

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
June 17, 2015
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS/RECOGNITIONS
A. Public Service Announcement Project (<i>Grace Arnis</i>) | 5 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 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.</i>

<i>The Authority will not typically respond to your comments this same evening;</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (<i>Quinn Johnson</i>) | 5 min. |
| 5) | ROUTE 42 SERVICE ENHANCEMENT ADOPTION (<i>Dennis Bloom</i>) | 20 min. |
| 6) | BIKE ON BUS VIDEO (<i>Kris Fransen</i>) – <i>Presentation Only</i> | 10 min. |
| 7) | 2015 BICYCLE COMMUTER CONTEST UPDATE (<i>Duncan Green</i>) | 15 min. |
| 8) | SECURITY CAMERA SYSTEM AT OTC (<i>Jeff Peterson</i>) | 5 min. |
| 9) | UST CONTRACT AMENDMENT (<i>Marilyn Hemmann</i>) | 20 min. |
| 10) | 2016-21 STRATEGIC PLAN POLICY POSITIONS
(<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 11) | GENERAL MANAGER’S REPORT | 10 min. |
| 12) | AUTHORITY ISSUES | 10 min. |
| 13) | ADJOURNMENT | |

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit 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 FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 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) 705-5860.

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
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: June 17, 2015**

FOR: Intercity Transit Authority
FROM: Dennis Bloom 705-5832
SUBJECT: Adoption of Route 42 Service Changes

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- 1) **The Issue:** Consider service changes to Route 42 for implementation by August 17, 2015, (estimated date).

 - 2) **Recommended Action:** Adopt recommended service change options.

 - 3) **Policy Analysis:** The Intercity Transit Authority must approve significant service changes.

 - 4) **Background:** Proposed service changes for Route 42 are slated for implementation by mid-August 2015. These changes include the following considerations:
 - 1) Adjust route to extend service to the County's new Accountability and Restitution Center (ARC).
 - 2) Adjust weekday trips and times to accommodate route extension and to help fill partial service gaps.

As part of the public outreach and review process, Intercity Transit staff contacted managers at the County involved with the Family Court and ARC operation for their comments/suggestions. In addition, the public review process and information about the proposed options were made available to the public starting on May 21. Proposed change options and requests for comments about Route 42 were included in our monthly on-board Rider Update, press releases sent to news media, posted on our web page and social media sites and sent to businesses and homeowner associations in proximity of the route extension. A public hearing was also conducted on June 3. A summary of two comments received from the public included an email and a phone message and submitted to the Transit Authority as part of the public record. In addition, two staff from the County spoke at the hearing.

In light of the comments from Family Court about current service gaps not aligning with current court times and our on-going concern for low ridership on the route, staff has reviewed the proposed schedule options again. We made additional adjustments and moved trips around to better align with current and potential users of the route as well as the needs of the two County facilities.

Staff recommends adoption of the following:

Route Extension: Extend route to serve the ARC (an additional 0.8 miles). Since the added distance per trip to the ARC is small, the cost of additional mileage is covered by the basic hourly cost of operating the schedule.

Route Schedule: Option 2 - adjust schedule to 30-minute headways and redistribute trips to better serve Family Court hours. This improves transfer connections to Routes 43 and 44 at the Community College. This option increases Route 42 service hours by 13.4% (255 hrs./annualized) with an estimated cost of \$21,369 (annualized).

Given the estimated timeframe for the opening of the new ARC facility in late August, a specific service change date could still fluctuate but, we anticipate August 17 will be a good date to implement Route 42 changes.

5) **Alternatives:**

- A) Adopt recommended service change options.
- B) Amend service proposal and adopt a new set of changes for August 2015.
- C) Delay adoption to a later date. However, this could impact the existing ATU contract provisions for operator bids and delay the publication of public information materials regarding the service change.

6) **Budget Notes:** The 2015 budget does not include any additional hours above current operation service costs. Option 2 will increase the budget by \$21,369 (annualized).

