

AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 15, 2021
5:30 P.M.

This meeting will be held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

You can dial in using your phone. Dial in at 5 p.m. for a sound check.

United States (Toll Free): 1 866 899 4679 / Access Code: 969-042-981

- One-touch: <tel:+18668994679,,969042981#>

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - Attendees provide self-introductions | 20 min. |
| 3) | PUBLIC COMMENT | 5 min. |
| | General public comment may be submitted prior to each Intercity Transit Authority meeting. | |
| | • By Email to pmessmer@intercitytransit.com by 12 noon on September 15, 2021 . | |
| | • By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon September 15, 2021 . | |
| | • By USPS - mail public comment to " Public Comments " P. O. Box 659, Olympia, WA 98507. | |
| 4) | NEW BUSINESS | |
| | A. Federal Advocacy Update (<i>Dale Learn</i>) | 20 min. |
| | B. 2022 Draft Budget (<i>Suzanne Coit & Ann Freeman-Manzanares</i>) | 20 min. |
| | C. Website Enhancement Update (<i>Nicky Upson and Rob Rinehart</i>) | 20 min. |
| | D. Engineering Services TSP & Thurston Smart Corridors Implementation
(<i>Jeff Peterson</i>) | 5 min. |
| | E. Resolution 02-2021 Adopt Five-Year Vanpool Fare Demo Project
(<i>Cindy Waterhouse</i>) | 5 min. |
| | F. Vanpool Software Program (<i>Jeff Peterson</i>) | 5 min. |
| | G. CAC-ITA Check-In (<i>Chair Carolyn Cox</i>) | 20 min. |
| 5) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (Sept. 3) (<i>Carolyn Cox</i>) | 5 min. |
| | B. Transportation Policy Board (Sept. 8) (<i>Don Melnick</i>) | 5 min. |
| 6) | GENERAL MANAGER'S REPORT | 10 min. |
| 7) | AUTHORITY / CAC ISSUES | 15 min. |

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) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-A
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Update on Federal Advocacy Activity

1) **The Issue:** Dale Learn, our federal advocate from Gordon Thomas Honeywell Governmental Affairs, will provide the Authority an update on activities affecting public transportation in Washington D.C.

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

3) **Policy Analysis:** Intercity Transit employs the firm Gordon Thomas Honeywell to assist staff in keeping up-to-date with federal activities.

4) **Background:** Dale Learn, Managing Partner-Federal Affairs at Gordon Thomas Honeywell Governmental Affairs, will discuss the current issues facing Congress and the Administration and how they relate to Intercity Transit. He will focus on current and future federal funding issues involving the U. S. Department of Transportation, Federal Transit Administration and other federal agencies. He will also discuss current and future federal policies that have an impact on our ability to partner with the federal government. In addition, he will briefly address how Intercity Transit can be more connected with our federal legislators outside of our annual visit to Washington, D.C.

Intercity Transit has contracted with Gordon Thomas Honeywell since 2008. Dale Learn and Paul Hoover, Senior Government Affairs Consultant, are our primary contacts with the firm.

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

6) **Budget Notes:** Intercity Transit's contract with Gordon Thomas Honeywell Governmental Affairs is \$72,000 a year.

7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-B
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Suzanne Coit, 705-5816
Ann Freeman-Manzanares, 705-5838

SUBJECT: 2022 Draft Budget

1) **The Issue:** Introduce the Draft 2022 Budget.

2) **Recommended Action:** N/A.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the proposed Strategic Plan. The Strategic Plan identifies the Authority's plan regarding service levels, which is the prime driver of proposed expenses for 2022.

4) **Background:** Staff will present elements of the draft 2022 budget to include capital projects, new projects, new staff, on-going projects from the previous budget, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget.

The proposed Operating budget for 2022 is \$77.9 million, which includes \$12.4 million of rollover projects and \$1.6 million of new projects.

The proposed Capital budget for 2022 is \$103.9 million, which includes \$38.1 million in new projects and \$65.8 million of rollover projects.

The total proposed 2022 expenditure budget including staff recommended new projects/positions is \$181.8 million.

