

AGENDA
INTERCITY TRANSIT AUTHORITY
August 2, 2017
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS & RECOGNITIONS | 0 min. |
| 3) | PUBLIC COMMENT | 10 min. |
| | <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. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i> | |
| | <i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | |
| 4) | APPROVAL OF CONSENT AGENDA ITEMS | 1 min. |
| | A. Approval of Minutes: July 19, 2017, Regular Meeting | |
| | B. Payroll - July 2017: \$2,241,850.13 | |
| | C. Accounts Payable: Warrants dated July 7, 2017, number 23038; numbers 23041-23105; numbers 23111-23114, in the amount of \$315,416.27; Warrants dated July 21, 2017, numbers 23115-23180, in the amount of \$794,529.40. Automated Clearing House Transfers for July 2017 in the amount of \$6,321.01 for a monthly total of \$1,116,266.68. | |
| | D. Schedule Special Meeting: Schedule a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. (<i>Ann Freeman-Manzanares</i>) | |
| 5) | PUBLIC HEARING - None | 0 min. |
| 6) | COMMITTEE REPORTS - None | 0 min. |
| 7) | NEW BUSINESS | |
| | A. Replace Aging Network Equipment (<i>Jeff Peterson</i>) | 5 min. |
| | B. Install Mobile Video Recording System (<i>Jeff Peterson</i>) | 5 min. |
| | C. Facilities Truck Purchase (<i>Katie Cunningham</i>) | 5 min. |

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| D. State Legislative Advocacy Services (<i>Katie Cunningham</i>) | 5 min. |
| E. Rejection of Tumwater Square Station Improvements Construction Bid (<i>Tammy Ferris</i>) | 5 min. |
| 8) GENERAL MANAGER’S REPORT | 10 min. |
| 9) AUTHORITY ISSUES | 10 min. |
| 10) ADJOURNMENT | |

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 19, 2017

CALL TO ORDER

Chair Sullivan called the July 19, 2017, 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 Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Citizen Representative Ryan Warner; City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Katie Cunningham; Paul Koleber; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Heather Stafford-Smith; Thomas Van Nuys; Mark Kallas; Steve Krueger; Dennis Bloom; David Kolar; Katie Cunningham; Tammy Ferris.

Others Present: Citizen Advisory Committee Member, Denise Clark.

APPROVAL OF AGENDA

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

INTRODUCTIONS - None

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: June 7, 2017, Regular Meeting; June 21, 2017, Special Meeting.

B. Payroll - June, 2017: \$3,301,769.00

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- C. Accounts Payable:** Warrants dated June 9, 2017, numbers 22917-22976, in the amount of \$304,333.84; Warrants dated June 23, 2017, numbers 22985-23037, in the amount of \$1,533,565.89. Automated Clearing House Transfers for June 2017 in the amount of \$6,552.67 for a monthly total of \$1,844,452.40.
- D. Purchase of Passenger Shelters:** Authorized the General Manager to issue a purchase order to Handi-Hut for 14 passenger shelters with kiosks. The purchase order is not-to-exceed \$59,515, including taxes and freight. (*Jeff Peterson*)
- E. Solar Lighting for Bus Stops:** Authorized the General Manager to issue a purchase order with Urban Solar Corp. in the not-to-exceed amount of \$32,096, inclusive of tax and shipping, for ten pole mounted and ten shelter mounted solar lighting systems to improve bus stop safety. (*Jeff Peterson*)

PUBLIC HEARING - None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer reported the TRPC met July 7. Members received an update presentation from WSDOT on the I-5/JBLM congestion relief project. Key items of interest included: On a daily basis, 70,000 people commute to JBLM; the new managed lanes will start out as general purpose, but they can move to HOV lanes with legislative support. Messmer indicated this will not solve the Nisqually congestion issue. There was no discussion about easing congestion by using vanpool or buses.

TRPC is hosting an open house/workshop about the urban corridors on August 30. Messmer is a member of the TRPC work program sub-committee. She encourages feedback from the Authority.

- B. Transportation Policy Board (TPB).** Don Melnick reported the TPB met July 12. Members received a briefing on the Rideshare Companies & Last Mile Transportation Service. As part of the transit and high capacity transportation discussion, an Uber representative discussed the role of rideshare companies, especially in providing "last mile" transportation - that often short and difficult distance from a hub to the final destination.

Melnick said he asked about the negotiations with Pierce Transit, and Uber said there are some challenges, for example, data sharing is an issue as it could impact their competitiveness. Also, Uber only accepts payment via smartphones, not cash.

- C. Citizen Advisory Committee.** This item was moved to before the General Manager's report.

NEW BUSINESS

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A. Thurston County Proposed Cultural Arts and Convention Center.

Ramiro Chavez, Thurston County Manager, provided an update on the upcoming steps for the proposed convention center, designated under RCW 67.38.

The Commissioners took action on June 6 to set a public hearing for July 25, 2017, at 5:30 p.m. at the Thurston County Courthouse, Building 1. The statute is clear regarding the sequence of events that need to be played out. Within 60 days all municipalities must be informed and given the option to opt out. If the jurisdictions choose to participate in the project, no action is required. However, if a jurisdiction chooses to opt out they must pass a resolution that must be received by the County by the July 25 public hearing. Mr. Chavez is aware of one formal notification to opt out by the City of Tumwater.

Denise Clark arrived.

