

# REVISED AGENDA

AGENDA  
INTERCITY TRANSIT AUTHORITY  
May 4, 2016  
5:30 P.M.

## CALL TO ORDER

- 1) APPROVAL OF AGENDA 1 min.
- 2) INTRODUCTIONS 5 min.
  - A. Diana Claus-Sharwark, Travel Trainer (*Emily Bergkamp*)
  - B. Russell Gilsdorf, Customer Service Representative (*Joy Gerchak*)
  - C. Lisa Sayaogo, Service Worker (*Paul Koleber*)
- 3) RECOGNITION 20 min.
  - A. Facilities – Artwork Pressure Washing at Bus Stops  
(*Ann Freeman-Manzanares*)
- 4) PUBLIC COMMENT 10 min.

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

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*
- 5) APPROVAL OF CONSENT AGENDA ITEMS 1 min.
  - A. Approval of Minutes: April 6, 2016, Regular Meeting; and April 20, 2016, Special Meeting
  - B. Payroll: April 2016 Payroll in the amount of \$2,104,481.37.
- 6) PUBLIC HEARINGS - None 0 min.
- 7) COMMITTEE REPORTS
  - A. Thurston Regional Planning Council (*Karen Messmer*) 3 min.
  - B. Transportation Policy Board (*Debbie Sullivan*) 3 min.
  - C. Citizen Advisory Committee (*Ariah Perez*) 3 min.

- |     |   |                |
|-----|---|----------------|
| 8)  | <b>NEW BUSINESS</b>   |                |
|     | <b>A. Amend Contract Underground Storage Tank Replacement Project Consultant Services</b> <i>(Tammy Ferris)</i> | <b>5 min.</b>  |
|     | <b>B. Schedule 2017-2020 TIP Public Hearing</b> <i>(Eric Phillips)</i>  | <b>20 min.</b> |
|     | <b>C. Agency Response to Regional Transportation Plan</b> <i>(Ann Freeman-Manzanares)</i>                       | <b>20 min.</b> |
|     | <b>D. Strategic Plan - Goals and End Policies</b> <i>(Ann Freeman-Manzanares)</i>                               | <b>30 min.</b> |
| 9)  | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| 10) | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| 11) | <b>EXECUTIVE SESSION - None</b>   | <b>0 min.</b>  |

## 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 coordinator at (360) 705-5857 or [ntrail@intercitytransit.com](mailto:ntrail@intercitytransit.com). If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**April 6, 2016**

**CALL TO ORDER**

Chair Gadman called the April 6, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Rusty Caldwell (Alternate).

**Members Excused:** City of Yelm Councilmember Molly Carmody; Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Tammy Ferris; Paul Koleber; Ally McPherson; Jim Merrill; Carolyn Newsome; Jeff Peterson; Eric Phillips; Pat Messmer; Erin Pratt; Mark Sandberg; and Heather Stafford-Smith.

**Others Present:** City of Olympia Councilmember Nathaniel Jones; Citizen Advisory Committee (CAC) member Michael Van Gelder; Legal Counsel, Dale Kamerrer; Hugh Clark of CJI Research; and Tom Hansen.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- A. Paul Koleber introduced *Everick Lander, Auto Technician*
- B. Ann Freeman-Manzanares introduced *Eric Phillips, Development Director*
- C. Mark Sandberg introduced Operator Class 16-01: *Cameron Crass; Michelle Stevens; Tonya Bergum; Lorinda Churches; Brandon Killingbeck; Troy Wisehart; Grant Stevens; Jimmy Wall; Brad Frederickson; Ayub Yasin; Kelly Jacobs; Laura Simmons; Travis Yow; Sean Barrett*

**Intercity Transit Authority Regular Meeting**

**April 6, 2016**

**Page 2 of 7**

**RECOGNITION**

- A. Proclamation and Recognition for Councilmember Nathaniel Jones.** Chair Gadman read a Proclamation of Appreciation to City of Olympia Councilmember Nathaniel Jones, who served on the Authority from February 2012 through January 2016. The meeting recessed at 5:49 p.m. for refreshments.

*Chair Gadman reconvened the meeting at 5:58 p.m.*

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

*Melnick asked for corrections to the February 17, 2016, and March 16, 2016, minutes.*

**It was M/S/A by Citizen Representative Melnick and Vice Chair, Citizen Representative Warner to approve the consent agenda with amendments to the February 17, 2016, and March 16, 2016, Minutes.**

- A. Approval of Minutes:** February 3, 2016, Regular Meeting; and February 17, 2016, Work Session; March 16, 2016, Special Meeting
- B. Payroll:** February 2016 Payroll in the amount of \$2,021,299.96; and March 2016 Payroll in the amount of \$2,040,696.28
- C. Accounts Payable:** Warrants dated February 5, 2016, numbers 20303-20374, in the amount of \$669,684.33; Warrants dated February 19, 2016, numbers 20379-20465, in the amount of \$352,963.31; Automated Clearing House Transfers for February 2016 in the amount of \$11,142.40 for a monthly total of \$1,033,790.04.

Warrants dated March 4, 2016, numbers 20468-20532, in the amount of \$664,655.01; warrants dated March 18, 2016, numbers 20534-20611, in the amount of \$262,809.95; Automated Clearing House Transfers for March 2016 in the amount of \$7,368.16 for a monthly total of \$934,833.12.

**PUBLIC HEARING - None.**

Councilmember Nathaniel Jones, Councilmember Debbie Sullivan and Ann Freeman-Manzanares provided a debrief summary of the APTA Legislative Conference held April 12 - 16 in Washington D. C.

## **Intercity Transit Authority Regular Meeting**

**April 6, 2016**

**Page 3 of 7**

Jones thanked the Authority for the opportunity to attend the APTA Legislative Conference and represent the agency. He said the Federal Advocate, Dale Learn, from Gordon Thomas Honeywell Governmental Affairs, knows his business and is well connected with congressional staff and members, and provided excellent guidance through the process. Having representation in D. C. is a very good investment.

Jones said they met with other APTA representatives and agencies from across the country and received a briefing on the new Surface Transportation Act – that was actually the theme of the conference.

Jones said some changes include: Bus discretionary funding was restored, but not at the levels it was prior to the earlier surface transportation version of the law. There are changes in the procurement system and changes associated with Buy America that are more stringent than what we've seen in the past, and makes some vehicles more difficult to acquire. The new Act does have impact on how Intercity Transit operates.

Jones said they met with Congressman Denny Heck who provided a face-to-face conversation about transit and the role it plays, particularly in Tumwater and Olympia. They met with one of Senator Murray's top staff members; and they met with one of Senator Cantwell's staffers. Sullivan said the agency should focus on developing a better relationship with the Cantwell team. She said during this trip and the one in 2015, she felt disconnected with Cantwell's office.

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC met April 1, and the members received a presentation on Low Impact Development Standards. This project looks at low impact standards in the county and creates similar standards across all jurisdictions. One item from that presentation that concerns Messmer is reducing runoff from stormwater. This is a topic that would be useful for the Authority to hear about in relation to how Intercity Transit interacts in this process because the agency does have large vehicles and we're looking for how much space a bus needs. How does Intercity Transit balance that out and if the standard size of a bus keeps getting larger, this might be the cause for needing to build wider roads which is causing stormwater problems.

TRPC members adopted the Unified Work Program from a transportation work plan perspective. The Draft Regional Transportation Plan was sent out for review and everyone should be receiving notices on the availability and opportunity to comment. Messmer recommends placing this topic on the April 20, 2016, meeting agenda for discussion before Intercity Transit submits a letter and comments.