The major elements of Intercity Transit's 2022 budget are:

- Sales tax revenue for 2022 is projected to increase 3%.
- Assumes pre-COVID level service for Dial-A-Lift.

- Assumes pre-COVID level service for Fixed Route by Sept 2022.
- Purchase of 10 replacement coaches, which are partly grant funded.
- Purchase of 28 replacement DAL vans, which are partly grant funded.
- Purchase of 12 replacement vanpool vans, which are partly grant funded.
- Hybrid bus mid-life rebuild.
- Purchase of 2 replacement and 1 expansion staff vehicles.
- Continue construction to renovate and expand the Pattison Street facility.
- Continue replacement of the computer aided dispatch/automated vehicle locator/radio system.
- Pursue grant funded BRT and Corridor Program
- Pursue grant funded Martin Way P&R direct ramp access project
- Add 18 new positions:
5 vehicle cleaners, vehicle maintenance technician, 2 maintenance supervisors, facilities technician, facilities technician supervisor, DAL dispatcher, operations trainer, 2 receptionists, director of strategic programs, accounting specialist, IS technician, and senior training coordinator.

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

6) **Budget Notes:** The Authority will review the draft budget at their September 15, meeting. A public hearing has been scheduled for Wednesday, November 3, 2021. The Budget document will be available for public comment by October 14, 2021. The budget is scheduled for adoption at the November 17 or December 1, 2021, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** Draft 2022 Budget.

<i>Budget Summary - Cash Basis</i>	2022 Budget
<i>Beginning Cash Balance</i>	<u>\$140,000,000</u>
<i>Add:</i>	
Operating Revenues: Sales tax	74,478,284
Operating Revenues: VP fares	824,000
Operating Revenues: interest income, misc.	1,300,000
Grant Revenue - Operating	4,423,789
Grant Revenue - Capital	14,350,073
Total Revenues	<u>95,376,146</u>
<i>Less:</i>	
Operating Expenditures	
Operating	63,959,758
Operating - New projects	1,577,000
Operating - Rollover projects	12,353,080
Total Operating Expenditures	77,889,838
Capital Expenditures	
Capital - New	38,115,715
Capital - Rollover	65,809,000
Total Capital Expenditures	<u>103,924,715</u>
Total Expenditures	<u>181,814,553</u>
<i>Ending Cash Balance</i>	<u>53,561,593</u>
<i>Less Operating Reserve (25% of operating expenditures)</i>	<u>(19,472,460)</u>
<i>Ending Unreserved Cash Balance</i>	<u><u>\$34,089,134</u></u>

Draft 2022 Budget Expenditures as of 9/8/2021

Project Type	Name	Description	Budget
Proposed New Project	Amtrak Building Security System	The Amtrak station is in an isolated area and should provide security monitoring. The new system will allow for enhanced owner control and security features including user management, electronic access control, monitoring and access reporting.	\$25,000
	Amtrak restroom remodel design/estimate	Architecture and Engineering services will be used to prepare a preliminary design and engineering estimate for the restroom update including potential issues with underground utilities.	\$12,000
	BRT and Corridor Program Capital	Provides capital funding for the BRT Program as noted in the Long Range Plan. Funding is expected to provide the minimum 50% local share of the planned BRT/Corridor implementation as noted in the Short and Long Range Plan. May include new property, ROW and ROW capital improvements consistent with development of the full program.	\$15,000,000
	Building Condition Assessment	Utilize a qualified firm to perform a 30-year major maintenance and renewal assessment of all agency properties and buildings, except Amtrak. This professional assessment will help inform the agency Transit Asset Management (TAM) plan as well as our strategic and long-term financial forecasts.	\$100,000
	Building Condition Assessment - Amtrak	Utilize a qualified firm to perform a 30-year major maintenance and renewal assessment of the Amtrak facility. This professional assessment will help inform the agency Transit Asset Management (TAM) plan as well as our strategic and long-term financial forecasts.	\$10,000
	Buses (replacement, partly grant funded) (10)	Purchase 10 new coaches to replace units that have met or exceeded their useful life benchmarks. These are the last ten vehicles pre-ordered in 2019 on PO1909.	\$6,289,495
	DAL vans (replacement, partly grant funded) (28)	Purchase DAL units for 28 that have met or exceeded useful life benchmarks. The current order includes replacements due in 2021 (18 units) and 2022 (10 units).	\$5,016,704
	Driver Barriers/HVAC system	2022 COVID plan includes an allocation for coach driver barriers (\$650k) and the addition of an	\$1,124,940