7) **Goal Reference:** This is the culmination of the public process and requires adoption of the changes for an August 2015 implementation date. The process reflects **Goal #1:** *"...access to clear and comprehensive information related to the transportation needs of our community."*

8) **References:** Current Route 42 Map (with proposed extension) and 3 proposed schedule options that include both "extended" and "not extended" routing.

Revised Route 42 Options: Proposed Weekday Service Changes: Schedule and/or Route Extension to ARC

Option 1

30 Min Headways - Total Trips: 13

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:45	6:52	6:55	7:05	42
7:15	7:22	7:25	7:35	42
7:45	7:52	7:55	8:05	42
8:15	8:22	8:25	8:35	42
8:45	8:52	8:55	9:05	---
12:00	12:07	12:10	12:20	42
12:30	12:37	12:40	12:50	42
1:00	1:07	1:10	1:20	42
1:30	1:37	1:40	1:50	---

4:15	4:22	4:25	4:35	42
4:45	4:52	4:55	5:05	42
5:15	5:22	5:25	5:35	42
5:45	5:52	5:55	6:05	---

Current Service Totals (Revenue & Deadhead*)			
Current Daily Veh Hrs:	7.50		
Current Daily Veh Miles:	97.2		
Current Annual Hrs/Co:	1,912.50	\$162,563	
Current Annual Miles:	24,786.0		
Av Boardings/Wk Day	30	5/Rev Hr	

Option 1

	Route Not Extended	Route Extended	% Dif of Current Service
Change Daily Miles:	(8.4)	2.9	
Change Daily Veh Hrs:	0.00	0.00	
Change Annual Miles:	(2,142.0)	742.1	
Change Annual Hrs:	0.00	0.00	
Daily Total Miles:	88.8	100.1	3.0%
Daily Total Hrs:	7.5	7.5	0.0%
Annual Total Miles:	22,644.0	25,528.1	3.0%
Annual Total Hrs:	1,912.5	1,912.5	0.0%
Annual Cost:*	\$162,563	\$162,563	

Option 2

30 Min Headways - 15 Trips

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
7:15	7:22	7:25	7:35	42
7:45	7:52	7:55	8:05	42
8:15	8:22	8:25	8:35	42
8:45	8:52	8:55	9:05	---
12:00	12:07	12:10	12:20	42
12:30	12:37	12:40	12:50	42
1:00	1:07	1:10	1:20	42
1:30	1:37	1:40	1:50	---
3:00	3:07	3:10	3:20	42
3:30	3:37	3:40	3:50	42
4:00	4:07	4:10	4:20	42
4:30	4:37	4:40	4:50	42
5:00	5:07	5:10	5:20	42
5:30	5:37	5:40	5:50	42
6:00	6:07	6:10	6:20	---

orange = schedule time point change

* Vehicle Cost: Hourly rate includes mileage, fuel, maintenance and labor

Option 2

	Route Not Extended	Route Extended	% Dif of Current Service
Change Daily Miles:	0.0	13.1	
Change Daily Hrs:	1.00	1.00	
Change Annual Miles:	0.0	3,327.8	
Change Annual Hrs:	255.00	255.00	
Daily Total Miles:	97.2	110.3	13.4%
Daily Total Hrs:	8.5	8.5	13.3%
Annual Total Miles:	24,786.0	28,113.8	13.4%
Annual Total Hrs:	2,167.5	2,167.5	13.3%
Annual Cost:*	\$184,238	\$184,238	

