

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
February 20, 2013
5:30 P.M.

CALL TO ORDER

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|-----------|--|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | INTRODUCTIONS - None | 0 min. |
| 3. | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 4. | CITIZEN ADVISORY COMMITTEE REPORT (<i>Mackenzie Platt</i>) | 3 min. |
| 5. | PROCUREMENT OVERVIEW (<i>Marilyn Hemmann</i>) | 10 min. |
| 6. | TECHNOLOGIES AFFECTING FUEL ECONOMY AND MAINTENANCE COSTS (<i>Karl Shenkel</i>) | 15 min. |
| 7. | BUS STOP PROJECT UPDATE (<i>Dennis Bloom</i>) | 25 min. |
| 8. | REVIEW DASH SERVICE (<i>Dennis Bloom</i>) | 20 min. |
| 9. | AUTHORITY ISSUES | |

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: February 20, 2013**

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Procurement Overview

1) **The Issue:** Present overview of the 2013 Procurement plan.

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

3) **Policy Analysis:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, to agency vehicles, to capital construction projects. As part of the procurement process, the division is responsible for administering many of the contracts and providing consultation and oversight for others once they are awarded. It is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects listed at \$10,000 or more in the agency budget must go through a formal solicitation and award process. When the Authority approves the annual budget each year, Procurement, with the assistance of each Department, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate any ongoing projects continuing from the previous year and any renewals for multi-year contracts.

So far this year, there are 76 projects, contract renewals and project research items on the division's master list. The projects range in size from major capital projects such as the Olympia Transit Center expansion and the Hawks Prairie Park-and-Ride, to procurements for new hybrid coaches and other staff vehicles, to the yearly purchase of transit guides.

4) **Background:** The Procurement division consists of the Procurement Manager and two Procurement Coordinators. It also includes the Inventory division consisting of the Inventory Supervisor, the Inventory Specialist and the Inventory Assistant.

5) **Alternatives:** N/A

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

7) **Goal Reference:** In 2013, the range of projects pursued by Procurement will support all of the agency goals.

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: February 20, 2013**

FOR: Intercity Transit Authority
FROM: Karl Shenkel, 705-5884
SUBJECT: Technologies Affecting Fuel Economy and Maintenance Costs

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- 1) **The Issue:** Review current and future technologies affecting fuel economy and maintenance costs.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** Staff provides periodic updates on fleet performance.
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- 4) **Background:** Intercity Transit staff monitors fleet performance thru budget analysis and performance databases in Fleetnet. Fleetnet reports track fuel economy and maintenance costs. Data is based on budget analysis for 2012.

Cost per mile (CPM) is an overall cost model which encompasses all charges to a particular vehicle or fleet of vehicles. Those costs are broken down into categories including fuel, materials and labor. Individual fleet performance can be compared in current and past fleets. With this information, staff can determine if purchasing a fleet type should continue or be replaced with a modern fleet with newer technologies. Some technologies prove to be cost effective enough to allow for a retrofit of existing fleets with the overall goal of economy and lower emissions.

Intercity Transit staff also consult with other agencies and Original Equipment Manufacturers (OEM's) on new and upcoming technologies that lower emissions while increasing fuel economy. This information source allows Intercity Transit to compare manufactures' claims to real work data collected by like-minded industry peers.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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7) **Goal Reference:** This item addresses the following goals:
Goal 2: *“Provide outstanding customer service.”* Goal 5: *“Align best practices and support agency sustainable technology and activities.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: February 20, 2013

FOR: Intercity Transit Authority
FROM: Dennis Bloom (705-5832)
SUBJECT: Bus Stop Project Update

1) **The Issue:** Staff will present the current process utilized for improvements to bus stops.

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

3) **Policy Analysis:** Intercity Transit completed two significant projects associated with improving access to bus stops and investing in passenger amenities. The Intercity Transit Authority approves these capital investments.

4) **Background:** Since 2004, Intercity Transit has been successful in receiving two regional grants through Thurston Regional Planning Council's awarding of federal Enhancement funds for bus stop improvements. These grants and local match have provided close to \$750,000 in improvements throughout Intercity Transit's service district.