	HVAC air purification system for the coach fleet (\$360k) for 86 coach buses.	
Emergency Response - Coronavirus	COVID related operating supplies and expenses. Includes additional supplies such as: PPE, cleaning supplies (disinfectants, sprayers), anti-microbial products, personal hygiene supplies (sanitizer), and other supplies necessary to maintain cleanliness of vehicles and facilities.	\$220,000
Facilities Truck (replacement)	Replace one (1) facilities work truck which has reached the end of its useful life.	\$80,000
Fleetnet Migration to My Avail	This is to support the migration efforts of the Fleetnet ERP system to the My Avail platform in the Avail hosted cloud. Avail has indicated that they will no longer be supporting on premise installs/versions in the near future, although no timeframe has been released.	\$32,000
Large Urban Area Federal updates/Title VI	Provides professional services and support for updates required to meet FTA reporting and data tracking related to the transition from small urban to large urban Federal designation. A major component of 2022 work will be updating the agency's required Title VI plan and tracking tools.	\$200,000
Maint Truck (replacement)	Replace one (1) fleet shop truck which has reached the end of its useful life.	\$90,000
Non-Rep comp/class study	Compensation study to be completed in 2022 by Gallagher. This project includes a job evaluation, compensation study, and a final report with recommendations for improvements and changes to be implemented.	\$40,000
Non-Rep compensation study	To provide a placeholder for the results of the Non-Rep compensation study to be done in 2022.	\$550,000
Ops supervisor vehicle (new/additional unit)	Additional Operations DAL Supervisor vehicle for increased on-road coverage and fleet depth.	\$60,000
Pattison furniture, fixtures, equip & technology	Budget for Pattison furniture, fixtures, equipment & technology.	\$10,000,000
Vanpool Management Software	This project is to support Vanpool in their effort to replace their antiquated application and to meet their needs with changing vanpool fare structures and NTD reporting. Most of this project will be covered by grant funding.	\$300,000
Vanpool Promotion	This project builds upon previous grant funded outreach to support small businesses and extends marketing to attract vanpool riders who are either working non-traditional schedules or are working	\$125,000

in industrial or warehouse sectors. It continues development of tools to attract, retain and support small and medium sized employers, as well as CTR-affected employers in support of Intercity Transit's vanpool program.

	Vanpool vans (replacement) (12)	Purchased 12 replacement seven passenger vanpool vehicles in 2020. We received grant funding from Vanpool Investment Program (VIP) grant from WSDOT for 65% of replacement costs. This is a rollover project for 2022. Customers have requested smaller vans and we are replacing some twelve passenger vans with 12 seven passenger Toyotas.	\$417,576
	Total		\$39,692,715
Rollover Project	Alternative Technology Planning		\$400,000
	Amtrak parking lot drainage engineering		\$25,000
	Amtrak Tree Replacement (pending County direction)		\$21,000
	BRT Modeling/Corridor Assess(federalizing project)		\$280,000
	BRT Station PE/Construction		\$860,000
	Bus Stop Enhancements/Facilities		\$15,000
	Bus Stop Facility Improvements/Planning		\$780,000
	CAD/AVL & Communication project		\$6,689,000
	Community engagement		\$145,000
	Cybersecurity		\$100,000
	Exterior Paint Consultant		\$17,500
	Facilities management software		\$40,000
	Fixed Route Promotions		\$30,000
	Fixed Route Transfer Study		\$120,000
	High Performance Cord (BRT The One)		\$1,600,000
	Hybrid Bus Mid-Life Rebuild		\$1,500,000
	Innovative service zones study		\$250,000
	LTC rain gutter replacement		\$133,580
	Maintenance tools		\$30,000
	Martin Way P&R Express Bus direct access		\$3,700,000
	Mobile Steam Cleaner		\$35,000