Option 3: Schedule Adds 10 Trips

Total Trips: 25

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:45	6:52	6:55	7:05	42
7:15	7:22	7:25	7:35	42
7:45	7:52	7:55	8:05	42
8:15	8:22	8:25	8:35	42
8:45	8:52	8:55	9:05	42
9:15	9:22	9:25	9:35	42
9:45	9:52	9:55	10:05	42
10:15	10:22	10:25	10:35	42
10:45	10:52	10:55	11:05	42
11:15	11:22	11:25	11:35	42
11:45	11:52	11:55	12:05	42
12:15	12:22	12:25	12:35	42
12:45	12:52	12:55	1:05	42
1:15	1:22	1:25	1:35	42
1:45	1:52	1:55	2:05	42
2:15	2:22	2:25	2:35	42
2:45	2:52	2:55	3:05	42
3:15	3:22	3:25	3:35	42
3:45	3:52	3:55	4:05	42
4:15	4:22	4:25	4:35	42
4:45	4:52	4:55	5:05	42
5:15	5:22	5:25	5:35	42
5:45	5:52	5:55	6:05	42
6:15	6:22	6:25	6:35	42
6:45	6:52	6:55	7:05	---

Option 3

	Route Not Extended	Route Extended	% Dif of Current Service
Change Daily Miles:	19.2	41.0	
Change Daily Hrs:	5.33	5.33	
Change Annual Miles:	4,896.0	10,442.3	
Change Annual Hrs:	1,360.00	1,360.00	
Daily Total Miles:	116.4	138.2	42.2%
Daily Total Hrs:	12.8	12.8	70.7%
Annual Total Miles:	29,682.0	35,228.3	55.6%
Annual Total Hrs:	3,272.5	3,272.5	71.1%
Annual Cost:*	\$278,686	\$278,686	71.4%

Route 42: Proposed Weekday Service Change Options: Schedule and/or Route Extension to ARC

Option 1: Current Schedule

Total Trips: 15

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:02	7:06	7:15	42
7:20	7:27	7:31	7:40	42
7:45	7:52	7:56	8:05	42
8:10	8:17	8:21	8:30	42
8:35	8:42	8:46	8:55	---
11:40	11:47	11:51	12:00	42
12:05	12:12	12:16	12:25	42
12:30	12:37	12:41	12:50	42
12:55	1:02	1:06	1:15	42
1:20	1:27	1:31	1:40	---
4:10	4:17	4:21	4:30	42
4:35	4:42	4:46	4:55	42
5:00	5:07	5:11	5:20	42
5:25	5:32	5:36	5:45	42
5:50	5:57	6:01	6:10	---

Option 2: Schedule Adds 2 Evening Trips

Total Trips: 17

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:02	7:06	7:15	42
7:20	7:27	7:31	7:40	42
7:45	7:52	7:56	8:05	42
8:10	8:17	8:21	8:30	42
8:35	8:42	8:46	8:55	---
11:40	11:47	11:51	12:00	42
12:05	12:12	12:16	12:25	42
12:30	12:37	12:41	12:50	42
12:55	1:02	1:06	1:15	42
1:20	1:27	1:31	1:40	---
4:10	4:17	4:21	4:30	42
4:35	4:42	4:46	4:55	42
5:00	5:07	5:11	5:20	42
5:25	5:32	5:36	5:45	42
5:50	5:57	6:01	6:10	42
6:15	6:22	6:26	6:35	42
6:40	6:47	6:51	7:00	---

Option 3: Schedule Adds 10 Trips

Total Trips: 25

Leaves SPSCC	Family Court Building	Black Lake & Ken Lake	Arrives SPSCC	Continues as Route #
1	2	3	1	
6:55	7:03	7:05	7:15	42
7:25	7:33	7:35	7:45	42
7:55	8:03	8:05	8:15	42
8:25	8:33	8:35	8:45	42
8:55	9:03	9:05	9:15	42
9:25	9:33	9:35	9:45	42
9:55	10:03	10:05	10:15	42
10:25	10:33	10:35	10:45	42
10:55	11:03	11:05	11:15	42
11:25	11:33	11:35	11:45	42
11:55	12:03	12:05	12:15	42
12:25	12:33	12:35	12:45	42
12:55	1:03	1:05	1:15	42
1:25	1:33	1:35	1:45	42
1:55	2:03	2:05	2:15	42
2:25	2:33	2:35	2:45	42
2:55	3:03	3:05	3:15	42
3:25	3:33	3:35	3:45	42
3:55	4:03	4:05	4:15	42
4:25	4:33	4:35	4:45	42
4:55	5:03	5:05	5:15	42
5:25	5:33	5:35	5:45	42
5:55	6:03	6:05	6:15	42
6:25	6:33	6:35	6:45	42
6:55	7:03	7:05	7:15	---