The Transit Authority approved the use of local funds to match these grants and directly funded other stop improvements through the agency's annual budget process. In making these funds available, these improvements increased ADA accessible and, where warranted, added shelters and similar passenger amenities for our customers and riding public. In short, the adage that "a ride begins before you get on a bus," has been the focus over the past eight years in making these improvements.

Staff will provide an update on the past process for identifying these bus stop improvements, current efforts to make additional improvements and in particular, the effort to increase rider safety by installing solar lighting inside of shelters.

5) **Alternatives:** N/A

6) **Budget Notes:** The 2013 Facilities budget includes \$35,000 to provide solar lighting in approximately 15 shelters.

7) **Goal Reference:** Goal#4: *"Provide responsive transportation options."* Ends Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.

8) **References:** Slide show and materials will be available at the meeting.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 8
MEETING DATE: February 20, 2013**

FOR: Intercity Transit Authority
FROM: Dennis Bloom, Planning Manager, 5832
SUBJECT: Review Dash Service

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- 1) **The Issue:** Staff will provide an update on the Dash circulator route.
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- 2) **Recommended Action:** Information and discussion only.
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- 3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make a significant service change.
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- 4) **Background:** A number of fixed route service adjustments were considered in mid-2011. The Authority approved the implementation of these changes effective October 2, 2011. This included trimming the Dash route by 1,318 vehicle service hours (approximately \$112,000 in savings). The decrease in hours reflected a regular drop in weekday ridership that occurs after the Legislative session ends and spans typically from April through December. The other reduction for Dash included dropping the least productive service day, Saturday. This was initially implemented in October 2011, but became fully effective after the Labor Day holiday in September 2012.

The 2013 service levels for Dash are as follows:

January 7 - April 26: Three buses on weekdays during the Legislative session.
(This time frame varies depending on length of session.)

April 29 - Dec 31: Two buses weekdays after the Legislative session ends. This corresponds to a reduced span of service when we dropped a couple of earlier morning and evening trips in 2011.

April 6 - Aug 31: Two buses on Saturdays. This will be the second year Saturday service ends after August. Saturday service was operating to mid-December until October 2011.

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- 5) **Alternatives:** No service changes for Dash are being proposed at this time.