## **Intercity Transit Authority Regular Meeting**

**April 6, 2016**

**Page 4 of 7**

- B. Transportation Policy Board (TPB).** Sullivan said the TPB met March 9 and members reviewed and released the Regional Transportation Plan. They received a briefing of the 2016 Legislative Session, and committee reports. The majority of the meeting focused on reviewing the draft RTP.

Gadman asked Authority members to come to the April 20 meeting with thoughtful comments that can be incorporated into Intercity Transit's official response to the RTP.

- C. Citizen Advisory Committee.** Michael Van Gelder said the CAC met March 21 and received numerous presentations: Village Vans Update; Dial-A-Lift (DAL), Travel Training and Bus Buddy Programs; and reviewed the results of the DAL Customer Satisfaction Survey.

The survey revealed the DAL clients were very pleased with the program. It was apparent from the survey results that service is well liked and well used. The CAC had several suggestions for the program that Emily Bergkamp will look into in terms of scheduling.

Warner asked what type of follow-up is conducted by staff on CAC consumer issues. Freeman-Manzanares said staff responds back to both the individual and the CAC as a group.

### **NEW BUSINESS**

- A. Landscape & Grounds Maintenance Services.**

Procurement Coordinator, Jeff Peterson, presented for consideration a one-year contract extension with American Landscape Services, LLC for landscaping and grounds maintenance services at Intercity Transit facilities. The current contract with American Landscape includes three one-year renewal options and this represents the first one-year renewal.

**It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to authorize the General Manager to execute a one-year contract extension with American Landscape Services, LLC to provide landscaping and grounds maintenance services at Intercity Transit facilities in an amount not-to-exceed \$47,002, including taxes.**

- B. Bus Stop Pad Construction Contract Award.**

Procurement Coordinator, Tammy Ferris, presented for consideration a contract award to KBH Construction Company for the construction of 42 bus stop pads in an amount not-to-exceed \$139,400.

**It was M/S/A by Citizen Representative Messmer and Councilmember Sullivan to authorize the General Manager to enter into a contract for the construction of 42 bus stop pads with KBH Construction in the not-to-exceed amount of \$139,400, including taxes.**

**C. Surplus Van Grant Award.**

Vanpool Manager, Carolyn Newsome, presented for recommendation a request to grant up to four surplus vanpool vehicles to non-profit groups within the Thurston County PTBA. The review team consisting of Meta Hogan, Newsome and Freeman-Manzanas received ten applications by the deadline. Based on specific selection criteria, four top candidates were selected. Staff is seeking approval to grant four surplus vanpool vehicles (one each) to Catholic Community Services, Community Youth Services, Interfaith Works and the YWCA.

**It was M/S/A by Councilmember Sullivan and Councilmember Gilman to authorize the General Manager to grant four surplus vanpool vehicles to Catholic Community Services, Community Youth Services, Interfaith Works, and the YWCA.**

**D. Customer Satisfaction, Market Segmentation, Vanpool Customer Satisfaction Studies.**

Planning Manager, Dennis Bloom, explained the Authority approved a series of market research projects in 2015. The survey process began in late fall and completed in January 2016. The research team was led by CJI Research who worked with Intercity Transit's Marketing, Planning and Vanpool divisions to prepare, test, and run the different survey instruments.

Bloom announced the presentation is being video recorded to replay at the CAC Committee meeting on April 18. Bloom introduced Hugh Clark from CJI Research, who proceeded with an overview of the results of the survey. Clark noted the surveys were previously conducted in 2004 and 2008, which helped to show comparisons.

The **On-Board Customer Survey** gathered data on fixed-route ridership and use of the system, demographics, rider suggestions, and overall satisfaction with service. The survey received almost 2,600 customer responses and a follow-up detailed telephone survey of 404 of those riders was completed by the end of January 2016.

The **Vanpool Customer Satisfaction** survey was conducted entirely online and was designed to ask all 1,400 participants in the vanpool program their overall

## **Intercity Transit Authority Regular Meeting**

**April 6, 2016**

**Page 6 of 7**

satisfaction with the program, and 537 responded – 38%. It included survey questions concerning the demographics of riders and satisfaction with customer service and/or facilities. Vanpool customers were surveyed about how they came to vanpool and why they continue using our service.

The **Market Segmentation** research was conducted by phone and designed to measure attitudes toward, and awareness of, Intercity Transit. It also identified market segments, potential users, and opportunities that can inform decisions for future service planning and marketing efforts. The survey of 797 adults within the service district was completed by the end of January 2016.

Messmer said it would be helpful to see the distribution of the type of fares by lumping together the pass programs where someone received their pass from their employer versus the ones who had to take action on their own to purchase or acquire the pass. The Star Pass and employer-provided pass are different transactions.

Sullivan would like access to the Customer Satisfaction Survey. Freeman-Manzanares said staff would figure out a way to share the full report with the Authority.

*Caldwell left the meeting.*

### **E. Annual Planning Session.**

In the interest of time, Chair Gadman deferred this agenda item to the April 20, 2016, meeting.

## **GENERAL MANAGER'S REPORT**

The **Bicycle Commuter Contest** registration is open, and all are welcome to join the CRANK IT team.

Freeman-Manzanares announced upcoming agency events: Transit Appreciation Day is Wednesday, August 10, 2016; and the Annual Holiday Banquet is Friday, December 9, 2016.

## **AUTHORITY ISSUES**

Melnick said he appreciates the results of the survey and the information, however, he suggested beginning a dialog with the community about how to deal with transit, growth areas and other factors.

**ADJOURNMENT**

**It was M/S/A by Vice Chair Warner and Citizen Representative Melnick to adjourn the meeting at 8:13 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: May 4, 2016**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**April 20, 2016**

**CALL TO ORDER**

Chair Gadman called the April 20, 2016, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Lacey Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Donna Feliciano; Shannie Jenkins; Pat Messmer; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Nancy Trail.

**Others Present:** Victor VanderDoes, Citizen Advisory Committee; and Alex Soldano, Gordon Thomas Honeywell Governmental Affairs.

**APPROVAL OF AGENDA**

**It was M/S/A by Vice Chair Citizen Representative Warner and Citizen Representative Melnick to approve the agenda as presented.**

**PUBLIC COMMENT - None.**

**INTRODUCTION & RECOGNITIONS**

**Wellness Committee Recognition** - Heather Stafford-Smith, Director of Human Resources, is the sponsor of Intercity Transit's Wellness Committee. She explained the Wellness Committee is comprised of 12 dedicated employees representing various departments throughout the organization. The mission of the Wellness Committee is to promote the issues of health through education, fitness programs, and stress-reduction, which are available both to employees and family members. Through payroll deduction, employees contribute to the Wellness fund (almost \$9,000 annually), which allows most wellness events to be free, or nearly free to employees.

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 2 of 10**

The Wellness Committee recently received the Zo8 Award by the Health Care Authority – awarded for commitment and contribution to building and growing a sustainable wellness program – this is the second time Intercity Transit has won this award. Earlier in the year, we were recognized by the American Heart Association as a fit-friendly workplace and this award is given to agencies that go above and beyond the constant issues of health and have successfully integrated health into the workplace.

Shannie Jenkins, Chair of the Wellness Committee, described the Wellness Committee's work plan, which is created at the beginning of each year. She said a lot is taken into account when planning events; and the committee takes the mission of a step further – in an effort to change people's lives. Jenkins said Intercity Transit has an aging workforce so several events are customized to work for the employees and issues related to an aging body. Many events focus on physical activities and whole-body health including mental health and addiction.

Examples of the special events and programs include a Smoking Cessation Program, Biggest Winner Weight-Loss Program, a Certified Life Trainer with classes in Communicating to Connect, Colorectal Cancer Awareness, and a video entitled, "The Anonymous People," (a documentary about the more than 23 million Americans living in long-term recovery from addiction). In addition, promoted a walk/run at Marathon Park for "A Community United in Recovery" (taking the stigma out of recovering from addiction).