After the July 25 public hearing, the Legislative Authority has the option to redraw the boundaries of the district. The Legislative Authority has three years to place this measure before the voters. Voters by simple majority are the only ones who decide upon the creation of this district. The creation of this district does not include any financial strategy. It's simply asking the voters to create the district.

Assuming the Commissioners take action to place this on the ballot, and the voters approve by simple majority, the district is formed. The next step is determining the governing body that would consist of up to 9 voting members, and these can only be elected officials from the participating jurisdictions. The statute allows for one ex-officio voting member, and that is one way Intercity Transit can participate.

Once the governing body is formed then they approve the policies and procedures and bylaws. One of the first official business actions is to develop a comprehensive plan. This plan includes type, size and location of the project. This plan also needs to include a financial strategy and once put in place it's submitted to the Department of Commerce. Within 60 days of submittal, the Department of Commerce along with the state treasurer has to review the plan and take action whether to approve.

Should all of this occur, and the plan is approved, then the district has the option to submit to the voters the financial plan offering several options. One option being an ad valorem property tax levy in an amount equal to twenty-five cents or less per \$1,000 of assessed value of property in the district in each year for six consecutive years when specifically authorized to do so by a majority of at least three-fifths of the electors thereof approving a proposition authorizing the levies submitted at a general or special election.

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House Bill 1344 - only for Thurston County Region - allows payout over a period of 25 years rather than 9 years, which is significant because that allows for a larger infrastructure and longer time to pay off the cost of development. Another option is a public/private partnership with access to state and federal grants. This is a key element of how this district has the ability to create a partnership in order to build this facility. Chavez noted there are many checks and balances before going to the voters. The goal is to create an environment to have a conversation at the regional level and put the governing body of the district in a position to look beyond the municipal boundaries. The intent of this strategy is setting the stage to have a serious conversation because there are so many unknowns at this time. Chavez said this is the right time for Thurston County to move on this opportunity, and he encourages Intercity Transit to support this project.

Commissioner Blake said a project like this is important to all jurisdictions, and Intercity Transit and the Port of Olympia, because of the way things are going to the north and south of Thurston County. It will take several years before the project fits for everyone in Thurston County. Blake encourages everyone to attend the public hearing in support of the project.

Melnick said he would hope Intercity Transit has a role in deciding the location because the agency would need to serve it.

Gilman said he thought House Bill 1344 was about a courthouse renovation or replacement. Is that a separate legislation? Chavez said he believes the county used that as example but the legislation is not related to any specific improvements.

Messmer asked Chavez if he was asking someone from the Intercity Transit Board to speak at the hearing in support of this project. She doesn't believe she could support it as an individual member, especially in reference to the jurisdictions who sit on the Intercity Transit Board who have opted out. She heard that all of the jurisdictions who sit on the IT Board have opted out. It would be odd for the Transit Board to promote something that the majority of members have opted out of. However, the Board wants to be involved regarding where and how things happen, but should not participate in this discussion.

Melnick said he could see the Transit Board testifying in support of the project but with the aspiration to have a role in determining where it gets built, because IT's mission is to serve the transportation needs of the PTBA and he can see expressing a desire to be involved when the decision is made.

Messmer said she wants the Board to be cautious not to allow that to be portrayed as advocacy for the formation of the district.

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Gilman said Thurston County desperately needs places for state meetings and other events to happen so they don't go north to Seatac. He said the City of Olympia opted out due to the timing and being surprised by using RCW 67.38. However, there is interest and willingness to have a regional conversation.

Sullivan said the City of Tumwater opted out due to the memory of past efforts to construct a convention center, and trying to understand how to work together but having more understanding/knowledge and what it takes to get jurisdictions through the process. She said the timeline for this project is very short and Tumwater is not comfortable moving forward. In addition, creating a quasi-judicial government is questionable. She is open to having a conversation, but is concerned how it affects the taxing district.

Clarkson said the Mayor asked each Lacey City Councilmember their opinion, and Clarkson said his opinion is that now is not the time due to the multitude of questions that need to be answered before he could render his support. He has no problem in having a regional conversation, but he wants the conversation to come before some of the things the county wants to put before the voters as was indicated because he thinks in that case you're putting a cart before the horse. Clarkson suggested waiting to see what the Nisqually Tribe does.

Chavez said he encourages the Transit Board to look at this as an opportunity to set the stage to have a conversation at a regional level where the boundaries will be Thurston County and that is the intent of this particular legislation.

Freeman-Manzanares asked how or if the conversation moves forward without the support of the jurisdictions. Chavez said when the county receives all of the resolutions from the jurisdictions and receives public testimony, after July 25, the Commissioners will go through all that they heard and the actions taken by the jurisdictions and will make a decision on next steps.

CAC member, Denise Clark said she hopes the jurisdictions and Intercity Transit would opt to have the regional conversation. And that Intercity Transit would at least have a place at the table to hear and get an understanding what the questions are and what is missing. As a CAC member and a citizen of Thurston County, it concerns her that she is hearing that the jurisdictions are opting out.

Gilman said it's not a broad conversation. It's a conversation about a very specific legislative funding tool and a particular set of ways to raise money in a particular board structure. Those are the constraints to the conversation. The jurisdictions would be agreeable to a conversation but not on such short notice.

In summary, the Intercity Transit Authority decided to step back and remain silent on this issue at this time.