	Monitor System Services-Planning	\$120,000
	Offsite parking	\$90,000
	OTC SW Corner site Improvement Project	\$100,000
	Outreach Education Services	\$100,000
	Park and Pool Project	\$3,000
	Pattison Rehab & Expansion	\$58,000,000
	Pattison Safety Work Platforms	\$10,000
	Satisfaction & Market Segmentation Survey	\$260,000
	Service Performance & Reporting	\$85,000
	Shop Floor Scrubbers (2)	\$40,000
	Smart Corridor phase 2 & 3	\$758,000
	Staff Car (replacement) (2004 Ford Taurus wagon)	\$30,000
	Staff Car (replacement) (2004 Toyota Prius)	\$45,000
	Strategic Comm/Community Engagement	\$100,000
	Traffic Engineering Services	\$100,000
	Transit Center and core customer info navigation	\$300,000
	Transit Signal Priority	\$940,000
	Website enhancements	\$200,000
	West Olympia Service Analysis	\$110,000
	Total	\$78,162,080
Operational Expenses	Active Threat Management	\$20,000
	Admin Serv/Finance - Operating Expenses	\$15,000
	Admin Serv/Finance - Training	\$18,000
	Admin Serv/HR - Operating Expenses	\$185,275
	Admin Serv/HR - Training	\$23,000
	Admin Serv/IS - Training	\$45,000
	Admin Serv/Safety - Operating expenses	\$250
	Admin Serv/Safety - Training	\$14,000
	Agency Wellness Activities	\$10,500
	Amtrak Background Checks	\$150

Amtrak Operational Expenses	\$96,950
Amtrak parking lot maint service	\$5,000
Amtrak property taxes/insurance	\$3,500
Annual Authority Planning Session	\$15,800
Annual Recognition Banquet	\$19,000
Annual State Audit	\$57,000
Bond counsel services	\$50,000
Buildings/Grounds Maintenance	\$476,401
CAC/Authority Support	\$18,100
Catch Basin Cleaning Contract	\$50,000
Credit Card Processing Fees	\$34,000
Custodial Services	\$327,713
Cut Commute Committee	\$40,000
Development/Dev - Operating Expenses	\$2,000
Development/Dev- Training	\$14,880
Development/Planning - Training	\$22,935
Development/Procurement - Operating Expenses	\$6,000
Development/Procurement - Training	\$34,329
Drug & Alcohol Program	\$48,860
Elevator Maintenance Contract	\$13,500
Emergency Response - Coronavirus	\$5,000
Employee Medical Programs	\$28,500
Employee/Volunteer Recognition	\$43,000
Equipment Rental (agency)	\$65,000
Executive - Operating Expenses	\$10,600
Executive - Training	\$31,518
Executive/Marketing - Training	\$20,500
Facility/Maint Service Contracts	\$40,000
Financial advisor services	\$40,000
General Agency Insurance	\$2,000,500
General Wage Increase	\$1,461,093
Grants Consultant	\$40,000
IAM Contract Benefits	\$25,000
Implement Bicycle Programs	\$24,500

Internal Staff Development	\$10,100
IS Communication Infrastructure	\$377,000
IS Enterprise Application Support	\$649,000
IS Infrastructure and Operations	\$663,620
IT Local Rodeo	\$4,000
ITA/CAC Training & Development	\$22,141
Landscaping Services	\$197,800
Legal Notices	\$4,000
Legal Services	\$103,000
Loomis armored car services	\$10,000
Maint seasonal temp help	\$15,000
Maintain Coaches operating expenses	\$4,768,829
Maintain DAL vans operating expenses	\$1,051,292
Maintain Staff Vehicles operating expenses	\$131,192
Maintain VP operating expenses	\$769,795
Maintain VV operating exp	\$19,200
Maintenance/Facilities - Training	\$20,000
Maintenance/Maint Admin - Operating Expenses	\$6,500
Maintenance/Maint Admin - Training	\$25,000
Maintenance/Vehicle Maint - Training	\$70,000
Marketing Support for Agency Services	\$275,500
Membership Dues	\$140,000
Operations/Customer Serv - Operating Expenses	\$21,600
Operations/Customer Serv - Training	\$3,884
Operations/DAL - Operating Expenses	\$9,900
Operations/DAL - Training	\$18,125
Operations/Operations - Operating Expenses	\$6,600
Operations/Operations - Training	\$10,700
Operations/Transportation - Operating Expenses	\$29,400
Operations/Transportation - Training	\$57,200
Operations/VP - Operating Expenses	\$10,550
Operations/VP - Training	\$16,900