Annually, the Wellness Committee holds a Health Fair – this year it's being held May 11 from 10 a.m. to 3 p.m. in the Maintenance building. There will be 20+ vendors there to share great health related information.

Nancy Trail, Vice Chair, spoke of the great agency culture and how it's the support of employees' wellbeing. It's not just physical but emotional, occupational, intellectual and environmental. She noted, "The culture is the water we swim in during our work day and we dedicate so many hours of our life to work, so to an employee, the culture is paramount."

Trail explained the Wellness Committee utilizes the resources of National Campaigns to promote important health topics. Topics sponsored by the American Heart Association include:

- Women's Heart Health – participated in National Wear Red Day
- Promotes two walking challenges annually (April & October)

Topics sponsored by the American Cancer Society include:

- Breast Cancer Awareness

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 3 of 10**

- Colorectal Cancer Awareness

The Wellness Committee began partnering with local wellness-related businesses to enhance employees' quality of life and manage chronic pain/disease. By negotiating a reduced rate with the provider, the committee is able to sell these programs to employees and their families for half the cost. These programs include:

- Oly Float – a sensory deprivation floatation therapy
- New Leaf Hyperbarics – hyperbaric oxygen therapy

And last but not least, the committee sponsors family events like Mariner's and Rainier's games; and coming up soon – the YMCA Spring Run & Public Agency Challenge, being held Saturday, May 7.

### **STATE LEGISLATIVE DEBRIEF**

Freeman-Manzanares introduced Alex Soldano from Gordon Thomas Honeywell Governmental Affairs. Soldano was our primary advocate in the last State Legislative Session, and this was our first session being represented by a state advocate.

Soldano provided a debrief of the last Legislative session and shared insight on the next session. Soldano was focused primarily on additional local options. It was included in the House version last session but fell out in final negotiations in the combined House and Senate version. Soldano began helping Intercity Transit to lay the groundwork.

Soldano said 2016 was the second year of the Legislative biennium and the purpose of the session was to make changes to the operating capital and transportation budgets that were adopted in 2015. These budgets were not actually adopted until July 2015 instead of April. This resulted in an informal/formal agreement between all four transportation leaders to make few if any changes to the transportation budget this session.

Soldano worked with each legislator in the 22<sup>nd</sup> District to get legislation sponsored regarding additional local sales tax options.

There were some issues that affected Intercity Transit in the Operating Budget. When the House Operating Budget proposal was released it didn't make any significant cuts that would impact the agency or transit agencies statewide; however, the Senate Operating Budget Proposal was released and it provided a cut to all state funding to MRSC which is used by staff at every level of government from agencies like Intercity Transit. The Senate proposal would have cut all state funding on 90% of the funding in all \$2.8M. Soldano worked on behalf of Intercity Transit to ask the House and some of

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 4 of 10**

the Senate advocates to fight back against that proposal, and they were successful. The MRSC program was fully funded.

They also worked on public records which is part of a larger effort that encompasses public agencies across the state and the original plan ultimately received a study to look into the impact of public records and what it costs local agencies.

Gordon Thomas Honeywell begins planning now for the next session. Soldano has an optimistic outlook particularly for transportation. There is still a lot of work to be done, and there are great opportunities in store for transit agencies in the transportation field.

Soldano answered questions.

### **HEARTSPARKLE PLAYERS AND THUNDER PERFORMANCE**

Citizen Advisory Committee member, Victor VanderDoes, introduced members of Heartsparkle and Thunder Troupe, an improvisational theater group who performed, "Once Upon A Bus." Their performance told the story of how Intercity Transit's Travel Training and Bus Buddies Program increased ridership for special needs individuals. It broadens their independence and self-confidence and worth. VanderDoes believes there is a potential for bringing in more special need adults into the transit system.

Gadman asked if there is something to be gained by more outreach to Morningside or other agencies such as KoKua that deal with special needs individuals. VanderDoes said he believes there is a potential for Intercity Transit to partner with those types of agencies to find ways to work things out and potentially increase the ridership of special needs individuals.

### **CITIZEN ADVISORY COMMITTEE REPORT**

VanderDoes reported the CAC met on April 18. Members were entertained by the Heartsparkle Players, and received the presentation on the customer satisfaction surveys. The CAC was impressed with the information provided. They would like to see a drill down on certain line items, and take a closer look at the data.

### **SECURITY SERVICES CONTRACT AMENDMENT**

Development Director, Eric Phillips, presented for consideration a one-year contract extension with Pierce County Security for the provision of security services at the Lacey and Olympia Transit Centers. The original contract included an option to extend services annually for up to three additional years. This represents the first one-year option available under this contract.

**It was M/S/A by Councilmember Sullivan and Commissioner Blake to authorize the General Manager to executive a one-year contract amendment with Pierce County Security to provide security services at the Lacey and Olympia Transit Centers in the amount not-to-exceed \$189,870.36.**

## **UPDATE ON TRANSIT SIGNAL PRIORITY PROJECT**

Procurement Coordinator, Jeff Peterson, provided an update on the Transit Signal Priority Project which allows Intercity Transit buses the ability to get through an intersection by having the green light extended in the direction of travel.

The demonstration project involves Olympia, Lacey, Tumwater, Thurston County and WSDOT. The primary goal is to improve signal timing and coordination including incorporating transit signal priority technology at specific intersections along major transportation corridors that transit routes operate on. That would involve up to 46 intersections.

The consulting team of IBI and sub-consultant, DKS helped identify and acquire appropriate TSP equipment and recently helped coordinate the initial installation of equipment on 23 buses. There is a testing phase, which jurisdictions recently requested that will impact and extend the project timeline, but will allow city staff to become better acquainted with the technology and integration with existing signal software. This multi-jurisdictional project lays the foundation for implementing the TSP at other appropriate intersections in the future. The locations of these signals include Capitol Way/Capitol Blvd – Route 13; Martin Way – Routes 62 A/B; and Pacific Avenue/Lilly & Fones – Route 66.

Peterson showed a PowerPoint presentation entitled, “Transit Signal Priority Implementation Update.” He reviewed the TSP System Components: Onboard (bus) TSP Subsystem; Roadside TSP Subsystem; Vehicle monitoring/Interrogator Unit – Central TSP Management Software.

Sullivan asked if there is anything the members of the Authority who are councilmembers can do to educate their jurisdictions when they start discussing interagency agreements – anything to educate them to avoid or mitigate any kind of questions or concerns other councilmembers may ask.

Councilmember Carmody suggested that perhaps staff could attend the various City Council study sessions.

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 6 of 10**

Messmer suggested providing the jurisdictions with a succinct communication that provides a history of the project and overall purpose of the grant, and the basics about how it operates. Perhaps create a Q & A before asking for an agreement. Make the communication clear before going out to jurisdictions. Gadman asked staff to check with IBI or DKS to see whether they have an FAQ.

Gilman would like statistics about the rate of return for having the signal priority - what is it about gaining those few seconds that is worth the cost to fund this project.

Gadman asked staff to provide the results of what was gained by this project as soon as it's available.

### **REGIONAL TRANSPORTATION PLAN COMMENTS**

Freeman-Manzanares said the Thurston Regional Planning Council is requesting comment on the 2040 Regional Transportation Plan by May 9. She referred to a handout provided by Karen Messmer that kicks-off the conversation.

Freeman-Manzanares noted that from staff's perspective there will be discussion of the cost of the proposed Pattison Street project which is currently at \$22M in the budget, and will be increased to \$26M. The Authority proceeded with their suggested comments.