- B. Bus Stop Pad Engineering Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract for Engineering and Construction Management services.

Two proposals were received by the submittal deadline and the evaluation team reviewed the proposals and both firms were selected for interview. Staff identified KPFF as the highest rated firm and recommended they be selected to provide engineering and construction management services for the project. As part of the selection process for KPFF, reference checks were also completed.

KPFF has expertise and a solid reputation in design, bidding support and construction management for projects such as ours. Project funding is subject to federal grant requirements and KPFF's proposal includes construction and documentation support to meet federal funding requirements. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the Bus Stop Pad Improvements project to KPFF.

The Bus Stop Enhancement project was developed to improve existing bus stops throughout the service area to meet ADA standards and improve safety. The Engineering and Construction Management Services contract includes the design, bid specifications, permitting support, and construction management and oversight to improve approximately 71 bus stops in Lacey, Olympia, Tumwater, Thurston County, and Yelm. Bus stops are selected throughout the service area based on ridership, local access needs and existing stop conditions.

It was M/S/A by Citizen Representative Melnick and Commissioner Blake to authorize the General Manager to enter into a contract with KPFF for Engineering and Construction Management Services in the amount of \$131,942.

- C. Geotechnical Engineering and Environmental Services Contract.** Procurement Coordinator, Tammy Ferris, presented for consideration a contract award for Geotechnical Engineering and Environmental Services.

As part of this contract, contingent tasks are also included in the event that soil or groundwater contamination is identified, which include surveying and sampling existing groundwater monitoring wells, drilling additional borings, and installation of additional groundwater monitoring wells. The budget for the contingency tasks will only be used in the event that soil or groundwater contamination is encountered.

We received eleven (11) proposals by the submittal deadline of May 12, 2017. An evaluation team reviewed the proposals and selected four (4) firms to interview. Following the interviews, the team identified Landau Associates as the highest rated firm and recommended they be selected to provide Environmental Services. As part of the review process for Landau Associates reference checks were also completed.

Landau Associates has expertise and a solid reputation in providing environmental services, UST assessment, remediation and decommissioning services for projects such as ours. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the UST Site Assessment and Decommissioning Plan project to Landau Associates.

It was M/S/A by Councilmember Gilman and Citizen Representative Messmer to authorize the General Manager to enter into a contract with Landau Associates for Geotechnical Engineering and Environmental Services for the Underground Storage Tank Site Assessment and Decommissioning Plan, for a total not-to-exceed amount of \$88,555 which includes a management reserve fund for contingent tasks in the amount of \$45,071.

- D. Dial-A-Lift Vehicle Purchase.** Procurement Coordinator, Katie Cunningham, presented for consideration the purchase of twelve (12) Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles. Five (5) of these will be expansion vehicles to support increasing service demands. Seven (7) of these will be replacement vehicles to replace 2008 and 2009 model year vehicles which have exceeded their expected lifespan and are ready to be removed from regular service.

The Washington State Department of Enterprise Services (DES) competitively bid and awarded its Contracts for Light to Medium Duty Transit Buses to the lowest responsive and responsible bidders by vehicle class, and Schetky Northwest, Inc. was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this DES contract.

Through its evaluation process, DES verified fair and reasonable contract pricing and the contractor's ability to perform. Intercity Transit concurs with DES's assessment, and staff has confidence that these vehicles are mechanically sound and will serve our customers and Operations staff well.

It was M/S/A by Citizen Representative Melnick and Commissioner Blake to authorize the General Manager, pursuant to Washington State Contract 04115 to purchase twelve new Dial-A-Lift vehicles from Schetky Northwest, Inc. in an amount not-to-exceed \$1,664,148. There is no sales tax on Dial-A-Lift vehicles.

- E. Janitorial Services and Supplies.** Procurement Coordinator, Katie Cunningham, presented for consideration a two-year contract award to Buenavista Services, Inc. for Janitorial Services and Supplies at Intercity Transit facilities.

Intercity Transit's current Janitorial Services and Supplies contract will reach its maximum term and expire on August 31, 2017. In order to establish a new contract, Intercity Transit released a Request for Proposals (RFP) for Janitorial Services and Supplies on May 23, 2017. The RFP specified required Janitorial Services and

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Supplies at the following Transit Facilities: Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Amtrak Depot, and Pacific Avenue Office.

A total of seven (7) proposals were received by the submittal deadline of June 14, 2017. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, proposer interviews and references, Intercity Transit determined that Buenavista Services, Inc. is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Janitorial Services and Supplies.

Through the evaluation process, Buenavista Services was identified as both the lowest cost and top-ranked firm. The firm has been in business since 1996 and currently provides Janitorial Services for Community Transit, Sound Transit, the City of Seattle, and Pierce County, as well as other public and private agencies.

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to authorize the General Manager, to enter into a two-year contract with three one-year renewal options, with Buenavista Services, Inc. to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$265,656, including taxes, for the initial two-year term.

Commissioner Blake left the meeting.

- F. Appointing an Auditing Officer.** Finance Manager, Suzanne Coit, presented for consideration the adoption of Resolution 05-2017, revising the appointed Auditing Officer; and combining Resolutions 86-87, 75-86, and 10-80 into one Resolution to reflect the current process of issuing warrants and checks.