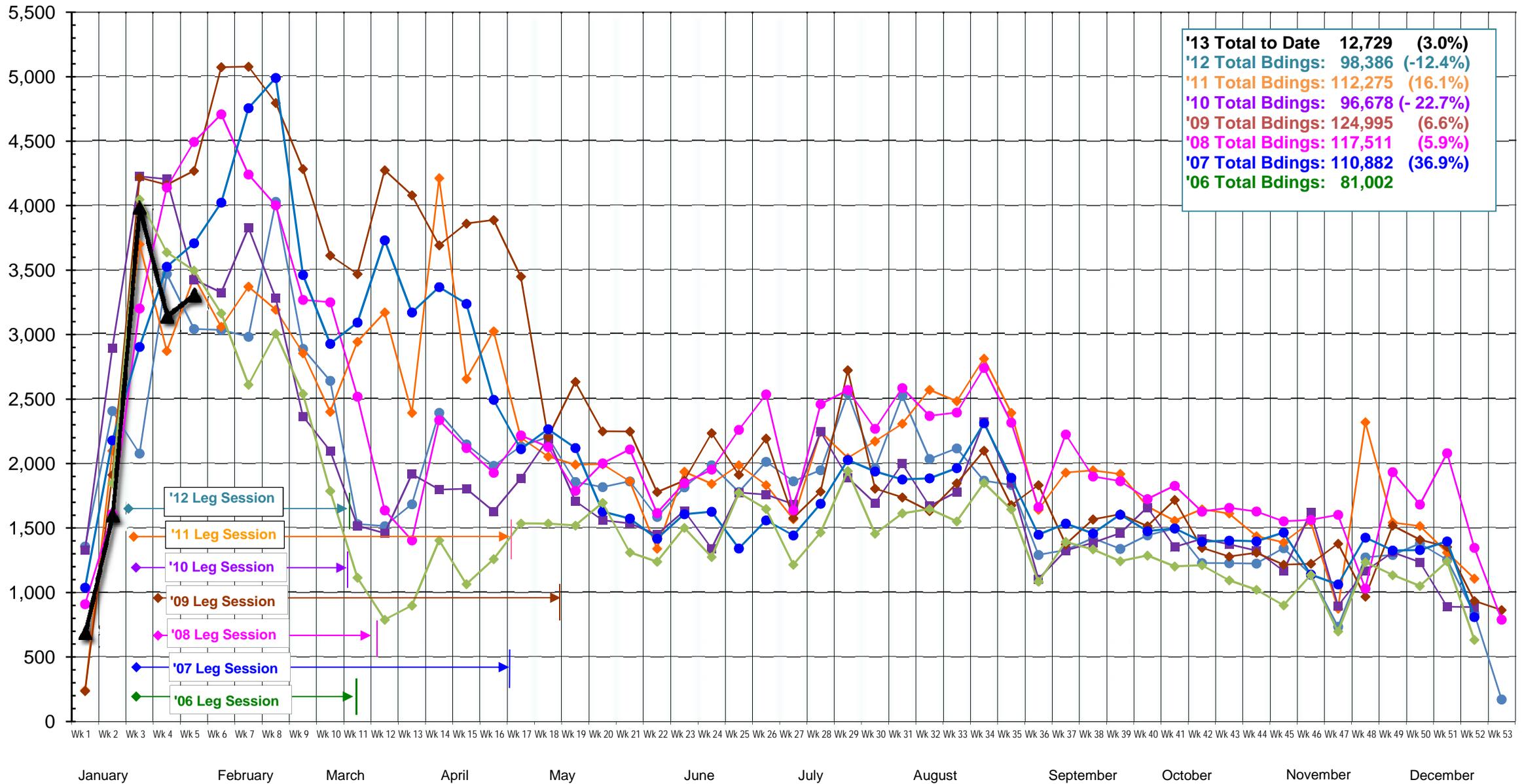
6) **Budget Notes:** The 2013 budget maintains the level of service for Dash service.

7) **Goal Reference:** Goal#1: *“Assess the transportation needs of our community.”*

8) **References:** Dash Service Hour Summary; Dash Boarding Chart.

Weekly Dash Boardings: 2006 - 2013

Week 5 - 2013



Dash Service Hour Summary

Dash service hours in 2010

Type	Days	RSH	VSH	Calendar Period
Session [short]	45	1,676	1,721	1/11/10 - 3/12/10 1/4/10 - 1/8/10, 3/15/10 - 12/31/10
Non-Session	212	5,328	5,470	
Weekday Total	257	7,005	7,191	
Saturday	38	602	627	4/3/10 -12/18/10
2011 Totals	295	7,606	7,818	

Dash service hours in 2011

Type	Days	RSH	VSH	Calendar Period
Session [long]	75	2,794	2,869	1/10/11 - 4/22/11 1/3/11 - 1/7/11, 4/25/11 - 12/30/11
Non-Session	181	4,338	4,459	
Weekday Total	256	7,132	7,328	
Saturday	26	412	429	4/2/11 -10/1/11
2011 Totals	282	7,544	7,757	

Dash service hours in 2012

Type	Days	RSH	VSH	Calendar Period
Session [short]	45	1,356	1,401	1/9/12 - 3/9/12 1/2/12 - 1/6/12, 3/12/12 - 12/31/12
Non-Session	211	4,607	4,748	
Weekday Total	256	5,963	6,149	
Saturday	22	348	363	4/3/10 -9/1/12
2012 Totals	278	6,311	6,512	

Dash service hours in 2013 [estimated]

Type	Days	RSH	VSH	Calendar Period
Session [long]	80	2,411	2,491	1/7/13 - 4/26/13 1/2/13 - 1/4/13, 4/29/13 - 12/31/13
Non-Session	175	3,821	3,938	
Weekday Total	255	6,232	6,428	
Saturday	22	348	363	4/6/13 -8/31/13
2013 Totals	277	6,580	6,791	