- Melnick would like to see more input from the business community and encourage their participation. We need to provide for economic growth.
- Gadman would like to add the question to TRPC to stress the advantage to businesses having an efficient transit system -- what they gain in customer traffic, employees getting to work on time, etc.
- Messmer agrees that is a good addition to strengthen our comment letter about the relationship with the business community and their importance of reflecting that it's a relationship and there's an expectation or an assumption that job sites will be served. There should not be an assumption that sites will receive service automatically and that should be brought out more clearly. She said Intercity Transit's comment letter should make technical and wording changes that are important to the agency. And make an expression from the Authority about such things as the orientation of the conversation with business such as the importance of the jurisdictions and land use issues. Our letter is a communication to TRPC and the jurisdictions, and that puts her in a position at TRPC to express those kinds of sentiments.

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 7 of 10**

- Carmody said it's important to give specific examples and guidelines about how we can benefit businesses. Make suggestions to impact development on existing bus lines. An example could be "reduce the traffic impact fees if you put your business on a bus line."
- Gilman reflected on the Customer Satisfaction surveys presentation by Hugh Clark. Our focus based on survey results should be helping youth into the work force. We are not currently serving them as well as we should.
- Gadman said the goal should be to provide 15-minute and ¼ mile service everywhere.
- Melnick would like to see something about marine transportation (i.e. ferries).
- Suggest TRPC move funding conversation forward. How do we move forward with the conversation to fund our system? If we can't get additional local authority, what is the back-up plan? Convene regional conversation about how to fund public transportation.
- Freeman-Manzanares wants to add that this takes into consideration the public approved the additional 1/10<sup>th</sup> of 1 percent and we're still not making it. Need to reiterate we're still not meeting our goals.

Staff will prepare the comment letter and include it in the next meeting packet. The Authority will discuss any further edits and take a vote on the final letter.

### **UNDERGROUND STORAGE TANK REPLACEMENT PROJECT UPDATE**

Freeman-Manzanares provided background and an update on the Underground Storage Tank Replacement project.

There is a master plan for this site. The first phase primarily involves rehabilitation of the Maintenance Facility and building out to Martin Way. Due to loss from the elimination of discretionary funds the agency wasn't able to proceed with the full Phase I development, so focus turned to one of the more pressing issues - the Underground Storage Tanks. The project plans are now 90% complete and staff has been working with the City of Olympia to move this project forward. There is a development agreement with the City that applies to the entire project, which was approved by the Authority and the City in December 2015.

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 8 of 10**

There is a public meeting scheduled with the Hearings Examiner on Monday, April 25, 2016, to review our project. Staff anticipates receiving notice on the Conditional Use Permit by mid-May. Then finalize plans for permit approval and work on acquiring a construction manager and contractor.

Between now and early fall, the Authority will be presented with a contract amendment for the design team. The City required more work than anticipated, so it is fair and reasonable to pay the team for the additional work. The Authority will also see a contract recommendation for a construction manager and for the contractor themselves.

This is still within the estimated budget presented last June -- \$7.3M to \$7.8M. It's likely to be on the higher side of that estimate. There is \$7M in the budget. Staff recommended and the Authority approved going above the \$7M figure because of all the additional functionality this adds to the site. The Authority agreed and gave staff direction to move forward with the project as it presently exists.

Freeman-Manzanares showed a series of conceptional drawings of the proposed site as seen from Martin Way and answered questions.

Messmer said the public will want to know what is happening at this site, and recommends staff create basic information for the public regarding the upgrades to the site. Perhaps information signs at the site and on the website.

### **ANNUAL PLANNING SESSION**

Freeman-Manzanares said based on the Authority's schedules, Friday, September 23, 2016, was identified as the favorable date to conduct the Annual Planning Session. She explained the process includes selecting a facilitator, and submitting topics for discussion to the Chair and Vice Chair. The Chair, Vice-Chair and the GM will work with the selected facilitator to create a final agenda.

The Authority identified several topics of discussion:

- Increase Service to better serve the community. Explore what needs to be done to turn half-hour service into 15-minute service
- What do we want to use for our thresholds to fill in the gaps in service – Hawks Prairie, more service to the Evergreen State College, and the southeast.
- Increasing ridership

Councilmember Carmody said the City of Yelm just held their retreat, and recommended using their facilitator, Bob Jean. Several of the other Authority members recommended contracting again with last year's facilitator, Paula Dillard.

## **Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 9 of 10**

Messmer said one thing she would value from a facilitator as well as from the planning that's done by the Chair/Vice Chair is to reiterate with the rest of the group about where the Authority is headed with the retreat, the topics, etc. She said having the facilitator contact each member individually in advance of the session is also helpful. The members are looking for a facilitator that will help them stay focused.

Freeman-Manzanares said staff will contact both individuals to check on their availability and their fee structure, then have conversations with the Chair/Vice Chair.

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

Bicycle Commuter Contest (BCC) begins in May, and everyone is encouraged to join the CRANK IT team. Registration is free, and Intercity Transit provides the BCC t-shirt. Earth Day Market Ride is April 30, and National Bike to Work Day is May 20.

Intercity Transit also offers a free, short and long sleeve denim shirt to Authority members. Those interested can contact Pat Messmer.

A big shout out to CAC Vice-Chair, Jan Burt. Burt works for OSPI, and after nominating Intercity Transit's Build-A-Bike program, the program is set to receive \$400 from ECHO (Everyone Can Help Out) Committee at the Office of Superintendent of Public Instruction.

The Olympian published an article in the April 1<sup>st</sup> paper featuring Intercity Transit's Facilities staff and the wonderful art they create throughout the community using power washing techniques. The Facilities staff will be recognized at the May 4 Authority meeting.

The Annual Wellness Fair will be held on May 11 from 10 a.m. to 3 p.m. in the Maintenance facility. All are welcome to browse the 20+ health booths and enjoy a free salad bar lunch.

Intercity Transit is hosting "Take a Student to Work Day" on April 28, inviting students in grades 6 through 12 who are relatives or friends of staff, the Authority and CAC. There will be games, tours, presentations and lunch.

Staff will participate in the 2016 YMCA Spring Walk/Run Saturday, May 7. The Wellness Committee will pay for employees and one guest (and t-shirt for each) to participate on Team IT. Additional guests pay \$29.

**Intercity Transit Authority Special Meeting**

**April 20, 2016**

**Page 10 of 10**

**AUTHORITY ISSUES**

Councilmember Sullivan said the City of Tumwater presented Duncan Green with the 2016 Bicycle Commuter Contest Proclamation.

Councilmember Carmody suggested that Intercity Transit offer incentives to riders every time they ride the bus. Perhaps monthly, award a prize to those with the most bus miles. Gadman suggested discussing this at the Planning Session.

Councilmember Gilman encourages all to attend Arts Walk.

Citizen Representative Melnick said Drive Less, Go More was on the Panorama PCTV; the Panorama Lifestyle Director has two Bus Buddies trips planned to Seattle and two Amtrak trips - one to Centralia and another to Oregon.

Commissioner Blake was inquiring about ridership numbers for the new service to the Accountability and Restitution Center. Freeman-Manzanares said staff will obtain that information.