Current Service Totals (Revenue & Deadhead*)			
Current Daily Veh Miles:	97.2		
Current Daily Veh Hrs:	7.50		
Current Annual Miles:	24,786.0		
Current Annual Hrs/Cost	1,912.50	\$162,869	
Av Boardings/Wk Day	30	5/Rev Hr	

orange = schedule time point change

* Vehicle Cost: Hourly rate includes milage, fuel, maintenance and labor

Option 1

Change Daily Miles: 0.0
 Change Daily Veh Hrs: 0.00
 Change Annual Miles: 0.0
 Change Annual Hrs: 0.00

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	97.2	110.3	13.4%
Daily Total Hrs:	7.5	7.5	0.0%
Annual Total Miles:	24,786.0	28,113.8	13.4%
Annual Total Hrs:	1,912.5	1,912.5	0.0%
Annual Cost*	\$162,869	\$162,869	0.0%

Option 2

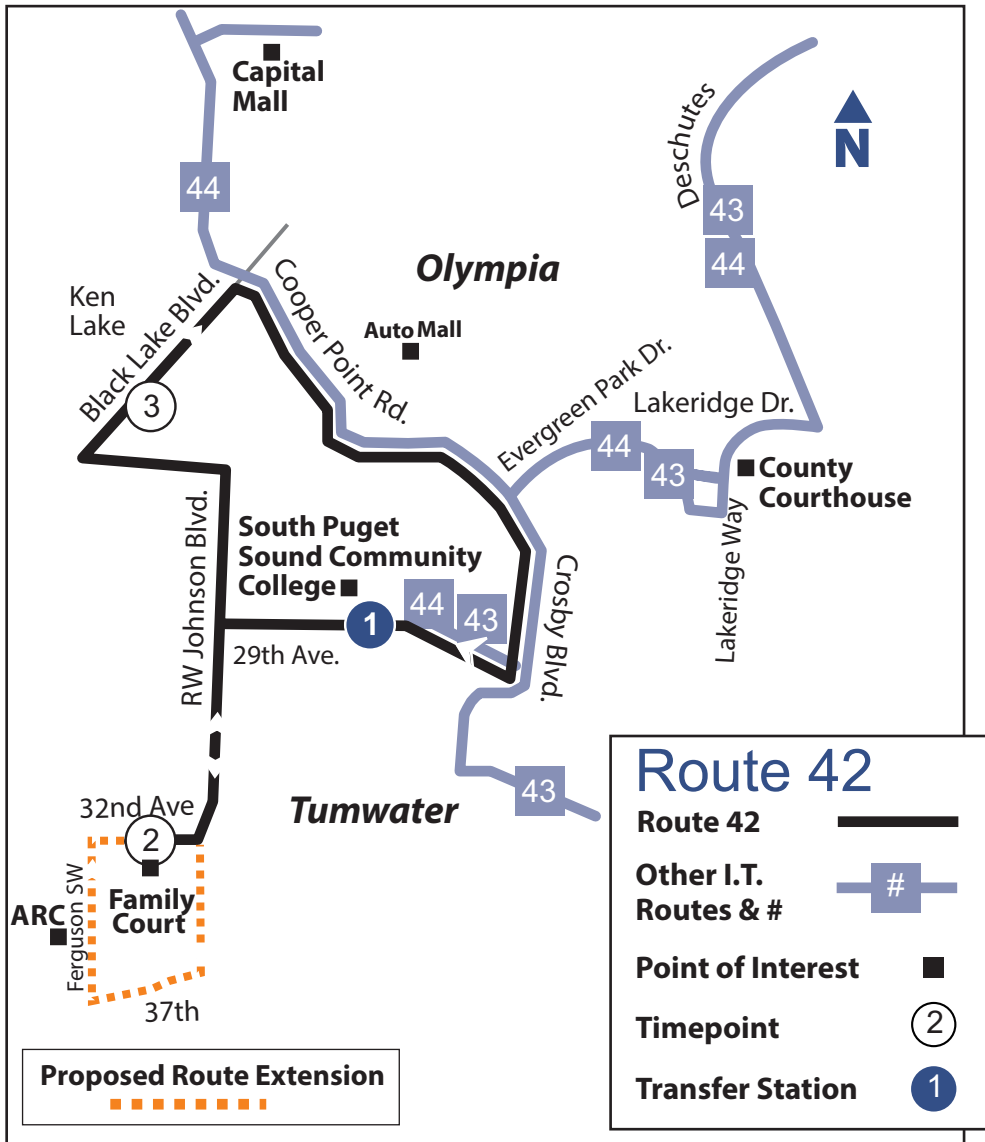
Change Daily Miles: 8.4
 Change Daily Hrs: 0.83
 Change Annual Miles: 2,142.0
 Change Annual Hrs: 212.50