Resolution 86-87 appointed the "Director of Administrative Services" as the Auditing Officer. On April 3, 2017, Intercity Transit combined Human Resources, Finance and Information Systems into one department called "Administrative Services." Heather Stafford-Smith, previously the HR Director, now leads all three divisions as the Administrative Services Director. The Finance Manager, who oversees Intercity Transit's accounting functions, which includes accounts payable and payroll, is the logical choice to be designated as the Auditing Officer.

In addition, Resolutions 10-80, 75-86 and 86-87 were approved amending various processes pertaining to the issuance of warrants and checks. Resolution 05-2017 will combine these three resolutions into one resolution to reflect the current process of issuing warrants and checks.

It was M/S/A by Citizen Representative Messmer and Councilmember Clarkson to adopt Resolution 05-2017 appointing an Auditing Officer.

G. Interlocal Agreement with the City of Tumwater. Development Director, Eric Phillips, presented for consideration an Interlocal Agreement (ILA) with the City of Tumwater supporting project coordination and support for design and construction of the Tumwater Square Improvements.

In June of 2015 Intercity Transit was awarded a Congestion Mitigation Air Quality (CMAQ) grant of \$198,950 from Thurston Regional Planning Council for the construction of Tumwater Square Station improvements. The total construction project with local match (\$31,050) is \$230,000. The original application to TRPC included agency support from the City of Tumwater toward the design and construction management portion of the project in order to leverage the construction dollars to complete the improvements. Following notice of award Intercity Transit began coordinating with the City of Tumwater staff on the completion of the design and bid package. This ILA advances the implementation of the project in accord with the grant application and supports completion of the project as planned.

The Interlocal agreement provides clarification on responsibilities of each jurisdiction, provides that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the FTA grant requirements. The ILA also provides that the City of Tumwater will support Intercity Transits efforts to meet these Federal grant requirements and spells out that the City of Tumwater will provide the design and bid documents, support the bid tabulation and construction management documentation, and establishes that the support provided by Tumwater is not a match to the grant funding. The City of Tumwater approved the ILA at their June 20, 2017, City Council meeting.

ILA's are an efficient tool to support coordination between two local agencies working cooperatively. The Tumwater Square Station Improvements as addressed under the ILA provide the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with FTA grant requirements. Both agencies attorneys reviewed the ILA as presented for consideration. The construction contract for Tumwater Square Station improvements will be presented to the ITA as a separate contract recommendation later this summer.

It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to authorize the General Manager to enter into an ILA with the City of Tumwater clarifying roles and responsibilities related to the coordination, design and construction of the Tumwater Square bus transfer area improvements.

H. Review Draft of Annual Update of the Transit Development Plan. Planning Manager, Dennis Bloom, presented for discussion the highlights of the annual draft 2017-2022 Transit Development Plan and the 2016 Annual Report.

He covered three phases to the document: The description of the system from the previous year (2016 summary); description of plan changes to services and facilities (2017-22); and Operating and Capital financing elements of the previous year (2016) budgeted for the current year (2017), planned for the next five years (2018-22).

Bloom reviewed the draft document by section. Highlights include:

Section 3 – Service Characteristics

- Fixed route service recovered close to 12% operating costs for local service and 9% for express routes.
- Ridership is down 4% from 2015, with over four million boardings.
- Dial-A-Lift recovered about 3.5% of operating costs with boardings up 3% with a total of 166,213 boardings.
- Vanpool Services: By the end of 2016 there were a total of 177 commuter vanpools which was a decrease of 192 from the previous year. Still averaging 1,300 daily riders. Recovered 93.4% of operating costs.
- Village Vans: Provided employment support for 180 individuals in 2016 and provided over 6,500 rides – 40% increase over 2015.
- Commute Trip Reduction: There are 197 active worksites, of which 191 are affected sites and 6 are voluntary.
- Land Use Review: Staff received 348 submissions, reviewed 9 and commented on 6 applications requesting transit amenities.

Section 6 – State Proposed Action Strategies 2017-2022

- The Hazard Mitigation Emergency Plan was added to this section under Safety.

Section 7 – Summary of Proposed Changes 2017-2022

- Now reflective of budget discussions. There is replacement equipment noted for fixed route service and Dial-A-Lift service and vanpool needs.

Section 8 and 9 – Capital Improvement Program 2016-2022 / Operating Revenues 2016-2022

Clarkson asked how many requests does staff receive for public viewing of the document. Bloom said traditionally, staff does not receive many requests. Most people who have an interest download information off the website or view the document at the public library. Once the TDP gets approved, it gets sent to all of the jurisdictions and private sectors and tribes.

Messmer likes the Route Service Summary because it gives a picture of how the agency is doing in terms of route performance. She noted a correction to Route 68 on pages 35 and 36.

Melnick said he would like to see something mentioned about how Intercity Transit is trying to accommodate growth within financial constraints.

- I. Intercity Transit Hazards Mitigation Plan.** Freeman-Manzanares provided a briefing on Intercity Transit's portion of the Hazards Mitigation Plan for the Thurston Region. In an effort to manage risk, contain costs and promote sustainable communities, the federal government outlined new hazard mitigation planning requirements for states, tribes, and local governments in the Disaster Mitigation Act of 2000. The act establishes the requirement for local government to adopt a federally approved hazard mitigation plan to be eligible to receive federal mitigation assistance program grants. Local hazard mitigation plans must be updated and resubmitted to FEMA for approval every five years. This updated plan complies with all of the federal hazard mitigation planning requirements.