Operations/VV - Operating Expenses	\$5,000
Operations/VV - Training	\$2,200
Operator/Supervisor uniforms	\$115,000
Organizational Development	\$25,550
Parking Lot Maint Services	\$5,000
Pension Committee	\$7,500
Print/distribute Planning Projects	\$4,000
Produce Agency Information	\$115,000
Recruitment & Selection	\$74,200
Safety/Accident Mitigation	\$4,500
Salaries/Wages & Benefits	\$46,861,226
Security Contract	\$560,100
Service and Community	\$4,500
State & Fed Advocacy Services	\$142,400
State excise/use tax Dept of Rev	\$45,000
Subscriptions	\$2,000
Technology for New FTE's	\$35,000
Transit Appreciation Day/Recognition	\$30,000
Travel Training Support	\$2,400
Tuition - ATU	\$5,000
Tuition - IAM	\$2,000
Tuition - Non Represented	\$2,700
Utilities	\$404,400
Vanpool Incentive Program	\$26,000
Vehicle Fleet Support	\$365,750
Washington Building expenses	\$5,000
Washington Building rent	\$33,600
WSTA Board meetings	\$4,000
Youth Education Programs	\$50,550
Total	\$63,959,758

Total

\$181,814,553

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-C
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Nicky Upson, 705- 5891
Rob Rinehart, 705-5869

SUBJECT: Website Enhancement Update

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- 1) **The Issue:** Provide the ITA with an update on our website enhancement project.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Our website is the primary communications tool for the agency. As technology changes, our customers' expectations of site features continually increase. In addition, roughly 70 percent of our customers use a mobile device to access our website, which requires customization to display content satisfactorily on a range of mobile devices. Improving our website's accessibility and functionality to match current technology is vital to serving our customers.

In November of 2016, Intercity Transit entered into a Service Level Agreement (SLA) with Consolidated Technology Services (CTS), an agency of the State of Washington (known as WaTech) to provide technical and usability assistance in upgrading our website and platform to include web hosting and support services. In June of 2018, Intercity Transit renewed our web hosting SLA with CTS through June 30, 2023. This agreement included an option to have CTS provide additional as needed web development services at their standard hourly rate. In our ongoing effort to achieve a more customer-focused, modern, engaging, user-friendly website, Intercity Transit and CTS began working on enhancing our existing website in October 2020.

Over the last year, Intercity Transit and CTS have been designing and implementing enhancements to our website based on user input and feedback. This project is nearing completion, with an anticipated launch date of September 27. The total amount spent on this project is \$73,441.25.

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

6) **Budget Notes:** Funds for developing and enhancing the website are included in the 2021 budget in the amount of \$230,000. This project falls within the budgeted amount.

7) **Goal References: Goal 2:** *"Provide outstanding customer service."* **Goal 6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-D
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Jeff Peterson, 705-5878

SUBJECT: Engineering Services for Transit Signal Priority and Thurston Smart Corridors Implementation

1) **The Issue:** Consideration of a contract award for engineering and consulting services to assist in the implementation of Transit Signal Priority and Thurston Smart Corridors initiatives.

2) **Recommended Action:** Authorize the General Manager to execute a consultant services contract with Iteris Inc. to perform engineering and support services for the implementation of transit signal priority and similar strategies consistent with the regional smart corridors project.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. This action does not commit funding, however the anticipated value of task orders to be assigned over the five-year term contract will exceed \$100,000.

4) **Background:** Intercity Transit issued a request for qualifications to establish a contract with a qualified multidisciplinary firm with a major emphasis in traffic engineering to support implementation of the regional Smart Corridor program, including implementation of Transit Signal Prioritization (TSP). The consultant selection team consisted of technical staff representing Intercity Transit, City of Olympia, City of Lacey, City of Tumwater, and TRPC.