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	105.6	112.0	15.2%
Daily Total Hrs:	8.3	8.3	11.1%
Annual Total Miles:	26,928.0	28,557.5	15.2%
Annual Total Hrs:	2,125.0	2,125.0	11.1%
Annual Cost*	\$180,965	\$180,965	11.1%

Option 3

Change Daily Miles: 19.2
 Change Daily Hrs: 5.33
 Change Annual Miles: 4,896.0
 Change Annual Hrs: 1,360.00

	Route Not Extended	Route Extended	% Dif of Current Service
Daily Total Miles:	116.4	138.2	42.1%
Daily Total Hrs:	12.8	12.8	71.1%
Annual Total Miles:	29,682.0	35,228.3	42.1%
Annual Total Hrs:	3,272.5	3,272.5	71.1%
Annual Cost*	\$278,686	\$278,686	71.1%



**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: June 17, 2015**

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2015 Bicycle Commuter Contest Update

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- 1) **The Issue:** Brief the Authority on the results of the 2015 Bicycle Commuter Contest.
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- 2) **Recommended Action:** For information and discussion.
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- 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 Bicycle Commuter Contest in 2006.
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- 4) **Background:** This year's Bicycle Commuter Contest (BCC), which ran the full month of May, had the highest number of participants in its history. Over 1,700 people registered for the 2015 event, and about 600 were trying it for the first time.

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 received well. 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 tenth year administering this countywide event. For the seventh consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He is assisted by Kris Fransen, lead Intercity Transit staff involved in commute trip reduction activities with commuters and area employers.

Intercity Transit has been recognized by the American Public Transportation Association with an Ad Wheel Award (2007), a top marketing honor within the public transportation industry, for the Bicycle Commuter Contest.

5) **Alternatives:** N/A

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: June 17, 2015**

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Security Camera System - Olympia Transit Center

1) **The Issue:** Consideration of an award of contract for the purchase and installation of additional video security cameras at the Olympia Transit Center (OTC) and Pattison Street facility.

2) **Recommended Action:** Authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$57,439 including taxes.

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

4) **Background:** Experience has shown that the security camera systems installed at Intercity Transit facilities and on its vehicles have provided valuable service to the agency. They contribute to feelings of safety and security for passengers and operators, reduce graffiti, improve Transit's ability to respond to false claims, and help address passenger complaints. Local law enforcement agencies have used video recorded by these systems in solving crimes. To continually improve this function, funding has been designated in the current budget to enhance the video security camera coverage.