A component of the plan is Intercity Transit's Mitigation Initiative to implement self-identified priorities. Intercity Transit identified seven. Priorities do not need dedicated funding to be listed in the plan. Having a plan will provide opportunities to apply for grant funding and align with strategic goals and future budgets to fund these priorities.

Freeman-Manzanares referred to Intercity Transit's Annex to the Hazards Mitigation Plan for the Thurston Region. Public comment is open until July 31, 2017. Staff will come before the Authority for approval of the plan at the August 16, 2017, meeting.

Freeman-Manzanares reviewed the Emergency Management and Hazards Mitigation Plan presentation and answered questions.

Sullivan asked for definition of "active threat." Administrative Services Director, Heather Stafford-Smith provided an explanation.

Clarkson asked what alternative means of communication does the agency have with the jurisdictions, particularly during foul weather, and when the primary means of communication are no longer functioning. Freeman-Manzanares said the connection the agency makes with the jurisdictions is through the Intercity Transit dispatch office. The jurisdictions can utilize Intercity Transit to keep them informed of the road conditions. Currently, staff is researching communication systems and back-up communication systems in association with looking at the computer automated dispatch and vehicle location software.

Melnick asked who the residents of Panorama contact in the event of a disaster. Freeman-Manzanares suggested people prepare individually and as a neighborhood and in the case of an emergency, call 911. She stated that Intercity Transit would take direction from the Emergency Operations Center, whether that is a local

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jurisdiction or the county. The EOC would prioritize the response and work with Intercity Transit directly.

Clarkson asked why the Nisqually tribe was not included. Freeman-Manzanares will research.

Gilman asked for a description of Intercity Transit's resources; and would the agency suspend regular service. Operations Director, Jim Merrill, said the agency could suspend service based on events or scale back service to provide a Sunday level of service. The foul weather plan for instance, directs a certain service response dependent upon the event.

Freeman-Manzanares said agencies mitigation priorities include:

- Installing a 300kW generator at the OTC
- Updating the Emergency Plan and developing continuity plans;
- Providing emergency preparedness and response training to employees.
- Replacing satellite navigation and wireless communication systems
- Determine feasibility and options for a mobile command center
- Evaluate and prioritize structural seismic retrofit options for Pattison base
- Evaluate and prioritize non-structural seismic retrofit for Pattison base

Next steps include:

- Board approval of our section of the County Plan
- Embed mitigation priorities into budgets and strategic plans
- Implement priorities 2017-2022.

Citizen Advisory Committee. CAC member, Denise Clark said the CAC met July 17. She said Dennis Bloom presented the Draft Transit Development Plan and the CAC had questions regarding ridership. Jessica Brandt presented on the Hazard Mitigation Plan and there was much conversation afterwards, in particular about the process Intercity Transit takes during an earthquake, and how does the agency move people when communication systems are down.

The CAC took their annual group photo that will be displayed on the buses and in literature during the upcoming recruitment for new members; and lastly, they took a tour of the UST construction site along Martin Way.

GENERAL MANAGER'S REPORT

Freeman-Manzanares followed up on a question from the Authority regarding Pierce Transit's pilot project with Uber. Pierce stated that Uber was eager to partner with them for providing those first/last mile trips; however, they were reluctant to share data collected as part of this research/demonstration project, and that is a requirement of the funding. Information such as "origin and destination" "time of trip" and "length of

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trip" is considered a trade secret and Uber is reluctant to share this information. There are two additional challenges. 1: They need to guarantee services for those who are mobility impaired. Two RFP's for Uber wheelchair accessible vehicles were released, however, no one responded. 2: How to provide this service for people who do not have smartphones.

Intercity Transit is working with the Timberland Regional Library system to sell passes at all of the four public libraries within the PTBA. The sale of passes is anticipated to begin October 3.

To date, 657 summer youth passes have been sold – 45 monthly passes have been sold at the Olympia Transit Center in the past two months. We are doing well in terms of pass sale numbers in this soft roll-out of the summer youth pass. Last year 493 monthly passes were sold.

The Washington State Transit Insurance Pool announced that Intercity Transit received the Safety Star Award in the large-sized agency category. This comes with a \$5,000 award to be used for employee recognition.

Passenger counts are encouraging for the new Route 612. During the first week of service which was the July 4th holiday week, ridership was at 126.7 passengers; or 9.7 people per trip at 13 trips a day. By comparison, Route 609, after four years of service, recorded about 100 passengers per day, or about 5 people per trip. The reason for the increase could be attributed to better connections and scheduling.

There are 178 active vanpool groups. Two new vanpools began in June, which are spinoffs of existing vanpool groups, and included seasoned active vanpoolers as well as new and reactivated riders.

Vanpool staff participated in the Thurston County Local Planning Area Resource & Networking fair and Dump the Pump event at WSDOT/Olympia. They spoke with perspective employees at a Work Source meeting, attended a Medline Hiring Event in Hawks Prairie, and presented the vanpool program to HR staff at Alaffia, which is a local fair trade company in Tumwater.

Intercity Transit will participate in the United Way Day of Caring on Friday, September 22. All are welcome to join the team.

AUTHORITY ISSUES

Gilman referred to the APTA Sustainability Commitment, and he would like staff to keep looking at those social quality of life / social responsibility economics pieces of being sustainable that would form decisions like evaluating contracts (i.e. Security and Janitorial contracts). He likes to consider what the terms of employment are to live off

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that job (i.e. are workers getting enough hours). He feels these are all part of sustainability.