The related request for qualifications (RFQ) was issued June 21, 2021, a pre-proposal conference was held on July 9th and proposals were due July 16th. Intercity Transit received five responsive proposals by the due date. The results of the Phase One evaluation process determined that all responses advance to the Phase Two interview process.

Upon conclusion of the interview process, the project team concluded Iteris Inc had the most appropriate project personnel and greatest understanding of the objectives sought. Iteris has provided similar consulting services for transit agencies throughout the United States and the sub-consultant firm has substantial local experience.

The evaluation team is confident that Iteris will be successful at fulfilling our consultant needs. Iteris has been determined to be both responsive and responsible and therefore the evaluation team and Intercity Transit staff recommends awarding the project and executing a contract with Iteris Inc.

Intercity Transit is the lead agency and is providing all matching funds for the three separate grant awards related to this project. Following contract approval, staff anticipate an initial Task Order request for approval, and a project update to be presented to the ITA, later this fall.

5) **Alternatives:**

- A. Authorize the General Manager to execute a consultant services contract with Iteris Inc. to perform engineering and support services for the implementation of transit signal priority and similar strategies consistent with the regional smart corridors project.
- B. Defer action. A decision to delay may affect assigning task orders to complete work associated with a successful implementation of TSP and the Smart Corridors projects.

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- 6) **Budget Notes:** The 2021 budget includes \$1,418,000 in federal grant and required matching funds for implementing tasks pertaining to Transit Signal Priority and the Smart Corridors projects. Unexpended project funds will be carried forward in the 2022 budget.

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- 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 #6:** *"Encourage use of our services."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-E
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Cindy Waterhouse, Vanpool Manager, 360-705-5829

SUBJECT: Adopt Resolution 02-2021 Vanpool Five-Year Fare Demo Project

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- 1) **The Issue:** Formally implementing a five-year, flat rate vanpool fare structure demonstration project.

 - 2) **Recommended Action:** Adopt Resolution 02-2021 that establishes a five-year, flat rate vanpool fare structure demonstration project.

 - 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt a resolution for “a change of any transit fare.”

 - 4) **Background:** Intercity Transit’s vanpool program serves commuters who have at least one end of their trip in Thurston County. The program, which started in 1982 with 2 vans, currently has 133 active vanpool groups due to the pandemic, down from 183 pre-covid.

The current fare structure has more than 2,000 price points based on numerous variables which does not allow staff to easily inform potential customers or employers on the cost of vanpooling. The proposed flat rate vanpool fare structure will simplify fares so staff can clearly communicate and advertise the cost, reduce administrative costs, and attract essential and industrial workers who typically earn lower incomes.

As our community recovers from the pandemic, the flat rate vanpool fare structure provides a simplified solution to better support employees and employers. Increasing ridership and access is beneficial for the community and is anticipated to help rebuild the program.

Public comment was solicited and heard on August 18, 2021. All the comments were in favor of the five-year, flat rate vanpool fare structure. A resolution is now before the Authority for consideration.

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- 5) **Alternatives:**
- A) Adopt Resolution 02-2021 that establishes a five-year, flat rate vanpool fare demonstration project.
 - B) Direct staff to revise the proposed resolution.

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- 6) **Budget Notes:** Revenue from 2019 was \$1,471,873. Recommended fare structure change is projected to generate \$1,019,100, which is a cost recovery of 69% based on 2019 data and ridership.

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- 7) **Goal Reference:** This item is consistent and supports all Authority goals.

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- 8) **References:** Resolution 02-2021 implementing a five-year, flat rate vanpool fare demonstration project.

**INTERCITY TRANSIT
RESOLUTION 02-2021
ADOPTING A FLAT RATE VANPOOL FARE STRUCTURE**

A RESOLUTION adopting a revised fare structure for Intercity Transit’s vanpool program, providing for a simple flat rate fare structure, establishing a five-year demonstration period to evaluate the effectiveness of the flat rate vanpool fare change, and establishing an effective date and process for implementation.

