

AGENDA
INTERCITY TRANSIT AUTHORITY
April 17, 2019
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|--|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
<i>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. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i> | 10 min. |
| | <i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | |
| 3) | PUBLIC HEARING - None | 0 min. |
| 4) | NEW BUSINESS | |
| | A. Pattison Street Master Plan Update (<i>Steve Krueger & Stantec</i>) | 45 min. |
| | B. Award for Arts Walk (<i>Liam Collins</i>) | 15 min. |
| | C. 2019 Bicycle Commuter Challenge Update (<i>Duncan Green</i>) | 15 min. |
| | D. Purchase New Operations Vehicles (<i>Katie Cunningham</i>) | 5 min. |
| | E. Exterior Painting Contract Award (<i>Tammy Ferris</i>) | 5 min. |
| | F. Schedule 2020-2023 TIP Public Hearing (<i>Jessica Gould</i>) | 10 min. |
| | G. Electric Vehicle Update (<i>Paul Koleber</i>) | 20 min. |
| 5) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Apr. 5) (<i>Karen Messmer</i>) | 3 min. |
| | B. Transportation Policy Board (Apr. 10) (<i>Don Melnick</i>) | 3 min. |
| 6) | GENERAL MANAGER'S REPORT | 10 min. |
| 7) | AUTHORITY ISSUES | 10 min. |
| 8) | 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.

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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Pattison Base Expansion/Rehabilitation Update

-
- 1) **The Issue:** Staff together with Architect (Stantec) will provide an update on the Pattison Base Expansion/Rehabilitation Project Design.
-
- 2) **Recommended Action:** For your information.
-
- 3) **Policy:** Keep the Authority informed.
-
- 4) **Background:** As the conceptual site planning work for the proposed Operations and Administrative building at the corner of Pattison Street and Martin way nears completion, the project team would like to share the conceptual design elements and site orientation of the planned north parcel improvements with the Authority in advance our upcoming Land Use Intake Meeting with the City of Olympia.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **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 #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority

FROM: Liam Collins, AmeriCorps Walk N Roll Youth Education Assistant

SUBJECT: Walk N Roll AmeriCorps Service Project Artswalk Event

-
- 1) **The Issue:** To update the ITA on the progress of Liam Collins' Year in AmeriCorps Service and his leading of the Spring Artswalk 2019 event at the Walk N Roll Youth Education Center, for which he was awarded an Innovation Award, and is one of the featured sites during Artswalk. The Innovation Award waived the fee to be in Artswalk and a summary of the Walk N Roll Program will be in the Artswalk Brochure.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority supports outreach and education to youth and adults as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability, all by increasing Intercity Transit Walk N Roll's visibility and recognition in the community.
-
- 4) **Background:** Following the opening of the Walk N Roll Youth Education Center, AmeriCorps member Liam Collins, currently serving in a nine month position, is hosting a featured event at Olympia's Spring Artswalk 2019. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications Division.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The 2019 budget includes \$73,340 to operate the Youth Education Program. The program is partially funded through grants.
-
- 7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of our services."* **Goal #7** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2019 Bicycle Commuter Challenge Update

-
- 1) **The Issue:** Brief the Authority on the results of the 2019 Winter BCC, and progress on the 32nd Annual Bicycle Commuter Challenge coming up in May.

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

 - 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

 - 4) **Background:** The Winter Bicycle Commuter Challenge (BCC), which runs the full month of February, was a success again in 2019, in spite of terrible weather. This year, 152 people participated in the event. Together we rode 9,107 miles on 1,095 days, saving around 9,000 pounds of CO₂ and many gallons of petroleum runoff. Twenty-four people won prizes in random drawings and a photo contest on International Winter Bike to Work Day. Registration is now open for the 32nd Annual Bicycle Commuter Challenge and public outreach is ongoing. Items of note include the upcoming Earth Day Market Ride on Saturday, April 20, and a new Bike Commuter Basics class on Tuesday, April 23.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's fourteenth year administering this countywide event. For the eleventh consecutive year, Duncan Green is coordinating the BCC and related events. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

6) **Budget Notes:** The annual budget for the BCC is \$25,000.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:**
“Provide responsive transportation options within financial limitations.”

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Purchase New Operations Vehicles

1) **The Issue:** Consideration of the purchase of two (2) new vehicles for Operations Supervisor use.

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) 2019 Ford F150 4WD vehicles from Columbia Ford of Longview in an amount not to exceed \$99,804, including tax.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.

4) **Background:** Intercity Transit seeks to purchase two (2) new 2019 Ford F150 4WD crew cab trucks with canopy for Operations Supervisor use. After reviewing alternatives, Operations staff determined that the Ford F150 will perform well and add versatility to its fleet. This vehicle will provide sufficient room for courtesy rides and related items such as bicycles, required electronic equipment as well as space to accommodate tools, vehicle parts, operational supplies and equipment needed to address adverse weather conditions.

One truck will replace one (1) 2013 Dodge Ram 1500 that has reached its useful life, and the other truck will add one (1) new vehicle to the Operations fleet. With the passage of Proposition 1 and related service changes, Intercity Transit recognizes a need to increase the number of Operations Supervisors on duty at any given time. One (1) additional Operations vehicle is needed to ensure enough vehicles are available for supervisor use.