**ADJOURNMENT**

**There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 8:01 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: May 4, 2016**

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

PERIOD DATES: 3/20-4/2/2016						PERIOD DATES: 4/3-16/16					
PAYDATE 4/8/16						PAYDATE 4/22/16					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	76,217.98		3	FIT		EFT	77,850.19	
4	MT		EFT	20,939.98	97,157.96	4	MT		EFT	21,506.76	99,356.95
5	A2/35	Life Ins.	Check Dave 2nd	1,638.90	0.00	5	A2/35	Life Ins.	Check Dave 2nd	2,992.42	0.00
6	D3/31	Disability In	Check Dave 2nd	1,778.80	0.00	6	D3/31	Disability In	Check Dave 2nd	2,273.31	0.00
7	HE/37	Health In1st	Check Dave 2nd	16,848.50	0.00	7	HE/37	Health In1st	Check Dave 2nd	287,888.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brqkmp	384.3		9	CC/61	Child Care	Hfstttr/Brqkmp	384.3	
10	GN/08	Garnish	CHECK last	141.67		10	GN/08	Garnish	CHECK last	115.38	
11						11					
12	CS/09	DSHS	EFT	1,802.56	1,802.56	12	CS/09	DSHS	EFT	2,610.68	2,610.68
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE every	9,206.94	9,206.94	14	D1/98	D.Dep. #1	ACH WIRE every	8,903.30	8,903.30
15	D2/97	D.Dep. #2	ACH WIRE every	17,654.74	17,654.74	15	D2/97	D.Dep. #2	ACH WIRE every	17,706.17	17,706.17
16						16					
16	GT/63	G.Ed.Tult	Check every	227.00		16	GT/63	G.Ed.Tult	Check every	227.00	
17	HS/59	Health Svgs	ACH Wire every	125.00	125.00	17	HS/59	Health Svgs	ACH Wire every	125.00	125.00
18	DC/97	Vgrd EE	Wire	46,092.95		18	DC/97	Vgrd EE	Wire	46,362.51	
19	DC/22	Vgrd ER	Wire	30,481.70	76,574.65	19	DC/22	Vgrd ER	Wire	31,045.28	77,407.79
20	L2/29	401k Ln#2	Wire	5,306.22		20	L2/29	401k Ln#2	Wire	5,344.82	
20	LN/29	401k Ln #1	Wire	8,893.27	14,199.49	20	LN/29	401k Ln #1	Wire	8,818.55	14,163.37
22	TTL VNGRD			90,774.14		22	TTL VNGRD			91,571.16	
23	LI/02	L&I	EFT Quarterly	30,244.11		23	LI/02	L&I	EFT Quarterly	32,159.22	
24	MD/51	Mch.UnDue	Check last	1,394.31		24	MD/51	Mch.UnDue	Check last	1,348.44	
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mac.Initlon	Check last	0.00	
26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00	
	GL/11	GTLife		0.00			GL/11	GTLife		210.00	
27	TF/				0.00	27	TF/				0.00
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	70.00	0.00
29	PA/66	Proj.Asslst	Check last	459.00		29	PA/66	Proj.Asslst	Check last	458.00	
	PN/04	PERS EE	EFT	45,513.01	0.00	30	PN/04	PERS EE	EFT	47,177.97	0.00
31	PN/04	PERS ER	EFT	82,837.33	128,350.34	31	PN/04	PERS ER	EFT	85,801.54	132,979.51
32	TTL PERS			128,350.34		32	TTL PERS			132,979.51	
33	R3/20	ICMA Ln#2	WIRE	478.29	0.00	33	R3/20	ICMA Ln#2	WIRE	478.29	0.00
	RC/24	ICMA EE	WIRE	5,521.41			RC/24	ICMA EE	WIRE	5,606.05	
35	RI/23	ICMA Roth	WIRE	514.61	514.61	35	RI/23	ICMA Roth	WIRE	514.61	514.61
36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,094.42	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,094.42
37	RR/25	ICMA ER	WIRE	3,255.03	8,776.44	37	RR/25	ICMA ER	WIRE	3,378.26	8,984.31
38	TTL ICMA	10,870.86		11,385.47		38	TTL ICMA	11,078.73		11,593.34	
39	SD/26	457 ST EE	EFT	11,644.26		39	SD/26	457 ST EE	EFT	11,943.93	
40	SR/27	457 ST ER	EFT	7,008.16	18,652.42	40	SR/27	457 ST ER	EFT	7,181.69	19,125.62
41	ST/67	ShTrmDisal	EFT	4,214.86	4,214.86	41	ST/67	ShTrmDisal	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	116.00		42	UC/45	Un COPE	Check 1st	-	
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess	Check last	591.00	
	UD/42	Un Dues	Check last	5,584.51			UD/42	Un Dues	Check last	5,549.23	
44	UI/41	Un Initlatn	Check last	120.00		44	UI/41	Un Initlatn	Check last	0.00	
45	UT/43	Un Tax	Check last	2,991.48		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	485.50		46	UW/62	United Way	Check last	465.50	
47	WF/64	Wellness	Check last	346.50		47	WF/64	Wellness	Check last	344.50	
48	NET PAY (dir. Deposit)	ACH Wire eve		453,105.37	453,105.37	48	NET PAY (dir. Deposit)	ACH Wire every		456,113.97	456,113.97
	Paychecks			8,619.66			Paychecks			25,508.83	
49	TOTAL TRANSFER (tie to Treasurer Notifications)				<b>\$832,429.80</b>	49	TOTAL TRANSFER (tie to Treasurer Notifications)			<b>\$840,085.70</b>	
50	TOTAL PAYROLL*:			<b>\$903,810.04</b>		50	TOTAL PAYROLL*:			<b>\$1,200,671.33</b>	
51	GROSS EARNINGS:			744,645.50		51	GROSS EARNINGS:			776,019.75	
52	EMPR MISC DED:			148,694.55		52	EMPR MISC DED:			413,898.20	
53	EMPR MEDICARE TAX:			10,469.99		53	EMPR MEDICARE TAX:			10,753.38	
54	TOTAL PAYROLL*:			<b>\$903,810.04</b>		54	TOTAL PAYROLL*:			<b>\$1,200,671.33</b>	
55						55	TOTAL PAYROLL FOR APRIL 2016			<b>\$2,104,481.37</b>	
56	ACH WIRE TOTAL			480,092.05		56	ACH WIRE TOTAL			482,848.44	

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
Everett Gage

**City of Tenino**  
David Watterson

**City of Tumwater**  
Tom Oliva

**City of Yelm**  
Robert Isom

**Confederated Tribes of the Chehalis Reservation**  
Amy Loudermilk

**Nisqually Indian Tribe**  
Heidi Thomas

**Town of Bucoda**  
Alan Vanell

**Thurston County**  
Sandra Romero

**North Thurston Public Schools**  
Chuck Namit

**Olympia School District**  
Mark Campeau

**Intercity Transit**  
Karen Messmer

**LOTT Clean Water Alliance**  
Cynthia Pratt

**Port of Olympia**  
Bill McGregor

**PUD No. 1 of Thurston County**  
Russell Olsen

### Associate Members

**Economic Development Council of Thurston County**  
Michael Cade

**Lacey Fire District #3**  
Gene Dobry

**Puget Sound Regional Council**  
Vacant

**The Evergreen State College**  
Jeanne Rynne

**Timberland Regional Library**  
Bill Wilson



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA Friday, May 6, 2016 8:30 a.m. – 11:00 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at [www.trpc.org](http://www.trpc.org).

### Consent Calendar

### ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – April 1, 2016
- b. Approval of Vouchers
- c. Approval of Draft SFY 2017-18 Unified Planning Work Program (UPWP)

### Climate Adaptation Plan

### PRESENTATION

As a follow-up to the Sustainable Thurston plan, TRPC sought and received a grant to develop a Climate Adaptation Plan with strategies and actions that the region's public and private sectors could take to prepare for and cope with the effects of climate change-exacerbated natural hazards (e.g., rising sea levels, more frequent and intense storms). Work began on the project in late 2015 and will conclude in late 2017. Staff will provide policymakers an update on the project.

### DRAFT Regional Transportation Plan (RTP) – Public Comments Received

### INFORMATION / DISCUSSION

TRPC released the Draft Regional Transportation Plan for public comment. The comment period continues through May 9. TRPC will be briefed on the comments received up to the date of the May meeting.

### State of the Transportation System Report

### DISCUSSION

The Transportation Policy Board began discussion of this Council priority. Staff will provide a recap of that effort.

