AE61069071A0	1	\$50.00	\$50.00
3	Brady IP600 Printer (with labels)	12905	1	\$600.00	\$600.00
4	HP Officejet H470	CN95M181BB	1	\$20.00	\$20.00
5	HP 4250dtn Printer (with base)	CNRXY43010	1	\$75.00	\$75.00
6	HP 9050DN Printer (with base)	JPCL57700D	1	\$200.00	\$200.00
7	HP 9050DN Printer (with base)	JPRL834047	1	\$200.00	\$200.00
8	OKI Data Toner Cartridges 1-Cyan, 1-Magenta	43381702 & 43381703	pair	\$20.00	\$20.00
9	HP Q5942A Toner cartridge	Q5942A	1	\$20.00	\$20.00
10	Dell OptiPlex 780 tower	33C0FQ1	1	\$60.00	\$60.00
11	Dell OptiPlex 780 small form	DKFRFK1	1	\$10.00	\$10.00
12	Dell OptiPlex 780 small form	3X47GK1	1	\$10.00	\$10.00
13	Dell OptiPlex 780 small form	3X3CHK1	1	\$10.00	\$10.00
14	Dell OptiPlex 780 small form (parts only)	3X35GK1	1	\$1.00	\$1.00
15	Dell OptiPlex 780 small form (hardware issues)	3X49GK1	1	\$1.00	\$1.00
16	Dell OptiPlex 780 small form (parts only)	3X4JHK1	1	\$1.00	\$1.00
17	Dell OptiPlex 780 small form (parts only)	3X38GK1	1	\$1.00	\$1.00
18	Dell OptiPlex 780 small form	3X3TCGK1	1	\$10.00	\$10.00
19	Dell Latitude E4310 laptop (no hard drive or power supply)	G3NW4Q1	1	\$35.00	\$35.00
20	Dell Latitude E4310 laptop (no Power Supply)	76NWQ41	1	\$50.00	\$50.00
21	Dell Latitude E4310 laptop (no Power Supply)	4NMW4Q1	1	\$50.00	\$50.00
22	Dell Latitude E4310 laptop (no Power Supply)	CQNW4Q1	1	\$50.00	\$50.00
23	Dell Latitude E4310 laptop (no Power Supply)	5JNW4Q1	1	\$50.00	\$50.00
24	Dell Latitude E6510 laptop (no Power Supply)	1V405Q1	1	\$50.00	\$50.00
25	Dell Latitude D620 laptop (spare battery no Power Supply)	GCHGNC1	1	\$40.00	\$40.00
26	Dell Latitude E6420XFR (hardware issues no Power Supply)	2HYJPQ1	1	\$50.00	\$50.00
27	Dell Latitude E6420XFR (hardware issues no Power Supply)	1HYJPQ1	1	\$50.00	\$50.00
28	Dell Latitude E6420XFR (hardware issues no Power Supply)	G34KPQ1	1	\$50.00	\$50.00
29	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-7BQ-2E3S	1	\$15.00	\$15.00
30	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-297L	1	\$15.00	\$15.00
31	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2GHL	1	\$15.00	\$15.00
32	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2E6L	1	\$15.00	\$15.00
33	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2GPL	1	\$15.00	\$15.00
34	NAS (network attach storage) 4x500GB hds	CZBC7150574	1	\$40.00	\$40.00
35	NAS (network attach storage) 4x500GB	CZBC7150589	1	\$40.00	\$40.00

<b>INFORMATION SYSTEMS</b>					
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
	hds				
36	Dell 4320 Projector (hardware issues)	FPG24P1	1	\$50.00	\$50.00
37	LED Reader board sign	0B43809	1	\$50.00	\$50.00
38	LED Reader board sign	428205	1	\$50.00	\$50.00
39	Box of miscellaneous small computer parts, cables, etc.	NA	1	\$20.00	\$20.00
40	PowerEdge R510 Server (No hard drives)	GX9ZMS1	1	\$250.00	\$250.00
41	PowerEdge R515 Server (No hard drives)	2D6MPQ1	1	\$250.00	\$250.00
42	PowerEdge R515 Server (No hard drives)	3D6MPQ1	1	\$250.00	\$250.00
43	PowerEdge R515 Server (No hard drives)	8005DQ1	1	\$250.00	\$250.00
44	PowerEdge R520 Server (No hard drives)	HZMDWW1	1	\$250.00	\$250.00
45	PowerEdge R710 Server (No hard drives)	729VLS1	1	\$250.00	\$250.00
46	PowerEdge R710 Server (No hard drives)	F0MNHL1	1	\$250.00	\$250.00
47	PowerEdge R710 Server (No hard drives)	H0MNHL1	1	\$250.00	\$250.00
48	PowerEdge R710 Server (No hard drives)	G0MNHL1	1	\$250.00	\$250.00
49	PowerEdge R710 Server (No hard drives)	D0MNHL1	1	\$250.00	\$250.00
<b>INFORMATION SYSTEMS TOTAL</b>					<b>\$4,639.00</b>
<b>FACILITIES</b>					
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Office Chairs	NG	8	\$15.00	\$120.00
2	Bunn VPR Series Coffee Maker, Black, 120V 13.1 Amps, 1575 watts	Model 33200-0000; Serial VPR0403191	1	\$40.00	\$40.00
3	Wall Hung Adjustable Wire Rack Computer Desk	NG	1	\$15.00	\$15.00
4	Snap-On 4 Ton Floor Jack	Model YA-667; Serial C	1	\$20.00	\$20.00
5	Amana Heavy Duty Washing Machine	Model NTW 5400TQ1; Serial CW1120145	1	\$15.00	\$15.00
6	Brake Wash Solvent Tank	SGE 00292	1	\$20.00	\$20.00
<b>FACILITIES TOTAL</b>					<b>\$230.00</b>
<b>VANPOOL</b>					
ITEM	DESCRIPTION	VEHICLE #	SEATS	MILEAGE	VALUE
1	2011 Dodge Caravan	2123	7	171,971	\$3,944.00
<b>VANPOOL TOTAL</b>					<b>\$3,944.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$8,813.00</b>

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**June 21, 2017**

**CALL TO ORDER**

Chair Debbie Sullivan called the June 21, 2017, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick.

**Members Excused:** Citizen Representative Ryan Warner; and Labor Representative Art Delancy.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Duncan Green; Paul Koleber; Steve Krueger; Pat Messmer; Jim Merrill; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith;

**Others Present:** Citizen Advisory Committee member, Jonah Cummings.

**APPROVAL OF AGENDA**

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to approve the agenda as presented.**

**RECOGNITIONS**

Freeman-Manzanares introduced the 2017 Excellence In Transit Honorees: Jim Merrill; Rick Smart; Jon Licht, Brian Sutherby and Judy Selleck from the Inventory Team; and from the Operations Supervisors Team: Steve Barlow, David Dudek, Cindy Fisher, Jason Hanner, Kevin Karkoski, Reuben Lamberson, Ruby Lance, Tom Mateski, Michael Midstokke, and Rudy Vento. These individuals will be recognized at the annual Transit Appreciation Day event, and at the Washington State Transportation Conference.

## **PUBLIC COMMENT**

**Mark Dublin – 1919 Evergreen Park, Olympia, WA.** Mr. Dublin addressed the Authority regarding the “wrap” advertising on the windows on the outside of the Intercity Transit buses. He doesn’t like looking through the mesh, and he feels like his ride quality is being ruined. He understands the ads are a form of revenue for the agency, and he wouldn’t mind seeing advertisements at the bus zones/shelters. But he asked the Authority to consider not wrapping the windows. He also suggested developing television screens around the bus where the windows are and present different scenes i.e. outer space, for the entertainment and enjoyment of the riders.

Mr. Dublin would also like to see the return of the 600 series buses up to Tacoma. Mr. Dublin said he used to drive for Metro Transit in Seattle for 13 years, and Intercity Transit is a wonderful system.

## **COMMITTEE REPORTS**

**A. Transportation Policy Board** – Don Melnick said the TPB met on June 14. Members received a presentation on the WA Transportation Plan Phase II Implementation & Freight System Plan; and Veena Tabbut gave a briefing on the Federal Safety Performance Measures. It appears the county is doing well except for a couple of categories. Serious injuries to motorists have increased and non-motorist fatalities have increased. The goal for those two categories is going in wrong direction and there wasn’t an explanation provided as to why.

Gilman said one of the categories included people who were using a personal electronic device while driving when their accident occurred.

**B. Citizen Advisory Committee** - Jonah Cummings reported the CAC met June 19 and a large portion of the meeting focused on the technical report by Thomas Wittmann. He noted one trend shows Thurston County is turning into a “bedroom community” due to people who live in Thurston County but work further up north, and the Intercity Transit buses that connect to the systems up north aren’t being as well utilized as they could be; however, if that growth trend continues those buses will become more important as time goes on. Having a way to more quickly move through the congestion, such as an HOV lane, would provide benefit and incentive to getting on the bus. We can move far more people in a far smaller space. There was discussion on how other transit systems from other regions partnered with third party companies like Uber and Lyft to help with those growing pains, and there was a bit of push back by the CAC. Higher pricing, especially during high demand times, were a concern as was the lack of disabled transport. There was

## **Intercity Transit Authority Work Session**

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discussion about Intercity Transit participating in the Yelm Prairie Day parade again and several CAC members were planning to join in.

Regarding tonight's public comment, Cummings said he understands how the mesh advertisements on the windows of the bus can become frustrating, especially if it's a bus route one is unfamiliar with.

Carmody said Intercity Transit should approach WSDOT to suggest turning the shoulder of the I-5 into an HOV lane.

Freeman-Manzanares said the current I-5 JBLM study showed higher people through-put with an HOV lane; however, the Legislature would only approve project continuation with a general purpose lane only. She would have to research if the study addressed running on the shoulder. Claus-Sharwark said Intercity Transit buses currently do not drive on the shoulder due to weight restrictions.

Clarkson represented the Authority at the CAC meeting on June 19, and he said Intercity Transit recruits quality citizens for the Advisory Committee.. He said their questions and comments demonstrated how knowledgeable they are. They do a great job.

### **DELL COMPUTER EQUIPMENT AWARD**

Procurement Coordinator, Jeff Peterson, presented for consideration the purchase of 41 personal computers and 16 monitors from Dell, Inc.

The desktop computers being requested are going to replace computers that have been out of warranty since April of 2016. Historically, computer hardware was refreshed on a 3-year cycle. Current technology is trending to 5-year life cycles and this purchase includes a 5-year warranty. The Information Systems team considered different suppliers of computers and found Dell offers quality reliable computer equipment at the most competitive rate. Intercity Transit's current computer environment consists of Dell equipment. Continuing to proceed with Dell equipment allows for operational efficiencies by avoiding compatibility issues, minimizing support of disparate technologies, and reducing learning curve.

To ensure price competitiveness, staff compared different equipment providers and costs from the State of Washington (DES) contract. Dell meets or exceeds our requirements and offered the lowest cost for both the PC's and the monitors. Staff recommends proceeding with a contract with Dell.

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Clarkson asked if computers are replaced on a rotation basis. Peterson confirmed that is correct.

Messmer asked if staff have desktop stationary computers or laptops. Peterson said staff either receives a stationary computer or a laptop. Those who travel a lot receive laptops, and others receive the stationary computers.

**It was M/S/A by Councilmember Gilman and Councilmember Clarkson to authorize the General Manager to purchase 41 personal computers and 16 monitors from Dell Inc. in the amount of \$59,381.44, inclusive of tax.**

### **SCHEDULE A PUBLIC HEARING ON THE 2017-2022 TDP**

Planning Manager, Dennis Bloom, asked for approval to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).

The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The annual TDP update must include three elements:

- a) Description of the system from the previous year (a 2016 Summary);
- b) Description of planned changes, if any, to services and facilities (2017-22); and
- c) Operating and capital financing elements for the previous year (2016), budgeted for current year (2017), and planned for five years (2018 - 22).

Staff will present the Draft TDP for discussion purposes to the Citizen's Advisory Committee meeting on July 17 and the Authority meeting July 19. The document will be available for public review and comment on July 20. After the public hearing, staff will request adoption by the Authority at their September 6, 2017, meeting. Upon final approval, the document is to be sent to WSDOT, local jurisdictions and other appropriate organizations and businesses.

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to schedule a public hearing for August 16, 2017, at 5:30 p.m. for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2016 Summary and the 2017-2022 Plan.**

### **PROJECT MANAGEMENT SERVICES AGREEMENT**

*Commissioner Blake arrived.*



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Procurement Manager, Steve Krueger, presented for approval consideration to enter into an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to perform project management services in support of the Olympia Transit Center Expansion Project.

OTC Expansion Project is at 30% design and has gone through Value Engineering. This project was initially pursued as a traditional design/bid/build project. A variety of challenges, including a very tight site, the requirement to operate the existing facility during construction, as well as complicated geotechnical, design and utility requirements, has lead us to pursue an alternative construction deliver method. Staff proposes an IAA with DES to perform construction project management services as the most productive, cost effective and expedient way forward.

State statutes authorize DES to provide construction project management services to State and local government. In addition, FTA regulations support grant recipients entering intergovernmental service agreements.

DES has extensive engineering, architectural and public works expertise. A highly experienced and qualified construction project management team is needed to ensure Intercity Transit's interests are effectively advanced and a successful outcome occurs. The DES Project Manager and support team has been vetted by staff. They have a strong working relationship with a variety of permitting and regulatory agencies, public utilities as well as design, construction and industry support professionals. An additional benefit is DES is authorized to pursue projects utilizing alternative project deliver methods, which allows us to forgo the state application, review and approval process, typically required of public entities.

Staff feels confident DES fees are fair and reasonable and that by partnering with DES, the OTC Expansion Project will gain a breadth of public works project management expertise and resources needed to achieve the desired results in a timely manner.

Any future work under the IAA with DES beyond the current scope of work for the OTC project that exceeds \$25,000 would be brought forward for Authority consideration separately.

Melnick asked for overall project budget. Krueger said the last estimate was \$8.2M to complete the project.

Melnick asked if staff looked at private consultants versus public; and why did staff select DES. Staff has utilized information from both private sector providers as well as DES. Part of the attraction to DES is the time savings involved with not having to apply for permission from the state to pursue this alternative delivery method. Another is the hour rates, in light of the considerable experience worked out in DES's favor as well.

## **Intercity Transit Authority Work Session**

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This project will include private sector contractors in partnership to move the project forward.

Clarkson asked what estimated savings does the agency benefit from using value engineering. Freeman-Manzanares said the benefits of value engineering have as much to do with ensuring the highest levels of functionality as they do with ensuring the most economical way to proceed. Freeman-Manzanares cited several examples of results of the value engineering exercise.

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to enter into an IAA with DES to provide Project management Services and authorize Project Management Services in support of the Olympia Transit Center Project in the amount of \$157,493.**

### **AMEND AUTHORITY BYLAWS – AUTHORITY PUBLIC MEETINGS ARTICLE V**

Clerk of the Board, Pat Messmer, presented for consideration the adoption of Resolution 04-2017 amending the Intercity Transit Authority Bylaws to change the monthly Work Session public meeting to a Regular monthly public meeting.

The Intercity Transit Authority conducts two public meetings monthly in accordance with the Open Public Meetings Act RCW 42.30.070. The first Wednesday of the month the Authority conducts a Regular meeting in which the Authority is known to take “action” on agency matters. The third Wednesday of the month is a Work Session, whereby the Authority discusses non-action items. However, due to the timing of agency business, it often times becomes necessary for the Authority to take action at the second meeting (Work Session). This requires changing the Work Session to a Special Meeting, and publishing the agenda in the local newspaper.

Resolution 04-2017 will amend the Bylaws to eliminate Article V – 5.4 Work Sessions; and change Article V - 5.1 Meetings to read, “Regular meetings of the Authority will be held *twice* each month at its designated offices....”

**It was M/S/A by Councilmember Carmody and Councilmember Clarkson to adopt Resolution 04-2017 amending the Intercity Transit Authority Bylaws eliminating Article V – Section 5.4 – Work Sessions and changing that meeting to a Regular monthly meeting.**

### **BICYCLE COMMUTER CHALLENGE RESULTS**

Bicycle Commuter Challenge Specialist (BCC), Duncan Green, provided the results of the 2017 BCC. The event kicked off in February with the 4<sup>th</sup> Annual Winter BCC with

## **Intercity Transit Authority Work Session**

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225 participants who celebrated with a selfie contest. Next there was the 11<sup>th</sup> (second rainiest ever) Earth Day Market Ride with over 70 riders.

All of the jurisdictions in Thurston County, including Tenino, proclaimed May as Bike Month.

The BCC fosters collaboration, communication and community to make bike month a success. That includes partnering with TRPC, Capital Bicycling Club, all local jurisdictions, Neighborhood Associations, The Evergreen State College Sustainability Office, state agencies and volunteers.

The BCC attended many local events: Washington Bike Summit; Thurston County Green Business Luncheon; REI Bike Commuting Basics Class; Evergreen State College Bike Fest; Capitol Campus Bike Expo; ELG Campus Bike Expo; Public Service Appreciation Day; Interagency Bike Ride; and DES Sustainability Fair.

Bike to Work Day was held May 19, with six bike commuter stations around Olympia, Lacey and Tumwater. Held on the same day was the Inter-Agency Bike Ride with over 30 riders from 12 agencies. All gathered for a picnic at Tumwater Historical Park.

Coming up on Saturday, June 24 is the Prize Hoopla where prizes from sponsors are awarded to over 200 people.

In spite of being the wettest and coldest spring, the BCC showed a registration of 1,600 people (down from 2016). There were:

- 85 Teams
- 48 Sponsors
- 200+ Prizewinners
- Rode 92,247 total miles
- 12,246 total commute days
- Prevented 46 tons of CO<sub>2</sub> from entering the atmosphere

Melnick asked if Intercity Transit gets any media coverage in Seattle. Green doesn't believe the BCC receives Seattle media coverage, most likely because Seattle and King County have their own bike events.

Carmody suggested Intercity Transit share this data with other media outlets.

## **SHORT RANGE SERVICE PLAN/COMMUNITY CONVERSATION**

Planning Manager, Dennis Bloom, provided an update on the most recent outreach efforts to the Short Range Service Plan/Community Conversation.

Bloom shared the results from the open houses that were held at the Lacey, Tumwater and Olympia Timberline Libraries and the Olympia Community Center.

Bloom reviewed the updated Road Trip web page. There was an estimated 5,000 invites sent out to individuals and businesses. The open house invitation was distributed to all of the jurisdictions, TRPC, Thurston Chamber, EDC, planning commissions, social services agencies, and state agencies. It was advertised in the Rider News, on social media and in the Olympian, Nisqually News and Roxy radio. Bloom shared examples of the various ads.

A total of 44 people attended the open houses. Bloom reviewed a summary of the “green dot” exercise which showed that the “Add more service to new areas” category received the most green dots. Two other categories were tied: “Operate more routes in the evening” and “Add more shelters at stops.”

Road Trip Inputs to Date:

- Online survey – 144 entries
- Public Comment Log – 300+
- Stakeholder interview are ongoing
- Intercept surveys are ongoing

Next Steps:

- Jason Robertson & Thomas Wittmann continue public outreach
- Meeting with Operators
- Next round of public involvement

Thomas Wittmann is working on:

- Land use scenarios
- Defining mobility options
- Alternatives development

Melnick asked Bloom how he feels about these first efforts. Bloom said there was a lot of effort to get the public to attend, and the fact that only 44 people attended was disappointing. He thinks people respond best by going to the website, versus in-person attendance, and social media is also the better route to take.

## **Intercity Transit Authority Work Session**

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Melnick asked how the Road Show is being rolled out to the Planning Commissions. Bloom said the idea is to provide presentations to the individual commissions.

Messmer said there are many other ways to have this conversation. Replicate the materials and the story that was told at the open houses to the planning commissions. At some point line up sometime in September/October planning commission timeframe for about 20 minutes.

Gilman said he had a different image of what this process was and it appears largely focused on people who don't ride the bus and not expected to use the services, but we expect them to support Intercity Transit as an important mobility agency within the community. He's excited the business organizations and public entities distributed this message but either the message or the location of the open houses was not the place for convening those business leaders or CTR staff. He said keep an eye on how to reach the people we want to support the idea and work of a mobility agency within our community without a mind to recruiting those individuals to use the services themselves but to think it's a tool for their business or agency.

Carmody said these statistics would be a great marketing tool for the Washington State Legislators.

Melnick asked what the plan is to interface with the business community. He suggested presentations to the chambers and rotary clubs to help them understand that Intercity Transit is trying to find out how to best serve customers including the business people whose employees need to get to work.

### **GENERAL MANAGER'S REPORT**

Staff received notice of a grant award from WSDOT for the 2017-2019 Vanpool Investment Program in the amount of \$885,000 to replace 40 vanpool vehicles. Intercity Transit doesn't intend to purchase additional vans at this time but will look at the following year. The agency has delayed the replacement of 7-passenger vehicles, so this money will be used to replace those vehicles.

A month ago, Freeman-Manzanares reported there was the potential to lose about \$1.4M in federal dollars for the Olympia Transit Center construction project. There are three different federal grants that combined will complete the project to bring Greyhound on site and expand that facility. Two of those grants include both architectural and engineering services as well as construction, and one grant is just for construction. The grant in question was just for construction and since the agency hasn't drawn-down any funds, and construction hasn't started yet, the FTA thought there was no movement on the project. Unfortunately, FTA does not allow combining grants into

## **Intercity Transit Authority Work Session**

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one project so on paper they are linked. Staff was able to show the connection and, in fact, there has been progress so the money remains in place to move forward with the project.

Construction is moving along nicely on the Underground Storage Tanks project.

The Citizen Advisory Committee will take their photo shoot at the July 17, 2017, meeting to advertise the recruitment for new CAC members in the fall.

### **AUTHORITY ISSUES**

Karen Messmer reminded the Authority the July 5 meeting is canceled. The next meeting will be July 19.

Melnick said Panorama received a bus stop and shelter. The Drive More Go Less team meets Thursday, June 22. Panorama is planning another symposium in September. A presentation is scheduled at the July TPB meeting regarding the last mile.

Melnick asked about the status of the Pierce Transit's \$4M grant. Freeman-Manzanares will follow up.

Sullivan said Intercity Transit provided the transportation for a group of CTR Coordinators, and many in the group never rode transit, and they were very impressed with the service.