Intercity Transit seeks to utilize Washington State Department of Enterprise Services (DES) Contract 05916 to purchase these vehicles. DES competitively bid this vehicle contract awarding to the lowest responsive and responsible bidder by vehicle class, and Columbia Ford of Longview was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable contract pricing and Columbia Ford's ability to perform. Based on our past experience with Columbia Ford and their provided vehicles, staff is confident that this vehicle is mechanically sound and will serve our Operations staff and the public well.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) new 2019 Ford F150 4WD vehicles from Columbia Ford of Longview in an amount not-to-exceed \$99,804, including tax.
 - B. Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase one (1) new 2019 Ford F150 4WD vehicle from Columbia Ford of Longview in an amount not-to-exceed \$49,902, including tax.
 - C. Defer action. To purchase 2019 model vehicles, orders must be placed prior to factory cut-off date to avoid cost increases and a delay in production.
-

6) **Budget Notes:** The 2019 budget includes \$50,000 for one (1) new Operations Vehicle. The cost to purchase two (2) new 2019 Ford F150 4WD trucks from Columbia Ford is \$99,804, including tax.

Each vehicle will also require \$2,909 in additional electronic upfit items and installation services not available through Columbia Ford. The total cost for each vehicle will be \$52,385, including tax.

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. 4-E
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Exterior Painting of Intercity Transit Facilities Contract Award

-
- 1) **The Issue:** Consideration of a contract award for painting the exteriors of the Olympia Transit Center (OTC), Lacey Transit Center (LTC), and Centennial Station.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a contract with Good News Group, Inc. for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$259,000.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The project was previously bid in March of 2018. There were no bids received by the bid submittal deadline. As a result, KTA-Tator, Intercity Transit's Coating and Inspection Consultant, updated the project cost estimate and revised the bid package.

Staff reissued a Request for Bids on February 6, 2019. We received three (3) bids by the submittal deadline of February 26, 2019. The low bid submitted by PG Clean in the amount of \$229,000 was determined to be unresponsive; therefore, the bid submitted by Good News Group, Inc., in the amount of \$259,000 was determined to be the lowest, responsive and responsible bid.

Bids ranged from a high of \$272,329 to a low of \$229,000. The low bid is \$34,000 or 11.6% below the Engineer's estimate of \$293,000.

All of the sites pose challenges as far as accommodating the amount of customer and vehicle traffic in those areas. The Fleet and Facilities Maintenance Director and KTA-Tator will work with the contractor to coordinate the work so that there is minimal disruption to transit operations.

Good News Group, Inc. has successfully completed painting projects for Community Transit, Youth Care and Friends of Youth, and Housing Authority of Snohomish County. These projects involved planning and painting around a wide range of activities while providing vehicle access in and around the various sites. Staff is confident in their ability to complete the project as proposed and recommends award of the contract to Good News Group, Inc.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract with Good News Group, Inc. for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$259,000.
 - B. Defer award. Delaying award may result in missing a significant portion of the best weather for the outdoor painting.

6) **Budget Notes:** The 2019 Facilities budget includes \$375,000 for the painting of the three facilities.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 705.5808
SUBJECT: Schedule 2020-2023 TIP Public Hearing

-
- 1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and scheduling a public hearing on the draft 2020-2023 Transportation Improvement Program (TIP).
-
- 2) **Recommended Action:** Schedule a public hearing for May 15, 2019, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2020-2023 TIP.
-
- 3) **Policy Analysis:** Federal regulations require Intercity Transit (grantee) to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2020-2023 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* (onboard buses) and by posting information on the agency website.
-
- 4) **Background:** The draft 2020-2023 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), *2018- 2023 Transit Development Plan*, and the *adopted Intercity Transit Short and Long Range Plan*. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's Long Range Plan and identifying projects that would potentially use Federal funds and would need to be included in the State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input, increase awareness about potential future projects and encourage participation in the process of planning for programming of federally funded projects.
- Program elements in the draft 2020-2023 TIP include:
- Preventive maintenance of vehicles in IT's fleet during the years 2020- 2023;
 - Construction of Phase 3-Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
 - Acquisition of replacement heavy duty coaches to replace ones that have been in service at or beyond their expected useful life and expansion coaches to meet future service needs as provided for in Intercity Transit's adopted Long Range Plan;
 - Purchase of replacement and expansion *Dial-A-Lift* vans to meet the needs of our region's eligible clients;
 - Purchasing of replacement vanpool vans;
 - Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as a transportation alternative;
 - Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;
 - Planning, design and capital improvements to provide High Capacity or "BRT Light" corridor service consistent with the adopted Long Rang Plan.

- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle- Tacoma Everett metropolitan area.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 16, 2019** – Publish draft TIP project list.
- **April 17, 2019** – Brief ITA on schedule and request Public Hearing Date.
- Public Participation and outreach: April 18 – June 4, 2019
- **May 15, 2019** – Public Hearing on Draft TIP
- **June 5, 2019** – Consideration of 2020-2023 TIP for adoption
- **June 6, 2019** – Submit Approved TIP to MPO and State, Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP)

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 5, 2019. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following adoption of the schedule and will be reviewed with the ITA at the May 15 meeting.