The existing Olympia Transit Center camera system has provided coverage around the customer service building. In 2013, the current system was updated to replace failing cameras and add more coverage to that area. This current project will add coverage to inside the lobby, the State Street end of the transit island and the Franklin Street side of the island. The current project replaces one aging camera and adds seven new cameras at the OTC, for a total of twenty-one cameras.

The long term plan has been to provide more complete coverage of the OTC property as funding allows. The placement of the existing cameras, new cameras for this project and supporting infrastructure have been developed to integrate with the overall camera system plans that will include the new facility at the OTC.

The existing Pattison Street camera system focuses coverage on the street entrances, Administration parking, and unleaded fueling island. The additional cameras will provide more coverage of the pedestrian approaches to the facility, the bike parking areas, and an overview of the bus yard. This project adds six cameras at Pattison Street, for a total of eleven cameras.

A Request for Bids for the provision and installation of the security cameras for the above mentioned locations was issued May 13, 2015, with a pre-bid meeting and site walk-through on May 21, 2015. Nine firms attended the pre-bid meeting, however only one firm responded by the June 3rd submittal deadline.

Staff found the single bid was responsive and the bid price was fair and reasonable compared against previous projects and the engineers estimate. Teknon has performed similar work in the installation of new cameras at the Olympia Transit Center, Lacey Transit Center, and Martin Way Park-and-Ride. Teknon has also performed similar cabling work for the City of Lynnwood and several private firms with similar scope. Based on Intercity Transit's experience with Teknon, staff recommends award of contract to the lowest, responsive and responsible bidder, Teknon Corporation.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$57,439, including taxes.
- B. Defer action. The OTC and Pattison camera systems can only be used to resolve complaints or document incidents within their coverage areas. Deferring action may limit the agency's ability to increase security for passengers and staff.

6) **Budget Notes:** The 2015 budget includes \$115,000 for the design, provision and installation of the new cameras. The total cost of this project, \$57,439 plus the \$19,475 previously awarded for the design, is well within budget.

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 9
MEETING DATE: June 17, 2015**

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann (360) 705-5833

SUBJECT: Amend Contract for UST Replacement Project Consultant Services

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- 1) **The Issue:** Consideration of an amendment to the contract for consultant services for the final design and construction oversight of the underground storage tank (UST) replacement project.

 - 2) **Recommended Action:** Authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to provide additional design and construction oversight services for the UST replacement project in the not-to-exceed amount of \$274,995.

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

 - 4) **Background:** In late 2010, Intercity Transit contracted with Tetra Tech for architectural and engineering services for the Pattison Street Facility rehabilitation and expansion project. As part of creating the Master Plan for this work, Tetra Tech developed preliminary plans for replacement of the existing USTs and associated work. While funding was not available to continue with the full Master Plan project, in 2013 it became apparent there was a pressing need for Intercity Transit to replace the aging UST's. In August 2013, the ITA authorized Tetra Tech to work with staff, complete a study, and recommend the best way to replace the UST's without full Master Plan funding.

In February 2014 staff presented the recommendations from the study to the ITA. After extensive review, in July 2014 the ITA approved the project and authorized Tetra Tech to move forward with the design and permitting work. At that time the budget for the project was \$4,000,000. The budget would allow for the relocation of the UST's, temporary asphalted parking area at the current property elevation, interim location of UST vent piping, an interim stormwater management system and renovation the outside fuel island in its current location.

Tetra Tech and staff continued to develop the design and work with the City of Olympia toward a conditional use permit. During this time the agency became aware of possible additional funding opportunities through WSDOT and TRPC. Obtaining additional funding would allow the agency to construct according to the Master Plan as opposed to building temporary facilities which would have to be demolished and replaced with the permanent solution at a later date. Interim solutions are less expensive to pursue in the short term but are more expensive in the long run. The

opportunity to build according to the Master Plan initially provided the best value to Intercity Transit and consequently the taxpayers.