### **ADJOURNMENT**

**It was M/S/A by Councilmember Carmody and Councilmember Clarkson to adjourn the meeting at 7:25 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: July 19, 2017**

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: 06/09/2017

Thru Date: 06/09/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22917	6/9/2017	01467	AFLAC WORLDWIDE HEADQUARTERS	\$10.00	
22918	6/9/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$235.00	
22919	6/9/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
22920	6/9/2017	01960	AMERICAN SEATING COMPANY	\$1,738.73	
22921	6/9/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$435.84	
22922	6/9/2017	02380	ARAMARK UNIFORM SERVICES	\$967.69	
22923	6/9/2017	02580	ASSOCIATED PETROLEUM	\$40,722.65	
22924	6/9/2017	02825	AUTO PLUS - OLYMPIA	\$302.69	
22925	6/9/2017	03610	BLANCHARD ELECTRIC	\$324.22	
22926	6/9/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$2,065.09	
22927	6/9/2017	05740	CED	\$50.59	
22928	6/9/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,203.57	
22929	6/9/2017	07220	CUMMINS NORTHWEST INC	\$12,135.15	
22930	6/9/2017	07619	DAVID S FOSTER	\$1,750.00	
22931	6/9/2017	08780	EMERALD SERVICES INC	\$719.91	
22932	6/9/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22933	6/9/2017	10477	GALLS, LLC	\$4,025.43	
22934	6/9/2017	10607	GENUINE AUTO GLASS OF LACEY	\$1,432.53	
22935	6/9/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22936	6/9/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22937	6/9/2017	10660	GILLIG LLC	\$35,149.54	
22938	6/9/2017	10759	GORDON TRUCK CENTERS INC	\$2,489.24	
22939	6/9/2017	11615	INDUSTRIAL HYDRAULICS INC	\$1,029.42	
22940	6/9/2017	11892	J ROBERTSON AND COMPANY	\$4,871.46	
22941	6/9/2017	11905	JANEK CORPORATION	\$723.52	
22942	6/9/2017	11943	JOANNA GRIST	\$1,750.00	
22943	6/9/2017	12474	KBA INC	\$13,411.15	
22944	6/9/2017	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$750.00	
22945	6/9/2017	13750	MAILBOX OF OLYMPIA	\$800.00	
22946	6/9/2017	14750	MULLINAX FORD	\$1,389.09	
22947	6/9/2017	14760	MUNCIE TRANSIT SUPPLY	\$49.05	
22948	6/9/2017	14900	NAPA AUTO PARTS	\$304.01	
22949	6/9/2017	15140	NISQUALLY TOWING SERVICE	\$607.50	
22950	6/9/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$189.99	
22951	6/9/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$33.91	
22952	6/9/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
22953	6/9/2017	17420	R&R TIRE COMPANY, INC.	\$2,556.80	
22954	6/9/2017	17505	RAINIER DODGE INC	\$285.43	
22955	6/9/2017	17560	RE AUTO ELECTRIC INC	\$1,102.03	
22956	6/9/2017	17580	RECARO NORTH AMERICA INC	\$4,145.00	
22957	6/9/2017	17900	SCHETKY NW SALES INC	\$1,423.05	
22958	6/9/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$976.23	
22959	6/9/2017	18068	SHINING EXAMPLE INC	\$268.34	
22960	6/9/2017	18145	SIX ROBBLEES INC	\$37.38	
22961	6/9/2017	18470	SPORTWORKS NORTHWEST INC	\$233.48	
22962	6/9/2017	18720	SUPER BEE WHEEL ALIGNMENT	\$104.49	
22963	6/9/2017	18940	TENNANT COMPANY	\$920.99	
22964	6/9/2017	21790	THURSTON COUNTY PUBLIC WORKS	\$257.34	
22965	6/9/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
22966	6/9/2017	21930	TIRES INC	\$8,489.83	
22967	6/9/2017	21950	TITUS-WILL CHEVROLET	\$1,978.76	
22968	6/9/2017	22010	TOYOTA OF OLYMPIA	\$107.76	
22969	6/9/2017	22100	TRANSIT SOLUTIONS, LLC	\$1,001.31	
22970	6/9/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>



**Intercity Transit**  
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Checking Account #: 0040007203

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From Date: 06/09/2017

Thru Date: 06/09/2017

Check #	Check Date	Ref #	Name	Amount	Voided
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22972	6/9/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
22973	6/9/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$9,501.68	
22974	6/9/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$32,069.43	
22975	6/9/2017	24750	WA ST GET PROGRAM	\$227.00	
22976	6/9/2017	25380	WASHINGTON GARDENS	\$315.52	
Total:				\$304,333.84	

# Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 06/23/2017

Thru Date: 06/23/2017

Check #	Check Date	Ref #	Name	Amount	Voided
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22986	6/23/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,243.71	
22987	6/23/2017	01960	AMERICAN SEATING COMPANY	\$336.26	
22988	6/23/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$129.34	
22989	6/23/2017	02380	ARAMARK UNIFORM SERVICES	\$981.62	
22990	6/23/2017	02580	ASSOCIATED PETROLEUM	\$72,661.83	
22991	6/23/2017	02825	AUTO PLUS - OLYMPIA	\$74.42	
22992	6/23/2017	05460	CARQUEST AUTO PARTS-OLYMPIA	\$356.40	
22993	6/23/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,391.82	
22994	6/23/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,610.31	
22995	6/23/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
22996	6/23/2017	07220	CUMMINS NORTHWEST INC	\$10,818.73	
22997	6/23/2017	09820	FLEET-NET CORP	\$476.00	
22998	6/23/2017	10477	GALLS, LLC	\$1,723.77	
22999	6/23/2017	10580	GENE'S TOWING INC	\$423.94	
23000	6/23/2017	10607	GENUINE AUTO GLASS OF LACEY	\$731.34	
23001	6/23/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23002	6/23/2017	10660	GILLIG LLC	\$22,302.60	
23003	6/23/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23004	6/23/2017	10759	GORDON TRUCK CENTERS INC	\$0.00	<input checked="" type="checkbox"/>
23005	6/23/2017	10759	GORDON TRUCK CENTERS INC	\$18,004.81	
23006	6/23/2017	11615	INDUSTRIAL HYDRAULICS INC	\$124.49	
23007	6/23/2017	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$2,580.74	
23008	6/23/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,117.95	
23009	6/23/2017	13661	LOOMIS	\$457.81	
23010	6/23/2017	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
23011	6/23/2017	13793	MARTIN WAY COLLISION INC.	\$1,569.88	
23012	6/23/2017	14160	MCMASTER-CARR SUPPLY CO.	\$16.74	
23013	6/23/2017	14590	MOHAWK MFG & SUPPLY	\$33.84	
23014	6/23/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
23015	6/23/2017	14750	MULLINAX FORD	\$4,409.99	
23016	6/23/2017	14900	NAPA AUTO PARTS	\$256.35	
23017	6/23/2017	15585	OLYMPIA FOOD CO-OP	\$260.00	
23018	6/23/2017	16557	PACIFIC MODULAR, INC	\$489.60	
23019	6/23/2017	16820	PIERCE COUNTY SECURITY	\$15,882.29	
23020	6/23/2017	16966	POINT & PAY	\$1,426.50	
23021	6/23/2017	17290	PUGET SOUND ENERGY	\$12,735.61	
23022	6/23/2017	17505	RAINIER DODGE INC	\$1,210.68	
23023	6/23/2017	17741	ROGNLIN'S INC	\$963,150.00	
23024	6/23/2017	17900	SCHETKY NW SALES INC	\$2,125.00	
23025	6/23/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,215.89	
23026	6/23/2017	18104	SILVERSTONE GROUP INC	\$6,950.00	
23027	6/23/2017	21830	THURSTON COUNTY SOLID WASTE	\$26.00	
23028	6/23/2017	21930	TIRES INC	\$1,538.64	
23029	6/23/2017	21950	TITUS-WILL CHEVROLET	\$3,596.70	
23030	6/23/2017	22010	TOYOTA OF OLYMPIA	\$93.62	
23031	6/23/2017	22100	TRANSIT SOLUTIONS, LLC	\$1,572.53	
23032	6/23/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23033	6/23/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23034	6/23/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$614.00	
23035	6/23/2017	24750	WA ST GET PROGRAM	\$227.00	
23036	6/23/2017	24755	WA ST HEALTH CARE AUTHORITY	\$356,156.25	
23037	6/23/2017	25130	WALTER E NELSON CO OF WESTERN WA	\$4,568.94	

**Intercity Transit**  
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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/23/2017

Thru Date: 06/23/2017

Check #	Check Date	Ref #	Name	Amount	Voided
Total:				\$1,533,565.89	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>03810 BRANDT, JESSICA</b>										
00	06/6-13/17	DI	6/23/2017			525.14	525.14	525.14		525.14
<b>06270 CLAUS-SHARWARK, DIANA</b>										
00	2017JAN-JUN	DI	6/23/2017			136.43	136.43	136.43		661.57
<b>08005 DIRITO CHRISTINE</b>										
00	01/20/2017	DI	6/23/2017			92.64	92.64	92.64		754.21
00	05/19/2017	DI	6/23/2017			92.64	92.64	185.28		846.85
00	05/2-4/17	DI	6/23/2017			99.72	99.72	285.00		946.57
<b>10017 FOX JAMES</b>										
00	2017JUN	DI	6/23/2017			108.44	108.44	108.44		1,055.01
<b>11308 HOFSTETTER SHANNON</b>										
00	06/16/2017	DI	6/23/2017			148.00	148.00	148.00		1,203.01
<b>14655 MORTON KENDRA</b>										
00	18151/2017	DI	6/23/2017			85.00	85.00	85.00		1,288.01
<b>16757 PETERSON, LEE</b>										
00	2017SPR QTR	DI	6/23/2017			927.94	927.94	927.94		2,215.95

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06487 COIT, SUZANNE</b>										
00	05/20-24/17	DI	6/9/2017			618.47	618.47	618.47		618.47
<b>08430 DUDEK DAVID</b>										
00	2017MAY	DI	6/9/2017			194.86	194.86	194.86		813.33
<b>11308 HOFSTETTER SHANNON</b>										
00	06/01/2017	DI	6/9/2017			148.00	148.00	148.00		961.33
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017JUNE	DI	6/9/2017			3,097.75	3,097.75	3,097.75		4,059.08
<b>12375 KALLAS, MARK</b>										
00	05/22-23/17	DI	6/9/2017			126.19	126.19	126.19		4,185.27
<b>22055 TRAIL, NANCY</b>										
00	05/17-18/17	DI	6/9/2017			151.45	151.45	151.45		4,336.72

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Purchase of Passenger Shelters

- 
- 1) **The Issue:** Consider the purchase of 14 passenger shelters with kiosks.
- 
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Handi-Hut for 14 passenger shelters with kiosks. The purchase order is not-to-exceed \$59,515, including taxes and freight.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
- 
- 4) **Background:** Intercity Transit has an existing, competitively bid, contract with Handi-Hut for passenger shelters that serve our needs in various applications throughout our service area.
- This purchase is to replenish inventory and for land use projects in our service area. The purchase will consist of 10 cantilever shelters, 4 full sized shelters, and 14 kiosks for the shelters.
- Staff has been pleased with the quality of shelters provided by Handi-Hut under our contract. Staff recommends proceeding with this purchase.
- 
- 5) **Alternatives:**
- A. Authorize the General Manager to issue a purchase order to Handi-Hut for 14 passenger shelters with kiosks. The purchase order is not-to-exceed \$59,515, including taxes and freight.
- B. Deferring action will delay the installation of shelters.
- 
- 6) **Budget Notes:** The 2017 facility inventory budget has \$187,263 remaining to replenish items. This purchase is within budget.
- 
- 7) **Goal Reference: Goal #2:** *"Providing outstanding customer service."*
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-E**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Solar Lighting for Bus Stops

- 
- 1) **The Issue:** Consideration to purchase solar lighting units for bus stops.
- 
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order with Urban Solar Corp. in the not-to-exceed amount of \$32,096, inclusive of tax and shipping, for ten pole mounted and ten shelter mounted solar lighting systems to improve bus stop safety.
- 
- 3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.
- 

- 4) **Background:** Intercity Transit entered into a three year contract with Urban Solar Corp in August 2016. Solar lighting continues to be an energy efficient cost effective option to address lighting and safety concerns at our bus stops. The system is self-supporting through the use of solar panels, low voltage batteries, and control modules.

Passengers and Operators have been satisfied with their operation. Installation and on-going maintenance is minimal and performed by Facilities staff.

Intercity Transit currently has 86 solar lighting units in operation through the PTBA. This order will provide solar lighting for ten stops with shelters and ten stops without shelters.

Staff recommends proceeding with the purchase of 20 solar units to Urban Solar Corp. to provide solar lighting solutions for our bus stops and shelters.

- 
- 5) **Alternatives:**
- A) Authorize the General Manager to issue a purchase order with Urban Solar Corp. in the not-to-exceed amount of \$32,096, inclusive of tax and shipping, for 20 solar lighting solutions for bus stops.

B) Defer action. Delay ordering new solar lighting units for bus stops.

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6) **Budget Notes:** The 2017 budget includes \$150,000 for bus stop enhancements and solar lighting purchases.

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

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8) **References:** Attachment A: Solar Solution Photos



## Attachment A: Solar Solution Photo Examples



**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**June 19, 2017**

**CALL TO ORDER**

Chair VanderDoes called the June 19, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Michael Van Gelder; Peter Diedrick; Marie Lewis; Austin Wright; Ursula Euler; Mitchell Chong; Walter Smit; Billie Clark; Jonah Cummings; and Marilyn Scott.

**Absent:** Carl See; Denise Clark; Tim Horton; Joan O'Connell; Arian Perez; Leah Bradley; and Lin Zenki.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; Dennis Bloom; Duncan Green; and Nancy Trail.

**APPROVAL OF AGENDA**

It was M/S/A by VAN GELDER and EULER to approve the agenda.

**INTRODUCTIONS**

VanderDoes introduced Authority member, VIRGIL CLARKSON.

**MEETING ATTENDANCE**

- A. June 21, 2017, Work Session – Jonah Cummings
- B. July 19, 2017, Work Session – Denise Clark
- C. August 2, 2017, Regular Meeting – Peter Diedrick

**APPROVAL OF MINUTES**

It was M/S/A by WRIGHT and DIEDRICK to approve the minutes of the May 15, 2017, meeting.

**NEW BUSINESS**

- A. **2017 BICYCLE COMMUTER CHALLENGE UPDATE** – *(Duncan Green)* Green coordinates the Bicycle Commuter Challenge (BCC) for Intercity Transit. He reminded the committee of his presentation in April on the winter BCC event. The winter BCC had 225 participants who had a lot of fun riding their bikes in all kinds of weather. There was a selfie contest for people who biked to work or to other destinations that were added to the Face Book page. Green indicated he was here to report on the next big event in April, the kickoff for the BCC. The Earth Day market ride actually fell on Earth Day this year. Seventy participants had a lot of fun riding in the rain that day. People rode from the Heritage Park Fountain over to the Farmer's Market. The BCC also received proclamations from all of the local jurisdictions

making May bike month. The BCC collaborates with cities, local government agencies, the county as well as Intercity Transit internal committees like the Cut Commute committee, and the Wellness committee on bike programs. We attend lots of local events to promote the BCC. This year the program promoted everything from a bike commuting class at REI, to local bike expos on the Capitol Campus. Another fun event is Bike to Work Day. Participants set up refueling stations from 7-9 in the morning. This year there were six stations scattered around the urban part of Thurston County. People were able to stop and get a snack and cup of coffee. The Tumwater bike station had a wheel of fortune game. Players could spin, answer questions and win a prize. Another BCC event is the Interagency Bike ride. This is a picnic bike ride for local agencies in town. This year about 30 riders from 12 different agencies came out.

Green added the BCC participants get lots of fun fitness and fresh air, and everyone gets a pack of coupons with discounts and free passes. Everyone is entered to win prizes like a new bike and other things donated from sponsors. Since this was the 30<sup>th</sup> anniversary of the BCC we got a few promo items to give out. There are well over 200 prizes that people will win. This Saturday, the 24<sup>th</sup> is the prize hoopla at the Farmer's Market. This is a fast paced and frantic event and there are usually about 100 people.

Green shared in terms of the numbers this year, it was the wettest, coldest on record and it took a toll on the numbers. There were 1600 people signed up which is down a little from last year. There were 85 teams, 48 sponsors, and 200 win prizes collectively. Participants rode 93,000 miles, with over 11,000 trips and prevented 46 tons of carbon dioxide from entering the atmosphere. In spite of weather everyone had fun and rode bikes a lot. The program sponsors include local bike shops and a lot of local businesses. They donate prizes or offer discount coupons.

*Green* answered questions.

*Burt* – asked when the prize hoopla starts.

*Green* – responded that it starts at 9:30 am and it is a good idea to be on time.

*Freeman-Manzanares* – gave a shout out to Duncan for how much he has grown the program and what a great job he does coordinating it.

- B. EXISTING CONDITIONS REPORT & SHORT RANGE SERVICE PLAN -** (*Dennis Bloom, Eric Phillips & Thomas Wittmann*) Bloom identified himself as the planning manager and indicated the agency is going through a series of Open Houses. He thanked Sue Pierce for coming to the events. There is one more tomorrow in Yelm. He also thanked Virgil for coming to the one in Lacey. The Open Houses have also been in Tumwater and there were 2 in Olympia. He introduced Thomas Wittmann of Nelson Nygaard who is the consultant working on the project. Tonight Thomas will review the existing conditions report performed on the current system. The report is still in draft form and a lot of the information is very detailed. Staff has set aside a lot of time to go through the report and he asked that the committee hold questions until the end.

Wittmann reviewed the material to be covered in the presentation including a project overview, market assessment, system evaluation, context from background documents, public outreach, and next steps. The project is intended to identify the strengths and

weaknesses and find out what the agency can do to address operational issues. It looks at areas that don't have service and beyond.

*Cummings arrived.*

It also addresses what service will look like in the future. Some of the things in the initial stages of the process include taking a look at what the plans are in the region and where people are more likely to use service. Staff has started public workshops. Ultimately all of this information will be put together to develop a series of alternatives to make service more useful to the residents in the PTBA. This process examines where the areas are with the most density. Typically if there are more than seven people per acre, they tend to use transit more often.

Wittmann reviewed the population density map, the employment density map and then a map showing a combination of both in relation to fixed route service. Ultimately the agency looks at the darker areas of the map where it provides service more people will use it. Those are the best performing routes that Intercity Transit operates. This will also help identify if there are areas that show up that have need, but there is no service there. It also shows if the market is responding to the service out there in an appropriate way.

Wittmann reviewed the density maps of people with disabilities, senior citizen populations and those under the age of 18 in relation to fixed route service. He indicated there is a correlation between service in these areas and those that can't drive. He reviewed maps showing low income, zero vehicle and renter households in relation to fixed route service. The maps combined provide the Transit Propensity Index to identify the areas of highest need. All have a higher propensity to use transit. This allows staff to take a step back and determine if the areas with the darkest colors are well served by Intercity Transit and shows if there are areas that should have service that don't. Overall looking at the biggest concentrations those areas tend to be where Intercity Transit has service right now. Wittmann indicated they look at this as a gap analysis and there are very few gaps in service. Not to say that there aren't some, but some of the findings include most of the PTBA has less than 10 residents per acre. There are large areas where a big bus might not work too well. The traditional way of serving might not be the right way to serve it. The areas that need service the most have it right now. How does Intercity Transit begin serving an area like NE Lacey that has low population and employment density with a higher density senior population.

Wittman reviewed the Travel Demand Maps to look at travel patterns. Staff reviewed TRPC data to see where people are going to and from. This helps identify bigger travel patterns not being serviced by Intercity Transit right now between zones. It shows the biggest travel patterns from Lacey to Tumwater. What they look for are the biggest travel patterns from one zone to another and then to get a certain percentage to ride the bus. This shows a market for the colleges and east/west between Olympia and Lacey. What's on the map doesn't represent roadways it represents potential travel markets. It helps identify ones that aren't being serviced by Intercity Transit. Looking at the school and work trips these are the easiest travel markets for transit. Service to and from Evergreen shows up and also a stronger desire line in Lacey has to do with St. Martins. These looked at not just what is internal to the PTBA, but also external to the PTBA. They used census data and work patterns. Using 2014 data there are 94,000 daily work trips in Thurston County. Looking at data by 2025 the number of commuters living in Thurston County going into Pierce and

King are almost doubling. Thurston County is a bedroom community to those bigger cities to the north. Growth is anticipated in Mason and Lewis counties and more will travel to Thurston County. People are traveling long distances to work in both Olympia and Lacey. We drilled down to downtown Olympia and the capitol and there are almost 3,000 that work in downtown or in the capitol area. Approximately 1,500 live in Lacey and commute in. Some of the take-aways include looking for patterns and determining if the agency is meeting the market. The biggest travel patterns are being served by Intercity Transit right now. There is another opportunity in NE Lacey. Also there is not a direct connection from Tumwater to the Capital Mall area. It appears there might be sufficient demand to warrant more direct service. Another take-away was the connection between Tumwater and Lacey was not as strong.

Wittmann shared information on the study of the travel markets and propensity to use service. This included reviewing comprehensive plans for all local jurisdictions to determine future opportunities and plans for development. This ensures Intercity Transit considers where growth is going to be so they are where they need to be in the future. As part of this project, Wittmann also reviewed the Market Segmentation and Customer Satisfaction surveys done for the agency in 2015. Some of the takeaways include that the population appears to be a bit more transit dependent but the market share for Intercity Transit has shrunk. It also indicated that customer satisfaction has dropped and on-time performance has dropped. The top desired service improvements were on-time performance and service later in the evenings. This also looked at what non-users would want to see indicating they would use transit if some of these improvements came into play. The strengths and weaknesses of existing service and how high quality service is defined include service every 15 minutes which has been the industry standard, and means riders don't need a schedule because service is frequent and the average wait is 7.5 minutes. This also makes transferring a lot easier. Even if riders miss a connection the wait won't be awful.

Wittman reviewed the system evaluation slides including weekday peak frequency with service every 15 minutes and the rest have service every 30 minutes. Midday service frequency changes throughout the day. Some of the other routes move from 30 minutes to every hour. There is a relationship between ridership and demand and how frequent service is. The majority of ridership is in higher frequency service areas. From a ridership perspective since 2010, ridership peaked in 2012 and has been on a slightly downward trend which is a national phenomenon. There are all sorts of theories including changes in the economy, gas prices, etc. The question is what can the agency do to stem this curve and cause ridership to grow again. Productivity is also going down because there are fewer riders per unit of service and again this is a national trend. Major ridership generators include Evergreen, downtown Olympia and central Lacey. Secondary ridership generators include Capital Mall, SPSCC, and downtown Tumwater. There is a nice distribution of ridership held together by the connection points. There are also a large number of areas where ridership numbers aren't as high. Those routes go through lower density areas and are attributable to land use. The weekday productivity breakdown shows how many riders are being carried per hour of service. More than 20 passengers per hour is above average and less is below average. Some of the secondary routes do quite well but the 45 and 67 just aren't performing as good. Commuter routes aren't measured by passenger per hour but by how many riders are being carried per trip. The service to and from Pierce County doesn't carry that many riders. The average passenger count is 14 per trip per day. The 609 and 592 were carrying less than 5 passengers per trip. This can be viewed as sub optimal or as what should the agency do to increase the service, or should they be doing it at all. The demand

for this type of service is only going to grow. What can the agency do to make it more attractive and effective. Productivity on weekend service is lower than weekdays and this is normal. There are 10 passengers or less for most and is even more pronounced on Sundays. That is a normal ridership pattern. Given that some of the service is running a 40 ft. bus this may not be the most effective way of serving these. They don't have the answers yet, but these are some of the clues. Part of the Customer Satisfaction survey indicated on-time performance was an issue. The ability to make connections is one of the keys to making transit service work. Folks aren't going to use it if they can't make connections. One of the key takeaways was that on-time performance needs improvement. The high frequency corridor approach works and is carrying the majority of riders right now. The question is how does the agency build on that and leverage that success. There are multiple routes that carry less than 10 passengers per hour and maybe another approach should be considered. Commuter services are underperforming and they are expensive. Can this be improved and are there any ways to speed services through the JBLM area.

Wittmann reviewed the three phases of the public outreach, including information gathering, alternative development, and the draft/final report. The outreach effort continues in Yelm tomorrow, and is supplemented by the online survey. There are two other phases including presenting alternative scenarios and asking the public's input. Comments will be reviewed and then put together into one package and then taken back to the public again as the preferred alternative. They will take the feedback and make refinements so it reflects community values and what the community thinks is important. There is a project website and that is where people can provide feedback and complete the online survey. The Open Houses have had about 15-20 people. There are idea boxes scattered throughout the community and people are providing comments and responses that way too. Wittmann reviewed the list of Road Trip Stakeholders and indicated there will be stakeholder meetings. Those people are not just focused on what can Intercity Transit can do next year, but where they should be 20 years from now. If one person says easy swipe passes are important and then 50 people say they want later service then they will know how to respond more effectively. This is all still a work in progress trying to understand what the communities needs are not just by what the numbers say, but what the people say. The CAC can help by having people fill out a survey to help understand what the issues are in the community. This allows staff to start off understanding what those needs are. The next steps include looking and listening as a part of public outreach process. Staff will look at future land use scenarios for the area and determine alternatives for Intercity Transit to accommodate for that growth. This will include looking at cell phone based services or something that is more flexible than a traditional fixed route bus. Staff will attempt to identify other high capacity transit routes within the PTBA to continue serving areas with the highest demand. Staff will create a series of alternatives to explore these options.

*Wittmann, Bloom & Phillips* answered questions.

*Pierce* – inquired if Intercity Transit could use the extra vanpools if a larger bus isn't feasible. Possibly the agency could put a driver in a 12 person van to Tacoma and back at certain time slots, or maybe something like a body on chassis vehicle.

*Wittman* – responded that it has to be an accessible vehicle and would have to have an alternative associated with it so there are limitations. In some cases you already do this giving somebody or providing access where they provide the driver. Transportation providers all across the country are considering partnerships with taxi companies or Lyft,

and Uber, etc. This answers questions like providing service at midnight. Then there are questions of subsidies to use other services. These types of flexible or smart mobility options are being tested elsewhere.

*Van Gelder* – added the state is testing demand response ridesharing that is being paid for by a number of different funding sources. It seems to be working and the state is investing more money into it. They are not companies they are individuals working for the collective.

*Wittmann* – indicated that it is one of the service delivery methods out there from an app that is happening in San Francisco now. There are a lot of different ways of providing transportation. Where does Intercity Transit go 10 years from now? Does this include becoming a mobility provider instead of a bus provider. That will be part of that discussion.

*Van Gelder* – added maybe Intercity Transit becomes a facilitator rather than just a direct provider.

*Wittmann* – remarked he couldn't say that for a fact, but that is the direction he sees things going.

*Euler* – remarked people coming from outside the area indicate they are not working where they live. Do they come from low density rural areas?

*Wittmann* – responded that many show "other" as the biggest component from the census data. Some of the communities are very small like Tenino or unincorporated areas of the county. Chances are pretty high that they are driving.

*Euler* – added she was surprised the market share was declining and this must be due to those driving.

*Wittmann* – indicated successful transit is defined differently by different people. Staff is looking for travel patterns big enough to support bus service. There are large areas of the PTBA that don't fit that definition. Then the question is how to serve those people.

*Chong* – stated sometimes people don't know how to connect with Intercity Transit buses.

*Wittmann* – responded existing ridership is only one of the clues. Staff looked at socio-economic factors and if there are people making movements that if they knew about it or if it were designed to accommodate them would they begin using the service. This is looking at the bigger picture to determine if the agency has captured all other opportunities.

*Clarkson* – inquired if taxis have been shown to impact use of transit service.

*Wittman* – responded he had yet to see taxi service take ridership from transit. He is aware of other agencies who have used taxis to help with paratransit services for those that don't need lift equipped services. Those firms typically do not have lift equipment and those that do charge considerably more. In terms of ridesharing services like Uber and Lyft, there has only been one study done in New York City and it indicated that they are taking ridership from transit services. It generally costs more for the client and the pricing is demand based

which might prove problematic. Currently there is a nationwide phenomenon with reduced ridership and overall there are some really strong suspicions that they are taking away market share from transit agencies. Maybe a partnership is the most effective way to provide service.

*Euler* – remarked she finds transit to be the more reliable option compared to the other ridesharing options.

*Wittmann* – responded the day and time of usage numbers for San Francisco provide that there are a lot of 6-8 am rides for commuting. There are some advantages for public transportation. Again, there is not enough data yet, but there are clues. There is no question that some of the work trips are happening on ridesharing. He added that from the neighborhood he lives in to south Lake Union where Amazon is located the Uber/Lyft fee is \$2.49. They pick you up in front of your house and this is the same price as fixed route service. He knows people using it every day in Seattle for that price point.

*Van Gelder* – added if there is high quality service, frequency of service, comfort and location then Intercity Transit's market share should grow, or remain steady but there are factors outside Intercity Transit's ability, cost of gasoline and the cost of parking. He thinks that the decline is because the cost of gas is pretty low and parking is available at a fairly inexpensive rate. The state is holding public hearings over parking rates. At \$25-\$30 the thing he hears from colleagues is it is the time it takes to get from A to B and they can drive it faster even if they have to pay. It is hard for Intercity Transit to compete with that.

*Wittmann* – indicated the cost of parking is a huge factor as is the ease of parking. One of the things the agency can do is improve the speed and reliability of service to compete with that. From a value proposition the ability to do other things with the commute time makes it more effective because people can be more productive.