### 2017 Legislative Session

### DISCUSSION

The Council will discuss issues for the 2017 Legislative session and strategies for engaging with legislators during the interim.

### Report from Outside Committee Assignments

### INFORMATION

### Member Check In

### DISCUSSION

### Executive Director's Report

### INFORMATION

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**April 18, 2016**

**CALL TO ORDER**

Chair VanderDoes called the April 18, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Sue Pierce; Ursula Euler; Jonah Cummings; Joan O'Connell; Michael Van Gelder; Walter Smit; Lin Zenki; Denise Clark; Carl See; Leah Bradley; and Julie Hustoft.

**Absent:** Charles Richardson; Ariaah Perez; Quinn Johnson; Mitchell Chong; Ron Hughes.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; Donna Feliciano; Carolyn Newsome; and Nancy Trail.

**APPROVAL OF AGENDA**

It was M/S/A by BURT and PIERCE to approve the agenda.

**INTRODUCTIONS**

VanderDoes introduced Authority member, CLARK GILMAN, and Gilman shared a bit about his work history and Olympia City Council appointment.

**MEETING ATTENDANCE**

- A. May 4, 2016, Regular Meeting - Ariaah Perez
- B. May 18, 2016, Work Session - Billie Clark
- C. June 1, 2016, Regular Meeting - Lin Zenki

**APPROVAL OF MINUTES**

A correction to the minutes was requested by PIERCE concerning the Consumer Issues section for her comment on page 9 to read Seattle instead of Tacoma.

It was M/S/A by O'CONNELL and VAN GELDER to approve the minutes of the March 21, 2016 meeting with the correction.

*Euler arrived.*

**CONSUMER ISSUES**

- None.

*Clark, D. arrived.*

Freeman-Manzanares introduced Eric Phillips as the new Development Director.

**NEW BUSINESS**

**A. CUSTOMER SATISFACTION; VANPOOL CUSTOMER SATISFACTION & MARKET SEGMENTATION STUDIES VIDEO** – (*Donna Feliciano; Carolyn Newsome & Ann Freeman-Manzanares*) Freeman-Manzanares provided introduction for the videos being presented that were recorded at the ITA meeting on April 6, 2016. She indicated the consultant, Hugh Clark, of CJI Research was retained in 2015 and under contract to provide one presentation of the results to the ITA. This is the first time we have video taped the presentation so we could deliver the information directly from the consultant to the CAC members.

Customer Satisfaction Video presentation – (*Hugh Clark*) Clark stated the customer satisfaction survey was an on-board bus questionnaire and there were approximately 6,000 distributed with about 3,200 returned. Of that 2,594 were usable, which equates to a 34% response rate. People were asked to volunteer their contact information for a follow up survey. The follow up work was difficult to do, and even though they volunteered the information most didn't answer. There were 404 follow up surveys completed. The primary source of data is the on-board response. Clark discussed the analysis done on the data.

*Zenki and Bradley arrived.*

Freeman-Manzanares answered questions.

*See* – remarked that the information seemed to glaze over the dependence of older riders on the bus. It seemed to minimize the need for the bus system for the older population.

*Freeman-Manzanares* – responded that the presentation only addressed a portion of the results and staff could provide additional information.

*Cummings* – remarked that Tumwater's usage didn't seem to be very high in correlation to the population.

*Feliciano* – responded it could be due to the size of the community as well as the number of bus routes that serve the community.

*Phillips* – stated the survey was spread evenly over the service and it was done scientifically.

*VanderDoes* – remarked the transfers in Tumwater were larger than in Lacey.

*Cummings* – indicated the slide showing how resident's used the transit system seemed to indicate the majority of the usage was internal to Olympia or between Olympia and Lacey.

*Van Gelder* – responded it is possibly because Tumwater is long and narrow with a single major arterial going north and south. It is not as spread out and doesn't have the

## **Intercity Transit Citizen Advisory Committee**

**April 18, 2016**

**Page 3 of 6**

street connections that Olympia does. It may be the weight of service as well as the size of the town.

*Euler* - indicated employers in Tumwater have large parking lots and so there may be less motivation to take the bus.

*Hustoft* - remarked if there are a lot of state offices in Tumwater it could be how much influence they have on the use of transit services.

Vanpool Customer Satisfaction Video - (*Hugh Clark*) Clark indicated vanpool recruited respondents by sending a letter with a URL to complete the survey. There were 537 responses received or 38%. Clark discussed the analysis of the data received from the responses. The overall responses indicate most are extremely satisfied with the service.

Newsome answered questions.

*Zenki* - asked if the first driving ticket is dismissed.

*Newsome* - responded if the ticket is given for more than 13 mph over the posted speed limit it is not. This is explained to vanpoolers in defensive driving. Staff will do some data mining and send a newsletter to reiterate the policy to participants.

*Zenki*- stated her staff used to utilize a "difficult corner" in their newsletter to discuss things nobody wanted to talk about.

*VanderDoes* - asked about driving records.

*Newsome* - indicated insurance pulls driving records and they are allowed to have one at fault accident, and one ticket under 13 mph for the posted speed limit. If drivers receive three complaints from the general public they must complete defensive driving again. If another complaint is received they are asked not to drive.

*Hustoft* - asked if anyone in a vanpool had gotten a ticket.

*Newsome* - stated some have and the general public reports things all the time.

*Cummings* - asked if there had been any efforts to create local vanpools to help with reduced weekend service.

*Newsome* - responded there are vans that go on weekends. People tend to think the fare is too high for the shorter commute usage. The issue is we can't find enough people with the same schedule to make it work. The shortest commute we have is here to Dupont, and it might not work if the employer wasn't subsidizing it.

*Zenki* - asked about the fare.

## Intercity Transit Citizen Advisory Committee

April 18, 2016

Page 4 of 6

*Newsome* – state it is based on the number of miles divided by number of people in van.

*Zenki* – indicated it runs about \$500/mo. in the Bay area.

*Newsome* – stated vans park for free and in Seattle parking is about \$147/mo.

*Freeman-Manzanares* – indicated staff has tried pilot projects in the past and continue to be willing to look at creative ways to help provide transportation options and opportunities. It can be difficult to get two willing/eligible drivers and enough riders to the same destination.

*Clark, D.* – inquired as to why the environmental aspect of choosing vanpool was dismissed when 50% listed it as a reason for choosing vanpooling.

*Newsome* – indicated she asked Clark the same thing and was told it was considered a “soft” response.

*Newsome* – remarked 18% is a big driver.

*Smit* – stated they were given the option of choosing environment and that is the current attitude. Maybe they checked the box because box it was there.

*Bradley* – asked where vanpoolers pick up the van.

*Newsome* – responded somebody usually takes it home or it’s left at a park and ride.

Market Segmentation Study Video – (*Hugh Clark*) Clark indicated the Market Segmentation Study was a household survey done by telephone and it is extraordinarily difficult. It provides a good random sample of the community and the intent is to study various market segments including those who occasionally use or may use the service; potential users; and non-riders. The data was compared to past surveys from 2004 and 2008. It provides a glimpse into the public’s attitude on transit as a public service and its importance. The data identifies barriers to attracting new ridership and provides insight for marketing efforts.

*Heartsparkle Players Interlude.*

The Market Segmentation video resumed and Freeman-Manzanares answered questions.

*See* – asked if there was a cross-tab with registered voters.

*Freeman-Manzanares* – responded no it was not.

*Sibree* – asked about the sample size of the survey.

*Feliciano* – responded 779.

## Intercity Transit Citizen Advisory Committee

April 18, 2016

Page 5 of 6

*Freeman-Manzanares* – indicated the sample size was different for each of the separate surveys. Our concern was that they all be statistically valid surveys.

*Zenki*- indicated there were more responses than usual.