Additional funding through both WSDOT and TRPC allowed us to focus on permanent installations as opposed to temporary fixes. Nothing constructed as part of this project will have to be demolished and redone at a later date. The first phase of the Master Plan would be complete. This includes a concrete parking area at the correct grade, permanent location of all vent piping and infrastructure, the permanent stormwater management system, and relocation of the outside fueling island to its permanent location.

Taking advantage of these funding opportunities and permanent construction solutions requires Tetra Tech to revise portions of the engineering work and increases some of their responsibilities for construction oversight. Staff has been in discussion with Tetra Tech and negotiated the costs for this additional work. Staff dealt with Tetra Tech extensively in developing the Master Plan, the UST study and the design work for the UST replacement project. Staff is satisfied with Tetra Tech's expertise, skills and costs, and recommends authorizing award of this amendment to allow them to continue with revising the design.

Taking advantage of the permanent solution for the UST replacement project increases construction costs as well. Tetra Tech developed high level estimates for construction and contract completion. The cost estimate at this phase includes 20% contingency. Currently construction is estimated between \$6,200,000 and \$6,700,000 for a total project cost between \$7,328,000 and \$7,828,000. Current project funding includes \$4,000,000 in local dollars and \$2,950,000 in grant funding for a total funding package of \$6,950,000. The design team will continue to refine the costs as we move closer to plan completion. Although we don't know the exact amount at this point in time, pursuing this permanent solution will require additional dedication of resources.

5) **Alternatives:**

- A. Authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to provide additional design and construction oversight services for the UST replacement project in the not-to-exceed amount of \$274,995.
- B. Deferring action will create delays in the design revision and possibly delay satisfactory completion of the permitting process.

6) **Budget Notes:** Obtaining \$2,950,000 in grant funds increased our project budget from \$4,000,000 to \$6,950,000. Project estimates at this phase are between \$7,328,000 and \$7,828,000.

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 10
MEETING DATE: June 17, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2016 – 2021 Strategic Plan Policy Positions

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- 1) **The Issue:** Third review of policy issues for the 2016-2021 Strategic Plan.

 - 2) **Recommended Action:** Discuss and provide staff direction.

 - 3) **Policy Analysis:** The Strategic Plan is Intercity Transit’s primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.

 - 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. This is the third of those meeting sessions.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2015 as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the meeting.

1. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2015: Continue its Youth Education program and continue to work with schools and youth to teach skills in safe biking, walking and transit use.

2. What level of passenger amenities (bus shelters, benches, lighted stops, passenger information) is appropriate

Authority Direction for 2015: Continue to pursue funding to enhance bus stops for our customers. Continue improvements with a priority on making all stops ADA accessible. Prioritize bus stop improvements by the level of passenger activity emphasizing on stops located near facilities that serve elderly persons, those with special transportation needs and located on major corridors.

3. Should Intercity Transit’s current marketing approach and level of effort be continued?

Authority Direction for 2015: Focus on community engagement and assertively market our services. Focus on improving our website to better serve our various constituents and

pursuing outreach through social media. Pursue our customer satisfaction and market segmentation work to support our next short and long range service plan.

4. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operation?

Authority Direction for 2015: Continue to focus on our vehicle fleet and the products we use throughout our operations. Continue to focus on land use planning and comprehensive plans. Advocate for development that supports the use of transportation alternatives. Maintain our ISO-14001 certification and seek to reduce energy, water usage and waste production.

5. What should be Intercity Transit's policy and action related to expansion of the PTBA?

Authority Direction for 2015: Consider annexation of new areas only if representatives of those areas request the Authority take steps to hold an annexation election and can demonstrate that there is significant support for the area to be annexed.

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

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The strategic plan provides the basis for all our goals.

8) **References:** Intercity Transit Strategic Plan 2015-2020.
<http://www.intercitytransit.com/SiteCollectionDocuments/Strategic%20Plan%20Final%202015-2020.pdf>