*Van Gelder* – asked if there have been any studies about the time people are willing to spend related to transit.

*Wittman* – responded he is not aware of any. But there is an industry standard that the goal is no more than twice the amount of time to get from point A to point B. If there is high quality service that is fast and frequent and has priority treatments, people walk further than ¼ mile to access that.

*Euler* – inquired if those on-demand services would be willing to partner with transportation companies.

*Wittmann* – indicated Uber and Lyft are at the table and they want to partner. They see it as a growth market. In the next 10 years transit agencies will be testing autonomous vehicles in revenue service and who knows right now, but in the next 15-20 years things are going to be different. Even in a community like this area the need for quality service along major corridors will be there. The first/last mile services could be where the opportunities are. Planning for that is essential to ensure that Intercity Transit maintains that and has amenities along the way. If those vehicles come about it will raise questions of how does transit reserve the right of way to move through a more congested area. Look at it as an opportunity not as a threat.



*Euler* – added Intercity Transit needs to be a participant – a little bit at the leading edge and be able to change with it so continue to be educated about it.

*Wittmann* – responded if a recommendation comes there will be justification for it and the education will be part of this.

*Smit* – remarked regarding the map of weekday frequency along the high frequency routes it would be cool to have a map for the capacity going through every hour based on type of vehicle and how many empty seats are full at certain times.

*Phillips* – added the 62A and 62B between downtown there might times when it is half full or  $\frac{3}{4}$  full within the same trip. This is why it is based on productivity per hour.

*Smit* – inquired why the on-time graph wasn't bundled with early departures.

*Wittmann* – responded if someone shows up to the bus at 6:00 and bus has gone by because it left at 5:58, was that bus on time for you.

*Bloom* – indicated they combined some of the express routes with local routes and that gives it a different weight and function of what happens on I-5 opposed to what happens here locally. On express routes anything can happen on I-5 that skews it.

*Wittmann* – stated he doesn't mind arriving early on express route.

*Cummings* – inquired if staff had found any sources of apprehension that employers have regarding their employees using public transit.

*Wittmann* – responded that he had not heard anything like that specifically from employers, but they have not completed the interview summaries.

*Wittmann* – indicated nationally 85-90% of routes are on-time if they are scheduled well. There are so many factors, for instance route #60 here has a larger number of boarding by wheelchairs. Each one is going to take 3-4 minutes to load and secure the passenger. If there is a 5 minute window for one passenger and then there are variations like who is riding and how many, congestion, and traffic lights, there is an issue. What might be easy at 2:00 would be impossible at 5:00 in the afternoon. There are different factors that come into play. You strive for perfection but your goal at 85% on-time and measure at every time-point. He understands it doesn't sound great, but so much is out of your control. There are certain routes where staff might be able to tweak the schedules to help improve on-time performance to provide some predictability to customers. It is an ongoing struggle because things change and levels change. Those are some of the factors that go into defining what causes some of the issues.

*Smit* – asked what the current mechanisms are for getting a route to be on time.

*Wittmann* – indicated it depends. Certain agencies have them color coded and if they are early they wait at stops. If you're late there isn't a whole lot you can do because you have to maintain a speed limit and pick up and drop off passengers. You can look at priority

measures like Transit Signal Priority as a way to help buses if they are late. Staff should also listen to operators.

*Phillips* – added there are ways to fix it and it's not a one size fits all. There are things you know about and things that happen regularly. For instance the same thing happens every day between 10-11, be proactive about mitigating that problem. With traffic growth run time am peak/pm peak and off time. Identifying areas where staff knows routes fall apart. Using resources versus do we go ahead and keep pushing it and when do make larger changes to accommodate. Those are the kind of financial issues that weigh into the alternatives.

Decisions making becomes difficult. When you get a local route where you know you have a problem there are proactive things that can be done. There are things that happen, like staff can't plan for a closure of I-5. So it is a tough question and all of those alternatives weigh on what else the agency would want to do with the resources.

## **CONSUMER ISSUES**

- Wright – remarked it was a lot of fun riding the bus in the Pride parade. He appreciates Intercity Transit allowing the CAC to ride the bus.

## **REPORTS**

- **May 17, 2017, Work Session** – Van Gelder provided the report from the May 17, 2017, Work Session including a presentation by Thomas and Jason on the Short Range Plan. The key points were emphasized this evening. 80% of success of transit comes from density/residency and employment.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's Report including an introduction of Rena Shawver, the new Marketing and Communications Outreach manager. We held a graduation event for the 15 new operators. They went into revenue service on Saturday. The Intercity Transit RoadTrip Open Houses were held in Lacey, Olympia and Tumwater and tomorrow will be in Yelm. Staff will be vanpooling out tomorrow if anyone wants to go. There will be a bus in the Yelm parade on Saturday at 9:30 am. The agency hasn't been in that parade for a number of years. Everyone can meet here at 7:15 Saturday morning or down in Yelm by about 9:15. The bus will be staged at the Theatres. The next parade is the Tumwater 4<sup>th</sup> of July parade and then the Lakefair parade July 15. This year Sue and Tim will attend the WSDOT conference in Everett. The Excellence in Transit team winners this year includes the Operations Supervisor group; and the Inventory Team. The individual awards went to Rick Smart and the last nominee is Director of Operations and Maintenance, Jim Merrill. Jim is retiring in June of 2018. Transit Appreciation Day is Wednesday, August 9, 2017. The presentation starts at 12:04 pm. The September meeting schedule is a little different because the CAC has a joint meeting with the ITA. We can do the construction tour next month when we do the photo.

**NEXT MEETING: July 17, 2017.**

## **ADJOURNMENT**

**It was M/S/A by VAN GELDER and WRIGHT to adjourn the meeting at 7:36 pm.**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman Manzanares, 705.5838

**SUBJECT:** Presentation - Proposed Cultural Arts, Stadium and Convention District

- 
- 1) **The Issue:** Ramiro Chavez, Thurston County Manager, will present information on the proposed cultural arts, stadium and convention district.
- 
- 2) **Recommended Action:** This item is presented for information only.
- 
- 3) **Policy Analysis:** Intercity Transit's mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community. Awareness of issues which may impact our service area are a vital importance.
- 
- 4) **Background:** On June 6, 2017, the Board of County Commissioners passed Resolution 15476 proposing the creation of a cultural arts, stadium, and convention district. A public hearing is scheduled for July 25, 2017, to receive public testimony on the project.

The resolution allows the Commissioners to take a proactive approach towards the future of the Thurston County region by creating a convention district that will set the stage for sustainable economic development strategies through job creation, new industry, and tourism that could have a positive impact in the county for many years.

Each jurisdiction in Thurston County will be given the option to hold a seat on the governing board for creating the cultural arts, stadium, and convention center district; or may opt out by submitting a copy of an adopted resolution requesting deletion from the proposed district to the Board prior to the July 25 public hearing.

Within two years of the public hearing, the Board of County Commissioners may pass a resolution to approve a ballot measure to put the creation of the district in front of the voters. If approved, the main objective will be to implement a regional convention center.

---

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

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

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7)     **Goal Reference:** N/A.

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8)     **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, 705-5818  
**SUBJECT:** Bus Stop Pad Engineering Contract Award

---

1) **The Issue:** Consideration of a contract award for Engineering and Construction Management Services.

---

2) **Recommended Action:** Authorize the General Manager to enter into a contract with KPFF for Engineering and Construction Management Services in the amount of \$131,942.00.

---

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

---

4) **Background:** Staff issued a Request for Qualifications for Engineering Services for the Bus Stop Pad Improvements project on April 25, 2017. We received two proposals by the submittal deadline of May 16, 2017. An evaluation team reviewed the proposals and both firms were selected for interview.

Following the interviews, the team identified KPFF as the highest rated firm and recommended they be selected to provide engineering and construction management services for the project. As part of the selection process for KPFF, reference checks were also completed.

KPFF has expertise and a solid reputation in design, bidding support and construction management for projects such as ours. Project funding is subject to federal grant requirements and KPFF's proposal includes construction and documentation support to meet federal funding requirements. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the Bus Stop Pad Improvements project to KPFF.

The Bus Stop Enhancement project was developed to improve existing bus stops throughout the service area to meet ADA standards and improve safety. The Engineering and Construction Management Services contract includes the design, bid specifications, permitting support, and construction management and oversight to improve approximately 71 bus stops in Lacey, Olympia, Tumwater, Thurston County, and Yelm. Bus stops are selected throughout the service area based on ridership, local access needs and existing stop conditions.

- 
- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract with KPFF for engineering and construction management services for the Bus Stop Pad Improvements project in the amount of \$131,942.00.
  - B. Defer award. Delaying award for engineering and construction management services may create a delay in soliciting construction bids which could result in missing a significant portion of the construction season.

- 
- 6) **Budget Notes:** The 2017 budget includes \$464,540 in grant funds (\$401,827 in federal grant funds plus the 13.5% local match) to improve approximately 71 Bus Stops to meet ADA standards and improve safety. The local match for this portion of the project is \$17,812. Engineering services, as well as other project components such as permitting, shelters, and construction costs are included in the overall project budget. Construction for these improvements is anticipated in 2018 and subject to ITA approval.

- 
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service,"* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, 705-5818  
**SUBJECT:** Geotechnical Engineering and Environmental Services Contract Award

---

1) **The Issue:** Consideration of a contract award for Geotechnical Engineering and Environmental Services.

---

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Landau Associates for Geotechnical Engineering and Environmental Services for the Underground Storage Tank (UST) Site Assessment and Decommissioning Plan, for a total not-to-exceed amount of \$88,555.00 which includes a management reserve fund for contingent tasks in the amount of \$45,071.00.

---

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

---

4) **Background:** Staff issued a Request for Qualifications for Geotechnical Engineering and Environmental Services for the Underground Storage Tank (UST) Site Assessment and Decommissioning Plan project on April 21, 2017. The scope of work includes an initial environmental site assessment to determine if there is soil and groundwater contamination associated with the existing underground storage tanks or the fueling system; reporting field activities, findings, and analytical results; and preparation of a plan to decommission the existing USTs. All of this work is performed and conducted in accordance with Department of Ecology (DOE) requirements in an effort to obtain permanent closure of the existing USTs.

As part of this contract, contingent tasks are also included in the event that soil or groundwater contamination is identified, which include surveying and sampling existing groundwater monitoring wells, drilling additional borings, and installation of additional groundwater monitoring wells. The budget for the contingency tasks will only be used in the event that soil or groundwater contamination is encountered.

We received eleven (11) proposals by the submittal deadline of May 12, 2017. An evaluation team reviewed the proposals and selected four (4) firms to interview. Following the interviews, the team identified Landau Associates as the highest rated firm and recommended they be selected to

provide Environmental Services. As part of the review process for Landau Associates reference checks were also completed.

Landau Associates has expertise and a solid reputation in providing environmental services, UST assessment, remediation and decommissioning services for projects such as ours. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the UST Site Assessment and Decommissioning Plan project to Landau Associates.

---

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract with Landau Associates for Geotechnical Engineering and Environmental Services for the UST Site Assessment and Decommissioning Plan, for a total not-to-exceed amount of \$88,555.00 which includes a management reserve fund for contingent tasks in the amount of \$45,071.00.

B. Defer award.

---

6) **Budget Notes:** Funds programmed in the 2017 budget for the Pattison Base Improvements and UST construction project included the associated cost to test and perform the site assessment activities in accordance with DOE requirements in order to obtain permanent closure of the tanks.

---

7) **Goal References:** **Goal #2:** *"Provide outstanding customer service,"* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

---

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Dial-A-Lift Vehicle Purchase

---

1) **The Issue:** Consideration of the purchase of twelve (12) new Dial-A-Lift Vehicles.

---

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 04115, to purchase twelve (12) new Dial-A-Lift Vehicles from Schetky Northwest, Inc. in an amount not-to-exceed \$1,664,148. There is no sales tax on Dial-A-Lift Vehicles.

---

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

---

4) **Background:** Intercity Transit will purchase twelve (12) Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles. Five (5) of these will be expansion vehicles to support increasing service demands. Seven (7) of these will be replacement vehicles to replace 2008 and 2009 model year vehicles which have exceeded their expected lifespan and are ready to be removed from regular service.

The Washington State Department of Enterprise Services (DES) competitively bid and awarded its Contracts for Light to Medium Duty Transit Buses to the lowest responsive and responsible bidders by vehicle class, and Schetky Northwest, Inc. was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this DES contract.

Through its evaluation process, DES verified fair and reasonable contract pricing and the contractor's ability to perform. Intercity Transit concurs with DES's assessment, and staff has confidence that these vehicles are mechanically sound and will serve our customers and Operations staff well.

---

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 04115, to purchase twelve (12) new Dial-A-Lift Vehicles from Schetky Northwest, Inc. in an amount not-to-exceed \$1,664,148.
- B. Defer action. Deferring order placement would result in a delay in vehicle production and delivery.

---

6) **Budget Notes:** Intercity Transit has \$1,871,627 in the 2017 budget for the purchase of new Dial-A-Lift Vehicles. This purchase falls within the budgeted amount.

---

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

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Janitorial Services and Supplies

- 
- 1) **The Issue:** Consideration of a two-year contract award to Buenavista Services, Inc. for Janitorial Services and Supplies at Intercity Transit facilities.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into a two-year contract, with three one-year renewal options, with Buenavista Services, Inc. to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$265,656, including taxes, for the initial two-year term.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$25,000.
- 
- 4) **Background:** Intercity Transit's current Janitorial Services and Supplies contract will reach its maximum term and expire on August 31, 2017. In order to establish a new contract, Intercity Transit released a Request for Proposals (RFP) for Janitorial Services and Supplies on May 23, 2017. The RFP specified required Janitorial Services and Supplies at the following Transit Facilities: Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Amtrak Depot, and Pacific Avenue Office.

A total of seven (7) proposals were received by the submittal deadline of June 14, 2017. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that Buenavista Services, Inc. is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Janitorial Services and Supplies.

Through the evaluation process, Buenavista Services was identified as both the lowest cost and top-ranked firm. The firm has been in business since 1996 and currently provides Janitorial Services for Community Transit, Sound Transit, the City of Seattle, and Pierce County, as well as other public and private agencies. Staff is confident that Buenavista Services, Inc. will provide significant valuable services and recommends the two-year contract award be approved.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a two-year contract, with three one-year renewal options, with Buenavista Services, Inc. to provide Janitorial Services and Supplies in an amount not-to-exceed \$265,656, including taxes, for the initial two-year term.
- B. Defer action. This alternative would result in a lapse of Janitorial Services and Supplies as the current contract will reach its maximum term and expire on August 31, 2017.

---

6) **Budget Notes:** The 2017 budget for Janitorial Services and Supplies is \$140,000. The cost per year for this Contract will be \$132,828, which falls within the annual budgeted amount.

---

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

---

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

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 7-F

MEETING DATE: July 19, 2017

**FOR:** Intercity Transit Authority

**FROM:** Suzanne Coit, 705-5816, scoit@intercitytransit.com

**SUBJECT:** Appointing an Auditing Officer

---

1) **The Issue:** Revise who is the appointed Auditing Officer; and combine Resolutions 86-87, 75-86, and 10-80 into one Resolution 05-2017 to reflect the current process of issuing warrants and checks.

---

2) **Recommended Action:** Adopt Resolution 05-2017 to appoint an Auditing Officer.

---

3) **Policy Analysis:** The Intercity Transit Authority appoints an Audit Officer who is permitted to issue warrants and checks prior to action by the Board. The General Manager designated the Finance Manager as the Audit Officer.

---

4) **Background:** Resolution 86-87 appointed the "Director of Administrative Services" as the Auditing Officer. On April 3, 2017, Intercity Transit combined Human Resources, Finance and Information Systems into one department called "Administrative Services." Heather Stafford-Smith, previously the HR Director, now leads all three divisions as the Administrative Services Director. The Finance Manager, who oversees Intercity Transit's accounting functions, which includes accounts payable and payroll, is the logical choice to be designated as the Auditing Officer.

In addition, Resolutions 10-80, 75-86 and 86-87 were approved amending various processes pertaining to the issuance of warrants and checks. Resolution 05-2017 will combine these three resolutions into one resolution to reflect the current process of issuing warrants and checks.

---

5) **Alternatives:**

A) Adopt Resolution 05-2017 Appointing an Auditing Officer.

B) Do not adopt Resolution 05-2017 and keep the current policy. This would not reflect the current organizational structure.

---

6) **Budget Notes:** Adoption of this resolution has no impact on the 2017 budget.

---

7) **Goal Reference:** N/A.

---

8) **References:** Resolution No. 05-2017.

**INTERCITY TRANSIT  
RESOLUTION 05-2017  
APPOINTING AN AUDITING OFFICER**

**A RESOLUTION** Appointing an Auditing Officer; and superseding Resolution 86-87, Resolution 75-86, and Resolution 10-80.

**WHEREAS**, the payment of claims prior to action by the Intercity Transit Authority (ITA) expedites and provides efficiency in making purchases and expenditures necessary for the operation of Intercity Transit; and

**WHEREAS**, the Finance Manager is the appropriate officer to be designated the Auditing Officer as referred to in RCW 42.24.180, and to draw warrants and checks relating to claims; and

**WHEREAS**, the Senior Accountant is the appropriate officer to be designated the temporary Auditing Officer in the absence of the Finance Manager; and

**WHEREAS**, the ITA has adopted contracting, hiring, purchasing and disbursing policies that implement effective internal controls; and

**WHEREAS**, RCW 42.24.180 authorizes the actions provided for herein;

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

**Section 1.** The Finance Manager is hereby appointed as the Auditing Officer for Intercity Transit. In the Finance Manager's absence, the Senior Accountant is hereby appointed to serve as the temporary Auditing Officer for Intercity Transit.

**Section 2.** Two signatures shall be required on all warrants and checks, with one signature being that of the ITA Chair and the other signature being that of the General Manager, via the use of an electronic or stamped signature in forms approved by the Chair and General Manager.

**Section 3.** The Auditing Officer and the two officials authorized to sign checks and warrants shall each furnish an official bond or its equivalent, for the faithful discharge of his or her duties in an amount of fifty thousand dollars.

**Section 4.** The Auditing Officer may issue warrants and checks in payment of claims after the provision of Sections 2 and 3 of this Resolution have been met.

**Section 5.** The ITA shall review the documentation supporting claims and approve or disapprove all warrants and checks or electronic payments issued in payment of claims at its next regular meeting.

**Section 6.** The ITA hereby requires that if, upon review, it disapproves claims, the Auditing Officer and the officer designated to sign the warrants or checks shall jointly cause the disapproved claims to be recognized as receivables of Intercity Transit, and shall pursue collection diligently until the amounts disapproved are collected or until the ITA is satisfied and approves the claims.

**Section 7.** The ITA may stipulate at any time that a certain claim or certain claims shall not be paid before the ITA has reviewed the documentation and approved the issuance of a warrant or check.

**ADOPTED:** This 19<sup>th</sup> day of July, 2017.

**INTERCITY TRANSIT AUTHORITY**

\_\_\_\_\_  
**Debbie Sullivan, Chair**

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**W. Dale Kamerrer**  
**Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-G**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Eric Phillips, AICP, Development Director, 705-5885

**SUBJECT:** Interlocal Agreement with City of Tumwater

- 
- 1) **The Issue:** Consideration of an Interlocal Agreement (ILA) with the City of Tumwater supporting project coordination and support for design and construction of the Tumwater Square improvements.
- 
- 2) **Recommended Actions:** Authorize the General Manager to enter into an ILA with the City of Tumwater clarifying roles and responsibilities related to the coordination, design and construction of the Tumwater Square bus transfer area improvements.
- 
- 3) **Policy Analysis:** The Interlocal Cooperation Act (RCW 39.34) provides authority for two or more public agencies governing bodies to enter into an agreement in support of a joint project.
- 
- 4) **Background:** In June of 2015 Intercity Transit was awarded a Congestion Mitigation Air Quality (CMAQ) grant of \$198,950 from Thurston Regional Planning Council for the construction of Tumwater Square Station improvements. The total construction project with local match (\$31,050) is \$230,000. The original application to TRPC included agency support from the City of Tumwater toward the design and construction management portion of the project in order to leverage the construction dollars to complete the improvements. Following notice of award Intercity Transit began coordinating with the City of Tumwater staff on the completion of the design and bid package. This ILA advances the implementation of the project in accord with the grant application and supports completion of the project as planned.

The Interlocal agreement provides clarification on responsibilities of each jurisdiction, provides that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the FTA grant requirements. The ILA also provides that the City of Tumwater will support

Intercity Transits efforts to meet these Federal grant requirements and spells out that the City of Tumwater will provide the design and bid documents, support the bid tabulation and construction management documentation, and establishes that the support provided by Tumwater is not a match to the grant funding. The City of Tumwater approved the ILA at their June 20, 2017, City Council meeting.

ILA's are an efficient tool to support coordination between two local agencies working cooperatively. The Tumwater Square Station Improvements as addressed under the ILA provide the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with FTA grant requirements. Both agencies attorneys reviewed the ILA as presented for consideration. The construction contract for Tumwater Square Station improvements will be presented to the ITA as a separate contract recommendation later this summer.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute an ILA with The City of Tumwater clarifying roles and responsibilities related to the coordination, design and construction of the Tumwater Square bus transfer area improvements.
- B. Do not approve ILA. Without an ILA in place the project coordination and certain FTA requirements would be difficult to coordinate.

- 
- 6) **Budget Notes:** The Tumwater Square improvements are included in the 2017 Capital Budget. The ILA does not include any authorization of funds beyond staff support and coordination. A separate contract award for construction will be presented to the ITA for consideration following the bid advertisement for the Tumwater Square project later this month.

- 
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of services."*

- 
- 8) **References:** ILA with project site plan.



**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-H  
MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, Planning Manager, 705-5832

**SUBJECT:** Review Draft of Annual Update of the Transit Development Plan

- 
- 1) **The Issue:** Review update of the Transit Development Plan (TDP) for 2017-2022.
- 
- 2) **Recommended Action:** For information and discussion purposes. Staff will provide a presentation on the highlights of the 2016 Annual Report and the 2017-2022 Transit Development Plan.
- 
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
- 
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2016 Summary);
- b) Description of planned changes, if any, to services and facilities (2017-22); and
- c) Operating and capital financing elements for the previous year (2016), budgeted for current year (2017), and planned for five years (2018 – 2022).

This year's update remains an administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget continues later this year, after the submission of this document.

A public hearing on the TDP will be held August 16, 2017, with a request for adoption by the Transit Authority on September 6, 2017. Staff will also present an overview of the draft TDP to the CAC on July 17.

---

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

---

6) **Budget Notes:** This is currently covered under the 2017 Budget. The TDP simply reports on past and projected agency elements based on the current budget year. The development of next year's budget will be accomplished later in 2017, when discussions on the annual update of the agency's Strategic Plan takes place.

---

7) **Goal Reference:** The conducting of a public hearing for the draft TDP reflects all current goals established for the agency.

---

8) **References:** Draft: 2016 Annual Report & Transit Development Plan 2017-2022.

---

**2017 Timeline for TDP Process:**

July 17, 2017: Present Draft TDP to CAC

July 19, 2017: Present Draft TDP to ITA

July 20, 2017: Draft available to the public

August 16, 2017: Conduct Public Hearing at ITA Meeting

September 6, 2017: Request to Adopt 2016 Summary and 2017-2022 TDP

*DRAFT*

Intercity Transit

2016

*Annual Report*

*&*

2017 – 2022

*Transit Development Plan*

Prepared by the  
Intercity Transit Development Department - Planning Division  
July 6, 2017

**Intercity Transit Authority:**

**Debbie Sullivan - Chair - City of Tumwater**  
**Karen Messmer - Vice Chair - Citizen Representative**  
**Virgil Clarkson - City of Lacey**  
**Bud Blake - Thurston County**  
**Molly Carmody- City of Yelm**  
**Art Delancy - Labor Representative**  
**Clark Gilman - City of Olympia**  
**Don Melnick - Citizen Representative**  
**Ryan Warner - Citizen Representative**

**Ann Freeman-Manzanares - General Manager:**

**Intercity Transit**  
**526 Pattison SE**  
**PO Box 659**  
**Olympia, WA 98507**  
**360-786-8585**

**Intercity Transit complies with all federal requirements under Title VI, which prohibits discrimination on the basis of race, color or national origin.**

If you have any questions concerning this policy or practice please, contact:  
Intercity Transit, 526 Pattison SE, PO Box 659, Olympia, WA 98507 or by calling  
the agency's Title VI Officer at: 360.705.5885 or [ephillips@intercitytransit.com](mailto:ephillips@intercitytransit.com)

This document can be made available in other accessible formats. Please contact  
Customer Service: 360-786-1881 or outside Thurston County: 1-800-287-6348 TTY:  
360-943-5211, Fax: 360-943-8760 or [Customerservice@intercitytransit.com](mailto:Customerservice@intercitytransit.com).

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## **2017 - 2022 Transit Development Plan**

This year's Transit Development Plan (TDP) continues a practice adopted by Intercity Transit in 2005. Prior to 2005 the "TDP process" was an opportunity to engage our governing body – the Intercity Transit Authority – our employees, customers and the general public to help define the direction of the transit system for the next six years.

At the time the TDP was combined with the update of the agency's "Strategic Plan," which provided an in-depth process for considering and developing future service designs, capital facilities, equipment, agency policies and other key business strategies. It also served as the basis for developing the coming year's annual budget. The time frame for this process covered several months and was completed each year in June and submitted to the WSDOT as required by Washington State law, RCW 36.57A.

With changes in WSDOT reporting requirements for the TDP in 2004 the current Intercity Transit process, established in 2005, now provides the basic reporting components and sections required under Washington State law. Intercity Transit however, continues to involve the public, agency staff, our Citizen Advisory Committee (CAC) and Transit Authority in annually reviewing and updating our "Strategic Plan," which is a separate process and document. The 'Plan' utilizes components of the TDP, but provides the more in-depth analysis and discussions for developing next year's annual budget (2018) and provides guidance for the future direction of the agency.