*Feliciano* – stated Hugh commented several times on the Market Segmentation survey about the difficulty he was having cross referencing cell phone numbers with addresses and getting people to answer calls. Feliciano herself received a call but didn't fall into the right category of respondents they were looking for.

*Zenki*- indicated she also received a call and participated in the DAL survey.

*Feliciano* – indicated it is getting harder and harder to get people to respond to surveys, and it may have to be done differently next time.

### B. REGIONAL TRANSPORTATION PLAN COMMENTS - (*Ann Freeman-Manzanares*)

Freeman-Manzanares stated that the Authority will send a specific response to TRPC in relations to the Regional Transportation Plan. If you have comments to share on the Regional Transportation plan, please feel free to email them to her or Nancy. TRPC is also receiving comments on their website directly or via their email at [info@trpc.org](mailto:info@trpc.org). Comments are due by May 9, 2016.

### REPORTS

- *Van Gelder* – provided the report from the April 6, 2016, ITA Regular Meeting indicating there was a celebration for outgoing member Nathaniel Jones. They received the same presentation in person that the CAC saw tonight. Staff introduced new Development Director Eric Phillips and the new class of coach operators. Karen Messmer encouraged people to comment on the Regional Transportation Plan. Ann, Nathaniel and Debbie provided a debrief on the national legislative conference they attended.
- *Freeman-Manzanares* shared a shout-out to Jan Burt for nominating the Build-a-Bike program for her agency's Everyone Can Help Out (ECHO) program. They donated \$400 to the program.

Freeman-Manzanares indicated Intercity Transit received some media attention on the facility maintenance staff and their "clean art" at local shelters and transit centers. The video is available on The Olympian's website.

Freeman-Manzanares shared that the Wellness Committee has been recognized again this year with two awards. They are also preparing for the 11<sup>th</sup> annual Wellness Fair on May 11<sup>th</sup> from 10 am – 3 pm. There will be wellness related booths and a fantastic salad bar.

Freeman-Manzanares stated it's not too early to get Transit Appreciation Day on calendars. This year the event is August 10<sup>th</sup> and the recognition program begins at 12:04 pm. She also indicated the Annual Holiday Banquet is set for Friday, December 9<sup>th</sup> and that program also begins at 12:04 pm.

## **Intercity Transit Citizen Advisory Committee**

**April 18, 2016**

**Page 6 of 6**

Freeman-Manzanares shared that Intercity Transit is taking part in the "Take a Student to Work Day," April 28<sup>th</sup> for students in grades 6 - 12. There will be presentations, tours and it also includes lunch.

Freeman-Manzanares shared the Wellness Committee is also sponsoring a team again this year for the 2016 YMCA Spring Run & Public Agency Challenge on May 7<sup>th</sup>. The Wellness Committee will pay your registration fee and you will receive a t-shirt for your participation. The deadline for registration is April 22, 2016.

Freeman-Manzanares shared it is time to register again for the Bicycle Commuter Contest. Intercity Transit's team is "Crank-it"! You will receive a t-shirt for participating.

**NEXT MEETING: May 16, 2016.**

### **ADJOURNMENT**

**It was M/S/A by O'CONNELL and VAN GELDER to adjourn the meeting at 7:53 p.m.**

Prepared by Nancy Trail

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-A**  
**MEETING DATE: May 4, 2016**

**FOR: Intercity Transit Authority**

**FROM: Tammy Ferris, 705-5818**

**SUBJECT: Amend Contract for the Underground Storage Tank Replacement Project Consultant Services**

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1) **The Issue:** Consideration of an amendment to the contract for the final design of the Underground Storage Tank Replacement (UST) project.

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2) **Recommended Action:** Authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to finalize the design for the UST Replacement project, in the not-to-exceed amount of \$70,000, including taxes.

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

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4) **Background:** In July 2014, the Authority authorized staff to enter into a contract with Tetra Tech, Inc., for the design, permitting, and construction oversight for the UST project. Initially, the project budget was \$4,000,000, which provided for the relocation of the UST's, temporary asphalt parking, an interim stormwater management system, and renovations to the existing outside fuel island.

In the Spring of 2015, staff obtained an additional \$2,950,000 in grant funds. These additional funds allowed the agency to focus on permanent rather than temporary installations and on completing more of the project in accordance with the Master Plan. The expanded project required Tetra Tech, Inc., to revise portions of the engineering design and increase their responsibilities for construction oversight. In June of 2015, the Authority authorized an amendment to the contract in the amount of \$274,995.

Additional work has been required to move this project forward. Tetra Tech, Inc. was instrumental in the creation of a Development Agreement, which was not originally anticipated, required to prepare multiple design revisions, in particular relating to the Tree Protection Plan, and provided consulting services throughout the extensive and lengthy Conditional Use Permit process. Staff recognizes the additional required meetings and design efforts exceeded the original tasks and hours planned for this work and has negotiated the cost of these efforts.

Staff recommends amending the existing contract with Tetra Tech, Inc., to finalize the design and bid documents for this project.

- 
- 5) **Alternatives:**
- A. Authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to finalize the design for the UST Replacement project, in the not-to-exceed amount of \$70,000, including taxes.
  - B. Defer action. Deferring action will create delays in the design and potentially delay the project to go out for bid.

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6) **Budget Notes:** The total not-to-exceed contract amount of \$747,947 is estimated to fall within the overall project estimate of \$7,371,000 to \$7,828,000. Final project costs will greatly depend upon the construction bidding environment.

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7) **Goal References:** **Goal #2:** *“Providing outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-B**  
**MEETING DATE: May 4, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Eric C. Phillips, AICP, Development Director, 705.5885  
**SUBJECT:** Schedule 2017-2020 TIP Public Hearing

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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 2017-2020 Transportation Improvement Program (TIP).

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2) **Recommended Action:** Schedule a public hearing for June 1, 2016, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2017-2020 TIP.

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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 2017-20 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice.

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4) **Background:** The draft 2017-2020 TIP is consistent with projects that are identified in Intercity Transit's 2015-2025 *Capital Improvement Program* (an internal planning document), the *2015-2020 Transit Development Plan*, and the *2016-2021 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2017-2020 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2017-2020;
- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;

- Continuing Youth Education Program(s) that fosters potential for using transit and/or bicycle forms of transportation;
- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources; and
- Operations funding with PSRC “earned share” for activities supporting vanpool vans and commuter coach operations.

A significant project that Intercity Transit has not secured federal funding for - The Phase 2 Pattison Maintenance Facility Expansion Project - is identified in the TIP as a regionally significant project. Anticipated funding need for this project has been adjusted to \$26 million. This project is related but separate from the UST project (UST Phase 1 -\$7.6 Million) identified in the project list above.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on July 6, 2016. 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 IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2017-2020 TIP projects total more than \$67.3 million with more than \$46.5 million of federal funding.

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5) **Alternatives:**

- A. Scheduled a public hearing for June 1, 2016, 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 regular June 1, 2016, meeting and adoption at the regular July 6, 2016, meeting to meet the TRPC July 8, 2016, deadline.
- B. Defer action.

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6) **Budget Notes:** The TIP reflects projects that could be considered for 2017 through 2020 annual Intercity Transit budgets.

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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 #4:** “Provide responsive transportation options within financial limitations.”