WHEREAS, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

WHEREAS, Intercity Transit’s mission is to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community; and

WHEREAS, Intercity Transit provides public transportation services which include Intercity Transit’s vanpool program serving rideshare, employer and employee transportation needs within the PTBA and throughout the Puget Sound region; and

WHEREAS, Thurston County voters approved Proposition 1, November 2018, supporting a “transformational” transit system; and

WHEREAS, the Intercity Transit Authority has directed staff to bring forward program and policy changes that support implementing Intercity Transit’s adopted Long Range Plan and Strategic Plan consistent with Proposition 1; and

WHEREAS, during 2021 the Intercity Transit Authority, Community Advisory Committee and the public reviewed the current Vanpool Program fare structure and directed staff to provide options to simplify the fare structure to support access to public transportation choices; and

WHEREAS, it is deemed necessary and appropriate to implement a simplified flat rate fare structure for the Vanpool Program providing flexibility in response to changing work parameters and better support access to jobs, which benefits employees and employers in our community; and

WHEREAS, the Intercity Transit Authority held a public hearing on the proposed Vanpool Program fare changes on August 18, 2021; and

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

Section 1. Flat Rate Vanpool Fare Adopted. The flat rate fare structure for Vanpool Program services attached as “Exhibit A” to this Resolution is hereby adopted and shall become effective on January 1, 2022.

Section 2. Implementation Required. Implementation of the new fare structure requires a significant update to the accounting and reporting software used to track vanpool fares for participants. The intent of the Authority is to authorize implementation of the new fare structure as soon as possible. Staff is hereby authorized to offer the new flat rate fare set forth in “Exhibit A” prior to January 1, 2022, as an incentive, consistent with the Intercity Transit’s mission, subject to the updates required to track the program which need to be implemented prior to transitioning existing and new users to the flat rate structure. Staff shall report to the Authority on the status of the implementation if it is delayed beyond January 1, 2022.

Section 3. Five-Year Demonstration of Flat Rate Vanpool Fares Established. Annual review of the vanpool fare policy shall occur for a period of at least five years. Timing of the review should coincide with annual review and updates of the *Strategic Plan* and annual budget process; provided, the Authority may review the vanpool fare policy at any time in accordance with applicable procedures, including a public hearing, as may be required in accordance with the Intercity Transit Bylaws.

Section 4. Effective Upon Adoption. This Resolution shall be effective upon adoption provided current vanpool fares will continue to be collected in accordance Resolution 02-2012 and shall continue thru the fall of 2021 to provide time to transition the program to the new fare system and coordinate existing vanpool users to the new flat rate fare, with a planned effective date for the new fare structure of January 1, 2022.

Section 5. Repeal of Existing Vanpool Fare Structure. Vanpool fares adopted under Resolution 02-2012 are hereby repealed and replaced with the flat rate vanpool fare structure as set forth in “Exhibit A” of this Resolution effective January 1, 2022, unless implemented earlier as allowed under Section 2 above.

ADOPTED: This 15th day of September 2021.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox, Chair

ATTEST:

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM

Jeffrey S. Myers
Legal Counsel

EXHIBIT A

PROPOSED VANPOOL FARE STRUCTURE

Daily Round Trip Miles	Monthly Fare
0-25	\$25
26-50	\$50
51-75	\$75
76-100	\$100
101-125	\$125
126-150	\$150
151-175	\$175
176-200	\$200
Daily Trip Fare	\$10



INTERcity
TRANSIT

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4-F
MEETING DATE: September 15, 2021**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Jeff Peterson, Procurement Coordinator (360) 705-5878

SUBJECT: Vanpool Management Software Program

1) **The Issue:** Consideration of purchasing a vanpool management software program to track customer information, vanpool groups, payments, routes, employers, subsidies, ride matching, and required state and federal data reporting.

2) **Recommended Action:** Authorize the General Manager to execute a purchase order to SHI International Corp. in an amount not to exceed \$289,102.38, excluding tax, for implementation and one year of maintenance, reporting, and hosting.