This year's "Draft 2016 Annual Report and 2017- 2022 Transit Development Plan" will be presented at the Intercity Transit Authority meeting on July 19, 2017. Distribution of the draft document is then made available to the public the following day on Intercity Transit's web site, at local public libraries, Intercity Transit's OTC Customer Service Center in downtown Olympia, or by contacting Intercity Transit's administrative office. Local media news will be notified about the document and a notice and invitation to the public to comment on the TDP will be made through the distribution of an on-board Rider News newsletter (July) with details also on our web site and other social media. This year's public hearing is scheduled to occur on August 16, 2017, 5:30 pm, at the Transit Authority meeting, 526 Pattison St SE, Olympia, WA.

## Section 1: Organization

This document represents Intercity Transit's annual update of a 5-year Transit Development Plan (TDP), as required under Washington State RCW Section 35.58.2795 and the federal *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21). This report provides summary information for 2016 as well as projected changes for 2017 – 2022.

Intercity Transit, the business name for the Thurston County Public Transportation Benefit Area (PTBA), was established in September 1980 as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

### Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a sales tax of up to 3/10ths of 1% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred. Thurston County voters outside the urban area approved the 3/10ths of 1% sales tax to support the expansion of the PTBA to include all of Thurston County. This included the south county cities and towns and rural areas of unincorporated Thurston County.

1995 - 1999: Local sales tax revenue slowed dramatically and resulted in the gradual reduction of service as a way of balancing service costs with revenues. In March 1999, a proposed 2/10ths of 1% increase in the sales tax for preserving service and a modest expansion failed, forcing an 8% reduction in service. Then in November '99, statewide Initiative 695 passed, which cut Motor Vehicle Excise Tax (MVET) revenue for transit. The courts found it unconstitutional, but the State Legislature subsequently eliminated it for public transit use.

2000 - 2002: The loss of MVET funding resulted in a decrease of 40% in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the jurisdictions in Thurston County resulting in agreement that reduced the service boundary to the urbanized areas of Olympia, Lacey, Tumwater and Yelm. The new boundary, established September 2002, became effective January 2003. In September '02, voters within the new boundary approved an increase of 3/10ths to 6/10ths of 1% in local sales tax. The new rate went into effect in 2003.

2003 – 2005: Incremental service increases in 3 phases began. This reversed a trend that saw over a 50% reduction in fixed-route service since 1995. Both Phase 1 (February '03) and Phase 2 (September '04) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in '04. During 2005 the focus was on rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops and completing market research and ridership studies.

2006 - 2007: Implemented a Phase 3 increase of over 15% in service hours. A circulator route, "Dash," was begun between the Capitol Campus and downtown Olympia. Completed a fixed route Short and Long Range Service Plan; 26 expansion vanpools acquired; installation of a communications system with advanced digital radio, AVL tracking, stop announcements and auto-passenger counters were completed in '07. In '07 a new multi-year service plan and a foundation for technological investments got underway. A small increase in service hours was implemented and upgrading of the fleet included 23 new buses (5 expansion), three Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in '07 increased 12% above '06. A

new education program, “Smart Moves,” for middle and high school students began; completed state funded Trip Reduction program with state offices in Tumwater; engaged over 1,000 participants in the annual Bicycle Commuter Contest.

2008 - 2009: An 11% increase in service hours focused on local service enhancements and 15 minute service on major corridors. Expansion of the Martin Way Park & Ride Lot (Lacey) began. Installation of on-board security camera for the fleet was completed. System wide ridership hit new record of over 5.1 million boardings in ‘08 as fuel prices nationwide rose to \$3.50 gal. Received two national awards in ‘09: APTA’s “Outstanding Public Transportation System” for medium sized systems and FTA’s “Success in Enhancing Transit Ridership.” Martin Way P&R expansion completed (138 to 319 stalls); completed major market research and ridership studies; completed master site plan for expansion of the operations base and updated plan for the Olympia Transit Center (OTC) expansion; received WSDOT grants to construct a 300 stall P&R on the Thurston County Waste and Recovery Center; and a ‘Safe Routes to Schools’ program for bicycle youth program at several schools. System’s base fare increased from \$.75 to \$1.

2010 - 2011: Acquired six hybrid replacement buses. Voters approved a 0.2% increase in local sales tax for transit, bringing the rate to 0.8% beginning Jan. ‘11. A Discounted Bus Pass pilot program began, to help local non-profit and human service agencies with their client’s transportation needs. CTR law changes significantly increased the number of affected Thurston County worksite. 30<sup>th</sup> Anniversary in 2011. Implemented a 3.1% service increase. Implemented an online trip planner and a regional application for ‘next bus’ information. Selected by FTA to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training and created an agency ESMS. Continued major capital facility projects for the OTC (including accommodations for Greyhound), Operations Base, and Hawks Prairie P&R Lot. Completed DAL client survey. Record fixed-route ridership of 4.5 million, and 5.3 million system wide.

2012: First transit system in the country to be awarded ‘Gold Level’ APTA Sustainability Commitment status. Continuation of innovative programs including Smart Moves youth outreach and BikePARTners that supports healthy commutes to schools. Bicycle Commuter Contest celebrates 25th Anniversary. Mike Harbour, GM for 17 years, moves on. Ann Freeman-Manzanares, Development Director, appointed Interim GM. Base adult fare increase of 25% approved for fixed route service and a 10% increase for vanpool fares. Demonstration Discounted Pass Program, begun in 2010, approved for future years. New federal legislation under “MAP-21” eliminates discretionary funding for buses and bus facilities.

2013: ITA selects Ann Freeman-Manzanares as new General Manager. Local base fare increased from \$1 to \$1.25. New 332 stall Hawks Prairie Park & Ride Lot officially opens in NE Lacey and receives American Public Works Assoc. “Project of the Year” for Washington State. Agency earns ISO 14001 Certification for Sustainability and Environmental practices, one of only nine transit systems in the country that have earned it to date. Implemented two WSDOT grant funded demonstration Express routes for service between Tumwater/Lakewood and limited Sound Transit peak service between Olympia/Seattle; includes partnering and opening a 30 stall park & ride at a State Dept. of Health lot in Tumwater.

2014: Saw a modest 1% annual increase in fixed route ridership, but our 3<sup>rd</sup> highest ridership year. The ‘Walk N Roll’ youth outreach program along with Bike PARTners continued to grow and is now in every school district we serve. Technology enhancement included relocating computer servers to a state agency facility in Olympia, which significantly reduced safety issues and remodeling costs on-site. Received Thurston County Chamber of Commerce ‘Green Business of the Year Award.’



2015: The 'Walk N Roll' program continued to grow, adding 6 more schools to the program. Enhanced ADA accessibility to 30 more bus stops including the addition of four more shelters. Travel Trainers helped 72 individuals, teaching them to use bus service safely and confidently. Achieved first-ever statewide Grand Champion honor in State Public Transportation Roadeo competition.

2016: In partnership with the City of Tumwater received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. The 29<sup>th</sup> annual IT sponsored Bicycle Commuter Contest set a record of 1,853 registrants, 112 teams, over 107,900 miles traveled and an estimated 54 tons of CO2 prevented. Recertified our Sustainability program and met the ISO 14001 – 2015 Standards, one of few public transit systems in the country to do so.

## Governing Board

The Intercity Transit Authority governs the organization. The board increased to nine members with a state mandated addition of a labor representative in 2010. The other members consist of five elected officials representing the jurisdictions of Thurston County, Lacey, Olympia, Tumwater, and Yelm, plus three citizen representatives appointed by the Transit Authority. Citizen representatives serve three-year terms and elected officials are appointed by their respective jurisdiction. Intercity Transit is the only system in Washington State with citizen members serving on its governing board.

## Table of Organization

At the end of January 2016, Intercity Transit had 325 full-time equivalent staff positions (see table below for FTE's and Appendix A for organization chart).

Department	Jan 2014	Jan 2015	Jan 2016	Jan 2017
<b>Executive</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Development – (under Executive mid-2013 - 2016)</b>	<b>17.25</b>	<b>18.75</b>	<b>19.0</b>	<b>19.0</b>
<i>Grants &amp; Sustainability</i>	2.0	2.0	2.0	2.0
<i>Planning</i>	4.0	4.0	4.0	4.0
<i>Procurement/Inventory</i>	6.0	7.0	7.0	7.0
<i>Marketing &amp; Communications</i>	5.75	5.75	6.0	6.0
<b>Human Resources - Assistants &amp; Analysts</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>
<b>Finance &amp; Administration</b>	<b>11.0</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>
<i>Accounting, Inventory, Clerical,</i>	6.0	6.0	5.0	5.0
<i>*Information Systems to Maintenance mid '08</i>	5.0	5.0	5.0	5.0
<i>back to Finance late-'10</i>				
<b>Operations:</b>	<b>229.0</b>	<b>232.0</b>	<b>226.0</b>	<b>235.0</b>
<i>Operators</i>	185.0	188.0	181.0	191.0
<i>Customer Service</i>	8.0	8.0	8.0	8.0
<i>Vanpool staff</i>	5.0	5.0	6.0	6.0
<i>Dial-A-Lift staff</i>	11.0	11.0	11.0	12.0
<i>Supervisors and Administrative</i>	18.0	18.0	18.0	16.0
<i>*Village Vans to Operations in '10</i>	2.0	2.0	2.0	2.0
<b>Maintenance: (moved under Operations early 2014)</b>	<b>47.0</b>	<b>47.0</b>	<b>49.0</b>	<b>51.0</b>
<i>Coach/Auto Technicians</i>	22.0	22.0	22.0	22.0
<i>Facilities Maintenance</i>	7.0	7.0	7.0	8.0
<i>Other Maintenance</i>	18.0	18.0	18.0	21.0
<b>Total Employees</b>	<b>313.75</b>	<b>317.75</b>	<b>314.0</b>	<b>325.0</b>

## Section 2: Physical Plant

Intercity Transit dispatches all services from its administrative/operations base facility at 526 Pattison Street SE, Olympia.

## Section 3: Service Characteristics - 2016

During 2016 Intercity Transit provided a variety of transportation services benefiting the citizens of Thurston County (See Appendix for service area district maps):

### **Fixed Route Service Operation**

During 2016, 25 fixed routes as well as ADA paratransit (Dial-A-Lift) service were provided. Days of service on weekdays, generally 5:40 a.m. – 11:55 p.m.; Saturdays, generally 8:15 a.m. – 11:55 p.m.; and Sundays between 8:30 a.m. – 9:00 p.m. No service on three national holidays.

Fares: Recovered 11.7% of operating costs for Local service and 9.1% for Express.

Total Boardings: 4,113,139, a decrease of -4.0% from 2015.

### **Services for Persons with Disabilities Operation**

“Dial-A-Lift” provides door-to-door service for people with qualified ADA disabilities, which prevents them from using regular bus services. Dial-A-Lift hours of operation reflect all Fixed Route service. No service on three national holidays.

Fares: Recovered about 3.5% of operating costs.

Total Boardings: 166,213, an increase of 2.9% above 2015.

### **2015 Fare Structure for Fixed Route and Dial-A-Lift Service**

Local Service			Express Service		
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6 -17 yrs) [Under 5 ride free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$.50	\$1.00	\$15.00	\$1.25	\$37.50
<b>Dial-A-Lift</b>	\$1.00	\$2.00	\$36.00	NA	NA
Reduced*			\$15.00*		

\* Reduced Fare Permit required. Eligibility based on age, disability or possession of a Medicare card.

### **Vanpool Services Operation**

By the end of 2016 there were 177 Intercity Transit commuter vanpools in operation throughout the Puget Sound region. This was a decrease from 192 the year before. Over the year, the vanpools carried an average of 1,300 daily riders.

Intercity Transit staff markets the vanpool program to employers and individuals, facilitates group formation and provides defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis, operate independently and are generally in service weekdays, from 5 a.m. – 6:30 p.m.

Fares: Recovered 93.4% of the operating costs.

Total Boardings: 600,148 a decrease of 12.4% from 2015.

Ridematching: Free service. Intercity Transit is a member of the Washington State Ridematch network that provides a computerized database of individuals interested in carpooling and vanpooling. Established in 1997, it allows commuters the ability to make contacts throughout the state either through a toll free call, over the internet or with a local transit system.

### **Village Vans Operation**

Service began in 2002 for this grant-funded program. Intercity Transit operates with four vans to help meet work-related transportation challenges for families with low incomes. The program provided employment support transportation for 180 individuals totaling 6,523 rides in 2016 (37.9% increase from 2015). Of the total ridership, 29% were qualified under Temporary Assistance for Needy Families and 71% were low-income receiving some type of state or federal assistance. Vans are driven by eligible job seekers participating in the Customized Job Skills Training Program, volunteering a total of 7,326 hours in 2016. Twelve drivers secured employment (eight in transportation) as did dozens of passengers. This innovative program works with representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council and other local service agencies to support their client needs.

### **Commute Trip Reduction Program**

In 2005, the Thurston region implemented a program transition with a cooperative effort that includes the Thurston Regional Planning Council overseeing program administration and worksite support and Intercity Transit providing outreach and marketing efforts. The partnership continues for the 2015-17 biennium. It makes a commitment to the goals of the CTR law while providing on-going assistance to both local jurisdictions and affected worksites. With the goal of reducing the number of single occupant vehicle trips, vehicle miles traveled, congestion, greenhouse gases, and providing other options for commuters, the region is now required under Senate Bill 6088 that all state worksites and state colleges – no matter the size – in the urban portions of Lacey, Olympia and Tumwater to participate in CTR. Currently, the regional team supports 197 active worksites of which 191 are affected sites and 6 are voluntary.

### **Land Use Review and Support Program**

Intercity Transit is one of a number of local agencies to review land use permitting requests. Staff works with local government staff (Development and Public Works departments), Planning Commissions, as well as public and private developers to maximize the opportunities for public transportation through effective land use planning and urban design. During 2016 staff received 348 submissions, reviewed 9 and commented on 6 applications requesting transit amenities that typically are for a stop, shelter or improved ADA access to an existing stop.

### **Agency Performance**

Intercity Transit actively pursues efforts to improve the internal operations of the agency through improved communications, increased employee involvement and better understanding of the needs and desires of customers and employees. These efforts are aimed at making Intercity Transit a valued employer and enabling employees to effectively serve their customers.

Intercity Transit reviews financial and ridership performance on a monthly basis, and provides regular updates to the Citizen Advisory Committee and the Intercity Transit Authority.

## **Section 4: Service Connections**

In 2016 Intercity Transit provided connections with five other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

<b>Grays Harbor Transit</b>	Service between Aberdeen, WA and Olympia's Capital Mall, Greyhound terminal and the Olympia Transit Center.
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<b>Mason County Transit</b>	Service connections between Shelton and Olympia's Capital Mall and Olympia Transit Center.
<b>Pierce Transit (PT)</b>	IT's Express service connects with PT's local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma.
<b>Sound Transit (ST)</b>	IT funds a limited service ST Route 592 weekday extension between Olympia and DuPont, where it returns to regular service to Seattle. IT's Express routes also connect with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to Seattle.
<b>AMTRAK</b>	Intercity Transit Routes 64 and 94 provide half hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station location.
<b>Greyhound</b>	Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
<b>Rural Transportation</b> (South Thurston Co - Olympia)	South Thurston County system funded by a WSDOT grant provides regional connections with Intercity Transit routes in a number of locations within our service district.
<b>Park &amp; Ride Lots (P&amp;R)</b>	Fixed routed service available at three lots: Lacey: Martin Way P&R (Local & Express) Hawks Prairie P&R (Express) Thurston Co: Amtrak rail station (Local)
<b>Educational Facilities</b>	Fixed route service is available to many public and private schools throughout the service district. Of four school districts that exist within Intercity Transit's service district, 43 of the 50 public schools are served by transit routes. A number of these routes also have schedules that coincide with the school's opening and closing hours of operation.  Intercity Transit provides service to the Olympia campuses of South Puget Sound Community College and The Evergreen State College. The school's participate in local Commute Trip Reduction incentives and have transit pass programs for students, faculty and staff. Service is also available to Saint Martin's University (Lacey), but not onto the campus. The University has a student pass program for undergraduates.

## Section 5: Activities in 2016

Fixed route ridership decreased -4.0% from the year before with 4.1 million boardings and 4.9% decrease overall for all three services at 4.9 million boardings. Significant agency activity during the year continued with on-going capital facility project reviews and work on environmental sustainable goals. The effort to limit the use of non-renewable resources, reducing waste and pollution, promoting public stewardship and protecting the natural environment as much as

possible has been incorporated into training of all Intercity Transit staff. This year recertified our Environmental and Sustainability Management System to meet the ISO 14001:2015 Standards. We are one of only a few agencies in the nation with this certification.

Capital facilities involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and on-going efforts to secure additional funds for fuel tank replacements at our Pattison Street operations base. Highlights of other agency efforts during the year included:

**New Fleet Vehicles:** Vanpool - 33 replacements acquired.

**Transit Service:** Service hours increased slightly (0.1%) with the extension of Route 42 to serve the Thurston County's Accountability and Restitution Center in Tumwater.

**New Shelters and Amenities:** Retrofitted 10 additional shelters with interior solar lighting. Accessibility improvements were added to 40 stops. This included 4 completed through private developer improvements, 3 through local road improvements and 2 through sidewalk projects.

**Service Planning:** Continued to monitor service and make service adjustments to improve on-time performance and transfer connections. On-going participation with local jurisdictions on road improvement projects including regional projects for I-5 (JBLM, various interchanges) and SR 101. The "Smart Corridor" transit priority demonstration project is on-going, with testing of 6 intersections before full deployment in 2017-18.

**Ridership:** System-wide Total Boardings (Fixed Route, DAL and Vanpool) decreased -4.9% from 2015. The downturn continues to reflect the low cost of regional fuel prices. Fixed Route boardings decreased -4%, Vanpooling was down - 12.4%, but Dial-A-Lift increased 4.7%.

**Village Van:** This unique 'Welfare-to-Work' transportation program had 6,523 boardings (37.9% increase from 2015) but provided transportation to 180 low-income job seekers and workers during 2016. This program operates in partnership with 16 local social and public service agencies, including the South Puget Sound Community College and WorkSource Thurston County. The program trains individuals to become skilled employees and provides rides to qualified individuals.

**Vanpool Program:** The 600,148 passenger trips recorded during 2016 was a decrease of -12.4% from the previous year's tally. The decrease appears to reflect the low cost of fuel prices in the region. Groups dropped from 192 in 2015 to 177. Vans operate throughout a five countywide region. With certified and trained volunteer drivers in place, these vanpools carried an average of 1,300 daily riders removing over 1,000 vehicles from our congested roadways each weekday.

**Innovative Programs:** Intercity Transit continued the growth of its "Walk N Roll" youth education program throughout the year reaching an estimated 4,194 students in 17 schools. This was done through 26 field trips by bus, 23 classroom presentations on active transportation, and special events like, "Bike and Walk to School Days." The program also included after school Earn-A-Bike classes where students received 8 hours of bike maintenance and safe riding instruction. Students completing the class earned a functional bike, helmet, lock and lights. 60 students graduated from the classes in 2016. 80 bicycles were built with the majority of the work being done by volunteers who contributed a total of 847 hours to working on bikes.

We continue to provide on-line trip planning for fixed route service and participation in regional smart phone applications for 'next bus' arrival information and trip planning. Our *Travel Training* and *Bus Buddy* program also works with individuals to help them either transition from paratransit -DAL service to fixed route or to help with people becoming comfortable with riding a bus.

## Section 6: State Proposed Action Strategies 2017 - 2022

The Washington State Department of Transportation (WSDOT) requires transit agencies report how they are accomplishing the state's public transportation objectives as identified in state's Transportation System Policy Goals (RCW 47.04.280). This supersedes WSDOT's "Investment Guidelines" previously requiring listing of accomplishments.

### **1. ECONOMIC VITALITY**

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

2016	2017 - 2022
Continued Effort	Continuing Effort

**2016**

- The Washington State Legislature amended the state's Transportation System Policy Goals in 2016 to add 'economic vitality' to the list of goals. This new item became effective in June 2016. To date, WSDOT has not required this item to be a part of the Transportation Development Plan but, we feel it is prudent to include it in ours and to initially identify current efforts to address this goal and what it may mean in the future.

**2017 - 2022**

- Continue to investment in public transportation that have a significant multiplier effect in creating jobs, personal wealth and tax revenues.
- Continue to support health and equity in our service area by providing access and mobility for all people.
- Continue to support and provide services that help produce significant environmental benefits such as, removing vehicles from the road each weekday and facilitating higher density development that decreases the distances people need to travel.
- Continue to work with local jurisdictions to further integrate transportation services into broader community planning efforts to enhance transportation options, improve walkability and connections to transit and in turn helps to improve access to jobs and housing.

## **2. PRESERVATION**

Preserve and extend prior investments in existing transportation facilities and the services they provide to people and commerce.

<b>2016</b>	<b>2017 - 2022</b>
Continued Effort	Continuing Effort

### **2016**

- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Vanpool program had 33 replacements and the fleet total at 265 vans.
- Continued efforts on funding fuel tank replacements and expanding vehicle parking at Intercity Transit base of operations.
- Continued master plan for expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).
- Maintained two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties. Includes weekday service between Tumwater -Lakewood and extension of existing ST 592 (DuPont/Seattle) to Olympia. Funding ends mid-2017.

### **2017-2022**

- Depending on how much local economic recovery might occur it appears that basic service levels may remain the same over the next 3 - 5 years.
- Update fixed route Short (6 yr) and Long Range (20 yr) Service Plan.
- Intercity Transit will continue to provide performance measurement reports that provide summaries to the public providing attributes, costs and utilization of the existing system services.
- Continue to replace aging fleet vehicles but the loss of federal discretionary grant funding continues to have a major impact on agency finances.
- Continue work on capital facility projects. The expansion/remodeling of Operations Base in Olympia will be toward fuel tank replacement and environmental work while the rest of the project is on hold due to change in federal assistance. Continue effort to expand the downtown Olympia Transit Center as a transportation hub, including accommodating Greyhound service.

## **3. SAFETY**

Target construction projects, enforcement, and education to save lives, reduce injuries, and protect property.

<b>2016</b>	<b>2017 - 2022</b>
Made Progress	Continuing Effort

### **2016**

- Safety is the system's #1 priority. A Safety Committee meets monthly and, if necessary, confers on major events. Reviews monthly safety report, maintains ongoing safety records, and makes recommendations to General Manager on issues involving employee and customer safety.
- Outreach program to local schools for "Bike and Walk to School Days." Other sponsored programs include classes where students receive a recycled bike and learn maintenance and traffic skills and PE classes where students learn how to walk and bike to stay healthy and safe.
- Regular and on-going training of Operations and Maintenance staff as well as other agency support staff, remains a vital component of the organization.

	<ul style="list-style-type: none"> <li>• Participates in local and regional efforts to increase safety and improve security components within the service district and improve coordination between agencies, especially with local emergency services.</li> <li>• Continued participation in the regional coordination of the <i>Puget Sound Transportation Recovery Plan</i> for major disruptions to vital transportation facilities and links at both the local and regional level. Finalized a staff committee-developed <i>All Hazards Emergency Response Plan</i>.</li> </ul>
<b>2017 - 2022</b>	<ul style="list-style-type: none"> <li>• Agency will continue to develop programs for agency staff. In-house safety programs and committees will meet on a regular basis to review existing conditions with an eye toward making improvements.</li> <li>• Continue to work and make improvements with other public agencies and school districts regarding safety and emergency response on both local and regional level.</li> <li>• Inter-local project with City of Tumwater to improve on-street Tumwater Sq. transfer station accessibility, pedestrian safety and bus alignments.</li> <li>• Provide training to ensure understanding and integration of National Incident Management System, All Hazards Emergency Response Plan, and Continuity of an Operations Plan. Implement priorities in Hazards Mitigation Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.</li> </ul>

#### **4. STEWARDSHIP**

Continuously improve the quality, effectiveness, and efficiency of the transportation system.

<b>2016</b>	<b>2017 - 2022</b>
Continued Effort	Continuing Effort

<b>2016</b>	<ul style="list-style-type: none"> <li>• Intercity Transit continues to be involved with working with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts.</li> <li>• Active in local and regional partnerships that regularly review, plan, coordinate and implement improvements to the local transportation network of roads, technology and services.</li> <li>• Transit staff regularly attend community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network.</li> <li>• Actively participate in a coordination network of human service organizations to improve mobility for those challenged by income, age and/or disabilities.</li> <li>• Actively participating in on-going efforts of the regional Sustainability Plan that includes housing and transportation choices.</li> </ul>
<b>2017 - 2022</b>	<ul style="list-style-type: none"> <li>• Staff will continue to work with and participate in community based efforts to improve transportation efficiency in both the technical and service fields.</li> <li>• Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including but not limited to updates of local Comprehensive Plans, Joint Base Lewis McChord/I-5 impacts, Inter-change Justification Reports (I-5), and Regional Transportation Plan updates.</li> </ul>



**5. MOBILITY** Facilitate movement of people and goods to contribute to a strong economy and a better quality of life for citizens.

2016	2017 - 2022
Made Progress	Continuing Effort

**2016**

- Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single occupant vehicles. Staff also takes an active role with regional long range transportation planning activities dealing with congestion and environmental impacts.
- Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools (over 4,194 students). And staff coordinates annual county-wide bicycle commuting challenge (May of each year).
- Staff regularly participates in local jurisdictional land use reviews, development of community design components (land and roads) and comments on transportation/transit integration and ADA accessibility.
- Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.
- Continued regional integration of transportation services for fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Van program for qualified low-income recipients.
- Continued fare integration partnerships with public agency employers and colleges that support employees and students use of transit. This included on-going work with WSDOT on state employee's transit 'STAR Pass' program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, Evergreen State College and St. Martin's University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia continued.
- Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state and tribal staff. Over the past year the agency has begun testing, funded with federal CMAQ funds, to make improvements in local traffic control technologies that will incorporate a 'transit signal priority' system in Olympia, Lacey and Tumwater.
- Continued two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

**2017 - 2022**

- Staff will continue to work proactively on a range of transportation planning activities on the local and state level.
- Additional efforts for updating the agency's Short and Long Range Plans to include significant "community conversation" outreach efforts.
- Continue to work with the other regional transportation providers to improve service connections between providers.
- Continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.
- Staff will also continue to work with local jurisdictions, state, and tribal

organizations in partnership to improve public transportation in the region for services along state roads and federal interstate.