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8) **References:** Exhibit 1 - Draft 2017-2020 TIP  
Exhibit 2 - Planned TIP News Release

IT #	Project	2017	2018	2019	2020	TOTAL 2017-2020	Federal	Type	Local	Total	Project Status
IT 1601	Capital Preventive Maintenance (TRPC & PSRC estimated apportionments)	\$5,766,570	\$5,881,901	\$5,999,539	\$6,119,530	\$23,767,541	\$19,014,033	Sec. 5307 IT Apportionment & PSRC Earned Share	4,753,508	23,767,541	Planned & Secured 5307/5340
IT 1602	Construction Phase for Replacement of Underground Storage Tanks at Pattison Maintenance Facility with grading to meet expansion needs.	\$7,600,000				\$7,600,000	\$2,900,000	Sec. 5339 thru WSDOT and FHWA (STP) thru TRPC	4,700,000	7,600,000	Secured funding. Transfers from FHWA Completed 3/16
IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$456,093	\$456,093	\$912,186	\$912,186	\$2,736,558	\$2,189,246	Sec. 5307 & PSRC Earned Share	547,312	2,736,558	Planned & Secured (includes PSRC 5307 Earned Share)
IT 1604	FHWA Transfer (TAP & CMAQ) Bus Stop Enhancements	\$185,000	\$185,000	\$185,000	\$185,000	\$740,000	\$640,100	FHWA (TAP) transfer to FTA	99,900	740,000	Planned FHWA funding 2016 forward. Applications in process.
IT 1605	FHWA Transfer (CMAQ &/or TAP) Walk-N-Roll Youth Transportation Education	\$39,000	\$39,000	\$39,000		\$117,000	\$101,205	FHWA (CMAQ in 2016) transfer to FTA	15,795	117,000	Planned FHWA funding 2016 forward. Applications in process.
IT 1606	Vanpool & Fixed Route Operations (PSRC est)	\$1,463,275	\$1,463,274	\$1,492,540	\$1,492,540	\$5,911,629	\$2,955,814	Sec. 5307 & PSRC Earned Share	2,955,814	5,911,629	Planned & Secured (includes PSRC 5307 Earned Share portion)
IT 1700	Olympia Transit Center Improvements (Expansion - Design and CN Phases)	\$585,000	\$6,345,000	\$1,318,000	\$270,000	\$8,518,000	\$4,362,500	Earmark(s) Sec. 5309 and STP(U) TRPC	4,155,500	8,518,000	Planned and Secured (Includes 2016 68,500)
IT 1701	Replacement, heavy duty coaches - order in 2017-19	\$4,140,446	\$3,717,500	\$2,087,500	\$7,979,534	\$17,924,980	\$14,339,984	Sec. 5307, 5339 & PSRC Earned Share est.	3,584,996	17,924,980	(includes PSRC 5307 and 5339 Earned Share)
Total Federal Funded Projects		\$20,235,384	\$18,087,768	\$12,033,765	\$16,958,790	\$67,315,708	\$46,502,883		\$20,812,825	\$67,315,708	Secured and Estimated Federal Funding Sources
<b>Regionally Significant Project - Federal Funds Not Yet Identified</b>											
IT #	Project	2017-2020				State	Type	Local	Total	Federal	
	Pattison Maintenance Facility Expansion		\$26,000,000				unknown	unknown	unknown	unknown	Regionally Significant RTIP Project Contingent on Securing Federal \$\$
<b>NOTES:</b> Grant type: Sec. 5307 & PSRC* 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council											



## **News Release**

For Immediate Release:

May 6, 2016

**DRAFT**

### **For More Information:**

Donna Feliciano 360-705-5891

[www.intercitytransit.com](http://www.intercitytransit.com)

## ***Public Invited to Comment on Transportation Improvement Projects***

Intercity Transit (IT) invites public comment on IT's programming of projects in the 2017-2020 Transportation Improvement Program (TIP). IT has a reasonable expectation that we will use federal transportation funding for these projects. The Intercity Transit Authority (ITA) will hear comments at a public hearing on Wednesday, June 1, 2016, at 5:30 p.m. at their business office, 526 Pattison Street SE, in Olympia. Routes 62A, 62B, and 66 service this location.

Once adopted by the ITA, Thurston Regional Planning Council will use Intercity Transit's TIP as an element in constructing the regional TIP (RTIP) and the state and federally approved annual program document (STIP). TIP projects as currently identified total more than \$67 million in combined federal and local funds for the 2017-2020 period.

A summary of the projects for which IT has programmed potential funding for the 2017-2020 period are:

- Preventive maintenance of vehicles in IT's fleet during the years 2017-2020;
- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;

- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or bicycle forms of transportation;
- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources; and
- Funding the operation of services with PSRC "earned share" for activities supporting vanpool vans and commuter coach operations.

The draft Intercity Transit 2017-2020 TIP represents IT's complete programming of projects (POP) for which we expect federal funds to be available for fiscal years 2017 through 2020. Copies of the draft Intercity Transit 2017-2020 TIP for federally funded projects are available at Intercity Transit's business office, 526 Pattison Street SE, Olympia. The office is open Monday through Friday, 8 a.m. to 5 p.m.

Members of the public may comment at the June 1 public hearing or send written comments to the Development Director, Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659. Intercity Transit requests that written comments be sent to us by 4 p.m. on Tuesday, May 31, 2016. Questions or comments may also be directed to Eric Phillips, Development Director by email at ***ephillips@intercitytransit.com*** or by phone at (360) 705-5885.

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-C**  
**MEETING DATE: May 4, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Regional Transportation Plan - Agency Comment

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- 1) **The Issue:** Thurston Regional Planning Council (TRPC) is seeking comment on the draft 2040 Regional Transportation Plan (RTP) by May 9, 2016.
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- 2) **Recommended Action:** Finalize the Agency's response to the 2014 Regional Transportation Plan.
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- 3) **Policy Analysis:** RTP guides transportation projects and investments over a 20+ year period. The last major update was made in 2004, and the RTP has since been maintained through annual amendment. The TRPC staff, Technical Advisory Committee, Transportation Policy Board and the TRPC Board have conducted a thorough review of the plan and issued a draft document for public review. Intercity Transit has an interest in ensuring the plan continues to reflect our community's values and address our needs.
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- 4) **Background:** The Authority received a presentation from TRPC staff in February on the updates to the RTP. Members of the Authority shared their comments at the April 20, 2016, Work Session. Staff will incorporate member comments, along with input from staff, into a draft response for Authority review.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*
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- 8) **References:** Draft letter to follow.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-D**  
**MEETING DATE: May 4, 2016**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Strategic Plan - Goals and End Policies

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- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2016-2021 strategic plan to determine if they remain relevant or need updating for the 2017-2022 Strategic Plan.
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- 2) **Recommended Action:** This item is for Authority consideration and discussion.
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- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
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- 4) **Background:** This is an opportunity to review the six Goals and End Policies in our current strategic plan and determine if they continue to remain relevant or if they need updating for the 2017-2022 strategic plan.

The 2016-2021 strategic plan contained five Goals and End policies. The Authority amended and added to the statements to focus on assessing transportation needs throughout the PTBA, insure we were addressing needs within our financial limitations, defining our success based on satisfaction levels as opposed to increased ridership and explicitly stating that our goal is to encourage the use of our services.

The six Goals and End Policies from the 2016-2021 Strategic Plan are as follows:

- Goal 1 - *Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*  
End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.
- Goal 2 - *Provide outstanding customer service.*  
End Policy-Customers will report a high level of satisfaction with the services provided.

- Goal 3 – *Maintain a safe and secure operating system.*  
End Policy–All Intercity Transit customers, employees and facilities will be assured safety and security.
- Goal 4 – *Provide responsive transportation options within financial limitations.*  
End Policy–Customers and staff will have access to programs and services that benefit and promote community sustainability.
- Goal 5 – *Align best practices and support agency activities and sustainable technologies.*  
End Policy–Resources will be used efficiently with minimal impact on the environment.
- Goal 6 – *Encourage use of services.*  
End Policy–Educate and encourage community members to explore and appreciate the benefits of public transportation.

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5) **Alternatives:**

- A. Review items for consideration and discussion.
- B. Delay review and discussion associated with these items.

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6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

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7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.

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