5) **Alternatives:**

- A. Schedule a public hearing for May 15, 2019, 5:30 p.m.
TRPC sets a schedule for jurisdictions to submit their agency TIPs as early as possible in July. To meet the TRPC schedule requires a public hearing at the ITA May 15, 2019, meeting and adoption at the regular June 5, 2019, meeting to allow an ample public review period as well as time to submit to TRPC within the regional schedule for review.
- B. Defer action.

6) **Budget Notes:** The TIP reflects projects that will be or may be considered in the 2020 through 2023 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

8) **References:** Exhibit 1 – Draft TIP News Release/Rider News Update.



Rider News/ Draft News Release

May 2019 Transportation Improvement Program Schedule

Intercity Transit seeks rider and public comment on its proposed 2020-2023 Transportation Improvement Program (TIP). The comment period ends with a public hearing on **Wednesday, May 15, 2019, 5:30 p.m.** at our business office, 526 Pattison St. SE, Olympia. If you need special accommodations to participate in the hearing, call us at **360-705-5808** at least three days prior to the meeting.

Please consider riding the bus, bicycling, or walking to attend the hearing. Routes 62A, 62B, 66, and Dial-A-Lift (for certified riders) serve stops near this location.

What is the Transportation Improvement Program (TIP)?

The TIP represents our complete program of potential federally funded projects for 2020-2023. It includes projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

Where Can I Get Materials?

You can get a draft copy of the TIP on our website or by contacting our business office at **360-705-5814**. The business office is open Monday through Friday, 8 a.m. - 5 p.m.

Other Ways to Comment

If you cannot attend the public hearing, you can provide comment by:

- Mail: Grants Program Administrator, Intercity Transit

P.O. Box 659

Olympia, WA 98507-0659

- Phone: **360-705-5808**
- Email: jgould@intercitytransit.com

All comments must be received by **4 p.m. Wednesday, May 15, 2019** to be considered.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-G
MEETING DATE: April 17, 2019

FOR: Intercity Transit Authority
FROM: Paul Koleber (360) 705.5884
SUBJECT: Status of Electric Vehicle Technology

-
- 1) **The Issue:** Update the ITA on the experience of other systems implementing electric buses.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority expressed interest in keeping abreast of new transit technology.
-
- 4) **Background:** Staff will provide insight and experience from systems who are implementing electric buses.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **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 #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal #6:** *“Encourage use of our services.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*
-
- 8) **References:** N/A.

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
April 5, 2019

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

Olympia Homeless Response Plan

Stacey Ray, City of Olympia Staff, and Nathaniel Jones, Olympia City Council, gave a presentation on Olympia's response to the increasing homelessness in Olympia and Thurston County. Olympia has launched an effort to develop a long-term response to homelessness. The public is invited to participate in two workshops: April 20th, 2019 and May 4, 2019. Details on the Homeless Response and Long Term planning, including details on the workshops, can be found on Olympia's website: <https://engage.olympiawa.gov/homeless-long-term-planning>.

Coordinated Human Services Transportation Plan

Karen Parkhurst, Planning and Policy Director, briefed Council on the updated Coordinated Human Services Transportation Plan. The goals of the plan are to: increase mobility options; improve individual service; increase coordination with other systems and programs; improve efficiency and identify, and obtain sustainable funding to close gaps. Comments on the draft plan are now being solicited. It can be found on this website: <https://www.trpc.org/312/Coordinated-Human-Services-Transportatio>. Council will take action on the plan in May.

Indirect Cost Proposal

Veena Tabbutt, Deputy Director, briefed Council on the agency's updated Indirect Cost Proposal. The Indirect Cost Proposal is necessary to recoup indirect changes on federal and state projects. Council will take action on the proposal in May.

Unified Planning Work Program

Veena Tabbutt, Karen Parkhurst, and Paul Brewster, Senior Planner, briefed Council on the agency's Unified Planning Work Program (UPWP). The UPWP outlines transportation planning activities for TRPC and partner agencies in the coming year. After review by Federal and State partners, Council will take action on the UPWP in May. The draft UPWP can be found here: https://www.trpc.org/DocumentCenter/View/6571/trpc040519A9_SR_UPWP.

Regional Transportation Plan Kickoff

Katrina Van Every, Senior Planner, briefed Council on the Regional Transportation Plan (RTP) update. The RTP is due to be updated in 2020. Currently there are no plans to update the existing goals and policies because they are still valid. Throughout the update process, staff proposes periodically presenting to Council a refresher on the plan's goals and policies as well as information on public outreach, the updated project list, work program priorities, and future conditions.

Council Retreat

Marc Daily, Executive Director, briefed Council on their retreat. The Retreat Subcommittee has met once, a consultant has been engaged, and a location and date have been selected (Red Wind Casino – Nisqually Indian Reservation on June 12th.) Council members can be expected to be interviewed by the consultant in May and June.