- Agency will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays and other information materials that encourage and promote transportation alternatives.

## 6. ENVIRONMENTAL QUALITY AND HEALTH

Bring benefits to the environment and our citizens' health by improving the existing transportation infrastructure.

2016	2017 - 2022
Made Progress	Continuing Effort

### 2016

- Intercity Transit continues to utilize biodiesel fuel of a 5 - 20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards including recycling antifreeze, engine oil, office paper, cardboard and printer inks.
- In-house Environmental and Sustainability Management Committee continued to review and analyze existing conditions, made recommendations for improving the agency's sustainability efforts, continued to provide in-house training of agency staff, and recertified the agency to the ISO 14001:2015 Standards.
- Agency staff continued to monitor and track Sustainability Commitment status for Environmental & Sustainability Policies and ISO 14001 certification of meeting those standards. Staff continued to coordinate in-house efforts for training, monitoring and improving agency-wide sustainability efforts.
- On-going effort to coordinate and implement sustainability practices into a variety of transportation related programs and projects around our service district and region. This includes on-going participation with *Sustainable Thurston County* and *Thurston Thrives* activities

### 2017 - 2022

- Intercity Transit will continue to utilize biodiesel and ultra-low sulfur diesel. Higher blends of biodiesel maybe possible depending on cost.
- Implementing testing of synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage.
- Agency core staff will continue work on *Environmental and Sustainability Management Systems* as a certified agency. Continue the audit and reporting process that "analyzes controls and reduces the environmental impact of the agency's activities, products and services and to operate with greater efficiency and control."
- On-going review and consideration of better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses.
- Continue growth of the "Walk & Roll" youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit. Support healthy choices year-round of biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.

## Section 7: Summary of Proposed Changes 2017 - 2022

In addition to the efforts Intercity Transit will engage in to meet Washington State's *Transportation System Policy Goals*, the following table provides a summary of proposed changes for service, facilities and equipment over the next six years:

<u>2017</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	(Express) WSDOT grant funded thru 6/30/17	WSDOT Grant funds (Exp 612)
Facilities	Bus stop improvements	No Change
Equipment	Vanpools: 33 DAL: 5	DAL: 7
<u>2018</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Exp WSDOT grant funded thru 6/30/19	No Change
Facilities	Bus Stop improvements (Tumwater Sq Transfer Station)	No Change
Equipment	Buses: 7 Vanpools: 38	Vanpools: 11
<u>2019</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Buses: 10 DAL: 18 Vanpools: 30	Vanpools: 11
<u>2020</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements Facility Improvements	No Change
Equipment	Vanpools: 55 DAL: 10	Vanpools: 11 DAL: 2
<u>2021</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 49 Village Vans: 2	DAL: 1 Vanpools: 11
<u>2022</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 49	Vanpools: 11 DAL: 1

## Section 8: Capital Improvement Program 2016 - 2022

<b>VEHICLE PROJECTIONS</b>										
Total Revenue Vehicles at Y/E		2016	2017	2018	2019	2020	2021	2022		
		371	387	398	409	422	433	445		
Fixed Routed Coaches		2016	2017	2018	2019	2020	2021	2022		
Beg. Yr. # of Vehicles in Fleet		71	71	71	71	71	71	71		
Replacement Cycle (Standard 15 Years)		0	0	4	4	17	0	5		
Replacement Vehicles - Hybrids		0	0	0	4	17	0	5		
Replacement Vehicles Conventional		0	0	4	0	0	0	0		
Expansion Vehicles										
From Contingency Fleet										
End of Yr. Fleet Size		71	71	71	71	71	71	71		
Total Actual Coach Purchases		0	0	4	4	17	0	5		
Dial-A-Lift Vans		2016	2017	2018	2019	2020	2021	2022		
Beg. Yr. # of Vehicles in Fleet		35	35	40	40	40	42	42		
Replacement Vehicles			7			10		7		
Expansion Vehicles			5			2		1		
End of Yr. Fleet Size		35	40	40	40	42	42	43		
Total Actual DAL Van Purchases		0	12	0	0	12	0	8		
Vanpools		2016	2017	2018	2019	2020	2021	2022		
Beg. Yr. # of Vehicles in Fleet		261	261	272	283	294	305	316		
Replacement Vehicles		33	38	37	30	55	49	49		
Expansion Vehicles			11	11	11	11	11	11		
End of Yr. Fleet Size		261	272	283	294	305	316	327		
Total Actual Vanpool Purchases		33	20	48	41	66	60	60		
Village Vans		2016	2017	2018	2019	2020	2021	2022		
Beg. Yr. # of Vehicles in Fleet		3	4	4	4	4	4	4		
Replacement Vehicles					1		2			
Expansion Vehicles		1								
End of Yr. Fleet Size		4	4	4	4	4	4	4		
Total Actual V/V Van Purchases		1	0	0	1	0	2	0		
Total Vehicles Purchased by Year		34	32	52	46	95	62	73		

<b>Vehicle Expenses</b>									
<b>Coaches</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
Vehicle Cost Inflation Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%		
Coach Unit Cost - Hybrid	753,162	775,757	799,030	823,001	847,691	873,121	899,315		
Coach Unit Cost - Conventional	505,196	520,352	535,962	552,041	568,603	585,661	603,230		
Current Year Total - Hybrid	0	0	0	\$ 3,292,002	\$14,410,741	\$	- \$ 4,496,575		
Current Year Total - Conventional	0	0	\$ 2,143,850	0	0	0	0		
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>2,143,850</b>	<b>3,292,002</b>	<b>14,410,741</b>	<b>0</b>	<b>4,496,575</b>		
<b>End of Yr. Fleet Size</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
Battery Unit Cost/Mid Life Rehab		300,000	300,000	300,000	300,000	300,000	300,000		
Total Units Purchased	0	0	4	4	17	0	5		
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>5,100,000</b>	<b>0</b>	<b>1,500,000</b>		
<b>Dial-A-Lift Vans</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
DAL Van Unit Cost	\$ 150,673	\$ 155,947	\$ 161,405	\$ 167,054	\$ 172,901	\$ 178,952	\$ 185,216		
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%		
Total Units Purchased	0	12	0	0	12	0	8		
<b>Total Expense</b>	<b>0</b>	<b>1,871,361</b>	<b>0</b>	<b>0</b>	<b>2,074,811</b>	<b>0</b>	<b>1,481,726</b>		
<b>Vanpools</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
Vanpool Van Unit Cost	\$ 31,580	\$ 32,685	\$ 33,829	\$ 35,013	\$ 36,239	\$ 37,507	\$ 38,820		
Total Units Purchased	33	20	48	41	66	60	60		
<b>Total Expense</b>	<b>1,042,140</b>	<b>653,706</b>	<b>1,623,806</b>	<b>1,435,546</b>	<b>2,391,759</b>	<b>2,250,428</b>	<b>2,329,193</b>		
<b>Village Vans</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
Village Vans	\$ 29,611	\$ 30,647	\$ 31,720	\$ 32,830	\$ 33,979	\$ 35,169	\$ 36,400		
Total Units Purchased	1	0	0	1	0	2	0		
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,830</b>	<b>0</b>	<b>70,337</b>	<b>0</b>		

<b>Total Expenses</b>									
<b>Expenses</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
Coaches	0	0	2,143,850	3,292,002	14,410,741	0	4,496,575		
End of Yr. Fleet Size	0	0	1,200,000	1,200,000	5,100,000	0	1,500,000		
Dial-A-Lift Vans	0	1,872,030	0	0	2,074,811	0	1,481,726		
Vanpools	1,042,140	656,206	1,623,806	1,435,546	2,391,759	2,250,428	2,329,193		
Village Vans	0	0	0	32,830	0	70,337	0		
<b>Total Expenses for Vehicles</b>	<b>1,042,140</b>	<b>2,528,236</b>	<b>4,967,655</b>	<b>5,960,378</b>	<b>23,977,311</b>	<b>2,320,765</b>	<b>9,807,494</b>		

Staff Vehicles												
Total Staff Vehicles at Y/E												
2016	2017	2018	2019	2020	2021	2022						
15	15	15	15	15	15	15						
VM Service Trucks												
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2						
Replacement Vehicles				1	1							
Expansion Vehicles												
End of Yr. Fleet Size	2	2	2	2	2	2						
Total Actual VM Service Truck Purchases	0	0	0	1	1	0						
Ops Service Trucks - 5 Year Cycle												
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3						
Replacement Vehicles		1	2									
Expansion Vehicles												
End of Yr. Fleet Size	3	3	3	3	3	3						
Total Actual Ops Service Van Purchases	0	1	2	0	0	0						
General Staff Vans												
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1						
Replacement Vehicles						1						
Expansion Vehicles												
End of Yr. Fleet Size	1	1	1	1	1	1						
Total Actual Staff Van Purchases	0	0	0	0	1	0						
General Staff Car												
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2						
Replacement Vehicles		1				1						
Expansion Vehicles												
End of Yr. Fleet Size	2	2	2	2	2	2						
Total Actual Staff Car Purchases	0	1	0	0	0	1						
General Staff Car - Electric												
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2						
Replacement Vehicles	1											
Expansion Vehicles												
End of Yr. Fleet Size	2	2	2	2	2	2						
Total Actual Staff Car Purchases	1	0	0	0	0	1						
General Staff Station Wagon												
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1						
Replacement Vehicles	1											
Expansion Vehicles												
End of Yr. Fleet Size	1	0	1	1	1	1						
Total Actual Staff Station Wagon Purchases	1	0	0	0	0	0						

Facility Truck		2016	2017	2018	2019	2020	2021	2022
Beg. Yr. # of Vehicles in Fleet		6	7	7	7	7	7	7
Replacement Vehicles		0	1	3	1			
Expansion Vehicles		1	0					
End of Yr. Fleet Size		7	7	7	7	7	7	7
<b>Total Actual Facility Truck Purchases</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
Facility Maintenance Trailers		2016	2017	2018	2019	2020	2021	2022
Beg. Yr. # of Vehicles in Fleet		1	2	2	2	2	2	2
Replacement Vehicles								
Expansion Vehicles		1						
End of Yr. Fleet Size		2	2	2	2	2	2	2
<b>Total Actual Facility Truck Purchases</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Staff Vehicles Purchased by Year		2016	2017	2018	2019	2020	2021	2022
		4	3	5	2	1	1	2

## Vehicle Expenses and Revenues

VM Service Trucks		2016	2017	2018	2019	2020	2021	2022
VM Service Truck Unit Cost		\$ 63,000	\$ 65,200	\$ 67,500	\$ 69,900	\$ 72,300	\$ 74,800	\$ 77,400
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		0	0	0	1	1	0	0
<b>Total Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 69,900</b>	<b>\$ 72,300</b>	<b>0</b>	<b>0</b>

Ops Service Trucks		2016	2017	2018	2019	2020	2021	2022
Op Service Van Unit Cost		\$ 38,800	\$ 40,200	\$ 41,600	\$ 43,100	\$ 44,600	\$ 46,200	\$ 47,800
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		0	1	2	0	0	0	0
<b>Total Expense</b>		<b>0</b>	<b>\$ 40,200</b>	<b>\$ 83,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

General Staff Vans		2016	2017	2018	2019	2020	2021	2022
General Staff Van Unit Cost		\$ 31,700	\$ 32,800	\$ 33,900	\$ 35,100	\$ 36,300	\$ 37,600	\$ 38,900
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		0	0	0	0	0	1	0
<b>Total Expense</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 37,600</b>	<b>0</b>



General Staff Car		2016	2017	2018	2019	2020	2021	2022
General Staff Car Unit Cost		\$ 33,300	\$ 34,500	\$ 35,700	\$ 36,900	\$ 38,200	\$ 39,500	\$ 40,900
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		0	1	0	0	0	0	1
<b>Total Expense</b>		<b>0 \$ 34,500</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 \$ 40,900</b>

General Staff Car - Electric		2016	2017	2018	2019	2020	2021	2022
General Staff Car Unit Cost		\$ 45,320	\$ 47,400	\$ 49,100	\$ 50,800	\$ 52,600	\$ 54,400	\$ 56,300
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		1	0	0	0	0	0	1
<b>Total Expense</b>		<b>\$ 45,320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 \$ 56,300</b>

General Staff Station Wagon		2016	2017	2018	2019	2020	2021	2022
General Staff Station Wagon Unit Cost		\$ 26,780	\$ 28,200	\$ 29,200	\$ 30,200	\$ 31,300	\$ 32,400	\$ 33,500
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		1	0	0	0	0	0	0
<b>Total Expense</b>		<b>\$ 26,780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Facility Truck		2016	2017	2018	2019	2020	2021	2022
Facility Truck Unit Cost		\$ 55,000	\$ 60,000	\$ 62,096	\$ 64,266	\$ 66,511	\$ 68,835	\$ 71,239
Vehicle Cost Inflation Rate		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased		1	1	3	1	0	0	0
<b>Total Expense</b>		<b>\$ 55,000</b>	<b>\$ 60,000</b>	<b>\$ 186,289</b>	<b>\$ 64,266</b>	<b>0</b>	<b>0</b>	<b>0</b>

Facility Trailers	2016	2017	2018	2019	2020	2021	2022
Facility Trailer Unit Cost	\$ 10,800	\$ 11,200	\$ 11,600	\$ 12,000	\$ 12,400	\$ 12,800	\$ 13,200
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	0
<b>Total Expense</b>	<b>\$ 10,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total Expenses/Revenues Expenses	2016	2017	2018	2019	2020	2021	2022
VM Service Trucks	\$ 0	\$ 0	\$ 0	\$ 69,900	\$ 72,300	\$ 0	\$ 0
Ops Service Vans	\$ 0	\$ 40,200	\$ 83,200	\$ 0	\$ 0	\$ 0	\$ 0
General Staff Vans	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 37,600	\$ 0
General Staff Car	\$ 0	\$ 34,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 40,900
General Staff Car - Electric	\$ 45,320	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 56,300
General Staff Station Wagon	\$ 26,780	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Facility Truck	\$ 55,000	\$ 60,000	\$ 186,289	\$ 64,266	\$ 0	\$ 0	\$ 0
Facility maintenance Trailers	\$ 10,800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Expenses for Staff Vehicles</b>	<b>\$ 137,900</b>	<b>\$ 134,700</b>	<b>\$ 269,489</b>	<b>\$ 134,166</b>	<b>\$ 72,300</b>	<b>\$ 37,600</b>	<b>\$ 97,200</b>

**OTHER CAPITAL AND FACILITIES-Amended**

<i>MIS &amp; Communication Equipment</i>	2016	2017	2018	2019	2020	2021	2022
FleetNet Replacement							
Data Deduplication System (Single Sys/5 Yr)		60,000	500,000	1,500,000			
Laptops - Tough Book Type (7/4YR)	10,000				10,000		
Personal Computers	30,000	60,000	60,000	60,000	60,000	60,000	60,000
Phone System Replacement	150,000						
Plotter (1/5 Yr)			15,000			15,000	
Projector Equipment OTC conference room			5,000				
Projectors-Normal replacements	5,500				5,500		
ID Printer - OTC					12,000		
Voice Recorder					15,000		
Security Cameras (Lene) for Buildings	250,000						300,000
Servers - High Performance (8 @ 5 yr)	70,000					70,000	
Servers - Standard (10 @ 5 yr cycle)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Storage Area Network (SAN) (1/5YR)		12,000	12,000		90,000	12,000	
Tremble Unit						50,000	

**Network Hardware**

Ethernet Switches (14/7 YR)	10,000	75,000	10,000	10,000	10,000	10,000	10,000
Amtrak Info Sys Equipment		15,000					
Firewalls (7 Yr)							36,000
Network Wiring (10 year cycle)		50,000					
OTC new building network equipment			60,000				
Wireless access point replacement				5,000			5,000

**Software**

ACS Orbital/Radio System Replacement		5,500,000					
Analytical Software Used by Development							
Adobe Software Upgrades	10,000					10,000	
Antivirus Software Upgrades			6,000				6,000
Backup Software					55,000		
FleetNet Additional Modals			15,000				
FleetWatch							
Microsoft Server Software Upgrades/Repl.		130,000					
Office Upgrades (130/5yrs)	120,000					120,000	
POS system updates - VP in 2014 and OTC in 2018			60,000				
Routematch Replacement							
SharePoint Maintenance/Upgrades						60,000	
TMS Replacement			100,000				
VMWare Software (8 Units/5 Yrs)	25,000					25,000	
Windows OS replacement (PC Operating Systems)	55,000					35,000	
<b>Total</b>	<b>\$765,500</b>	<b>\$5,932,000</b>	<b>\$873,000</b>	<b>\$1,605,000</b>	<b>\$287,500</b>	<b>\$557,000</b>	<b>\$447,000</b>

<b>Facilities</b>	2016	2017	2018	2019	2020	2021	2022
Air Compressors (2)							
Antrak HVAC Replacement	30,000						
Antrak Barrel Tile Roof Replacement							110,000
Antrak Carpet							4,000
Antrak Fire/Security Alarm Replacement							25,000
Antrak Floor Tile Replacement				30,000			
Antrak Gate Opener		25,000					
Antrak Landscaping (drought tolerant)					25,000		
Antrak Seal Coat/Repairs		36,000					
Catwalk Around Heat Recovery Units							
Exterior Painting LTC, OTC Antrak		125,000					
Hawks Prairie Seal Coat					32,000		
Interior Paint Antrak	10,000						
Interior Painting Pattison (10 yrs)	280,000						
Lighting Upgrade - Main Fac							
LTC Interior Painting (10 yrs)							
LTC Landscaping (drought tolerant)					25,000		
LTC Roof Replacement							
Martin Way P&R Seal Coat (7 yrs)		30,000					
OPS Dispatch Repairs/Upgrades	40,000						
OTC Carpet Replacement							10,000
OTC Fire/Security Alarm Replacement							
OTC HVAC # 16- 16a Replacement			12,000				
OTC HVAC #15 Replacement					15,000		
OTC HVAC Replacement	50,000						
OTC Interior Painting							
OTC New Office Bldg Exterior Painting						50,000	
OTC New Office Bldg Interior Painting							
OTC Tile Replacement			8,000				
Pattison Phase							
Pattison Facility Final Design		4,100,000					
Pattison Facility Rehabilitation Projects							
Pattison UST Tank Replacement/Site Enviro Review	8,005,000			27,463,203			
Pattison Bus Air Shears / Blowers			100,000				
Pattison Concrete Slab Replacement							
Pattison Electrical Upgrades				1,500,000			
Includes Pattison Generator Engineering							
Pattison Fencing/security/gate openers			150,000				
Pattison Fire/Security Alarm Replacement							
(not part of larger project)		25,000	100,000				
Pattison HVAC #1 thru #8a Replacement					125,000		
Pattison HVAC #9-9a Replacement			12,000				
Pattison HVAC Engineering	20,000		9,000				
Pattison Boiler, Controls, HRU's							
(not part of larger project)	400,000						
Pattison Tire Bay Mezz w/stairs				200,000			
Pattison Office Window Replacement		100,000					
Replace Roof - Pattison, Both Facilities		412,000					
Glass Block and Soffit Replacement							
(both Pattison facilities)		400,000					
Grout Seal Pattison Bus Lot							
Pattison Exterior Painting		200,000					
Pattison Additional Fall Protection in bays		75,000					
Pattison Auto Bay Lift Replacements				200,000			
Pattison Carpet Replacement		75,000					
Pattison Chassis Wash Lift Replacement							



## Section 9: Operating Revenues 2016 - 2022

WSDOT Report - 2016	General Fund	Working Capital	Total
<b>Beginning Cash Balance January 1, 2016</b>	<b>\$32,906,113</b>	<b>\$9,801,658</b>	<b>\$42,707,771</b>
<b>Revenues</b>			
Sales Tax	36,811,767		36,811,767
Motor Vehicle Excise Tax			-
Farebox	4,643,004		4,643,004
Sales Tax Equalization			
Federal Operating Grants	198,467		198,467
State Operating Grants	1,849,043		1,849,043
Other	8,178		8,178
Contribution To Accounts	(200,302)	200,302	-
<b>Total Available</b>	<b>76,216,269</b>	<b>\$10,001,960</b>	<b>\$86,218,229</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,644,628		1,644,628
Vanpool/Rideshare System Expansion	-		-
Fixed Route P&M	21,937,424		21,937,424
Fixed Route System Expansion			-
Commuter Bus P&M	2,988,299		2,988,299
Commuter Bus System Expansion			
Paratransit ADA P&M	8,621,062		8,621,062
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	51,571		51,571
Annual Depreciation	5,176,572		5,176,572
Contribution To Accounts			-
<b>Total Expenses</b>	<b>40,419,556</b>	<b>-</b>	<b>\$40,419,556</b>
<b>Add Back Depreciation</b>	<b>5,176,572</b>		<b>5,176,572</b>
<b>Net Cash Available</b>	<b>40,973,285</b>		<b>\$40,973,285</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	166,078		166,078
State/Local Capital Grants	702,350		702,350
<b>Total Capital Revenue</b>	<b>868,428</b>	<b>-</b>	<b>\$868,428</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	351,538		351,538
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -			-
Replace Vanpool Vans -			-
Replace Staff Vehicles	54,445		54,445
Facilities	34,567		34,567
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	1,173,790		1,173,790
UST	481,627		
OTC	6,848		
Facilities			-
<b>Total Capital Expenses</b>	<b>2,102,815</b>		<b>\$2,102,815</b>
<b>Ending Cash Balance December 31, 2016</b>	<b>39,738,898</b>	<b>\$10,001,960</b>	<b>\$49,740,858</b>

<b>WSDOT Report - 2017</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2017</b>	<b>\$39,738,898</b>	<b>\$10,001,960</b>	<b>\$49,740,858</b>
<b>Revenues</b>			
Sales Tax	35,213,128		35,213,128
Motor Vehicle Excise Tax			-
Farebox	5,029,358		5,029,358
Sales Tax Equalization			
Federal Operating Grants	3,732,215		3,732,215
State Operating Grants	385,922		385,922
Other	2,280,122		2,280,122
Contribution To Accounts	(158,872)	158,872	-
<b>Total Available</b>	<b>\$86,220,771</b>	<b>\$10,160,832</b>	<b>\$96,381,603</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,670,753		1,670,753
Vanpool/Rideshare System Expansion	67,503		67,503
Fixed Route P&M	27,058,907		27,058,907
Fixed Route System Expansion			-
Commuter Bus P&M	3,035,768		3,035,768
Commuter Bus System Expansion			
Paratransit ADA P&M	8,758,008		8,758,008
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	52,390		52,390
Annual Depreciation	5,331,869		5,331,869
Contribution To Accounts			-
<b>Total Expenses</b>	<b>\$45,975,199</b>	<b>-</b>	<b>\$45,975,199</b>
<b>Add Back Depreciation</b>	<b>5,331,869</b>		<b>5,331,869</b>
<b>Net Cash Available</b>	<b>\$45,577,441</b>		<b>\$45,577,441</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,037,943		1,037,943
State Capital Grants	320,007		320,007
<b>Total Capital Revenue</b>	<b>\$1,357,950</b>	<b>-</b>	<b>\$1,357,950</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	7,337,000		7,337,000
Replace Coaches -	1,800,000		1,800,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	311,893		311,893
Replace Vanpool Vans -	1,165,938		1,165,938
Replace Staff Vehicles	197,347		197,347
Facilities	4,500,000		
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van	155,947		155,947
Vanpool Van	337,508		337,508
Facilities			-
<b>Total Capital Expenses</b>	<b>\$15,805,633</b>		<b>\$15,805,633</b>
<b>Ending Balance December 31, 2016</b>	<b>\$31,129,758</b>	<b>\$10,160,832</b>	<b>\$41,290,590</b>

<b>WSDOT Report - 2018</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2018</b>	<b>\$31,129,758</b>	<b>\$10,160,832</b>	<b>\$41,290,590</b>
<b>Revenues</b>			
Sales Tax	37,357,607		37,357,607
Motor Vehicle Excise Tax			-
Farebox	5,213,432		5,213,432
Sales Tax Equalization			
Federal Operating Grants	3,273,399		3,273,399
State Operating Grants	385,922		385,922
Other	1,065,916		1,065,916
Contribution To Accounts	(482,014)	482,014	-
<b>Total Available</b>	<b>\$77,944,020</b>	<b>\$10,642,846</b>	<b>\$88,586,866</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,820,717		1,820,717
Vanpool/Rideshare System Expansion	70,706		70,706
Fixed Route P&M	28,271,832		28,271,832
Fixed Route System Expansion			-
Commuter Bus P&M	3,179,780		3,179,780
Commuter Bus System Expansion			-
Paratransit ADA P&M	9,173,474		9,173,474
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	54,876		54,876
Annual Depreciation	5,491,825		5,491,825
Contribution To Accounts			-
<b>Total Expenses</b>	<b>\$48,063,209</b>	<b>-</b>	<b>\$48,063,209</b>
<b>Add Back Depreciation</b>	<b>5,491,825</b>		<b>5,491,825</b>
<b>Net Cash Available</b>	<b>\$35,372,636</b>		<b>\$35,372,636</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	3,574,865		3,574,865
State Capital Grants	329,457		329,457
<b>Total Capital Revenue</b>	<b>\$3,904,322</b>	<b>-</b>	<b>\$3,904,322</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	5,293,000		5,293,000
Replace Coaches -	3,151,425		3,151,425
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	2,905,287		2,905,287
Replace Vanpool Vans -	1,174,992		1,174,992
Replace Staff Vehicles	269,764		269,764
Facilities	443,000		443,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	349,322		349,322
Facilities			-
<b>Total Capital Expenses</b>	<b>\$13,586,790</b>		<b>\$13,586,790</b>
<b>Ending Balance December 31, 2016</b>	<b>\$25,690,168</b>	<b>\$10,642,846</b>	<b>\$36,333,014</b>