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

4) **Background:** Intercity Transit's vanpool program is implementing a flat rate fare five-year demonstration project. Anticipating the Vanpool program updates, staff were able to secure grant funding that provides us the opportunity to replace our homegrown software management system with one that can better support our program. The new software system will enhance oversight, reporting, efficiency, and improve the vanpool user customer experience.

Several software solutions, including internally developed and commercially available options were considered. Staff recommends the solution provided by SHI called TripSpark (also known as RidePro) offered by Trapeze to meet our needs. Staff recommends utilizing the Department of Enterprise Services cooperative contract (NASPO) to purchase the software services solution.

The project team sought pricing from neighboring transit agencies, Pierce Transit and Ben Franklin Transit, and determined what has been proposed to Intercity is fair and reasonable. The project team supports the recommendation to proceed with the solution presented by SHI utilizing the DES cooperative agreement.

Intercity Transit was fortunate to have been awarded a Washington State Department of Transportation Regional Mobility Grant (RMG) earlier this summer that will fund the initial purchase and installation of this new vanpool program software management system. The RMG was awarded effective July 1, 2021.

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- 5) **Alternatives:**
- A. Authorize the General Manager to execute a purchase order to SHI International Corp. in an amount not to exceed \$289,102.38, excluding tax, for implementation and one year of maintenance, reporting, and hosting.
 - B. Defer action. A decision to delay may affect how the vanpool team manages customer data which could result in errors in reporting.
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- 6) **Budget Notes:** The 2022 budget includes \$290,000 for this software program. WSDOT Regional Mobility Grant (RMG) will fund a portion of this new software management system. The RMG grant amount is \$220,000 with a required local match of \$55,000.
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- 7) **Goal References:** **Goal 1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Ares.”* **Goal 2:** *“Provide outstanding customer service.”* **Goal 3:** *“Maintain a safe and secure operating system.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*
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- 8) **References:** N/A.
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Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
September 3, 2021

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

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org>.

Please note: Participation in the TRPC meeting was through remote access.

Budget Amendment

Veena Tabbutt (Deputy Director) requested Council approve Resolution 2021-07 amending the 2021 Thurston Regional Planning Council Consolidated Operating Budget.

Appointment of 2022 Work Program Subcommittee

JW Foster (Chair), Clark Gilman (Vice Chair) and Council members Hilary Seidel, Carolyn Cox, and Malcolm Miller, volunteered to serve on the TRPC 2022 Work Program Subcommittee.

Appointment of 2022 Legislative Session Subcommittee

JW Foster (Chair), and Clark Gilman (Vice Chair), volunteered to serve on the 2022 Legislative Session Subcommittee. At the September 8, 2021, Transportation Policy Board (TPB) meeting, the Chair of TPB will appoint two members to join Chair Foster, and Vice Chair Gilman, on the committee.

2022-2025 Regional Transportation Improvement Program (RTIP)

Theresa Julius, Transportation Modeler, briefed Council on the draft Regional Transportation Improvement Program (RTIP). Developing and adopting the RTIP is a federal requirement. The RTIP is currently out for public comment and can be found here: <https://www.trpc.org/1079/Public-Comment-RTIP-2022-2025> . Council will take action in October. The presentation is here:

https://www.trpc.org/DocumentCenter/View/8805/A9_-DRAFT-2022-RTIP.

2021 Council Retreat Follow-up

Marc Daily (Executive Director) asked the Council's input on the proposed language for the Values, Vision, and Mission statements based on the discussion at the July Council retreat. The presentation can be found here:

https://www.trpc.org/DocumentCenter/View/8806/A11_2021-Retreat-Follow-Up

Southwest Washington Regional Agricultural Business & Innovation Park

Michael Cade, and Aslan Meade, Thurston Economic Development Council, updated Council on the region's efforts to develop a Regional Agricultural Business and Innovation Park. The presentation can be found here:

https://www.trpc.org/DocumentCenter/View/8807/A12_TRPC-EDC-Presentation.

Additional Information

Marc Daily (Executive Director) announced he reviewed the Capitol Lake – Deschutes Estuary EIS and provided a Comment Letter based on the information that was used in the analysis. The comment letter can be found here:

<https://www.trpc.org/DocumentCenter/View/8808/Draft-EIS-Comment-Letter-082621>.