Gilman said similarly with Uber. He thinks it's a mischaracterization to consider it like a taxi service. It's a web application to match people up. The difference and the reason it's less expensive is because those people are not safety trained; they don't have benefits; or predictable hours so that is how money is saved. He doesn't see it as worthy of having a partnership. He urges the Authority to broaden the definition of sustainability as we continue this work and look at those social impacts in addition to environmental impacts.

Melnick referred to the Wall Street Journal article he provided, "Transit Agencies Take a Lesson from Uber." He said the article touches on transit agencies finding ways to use Uber-like techniques. He understands the ethical concerns, but this type of service could benefit a large need because, according to the article, other transit agencies are looking at ways to emulate Uber using their own resources.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 7:50 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: August 2, 2017.

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

PERIOD DATES:		06/25/2017 - 07/08/2017				PAYDATE 7/14/2017		PERIOD DATES:		07/09/2017 - 07/22/2017				PAYDATE 07/28/2017	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT			CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT			
IRS	FIT MT		EFT	80,361.74		IRS	FIT MT		EFT		76,146.94				
			EFT	22,536.66	102,898.40				EFT		21,659.19	97,806.13			
INS	A2/35	Life Ins.		0.00	0.00	INS	AL/35	Life Ins.			0.00	0.00			
HEALTH	D3/31	Disability Ins		2,583.31	0.00	HEALTH	D3/31	Disability Ins			2,532.12	0.00			
HEALTH	HE/37HI/38	Health In1stN2ND		175,437.00	0.00	HEALTH	HE/37HI/38	Health In1stN2ND			182,356.50	0.00			
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	TH/39	Taxed Hlth- DO NOT USE			0.00	0.00			
CHILD CARE	CC/61	Child Care	Hfstttr	148.00		CHILD CARE	CC/61	Child Care	Hfstttr/Brkmp		148.00				
GARNISHMENT	GN/08	Garnish	CHECK last	473.34		GARNISHMENT	GN/08	Garnish	CHECK last		503.16				
CHILD SUPPORT	CS/09	DSHS	EFT	2,067.20	2,067.20	CHILD SUPPORT	CS/09	DSHS	EFT		2,067.20	2,067.20			
	CS/09	ExpertPay	EFT	0.00	0.00						0.00	0.00			
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	7,385.00	7,385.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every		8,924.14	8,924.14			
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,787.21	15,787.21	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every		16,770.61	15,770.61			
GET	GT/63	G.Ed.Tult	Check every	227.00		GET	GT/63	G.Ed.Tult	Check every		227.00				
HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	265.00	265.00	HEALTH SAVING	HS/59	Health Svgs	ACH Wire every		265.00	265.00			
401K	DC/97	Vgrd EE	Wire	48,046.99		401K	DC/97	Vgrd EE	Wire		46,337.33				
VANGUARD	DC/22	Vgrd ER	Wire	32,810.61	80,856.60	VANGUARD	DC/22	Vgrd ER	Wire		31,490.28	77,827.61			
LOAN	L2/29	401k Ln#2	Wire	5,651.04		LOAN	L2/29	401k Ln#2	Wire		5,651.04				
LOAN	LN/29	401k Ln #1	Wire	8,163.69	13,814.73	LOAN	LN/29	401k Ln #1	Wire		7,899.09	13,550.13			
		TTL VNGRD		94,671.33				TTL VNGRD			91,377.74				
LABOR INS	LI/02	L&I	EFT Quarterly	27,822.42		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly		29,941.81				
MACHINISTS UNION DUES	MD/51	Mch.UnDues	Check last	1,263.89		MACHINISTS UNION DUES	MD/51	Mch.UnDues- 164 PEREE	Check last		1,502.49				
	MU/52	Mac.Initltn	Check last	46.50			MU/52	Mac.Initltn	Check last		0.00				
	MS/60	Payroll Corr check					MS/60	Payroll Corr check			0.00				
	GL/11	GTLife					GL/11	GTLife-ER/EE TERM/YRLY			0.00				
	TF/	Tx.Fr.Benefit	Employer	44.00	0.00		TF/	Tx.Fr.Benefit	Employer		70.00	0.00			
PROJECT ASSIST	PA/66	Proj.Assist	Check last	481.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last		474.00				
PENSION STATE PERS	PN/04	PERS EE	EFT	58,338.25	0.00	PENSION STATE PERS	PN/04	PERS EE	EFT		52,656.56	0.00			
	PN/04	PERS ER	EFT	100,609.81	158,948.06		PN/04	PERS ER	EFT		97,795.25	150,451.81			
		TTL PERS		158,948.06				TTL PERS			150,451.81				
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	393.87	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE		393.87	0.00			
ICMA	RC/24	ICMA EE	WIRE	5,706.42		ICMA	RC/24	ICMA EE	WIRE		5,643.70				
ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI/23	ICMA Roth	WIRE		350.00	350.00			
ICMA LON	RL/21	ICMA Ln#1	WIRE	1,488.17	1,882.04	ICMA LON	RL/21	ICMA Ln#1	WIRE		1,536.58	1,930.45			
ICMA	RR/25	ICMA ER	WIRE	3,220.80	8,927.22	ICMA	RR/25	ICMA ER	WIRE		3,210.55	8,854.25			
		TTL ICMA		10,809.26	11,159.26			TTL ICMA			10,784.70	11,134.70			
457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	14,258.94		457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT		14,148.19				
	SR/27	457 ST ER	EFT	7,616.09	21,875.03		SR/27	457 ST ER	EFT		7,418.29	21,566.48			
	ST67/SS68	AFLAC POST/PRE	EFT	4,226.43	4,226.43		ST67	ShTrmDisab-AFLAC	EFT		3,942.59	3,942.59			
ATU UNION DUES	UC/45	Un COPE	Check 1st	233.00		ATU UNION DUES	UC/45	Un COPE	Check 1st		-				
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess -2ND PP	Check last		615.00				
	UD/42	Un Dues	Check last	5,633.11			UD/42	Un Dues-BOTH PP	Check last		5,790.00				
	UI/41	Un Initltn	Check last	220.00			UI/41	Un Initltn- 100.00 PEREE	Check last		220.00				
	UT/43	Un Tax	Check last	3,140.80			UT/43	Un Tax IST PP	Check last		0.00				
UNITED WAY	UW/62	United Way	Check last	441.50		UNITED WAY	UW/62	United Way	Check last		413.50				
WELLNESS	WF/64	Wellness	Check last	365.50		WELLNESS	WF/64	Wellness	Check last		356.50				
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)	ACH Wire every		490,027.73	490,027.73	DIRECT DEP. LIVE CHECKS	NP NET PAY (dir. Deposit)	ACH Wire every			477,852.78	477,852.78			
	Paychecks			6,317.45			Paychecks - LIVE CHECKS				1,353.40				
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$909,309.65		TOTAL TRANSFER (tie to Treasurer Notifications)					\$881,159.18			
	TOTAL PAYROLL*:			\$1,134,187.47			TOTAL PAYROLL*:				\$1,107,662.66				
GROSS WAGE ER AMOUNT	GROSS EARNINGS:			805,091.61		GROSS WAGE ER AMOUNT	GROSS EARNINGS:				774,471.71				
MEDICARE TAX	EMPR MISC DED:			317,827.53		MEDICARE TAX	EMPR MISC DED:				322,361.32				
	EMPR MEDICARE TAX:			11,268.33			EMPR MEDICARE TAX:				10,829.63				
	TOTAL PAYROLL FOR JULY 2017			\$1,134,187.47			TOTAL PAYROLL FOR JULY 2017				\$1,107,662.66			\$2,241,850.13	
DIRECT DEP.	ACH WIRE TOTAL			513,464.94		DIRECT DEP.	ACH WIRE TOTAL				502,812.53				