<b>WSDOT Report - 2019</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2018</b>	<b>\$25,690,168</b>	<b>\$10,642,846</b>	<b>\$36,333,014</b>
<b>Revenues</b>			
Sales Tax	38,478,335		38,478,335
Motor Vehicle Excise Tax			-
Farebox	5,401,440		5,401,440
Sales Tax Equalization			
Federal Operating Grants	3,338,867		3,338,867
State Operating Grants	385,922		385,922
Other	978,344		978,344
Contribution To Accounts	(494,070)	494,070	-
<b>Total Available</b>	<b>\$73,779,006</b>	<b>\$11,136,916</b>	<b>\$84,915,922</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,979,227		1,979,227
Vanpool/Rideshare System Expansion	73,988		73,988
Fixed Route P&M	29,510,300		29,510,300
Fixed Route System Expansion			-
Commuter Bus P&M	3,327,394		3,327,394
Commuter Bus System Expansion			
Paratransit ADA P&M	9,599,332		9,599,332
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	57,423		57,423
Annual Depreciation	5,656,580		5,656,580
Contribution To Accounts			-
<b>Total Expenses</b>	<b>\$50,204,245</b>	<b>-</b>	<b>\$50,204,245</b>
<b>Add Back Depreciation</b>	<b>5,656,580</b>		<b>5,656,580</b>
<b>Net Cash Available</b>	<b>\$29,231,341</b>		<b>\$29,231,341</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	25,530,092		25,530,092
State Capital Grants	339,239		339,239
<b>Total Capital Revenue</b>	<b>\$25,869,331</b>	<b>-</b>	<b>\$25,869,331</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	100,000		100,000
Replace Coaches -	5,345,964		5,345,964
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	366,938		366,938
Replace Vanpool Vans -	986,041		986,041
Replace Staff Vehicles	55,426		55,426
Facilities	1,869,000		1,869,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	361,548		361,548
Facilities	27,463,203		27,463,203
<b>Total Capital Expenses</b>	<b>\$36,548,120</b>		<b>\$36,548,120</b>
<b>Ending Balance December 31, 2016</b>	<b>\$18,552,552</b>	<b>\$11,136,916</b>	<b>\$29,689,468</b>

<b>WSDOT Report - 2020</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2018</b>	<b>\$18,552,552</b>	<b>\$11,136,916</b>	<b>\$29,689,468</b>
<b>Revenues</b>			
Sales Tax	39,632,685		39,632,685
Motor Vehicle Excise Tax			-
Farebox	5,593,485		5,593,485
Sales Tax Equalization			
Federal Operating Grants	3,405,644		3,405,644
State Operating Grants	385,922		385,922
Other	857,498		857,498
Contribution To Accounts	(404,206)	404,206	-
<b>Total Available</b>	<b>\$68,023,580</b>	<b>\$11,541,122</b>	<b>\$79,564,702</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,127,735		2,127,735
Vanpool/Rideshare System Expansion	76,673		76,673
Fixed Route P&M	30,504,681		30,504,681
Fixed Route System Expansion			-
Commuter Bus P&M	3,448,160		3,448,160
Commuter Bus System Expansion			
Paratransit ADA P&M	9,947,732		9,947,732
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	59,507		59,507
Annual Depreciation	5,826,277		5,826,277
Contribution To Accounts			-
<b>Total Expenses</b>	<b>\$51,990,765</b>	<b>-</b>	<b>\$51,990,765</b>
<b>Add Back Depreciation</b>	<b>5,826,277</b>		<b>5,826,277</b>
<b>Net Cash Available</b>	<b>\$21,859,092</b>		<b>\$21,859,092</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	10,834,888		10,834,888
State Capital Grants	349,361		349,361
<b>Total Capital Revenue</b>	<b>\$11,184,249</b>	<b>-</b>	<b>\$11,184,249</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	287,500		287,500
Replace Coaches -	14,209,223		14,209,223
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,729,009		1,729,009
Replace Vanpool Vans -	1,871,008		1,871,008
Replace Staff Vehicles			-
Facilities	290,000		290,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	374,202		374,202
Facilities			-
<b>Total Capital Expenses</b>	<b>\$18,760,941</b>		<b>\$18,760,941</b>
<b>Ending Balance December 31, 2016</b>	<b>\$14,282,400</b>	<b>\$11,541,122</b>	<b>\$25,823,522</b>

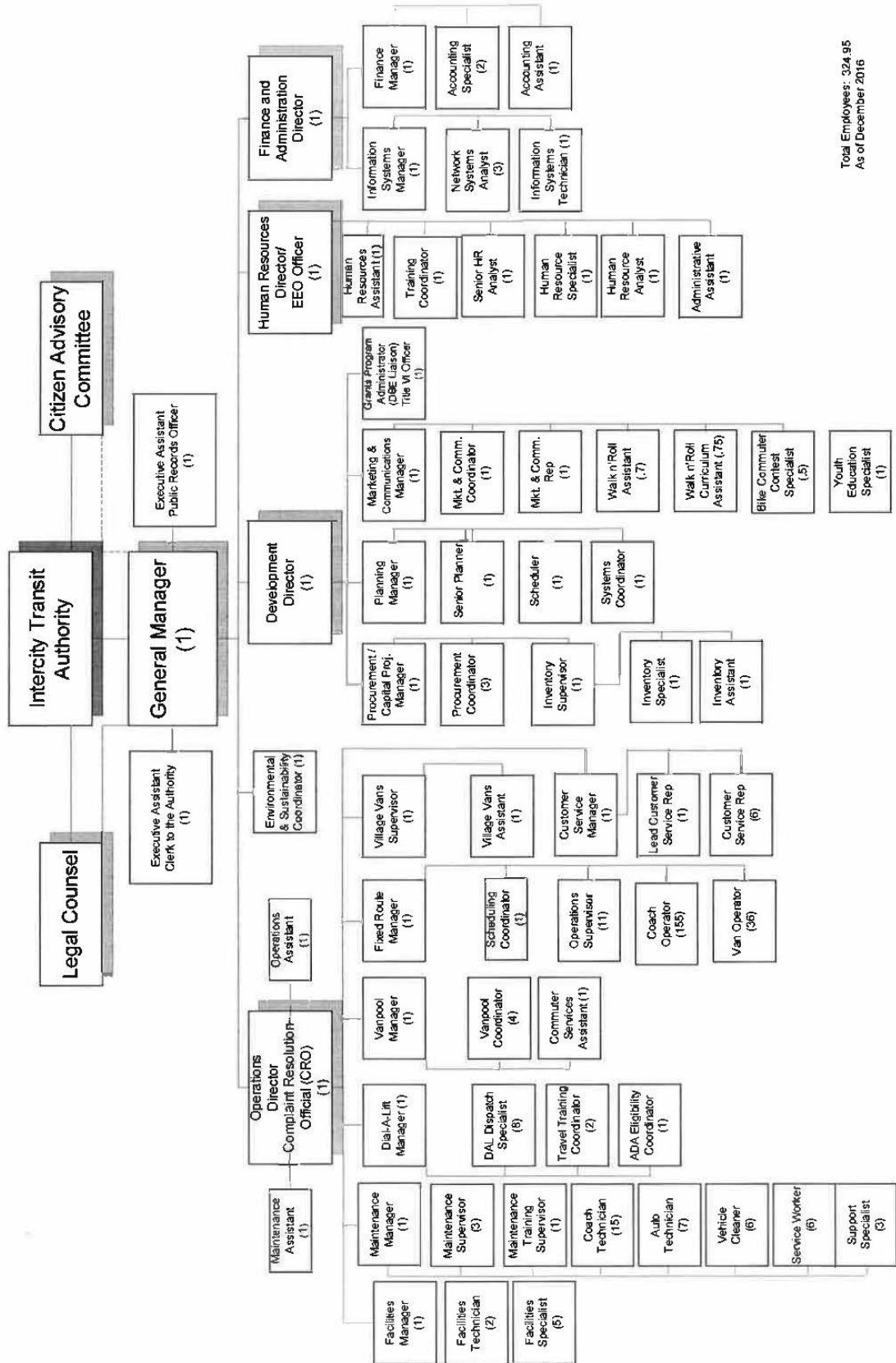
<b>WSDOT Report - 2021</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2018</b>	<b>\$14,282,400</b>	<b>\$11,541,122</b>	<b>\$25,823,522</b>
<b>Revenues</b>			
Sales Tax	40,821,666		40,821,666
Motor Vehicle Excise Tax			-
Farebox	5,789,815		5,789,815
Sales Tax Equalization			
Federal Operating Grants	3,473,757		3,473,757
State Operating Grants	385,922		385,922
Other	792,548		792,548
Contribution To Accounts	(477,780)	477,780	-
<b>Total Available</b>	<b>\$65,068,328</b>	<b>\$12,018,902</b>	<b>\$77,087,230</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,138,214		2,138,214
Vanpool/Rideshare System Expansion	77,051		77,051
Fixed Route P&M	32,338,676		32,338,676
Fixed Route System Expansion			-
Commuter Bus P&M	3,465,142		3,465,142
Commuter Bus System Expansion			
Paratransit ADA P&M	9,996,726		9,996,726
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	59,800		59,800
Annual Depreciation	5,826,277		5,826,277
Contribution To Accounts			-
<b>Total Expenses</b>	<b>\$53,901,887</b>	<b>-</b>	<b>\$53,901,887</b>
<b>Add Back Depreciation</b>	<b>5,826,277</b>		<b>5,826,277</b>
<b>Net Cash Available</b>	<b>\$16,992,718</b>		<b>\$16,992,718</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,385,839		1,385,839
State Capital Grants	1,959,839		1,959,839
<b>Total Capital Revenue</b>	<b>\$3,345,678</b>	<b>-</b>	<b>\$3,345,678</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	557,000		557,000
Replace Coaches -	1,500,000		1,500,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	-		-
Replace Vanpool Vans -	1,795,591		1,795,591
Replace Staff Vehicles	37,600		37,600
Facilities	2,365,000		2,365,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van	178,952		178,952
Vanpool Van	387,284		387,284
Facilities			-
<b>Total Capital Expenses</b>	<b>\$6,821,427</b>		<b>\$6,821,427</b>
<b>Ending Balance December 31, 2016</b>	<b>\$13,516,969</b>	<b>\$12,018,902</b>	<b>\$25,535,871</b>

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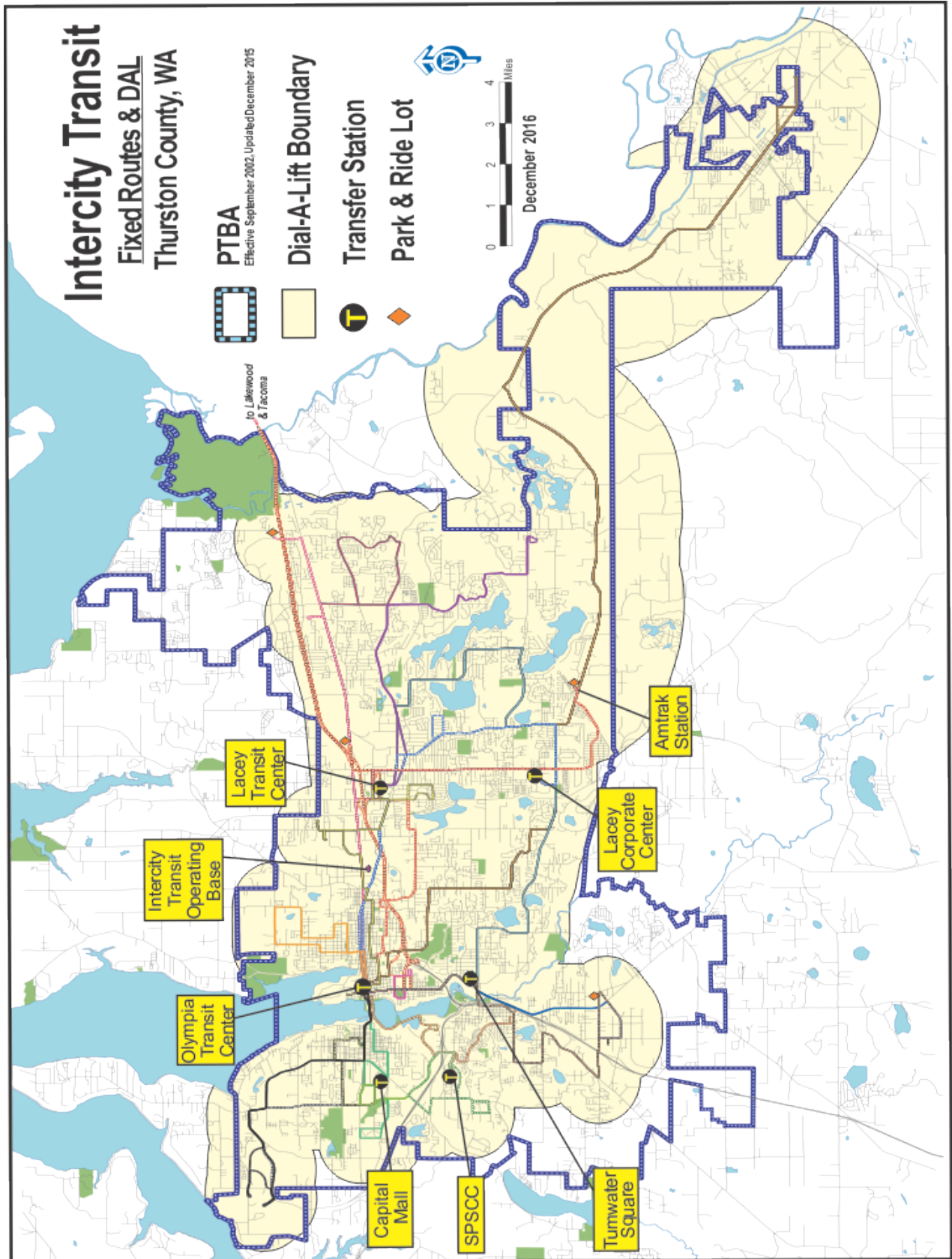
## Appendix

Appendix A:	Organizational Chart
Appendix B:	System Map and Service Boundary Map
Appendix C:	Operating Data

# Appendix A



Total Employees: 324.95  
As of December 2016



## **Intercity Transit Mission:**

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

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

### **Bus Service in 2016**

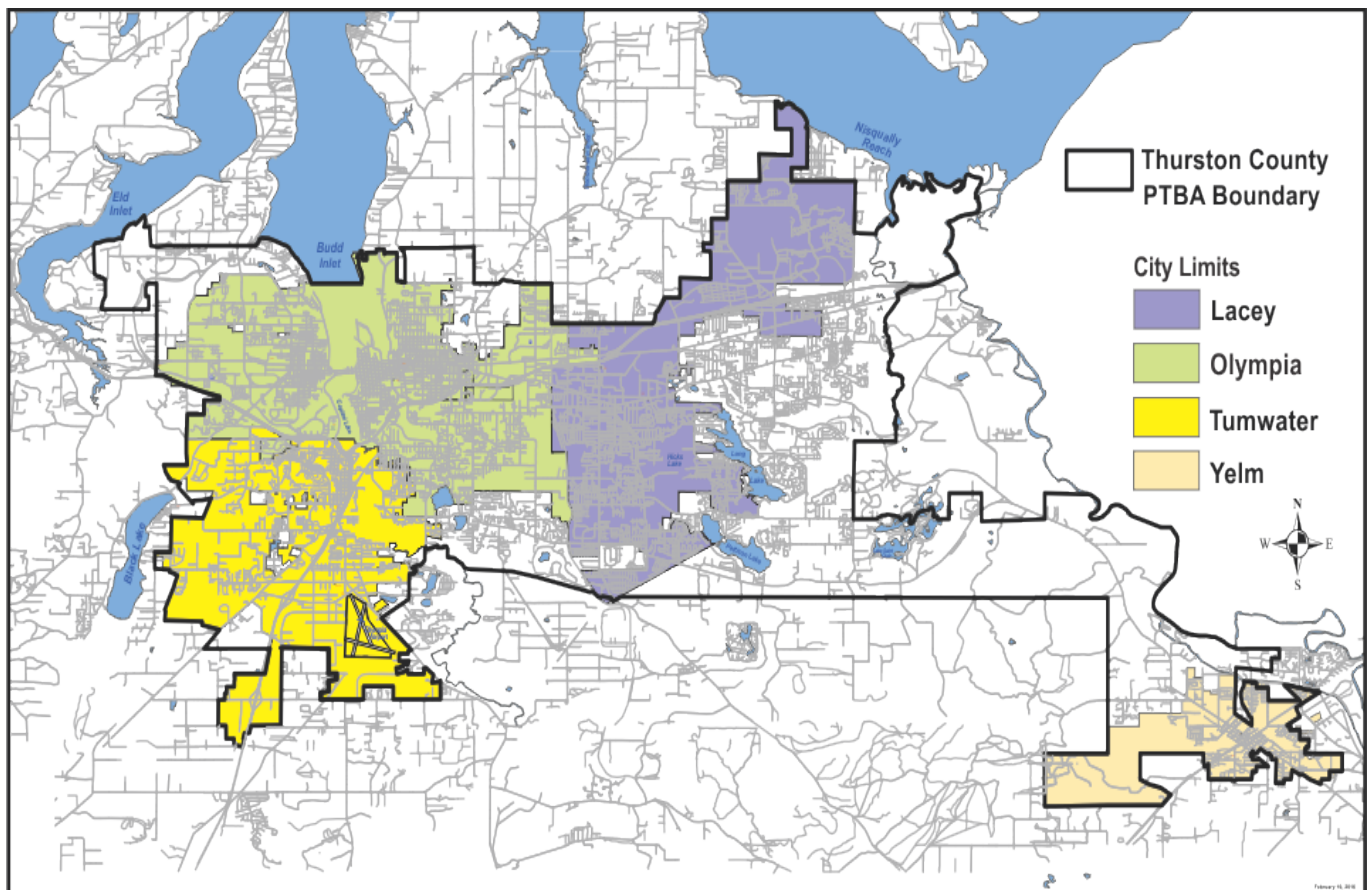
Fixed route service available weekdays on 25 routes, 18 routes operating Saturdays, 15 routes on Sundays. Dial-A-Lift (ADA/paratransit) service available during fixed route service hours. Bus fleet is ADA accessible and all fixed route coaches have two-position bike racks:

- Twenty local routes serving the greater Olympia/Lacey/Tumwater/Yelm area. Connections to Grays Harbor Transit and Mason Transit service (in Olympia) and regional connections to Amtrak and Greyhound service are also available.
- Five inter-county routes provide Express service between Thurston and Pierce Counties with connections to Pierce Transit local service and Sound Transit Express and commuter service in Lakewood and Tacoma. Grant funded contract with Sound Transit for extension of existing route for limited peak trips between Olympia and DuPont with service to Seattle.

### **Intercity Transit Service Boundary**

Approved April 2002, Implemented September 2002,

Updated with City Annexations: 2005 – 2016





## Appendix C

### Operating Data

#### 2016 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
12-W. Tumwater	30	60	60	60	60	6532	754	641	90,931	10,383	9,007
13-E. Tumwater	15	15	60	60	60	13,419	663	622	150,477	7902	7,193
21-N. Bethel	30	60		60	60	2,603	309	315	33,331	3,943	4,018
41-TESC	15	30	30	30	30	10,257	1,611	1,257	130,838	20,400	15,957
42-Family Court	30	30				1,792			19,584		
43-SPSCC/Tumwater	30	30		60		6,874	554		86,528	7,229	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,166	1,422	648	102,426	17,888	8,100
45-Conger/Cap. Mall	30	60		60		3,797	607		38,118	5,364	
47-Capital Mall/CMC	30	30		60	60	6,959	614	625	62,373	5,523	5,627
48-Capital Mall/TESC	30	30	30	30		7,851	1,422		105,549	19,032	
49-Capital Mall					30			612			6,334
60-Lilly/Panorama	30	60		60	60	7,211	905	887	73,062	9,439	9,266
62A-Martin/Meridian	30	30	60	30	60	11,085	1,661	975	135,117	20,553	13,268
62B-Martin/Meadows	30	30	60	30	60	11,968	1,903	967	151,603	24,433	13,608
64-College/Amtrak	30	60		60	60	10,752	1,313	1,234	122,394	14,904	13,964
66-Ruddell	30	30	60	30	30	12,032	2,121	1,921	152,858	27,147	24,273
67-Tri-Lakes	60	60		60		3,435	570		52,224	8,803	
68-Carpenter/Yelm Hwy	30	60		60	60	10,176	1,259	1,283	160,102	19,398	19,764
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,354	1,274	695	211,584	26,166	14,375
101-Dash	12/ 15	12/ 15		10		6,050	364		50,366	2,650	
411-Nightline			60	60	60	126	126	99	1,734	1,734	1,336
* ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					2,022			50,363		
603-Olympia/Tacoma	30	90				6,336			146,227		
605-Olympia/Tacoma	30	90				6,357			151,552		
* 609-Tumwater/Lakewood	30	90				6,123			173,414		
612-Lacey/Tacoma	1 AM/ 1 PM					674			16,282		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,162	1,183		28,906	29,452
System Totals						173,950	20,614	13,964	2,468,283	281,796	195,542
2015 Totals						208,528			2,945,621		

\* WSDOT "Regional Mobility Grant:" funded through June 2017.

## 2016 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
<b>Trunk Routes</b>					
13-E. Tumwater	330,144	14,704	22.5	Marginal	
41-TESC	449,604	13,125	34.3	Satisfactory	
44-SPSCC/Cap. Mall	243,355	10,236	23.8	Marginal	
48-Capital Mall/TESC	323,965	9,273	34.9	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	22,326	612	36.5	Satisfactory	Runs Sunday only.
62A-Martin/Meridian	383,483	13,720	28.0	Satisfactory	
62B-Martin/Meadows	364,668	14,838	24.6	Marginal	
66-Ruddell	332,702	16,074	20.7	Marginal	
<b>Secondary Routes</b>					
12-W. Tumwater	135,516	7,927	17.1	Satisfactory	
21-N. Bethel	76,138	3,227	23.6	Satisfactory	
43-Barnes Blvd	168,602	7,428	22.7	Satisfactory	Runs weekday & Saturday.
45-Conger/Cap. Mall	49,206	4,404	11.2	Marginal	Runs weekday & Saturday.
47-Capital Mall/CMC	186,088	8,198	22.7	Satisfactory	
60-Lilly/Panorama	130,235	9,003	14.5	Marginal	
64-College/Amtrak	207,939	13,299	15.6	Satisfactory	
67-Tri Lake	33,138	4,004	8.3	Unsatisfactory	
68-Carpenter/Boulevard	217,882	12,717	17.1	Satisfactory	
94-Yelm	193,244	13,322	14.5	Marginal	
<b>Specialized &amp; Shuttle Routes</b>					
42-Family Court	11,087	1,792	6.2	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	77,277	6,414	12.0	Satisfactory	Productivity: Session 13.0, Non-session 11.5, Saturdays 11.6
411-Nightline	6,744	352	19.2	Satisfactory	Operates Fri/Sat/Sun late night during academic year (under contract).
<b>Express Routes</b>			<b>Per Trip</b>		
603-Olympia/Tacoma	50,793	6,336	11.7	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	66,975	6,357	14.5	Marginal	Runs Weekdays only.
609-Tumwater/Lkwd	26,562	6,123	4.9	Unsatisfactory	Runs Weekdays only. Grant-funded.
612-Lacey/Tacoma	6,460	674	12.6	Marginal	Runs Weekdays only.
620-Oly/Tacoma Mall	19,666	2,345	10.2	Marginal	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	19,340	2,022	6.3	Unsatisfactory	Runs Weekdays: Grant/ST Operated
<b>EXPRESS TOTALS</b>	189,796	23,875	7.9		
<b>Fixed Route Totals</b>	<b>4,133,139</b>	<b>208,528</b>	<b>19.8</b>	Change from 2015: Boardings decreased 4.0%, Hours up 0.1%, Boardings per Hour down 4.3%.	

<b>Other Intercity Transit Services</b>					
Dial-A-Lift Service	166,213	--	--	2.9% increase from 2015	
Vanpools	600,148	--	--	12.4% decrease from 2015	

<b>System Total</b>	<b>4,899,500</b>		4.9% decrease from 2015's 5,153,288 Boardings.		
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### Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Commuter	Express
Riders per Hour					Riders per Trip	
Exceeds standard	>40	>30	>25	>20	25 or more	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10	Less than 10

## 2016 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
<b>Trunk Routes</b>				
13-E. Tumwater	57	12,41,45,64,66	Large Bus	Runs Mon-Sun.
41-TESC	66	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	65	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	62	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	50	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	52	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	47	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	46	13, 48, 49	Large Bus	Runs Mon-Sun.
<b>Secondary Routes</b>				
12-W. Tumwater	51	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	41	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	53	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	39	12, 13	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	46	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	49	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	43	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	43	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Boulevard	54	47	Medium Bus	Runs Mon-Sun.
94-Yelm	56	48	Large Bus	Runs Mon-Sun.
<b>Specialized &amp; Shuttle Routes</b>				
42-Family Court	39	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	38	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	61	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
<b>Express Routes</b>				
603-Olympia/Tacoma	54	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	63	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	38	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	38	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	51	None	Large Bus	Runs weekends only.

\* High Load: Based on APC data provides highest passenger load by route during 2015 (not average trip load).

\*\* Recommended Vehicle Assignment:

Large Bus: Low Floor 40' - Seating Capacity: 38

Medium Bus: Low Floor 35' - Seating Capacity: 32

Small Bus: Low Floor 30' - Seating Capacity: 23

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-I**  
**MEETING DATE: July 19, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Jessica Brandt 705-5819

**SUBJECT:** Intercity Transit Hazards Mitigation Plan

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1) **The Issue:** Brief the ITA on Intercity Transit's portion of the "Hazards Mitigation Plan for the Thurston Region."

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

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3) **Policy Analysis:** The Federal Emergency Management Agency (FEMA) requires all planning partners to either approve the Hazards Mitigation Plan for the Thurston Region or cancel their participation. The Intercity Transit Authority approves agency resolutions. The Plan will be brought to the authority August 2, 2017, for approval and resolution.

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4) **Background:** In an effort to manage risk, contain costs and promote sustainable communities, the federal government outlined new hazard mitigation planning requirements for states, tribes, and local governments in the Disaster Mitigation Act of 2000. The act establishes the requirement for local government to adopt a federally approved hazard mitigation plan to be eligible to receive federal mitigation assistance program grants. Local hazard mitigation plans must be updated and resubmitted to FEMA for approval every five years. This updated plan complies with all of the federal hazard mitigation planning requirements.

A component of the plan is Intercity Transit's Mitigation Initiative to implement self-identified priorities. Intercity Transit identified seven. Priorities do not need dedicated funding to be listed in the plan. Having a plan will provide opportunities to apply for grant funding and align with strategic goals and future budgets to fund these priorities.

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

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

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7)     **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

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8)     **References:** Intercity Transit's Annex to the Hazards Mitigation Plan for the  
Thurston Region.

# **Intercity Transit Annex to the Hazards Mitigation Plan for The Thurston Region**

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Placeholder for Adopting Resolution



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## Intercity Transit Plan Development Process

### Hazard Mitigation Plan Development Team

Intercity Transit's Environmental and Sustainability Coordinator, Jessica Brandt attended the Regional Natural Hazards Workgroup meetings on behalf of Intercity Transit and coordinated agency planning efforts with agency staff and the Transit Authority.

The following staff served as Intercity Transit's hazards mitigation planning development team:

Representative	Title
Jessica Brandt	Environmental and Sustainability Coordinator
Mark Sandberg	Fixed Route Manager of Operations
Brent Campbell	Information Systems Manager
Mark Kallas	Facilities Manager
Heather Stafford-Smith	Administrative Services Director
Ann Freeman-Manzanares	General Manager
Jeff Peterson	Procurement Coordinator
Dennis Bloom	Planning Manager
Joy Gerchak	Customer Service Manager

### Hazard Mitigation Plan Development

The planning team met regularly during the plan development to review previous plans and update and develop new mitigation priorities. The following activities supported the development of Intercity Transit's local hazard mitigation planning process:

Date	Location	Activity	Subject
January –February 2015			Reviewed of Hazards Mitigation Plan for Thurston Region and IT Annex with all departments. Mitigation project ideas generated and discussed.
Eight cross-departmental planning meetings held in this time frame.	Intercity Transit	Department Meetings/Work sessions	Prioritized Mitigation Activities
June 29, 2015	Intercity Transit	Internal work session	
July 10 –July 31, 2017	Social Media and Website	Public invited to comment on draft plan	I.T. Annex to Hazards Mitigation Plan for Thurston Region
July 17, 2017	Intercity Transit	Citizen Advisory Committee Briefing Public Meeting	Brief public and CAC on updated Hazards Mitigation Plan for the Thurston Region and I.T. Annex
July 19, 2017	Intercity	Transit Authority Briefing	Brief public and ITA on updated

	Transit	Public Meeting	Hazards Mitigation Plan for the Thurston Region and I.T. Annex
August 9	Intercity Transit	Transit Authority Adoption	Adoption of I.T. Annex to Hazards Mitigation Plan for Thurston Region.

## Opportunities for Public Participation

The first opportunity for public participation was July 1, 2015. A briefing was provided to the intercity Transit Authority about the agency's Emergency Management Program. Discussion of the development of the Hazards Mitigation plan was discussed. The packet items were posted on the Intercity Transit website and the meeting was open to the public.

On July 10, 2017 a press release was issued informing the public of the draft annex for review.

## Future Public Participation

Intercity Transit's Citizen Advisory Committee will be briefed on the annex July 17, 2017. The Citizen Advisory Committee is a 20-member advisory group that provides input to the Authority on local public transportation issues such as: Dial-A-Lift policies, service changes, strategic plans, the budget, fare structures, transit amenities and other issues. Members are selected to achieve diversity and geographical representation in the Public Transportation Benefit Area. The group includes senior citizens, youth, people with disabilities, college students, business owners, social service agency representatives, neighborhood associations, the medical community, environmentalists and bicyclists. The packet items will be posted to the website and the public is invited to hear the briefing.

The Intercity Transit Authority will be briefed July 19, 2017. The packet items will be posted to the website and the public is invited to hear the briefing. The public will be allowed to submit comments online about the annex from July 10-31, 2017.

## Integration in Plans, Policies, and Planning Mechanisms

The Intercity Transit's Strategic Plan, Transit Development Plan, and Annual Budget are all used to implement mitigation initiatives specified by this annex. After adoption of the Hazards Mitigation Plan, the agency will continue to integrate mitigation priorities into those documents.

## Updates

The Executive Department will be responsible for updating the plan as needed. Senior management will continue to participate on the planning team and the project coordinator will provide annual briefings to keep the plan more in the forefront and place the decision makers in a more ready position to update the plan if needed. Intercity Transit plans to work with Thurston County and Thurston Regional Planning Council in four years to meet the required five year update to the plan. Intercity Transit has participated in updates in this manner on a regular basis since the plan was first adopted in the early 2000s.

## Mitigation Initiative Prioritization Process

Intercity Transit completed mitigation initiative IT-MH 1, installing a generator in the Operations/Maintenance Facility, which was listed in the 2004 plan. From the 2009 plan, one initiative IT-MH-2 was carried over and modified, and six new initiatives were identified. The new initiatives were prioritized based on STAPLEE criteria.

A range of new mitigation projects was considered and reviewed using the benefit cost review criteria provided by TRPC in Chapter 2 of the core plan. Several of these ideas were selected and crafted into new Mitigation Initiatives for Intercity Transit.

The agency planning team discussed the benefits and costs of each initiative. Members provided input based on their experience with and understanding of past disaster events and the ability of the mitigation initiatives to protect public and private property. The plan development staff weighed the significance of the initiatives using the criteria established for the regional planning process as shown below. The final ranking of the initiatives was sorted through an iterative, consensus-based process.

- Life safety. How effectively will the action protect lives and prevent injuries?
- Property protection. How significant will the action be at eliminating or reducing damage to structures and infrastructure?
- Technical. Is the mitigation action technically feasible? Is it a long-term solution? Eliminate actions that, from a technical standpoint, will not meet the goals.
- Political. Does the public support the mitigation action? Is there the political will to support it?
- Legal. Does the community have the authority to implement the action?
- Environmental. What are the potential environmental impacts of the action? Will it comply with environmental regulations?
- Social. Will the proposed action adversely affect one segment of the population? Will the action disrupt established neighborhoods, break up voting districts, or cause the relocation of lower income people?
- Administrative. Does the community have the personnel and administrative capabilities to implement the action and maintain it, or will outside help be necessary?
- Local champion. Is there a strong advocate for the action or project among local departments and agencies who will support the action's implementation?
- Other community objectives. Does the action advance other community objectives, such as capital improvements, economic development, environmental quality, or open space preservation?

The order of implementation may vary from the identified priority due to changing hazard conditions or the criteria of available city funds and grants. Intercity Transit will pursue funding for projects that stand the greatest chance of competing for limited state and federal mitigation grant programs.

## Intercity Transit Risk Assessment

### Introduction

This Annex describes how Intercity Transit's risks vary from the entire planning area. Chapters 4.0 through 4.6 of the core plan address the Disaster Mitigation Act risk assessment planning requirements. The Risk Assessment summarizes the hazards and the risks that pose the greatest threat to Thurston County. The Risk Assessment includes hazard profiles that describe the hazards, their causes, sources, severity, effects and impacts, probability of occurrence, historical occurrences, geographic extent or delineation, and the portion of the population, assets, and essential facilities potentially exposed to the hazard. The information is presented for general audiences and includes figures, maps, and tables.

### Hazard Analysis Definitions

The *Hazards Mitigation Plan for the Thurston Region* uses a subjective risk measurement process based on Thurston County's Hazard Inventory and Vulnerability Assessment or HIVA. This methodology rates elements of each hazard's risk characteristics using the descriptors high, moderate, and low. These descriptors are applied to the hazards' probability of occurrence, vulnerability, and overall risk. The following is an overview of this risk measurement model:

**Risk Rating:** A description (high, moderate, or low) of the subjective estimate of the combination of any given hazard's probability of occurrence and the region's vulnerability to the hazard.

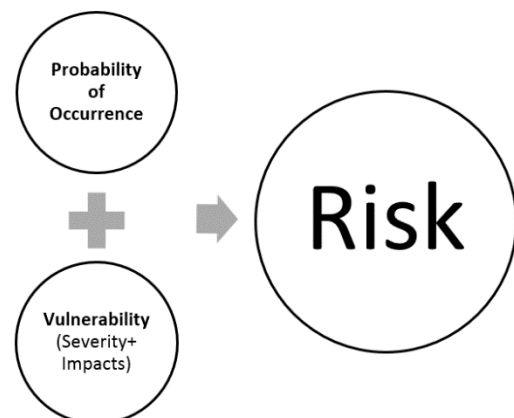
- High – There is strong potential for a disaster of major proportions.
- Moderate – There is medium potential for a disaster of less than major proportions.
- Low – There is little potential for a disaster.

**Probability of Occurrence:** A description (high, moderate, or low) of the probability of a hazard impacting Thurston County within the next 25 years.

- High – There is great likelihood that a hazardous event will occur within the next 25 years.
- Moderate – There is medium likelihood that a hazardous event will occur within the next 25 years.
- Low – There is little likelihood that a hazardous event will occur within the next 25 years.

**Vulnerability:** A description (high, moderate, or low) of the potential impact a hazard could have on Thurston County. Vulnerability can be expressed as combination of the severity of a hazard's effect and its consequential impacts to the community. It considers the population, property, commerce, infrastructure, and services at risk relative to the entire county.

- High – The total population, property, commerce, infrastructure, and services of the county are uniformly exposed to the effects of a hazard



of potentially great magnitude. In a worst case scenario, there could be a disaster of major to catastrophic proportions.

- **Moderate** – The total population, property, commerce, infrastructure, and services of the county are exposed to the effects of a hazard of moderate influence; or The total population, property, commerce, infrastructure, and services of the county are exposed to the effects of a hazard of moderate influence, but not all to the same degree; or an important segment of population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard. In a worst case scenario, a disaster could be moderate to major, but not catastrophic, proportions.
- **Low** – A limited area or segment of population, property, commerce, infrastructure, or service is exposed to the effects of a hazard. In a worst case scenario, there could be a disaster of minor to moderate proportions.

### Hazard Profiles

The core plan includes detailed profiles of hazards that pose the greatest risk to the Thurston County. Because the core plan treats the entire county as the planning area, the core plan's risk assessment is the definitive risk assessment for Thurston County. Each hazard profile fulfills all the following criteria:

1. There is a high probability of the natural hazard occurring in Thurston County within the next 25 years
2. There is the potential for significant damage to buildings and infrastructure; and/or
3. There is the potential for loss of life.

The following hazards meet one or more of the above criteria. Every hazard profile was evaluated and updated during the plan update process.

### Summary Assessment of Intercity Transit's Risks

Based on the regional risk assessment and the local risk assessment in the subsequent section, the following hazards pose the greatest threat to Intercity Transit.

Hazard	Probability of Occurrence	Vulnerability	Risk
Earthquake	High	Moderate	Moderate
Storm	High	Moderate	Moderate
Flood	Moderate	Moderate	Moderate
Landslide	Low	Low	Low
Wildland Fire	Low	Low	Low
Volcanic Event	Low	Moderate	Low



## Earthquake

### Severity

The epicenter of an earthquake is the point on the earth's surface directly above the earthquake's focus. The severity of an earthquake is dependent on the amount of energy released from the fault or epicenter. The Richter Magnitude Scale measures the intensity of ground motion. Each whole number increase in magnitude represents a ten-fold increase in measured amplitude, and 31 times more energy released. Three kinds of earthquakes are recognized in the Pacific Northwest: shallow earthquakes potentially producing magnitudes mostly less than 3.0 but as high as 7.5, subduction zone earthquakes considered to be the most destructive with potential magnitudes of 9.0 or greater, and deep earthquakes with recorded magnitudes of 7.5.

### Impacts

Impacts of earthquakes would be damage to roadways and subsequent disruption of surface transportation.

### Probability of Occurrence

History suggests a high probability of occurrence of another damaging earthquake sometime in the next 25 years. The overall probability of occurrence of a damaging earthquake is high.

### Historical Occurrences and Impacts Specific to Intercity Transit

On February 28, 2001, a 6.8 magnitude deep earthquake was centered in the Nisqually Reach northeast of Olympia, the second worst earthquake in recent Washington history. Intercity Transit experienced an acute increased ridership shortly after the 2001 event, due to riders needing to reach home destinations as soon as possible. Overall impacts of this occurrence were temporary service interruptions to West Olympia destination routes, namely routes traveling over the 4th Avenue Bridge, which received substantial damage from the quake, and Deschutes Parkway, which suffered the most damage of any road in the state. The timeliness of routes, paratransit services and vanpools were temporarily impacted due to high traffic volumes, traffic signal power outages and higher than normal ridership. Temporary detour routes were established to eliminate interruptions and reinstate service to West Olympia. Intercity Transit's facilities (Olympia Transit Center, Lacey Transit Center, Pattison Street Operations hub) did not receive any reportable damage. Landslide impacts are minimal as Intercity Transit's service area and its two transit centers are located in specific "low to moderate" liquefaction zones. Facility power outages do not occur due to Intercity Transit's use of a high powered generator.

### Summary Assessment

Though the example of the 2001 quake is not the largest earthquake event possible in the Puget Sound region, future occurrences would have similar temporary impacts on Intercity Transit's service area and subsequently the service it provides to the community. History does suggest a high probability of occurrence of another damaging earthquake sometime in the next 25 years, however, taking into consideration Intercity Transit's relatively small 94 square mile service area relegated to surface travel, vulnerability to the impacts of earthquakes would be moderate, as would the overall risk.

**Summary Risk Assessment for Earthquake for Intercity Transit's Service Area**

<b>Hazard</b>	<b>Probability of Occurrence</b>	<b>Vulnerability</b>	<b>Risk</b>
Earthquake	High	Moderate	Moderate

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## Storm

### Severity

Destructive storms come in several varieties: wind, rain, ice, snow, and any combination. Nearly all destructive local storms occur from November through April when the jet stream is over the U.S. west coast and Pacific low-pressure systems are more frequent. The trajectory of these lows determines their effect locally. Southerly lows bring heavy rains; northerly lows bring cold air and

potential for snow and ice. Winter storms can bring high winds, with winds above 30 miles per hour causing widespread damage and those above 50 miles per hour causing possible disastrous damage. High winds of short duration can also be destructive though generally not as widespread.

### Impacts

1. High winds can bring down trees, telephone and electrical lines over roadways, temporarily interrupting surface transportation.
2. Prolonged heavy rains can cause saturated ground conditions resulting in standing water on roadways impacting surface transportation.
3. Ice storms create treacherous road conditions and often cause downed trees, telephone and electrical lines, temporarily interrupting surface transportation.
4. Snow storms temporarily impact availability and timing of transportation systems due to road conditions.
5. Each of these when in combination with any other or if accompanied by freezing temperatures can exacerbate a storm's impact. High winds, heavy snows and heavy rains often result in increased automobile accidents effecting safety, timing and availability of surface transportation.

### Probability of Occurrence

Storms are frequent in Thurston County and history suggests a high probability of wind, rain, ice, snow, and any combination occurring.

### Historical Occurrences and Impacts Specific to Intercity Transit

The ice and windstorms of December 1996 caused large amounts of debris and damage on road systems. Specifically, Intercity Transit temporarily stopped all service the morning after the event until roads had been cleared of branches and power lines. Treacherous road conditions existed due to the ice; Intercity Transit couldn't serve all regular routes. Temporary detour routes were established to eliminate interruptions and reinstate service. The snowstorm of December 2008 again caused treacherous road conditions resulting in temporary detours to eliminate interruptions and reinstate service. This heavy snowfall also caused system wide use of chains on Intercity Transit buses and vans to ensure better traction and safety. The timeliness of routes, paratransit services and vanpools

in both events were temporarily impacted due to treacherous road conditions. Intercity Transit's facilities (Olympia Transit Center, Lacey Transit Center, Pattison Street Operations hub) did not receive any reportable damage. Facility power outages do not occur due to Intercity Transit's use of a high powered generator.

### Summary Assessment

Though examples of December storms '96 and '08 are not the most severe storm events possible in the Puget Sound region, future occurrences would have similar temporary impacts on Intercity Transit's service area and subsequently the service it provides to the community. History does suggest a high probability of occurrence of damaging storms, however, taking into consideration Intercity Transit's relatively small 94 square mile service area relegated to surface travel, vulnerability to the impacts of storms would be moderate, as would the overall risk.

**Summary Risk Assessment for Storm for Intercity Transit's Service Area**

<b>Hazard</b>	<b>Probability of Occurrence</b>	<b>Vulnerability</b>	<b>Risk</b>
Storm	High	Moderate	Moderate

## Flood

### Severity

Several factors determine the severity of floods, including rainfall intensity (or other water source) and duration. Four types of flooding occur in Thurston County: river or stream building floods, flash floods, tidal floods, and groundwater flooding.

### Impacts

Impacts of flooding on surface transportation would likely be from standing water over roadways due to flash and groundwater flooding. Public surface transportation may be called upon for assistance with evacuation and rescue operations.

### Probability of Occurrence

Historically, flooding occurs along one or more of the Thurston county's waterways every year, suggesting a high probability of occurrence regionally, however, taking into consideration Intercity Transit's relatively small 94 square mile service area, the majority of which is relegated to surface travel outside of both 100- and 500-year flood plains, the probability of occurrence within Intercity Transit service area is moderate.

### Historical Occurrences and Impacts Specific to Intercity Transit

In local flooding events of 2007 & 2008, Intercity Transit was called upon for assistance evacuating residents outside Intercity Transit's service area, specifically South Thurston and Lewis Counties. No significant flooding events have taken place inside of Intercity Transit's service area in recent history.

### Summary Assessment

Though no significant flooding events have taken place inside of Intercity Transit's 94 square mile service area, any future occurrences of standing water over roadways due to flash and groundwater flooding would call for temporary route detours to eliminate interruptions and reinstate service. Vulnerability would be moderate with moderate overall risk.

#### Summary Risk Assessment for Flood for Intercity Transit's Service Area

Hazard	Probability of Occurrence	Vulnerability	Risk
Flood	Moderate	Moderate	Moderate

## Landslide

### Severity

Landslides are movement of rock, soil, or other debris, down a slope. The term landslide includes a wide range of ground movement, such as rock falls, deep failure of slopes, and shallow debris flows. Factors such as erosion, unstable slopes, earthquakes, volcanic eruptions, vibrations, increase of load, hydrologic factors, human activity, removal of lateral and underlying support, increase of lateral pressures and regional tilting will affect the severity of a landslide.

### Impacts

Possible impacts of landslides to surface transportation would be debris over roadways.

### Probability of Occurrence

Landslides tend to occur in isolated, sparsely developed areas threatening individual structures and remote sections of transportation, energy, and communications infrastructure. Intercity Transit's service area is located in the urbanized areas of Olympia, Lacey, Tumwater and Yelm, therefore landslides would have a low probability of occurrence.

### Historical Occurrences and Impacts Specific to Intercity Transit

No significant landslide events have taken place inside Intercity Transit's service area in recent history. Any future landslide occurrences would call for temporary route detours to eliminate interruptions and reinstate service due to debris over roadways on routes that Intercity Transit serves.

### Summary Assessment

Intercity Transit's service area is located in an urbanized area where landslides are not prevalent with no significant history of landslide events. This leads to low vulnerability and low overall risk.

#### Summary Risk Assessment for Landslide for Intercity Transit's Service Area

Hazard	Probability of Occurrence	Vulnerability	Risk
Landslide	Low	Low	Low

## Wildland Fire

### Severity

According to the Natural Hazard Mitigation Plan for the Thurston Region, "A wildfire is an uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures. Wildfires can begin unnoticed and spread quickly. Naturally occurring and non-native species of grasses, brush, and trees fuel wildfires. In Thurston County, wildfires are most likely to occur during the local dry season, mid-May through mid-October, or anytime during prolonged dry periods causing drought or near-drought conditions.

### Impacts

Possible impacts of wildland fires on surface transportation would be spread of fire near roadways, causing safety issues for motorists.

### Probability of Occurrence

According to FEMA, a low wildland fire risk area might be a developed portion of a city with few native trees and higher urban densities including commercial or industrial development. Intercity Transit's 94 square mile service area is located in the urbanized areas of Olympia, Lacey, Tumwater and Yelm, therefore wildland fires would have a low probability of occurrence.

### Historical Occurrences and Impacts Specific to Intercity Transit

No significant wildland fire events have taken place inside Intercity Transit's service area in recent history. Any future wildland fire occurrences would call for temporary route detours to eliminate interruptions and reinstate service due to spread of fires near roadways on routes that Intercity Transit serves. Smoke from wildland fires could reduce motorist and bus operator visibility.

### Summary Assessment

Due to the fact that Intercity Transit's service area is located in the urbanized areas of Olympia, Lacey, Tumwater and Yelm, matching FEMA's definition of a low wildland fire risk, vulnerability would be low, and the overall risk is low.

#### Summary Risk Assessment for Wildland Fire for Intercity Transit's Service Area

Hazard	Probability of Occurrence	Vulnerability	Risk
Wildland Fire	Low	Low	Low

## **Volcanic Hazards**

### **Severity**

An eruption of Mount Rainier, an intermittently active local volcano, could create mud and debris flows called "lahars." Lahars originate on volcano flanks and can surge tens or even hundreds of miles downstream from a volcano. Historically, lahars have been one of the most destructive volcanic hazards.

### **Impacts**

Impacts of an eruption of Mount Rainier and subsequent lahar would be relegated to the Nisqually River valley, impacting nearby roadways, disrupting surface transportation in this area.

### **Probability of Occurrence**

There is evidence (dated to have occurred approximately 300 years ago) that lahars have buried forests near what are now the City of Yelm and the Nisqually Indian Reservation. This indicates a low probability of occurrence.

### **Historical Occurrences and Impacts Specific to this Intercity Transit**

The USGS provides the following short history of a major lahar event which originated from Mount Rainier and impacted the Nisqually River valley:

"Less than 2200 years ago, another lahar of similar origin, named the National Lahar, inundated the Nisqually River valley to depths of 10-40 meters (30-120 feet) and flowed all the way to Puget Sound." (R.P. Hoblitt, J.S. Walder, C.L. Driedger, K.M. Scott, P.T. Pringle, and J.W. Vallance, 1998, Volcano Hazards from Mount Rainier, Washington, Revised 1998: U.S. Geological Survey Open- File Report 98-428)

Intercity Transit's service area includes the urbanized area of Yelm serving both the City of Yelm and the Nisqually Indian Reservation. In the event of a Nisqually Valley lahar, nearby roadways would be impacted (I-5, Yelm HWY, HWY 510, and HWY 507) disrupting or potentially cutting off service on Intercity Transit routes in this area. Temporary detour routes would need to be established to eliminate interruptions and attempt to reinstate service.

Tephra or ash fall could reduce motorist and bus operator visibility, cause treacherous road conditions, and contaminate air-breathing engines. Frequent monitoring and changing of air filters would prevent vehicle break down and or wear and tear on Intercity Transit's vehicular engine components.

### **Summary Assessment**

Due to the possible impact on nearby Nisqually River valley roadways and subsequent disruption of service on Intercity Transit routes, vulnerability would be moderate, but paired with a low probability of occurrence, the overall risk would be low.