0.00

\$0.00

0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/07/2017

Thru Date: 07/07/2017

Check #	Check Date	Ref #	Name	Amount	Voided
00023038	7/7/2017	05995	CHILD CARE ACTION COUNCIL	\$8,136.84	
23041	7/7/2017	01405	ADVANCE GLASS INC	\$389.92	
23042	7/7/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$20,850.14	
23043	7/7/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$195.17	
23044	7/7/2017	02380	ARAMARK UNIFORM SERVICES	\$970.45	
23045	7/7/2017	02580	ASSOCIATED PETROLEUM	\$35,449.26	
23046	7/7/2017	02990	B&B SIGN COMPANY LLC	\$59.73	
23047	7/7/2017	03250	BATTERY SYSTEMS, INC	\$1,694.28	
23048	7/7/2017	03950	BRUCE TITUS AUTOMOTIVE GROUP	\$1,099.52	
23049	7/7/2017	04120	BUILDERS HARDWARE CO	\$118.07	
23050	7/7/2017	05280	CAPITAL LAKEFAIR INC	\$644.00	
23051	7/7/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$5,768.43	
23052	7/7/2017	05740	CED	\$377.97	
23053	7/7/2017	06120	CITY OF OLYMPIA UTILITIES	\$1,551.50	
23054	7/7/2017	06500	COLLECTION TECHNOLOGY INC	\$584.67	
23055	7/7/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$217.83	
23056	7/7/2017	07220	CUMMINS NORTHWEST INC	\$18,873.61	
23057	7/7/2017	08780	EMERALD SERVICES INC	\$844.53	
23058	7/7/2017	09805	FLEET PRIDE	\$62.87	
23059	7/7/2017	09820	FLEET-NET CORP	\$5,238.72	
23060	7/7/2017	10580	GENE'S TOWING INC	\$217.40	
23061	7/7/2017	10605	GENFARE	\$424.04	
23062	7/7/2017	10607	GENUINE AUTO GLASS OF LACEY	\$435.20	
23063	7/7/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23064	7/7/2017	10660	GILLIG LLC	\$19,827.36	
23065	7/7/2017	10759	GORDON TRUCK CENTERS INC	\$4,438.06	
23066	7/7/2017	11498	IBI GROUP, US	\$7,557.80	
23067	7/7/2017	11615	INDUSTRIAL HYDRAULICS INC	\$580.49	
23068	7/7/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,378.89	
23069	7/7/2017	11765	INTERCITY TRANSIT PETTY CASH	\$668.23	
23070	7/7/2017	11865	ISLAND SUPERIOR AIR FILTER	\$619.50	
23071	7/7/2017	11905	JANEK CORPORATION	\$467.84	
23072	7/7/2017	11909	JAYRAY ADS & PR INC	\$1,153.75	
23073	7/7/2017	12474	KBA INC	\$37,508.43	
23074	7/7/2017	14334	MELLUM'S MOBILE SERVICE LLC	\$544.00	
23075	7/7/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$346.14	
23076	7/7/2017	14590	MOHAWK MFG & SUPPLY	\$148.68	
23077	7/7/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
23078	7/7/2017	14750	MULLINAX FORD	\$1,726.25	
23079	7/7/2017	14900	NAPA AUTO PARTS	\$396.62	
23080	7/7/2017	15140	NISQUALLY TOWING SERVICE	\$1,012.50	
23081	7/7/2017	16593	PACIFIC OFFICE AUTOMATION	\$550.93	
23082	7/7/2017	16752	PERFORMANCE RADIATOR PACIFIC LLC	\$206.72	
23083	7/7/2017	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
23084	7/7/2017	17505	RAINIER DODGE INC	\$132.88	
23085	7/7/2017	17795	ROUTEMATCH SOFTWARE INC	\$925.00	
23086	7/7/2017	17900	SCHETKY NW SALES INC	\$497.28	
23087	7/7/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$915.33	
23088	7/7/2017	18068	SHINING EXAMPLE INC	\$303.33	
23089	7/7/2017	18470	SPORTWORKS NORTHWEST INC	\$74.18	
23090	7/7/2017	18610	STEPHAN J PARROTT	\$725.00	
23091	7/7/2017	21610	TETRA TECH INC	\$3,071.24	
23092	7/7/2017	21660	THERMO KING NORTHWEST	\$8,299.51	
23093	7/7/2017	21930	TIRES INC	\$6,781.61	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/07/2017