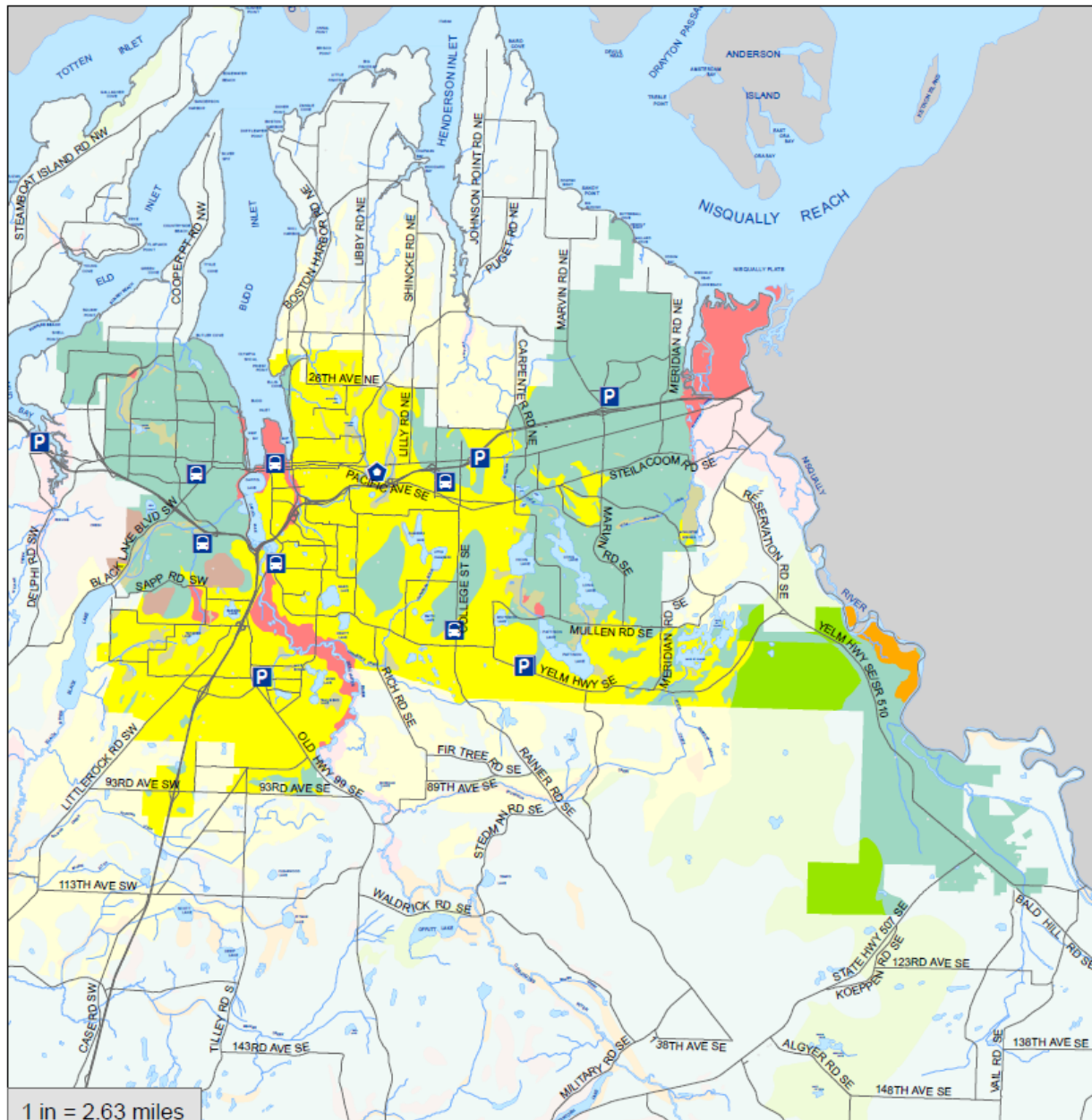


**Summary Risk Assessment for Volcanic Events for Intercity Transit's Service Area**

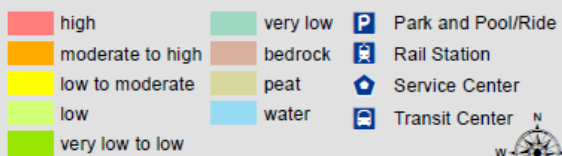
<b>Hazard</b>	<b>Probability of Occurrence</b>	<b>Vulnerability</b>	<b>Risk</b>
Volcanic Event	Low	Moderate	Low

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## Risk Maps of Intercity Transit Service Area



### Intercity Transit Liquefaction Hazards

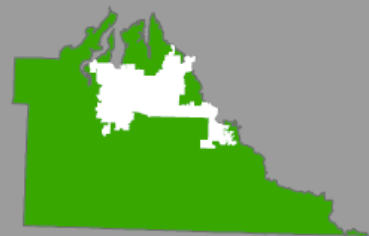


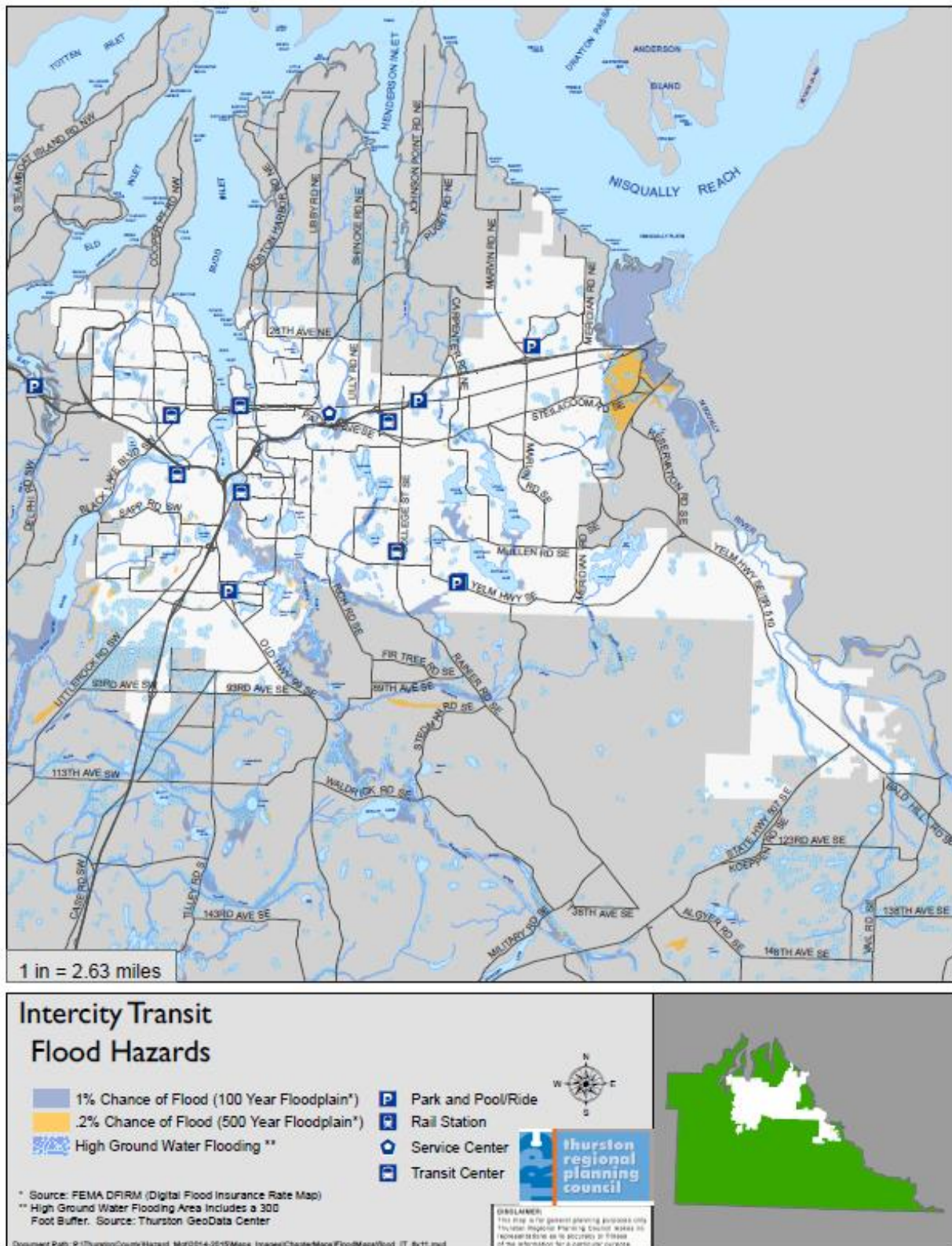
Liquefaction Data Source: Washington State Dept. of Natural Resources

Document Path: P:\ThurstonCounty\Hazard\_Mgt\2014-2015\Maps\Images\Chapter\Maps\Liquefaction\liquefac\_IT\_Bx11.mxd

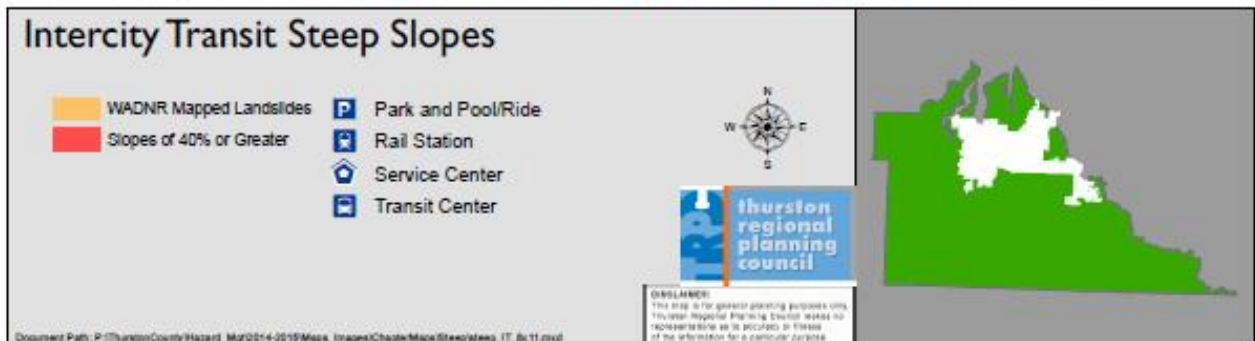
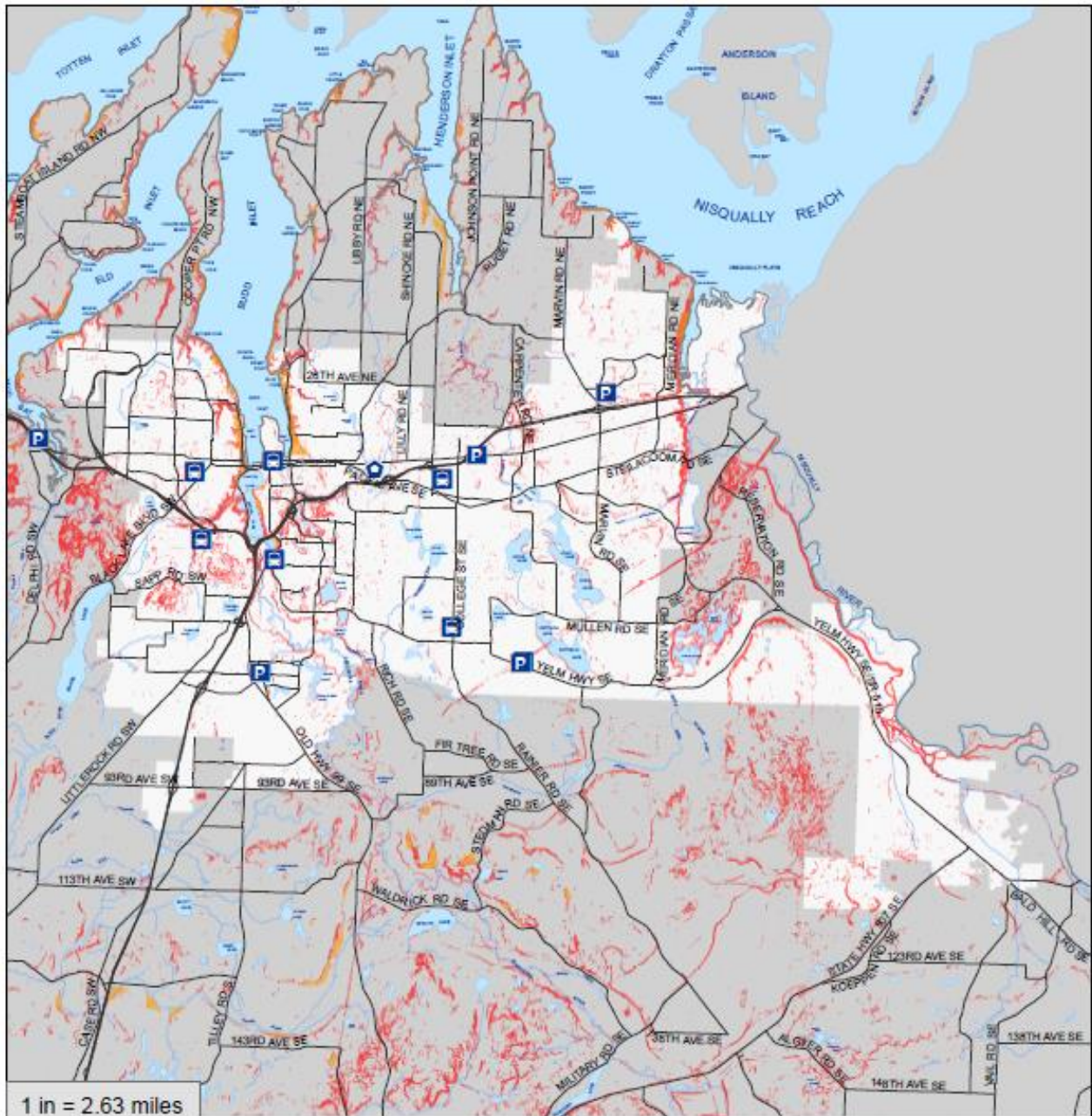
**thurston regional planning council**

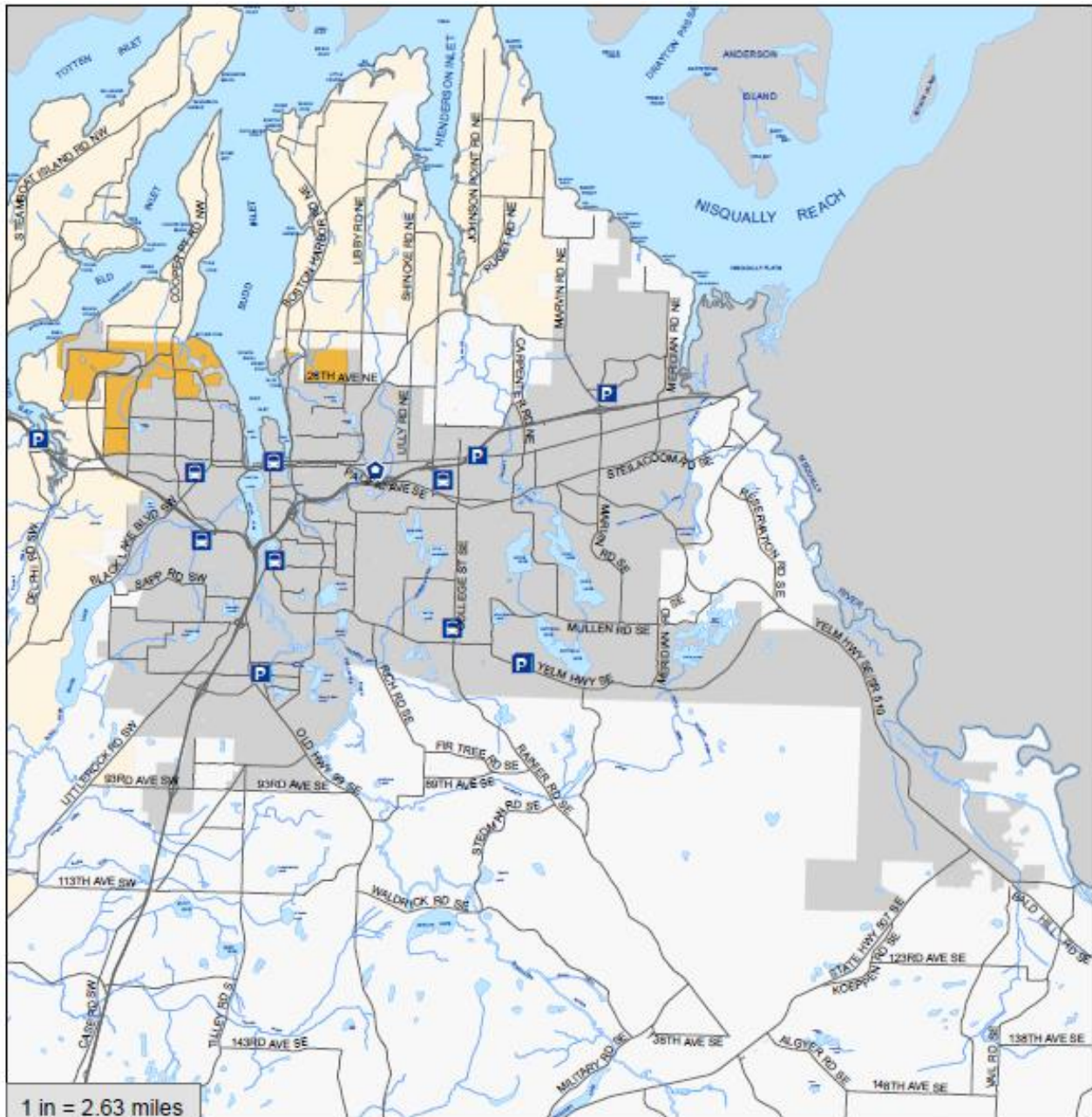
DISCLAIMER:  
This map is for general planning purposes only. Thurston Regional Planning Council makes no representation as to accuracy or timeliness of the information for a particular purpose.











## Intercity Transit High Risk Wildland Urban Interface Areas

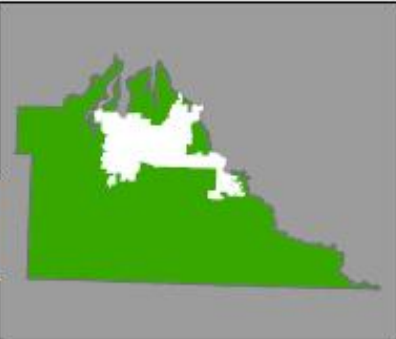
- Wildfire Hazard Areas
- Park and Pool/Ride
- Rail Station
- Service Center
- Transit Center

\* Source: DNR, USFS, and National Fire Protection Association determined these high risk areas through a process of evaluation that considered behavior potential, fire protection capability, and risk to social, cultural and community resources

Document Path: P:\ThurstonCountyHazard\_Maps\2014-2015\Maps\_Images\ChapMap\WildfireRisk\_IT\_8\_11.mxd



**DISCLAIMER:**  
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## Mitigation Initiatives – Adopted

The adopted mitigation initiatives are Intercity Transit’s specific actions for mitigating losses and protecting life and property. They consist of initiatives that carried over from the previous plan and new initiatives that were identified during the plan update process. All of Intercity Transit’s adopted initiatives were reviewed and updated by the development team.

Priority	ID Number	Category	Description	Status
1 of 7	IT-MH 1	Hazard Preparedness	Install 300kW generator at Olympia Transit Center	New
2 of 7	IT-MH 2	Hazard Preparedness	Update Emergency Operations Plan and Develop Continuity of Operations Plan.	Modified
3 of 7	IT-MH 3	Hazard Preparedness	Provide Emergency Preparedness and Response Training to Employees	New
4 of 7	IT-MH 4	Hazard Preparedness	Replace ACS/Orbital Radio System	New
5 of 7	IT- MH 5	Hazard Preparedness	Determine Feasibility and Options for a Mobile Command Center	New
6 of 7	IT-EH-1	Critical Facilities Replacement/Retrofit	Evaluate and Prioritize Structural Seismic Retrofit Options for Operations/Administration/ Maintenance Building	New
7 of 7	IT-EH-2	Critical Facilities Replacement/Retrofit	Evaluate and Install Non-Structural Seismic Retrofits in Operations/Administration/ Maintenance Building	New

Hazard Category Codes are as follows: EH=Earthquake Hazard; FH=Flood Hazard; LH=Landslide Hazard; MH=Multi Hazard; SH=Storm Hazard; WH=Wildland Fire Hazard; and VH=Volcanic Hazard.

**Priority:** 1 of 7

**Status:** New

**IT-MH 1: Install a 300kW generator at the Olympia Transit Center**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Rationale:** The Olympia Transit Center is the main transfer center for our service and the location of Customer Service. The ability to maintain our customer information system is another way to keep the public informed and aid emergency responders with requests to transport evacuees. The current emergency system has to be supplemented with the use of three portable power generators. A new administration building adjacent to the Transit Center is scheduled for completion in 2020, and the new generator will power that building as well. This installation will include an auto transfer switch to provide uninterrupted power.

**Relates to Plan Goal(s) and Objectives:** 1A

**Implementer:** Procurement and Capital Projects Division

**Estimated Cost:** \$100,000

**Time Period:** 2017-2018

**Funding Source:** Local funds

**Source and Date:** Olympia Transit Center Administration Master Plan

**Adopted Plan Number:**

**Reference Page:**

**Initiative and Implementation Status:** Construction for the OTC Administration Building is scheduled for 2017.

**Priority:** 2 of 7

**Status:** Modified

**IT-MH 2: Update Emergency Operations Plan and Develop Continuity of Operations Plan**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Rationale:** As the County's lead on ESF1, Intercity Transit staff must have plans in place to ensure preparedness for catastrophic events. Staff will update existing emergency operations plans, and also develop a continuity of operations plan. These plans will provide the framework for an organized agency response to community disasters and maintain transit services to the general public.

**Relates to Plan Goal(s) and Objectives:** 4E

**Implementer:** Executive Services Department

**Estimated Cost:** \$50,000

**Time Period:** 2016-2018

**Funding Source:** Local funds

**Source and Date:** 2009 Thurston County Natural Hazards Mitigation Plan: Intercity Transit Annex.

**Adopted Plan Number:**

**Reference Page:** Page 26 of Annex

**Initiative and Implementation Status:** This initiative was carried over from the 2009 plan because plan reviews and updates are an ongoing program at Intercity Transit.



**Priority:** 3 of 7

**Status:** New

**IT-MH 3: Provide Emergency Preparedness and Response Training to Employees**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Rationale:** Employees providing a community critical service, public transit, must be prepared for all hazard emergencies. Intercity Transit will train employees on the updated Emergency Operations and Continuity Plans. Training will also emphasize personal preparedness. Training will be a combination of seminars and drills.

**Relates to Plan Goal(s) and Objectives:** 1D

**Implementer:** Human Resources Department

**Estimated Cost:** \$50,000

**Time Period:** 2017

**Funding Source:** Local Funds

**Source and Date:** Intercity Transit 2016-2021 Strategic Plan

**Adopted Plan Number:** N/A

**Reference Page:** page 15

**Initiative and Implementation Status:** New

**Priority:** 4 of 7

**Status:** New

**IT-MH 4: Replace satellite navigation and wireless communications system**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Rationale:** Intercity Transit's current analog radio system is 8 years old. The equipment has almost no redundancies, so if the equipment at the main Administration/Operations building stops working, Intercity Transit will have no radio communication with Bus Operators. This places them in an unsafe situation without knowledge of what roads and bridges are passable as well as being unable to keep them informed as to any further hazards that may arise. The current radio's major components are no longer manufactured, and will be out of support in three years from the manufacturer. Some equipment is propriety and no longer available. The relay system has many vulnerabilities that need to be addressed and redundancies that need to be created. A new system will create redundancies because it will not be tied to anyone one building, it will be digital.

**Relates to Plan Goal(s) and Objectives:** 1A

**Implementer:** Finance/Administration Department, Information Systems Division

**Estimated Cost:** \$4,000,000

**Time Period:** 2017-2019

**Funding Source:** Local Funds

**Source and Date:** Intercity Transit 2016-2021 Strategic Plan

**Adopted Plan Number:** N/A

**Reference Page:** Page 34

**Initiative and Implementation Status:** New

**Priority:** 5 of 7

**Status:** New

**IT-MH 5: Determine feasibility of a mobile command center**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Rationale:** Having a Mobile Command Center provides redundancy in the case of building failure where our dispatch center is located. It also provides space, equipment, and flexibility during a large-scale incident. The primary use would be for communications with Bus Operators on the road, On-Scene Coordinators/Road Supervisors, local first responders, and County or State Emergency Managers.

**Relates to Plan Goal(s) and Objectives:** 1A

**Implementer:** Executive Department

**Estimated Cost:** \$10,000

**Time Period:** 2017-2019

**Funding Source:** unknown

**Source and Date:** N/A

**Adopted Plan Number:** N/A

**Reference Page:** N/A

**Initiative and Implementation Status:** New

**Priority:** 6 of 7

**Status:** New

**IT-EH 1: Evaluate and Prioritize Structural Seismic Retrofit Options and Costs for Operations/Administration/Maintenance Building.**

**Hazard Addressed:** Earthquake Hazard

**Category:** Critical Facilities Replacement / Retrofit

**Rationale:** Intercity Transit completed a cursory structural assessment in 2009. KPFF Consulting Engineers performed seismic evaluations of three structures at Intercity Transit's Pattison Base, located in Olympia, Washington. The evaluations were performed on the Operations/Administration Building, Maintenance Building, and Pedestrian Bridge. The scope of that report included a seismic evaluation and the review of a 1998 Structural Engineering Feasibility Study. Each structure was designed in accordance with 1979 Uniform Building Code (UBC), and is constructed primarily of steel framing. The buildings are one-story tall with partial mezzanines. The Bridge is a steel truss with open sides and a metal roof. During that tier 1 screening, the highest potential risk to life safety was identified. The consultants recommend further evaluation using the more rigorous ASCE 31 Tier 2 procedure to determine whether the potential deficiencies pose life safety hazards. Also, they recommended an evaluation of geologic site hazards be performed by a geotechnical engineer.

**Relates to Plan Goal(s) and Objectives:** 2A

**Implementer:** Procurement and Capital Projects Division

**Estimated Cost:** \$150,000

**Time Period:** 2018-2019

**Funding Source:** unknown

**Source and Date:** N/A

**Adopted Plan Number:** N/A

**Reference Page:** N/A

**Priority:** 7 of 7

**Status:** New

**IT-EH 2: Evaluate and Prioritize Non-Structural Seismic Retrofit Options and Costs for Operations/Administration/Maintenance Building**

**Hazard Addressed:** Earthquake Hazard

**Category:** Critical Facilities Replacement / Retrofit

**Rationale:** The goal of seismic non-structural retrofitting is to reduce the risk of death, serious injury, and property damage during a future earthquake event. This will be accomplished by securing, bracing or isolating architectural elements, mechanical equipment, and building contents. This project coupled with Priority 6 for structural retrofitting will greatly reduce risk of death, injury to occupants and damage to Intercity Transit's primary facility.

**Relates to Plan Goal(s) and Objectives 2A**

**Implementer:** Procurement and Capital Projects Division

**Estimated Cost:** \$50,000

**Time Period:** 2017-2020

**Funding Source:** unknown

**Source and Date:** N/A

**Adopted Plan Number:** N/A

**Reference Page:** N/A

**Initiative and Implementation Status:** New

Completed or Removed Mitigation Initiatives

**IT-MH 2: Update Emergency Operations Plan and Develop Continuity of Operations Plan**

**Status: Completed**

**Hazard Addressed:** Multi Hazard

**Category:** Hazard Preparedness

**Initiative and Implementation Status:** Plan reviews and updates are an ongoing program at Intercity Transit. This initiative carried over to current plan.

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