Thru Date: 07/07/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23094	7/7/2017	21950	TITUS-WILL CHEVROLET	\$1,395.11	
23095	7/7/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
23096	7/7/2017	21985	TOTAL FILTRATION SERVICES	\$229.70	
23097	7/7/2017	22010	TOYOTA OF OLYMPIA	\$83.66	
23098	7/7/2017	23660	UNITED WAY OF THURSTON COUNTY	\$1,278.50	
23099	7/7/2017	24000	W W GRAINGER INC	\$149.18	
23100	7/7/2017	24130	WA ST DEPT OF ECOLOGY 2	\$50.00	
23101	7/7/2017	24742	WA ST EMPLOYMENT SECURITY	\$8.50	
23102	7/7/2017	24750	WA ST GET PROGRAM	\$227.00	
23103	7/7/2017	25380	WASHINGTON GARDENS	\$315.52	
23104	7/7/2017	25580	WASHINGTON STATE TRANSIT INSURANCE	\$135.00	
23105	7/7/2017	25858	WESTCARE CLINIC LLC PS	\$285.00	
23111	7/7/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
23112	7/7/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$97,959.90	
23113	7/7/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,069.55	
23114	7/7/2017	24742	WA ST EMPLOYMENT SECURITY	\$40.00	
Total:				\$315,416.27	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/21/2017

Thru Date: 07/21/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23115	7/21/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23116	7/21/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
23117	7/21/2017	01820	AMERICAN DRIVING RECORDS INC	\$361.05	
23118	7/21/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$693.60	
23119	7/21/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$375.86	
23120	7/21/2017	02380	ARAMARK UNIFORM SERVICES	\$1,444.89	
23121	7/21/2017	02580	ASSOCIATED PETROLEUM	\$68,667.11	
23122	7/21/2017	02825	AUTO PLUS - OLYMPIA	\$351.55	
23123	7/21/2017	05280	CAPITAL LAKEFAIR INC	\$3,374.00	
23124	7/21/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$636.71	
23125	7/21/2017	05995	CHILD CARE ACTION COUNCIL	\$861.92	
23126	7/21/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$777.52	
23127	7/21/2017	06830	CONSOLIDATED PRESS	\$8,456.04	
23128	7/21/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
23129	7/21/2017	07220	CUMMINS NORTHWEST INC	\$13,474.18	
23130	7/21/2017	07619	DAVID S FOSTER	\$1,750.00	
23131	7/21/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$7,024.27	
23132	7/21/2017	09960	FOREMAN BENJAMIN T III	\$131.25	
23133	7/21/2017	10477	GALLS, LLC	\$1,414.56	
23134	7/21/2017	10580	GENE'S TOWING INC	\$294.87	
23135	7/21/2017	10607	GENUINE AUTO GLASS OF LACEY	\$2,150.81	
23136	7/21/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23137	7/21/2017	10660	GILLIG LLC	\$21,038.86	
23138	7/21/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23139	7/21/2017	10759	GORDON TRUCK CENTERS INC	\$4,188.98	
23140	7/21/2017	10863	GRAYS HARBOR TRANSIT	\$258.00	
23141	7/21/2017	11615	INDUSTRIAL HYDRAULICS INC	\$243.03	
23142	7/21/2017	11892	J ROBERTSON AND COMPANY	\$2,056.25	
23143	7/21/2017	11905	JANEK CORPORATION	\$941.12	
23144	7/21/2017	11943	JOANNA GRIST	\$1,750.00	
23145	7/21/2017	12620	KEYBANK NATIONAL ASSOCIATION	\$68.62	
23146	7/21/2017	12871	KOSHARE V EAGLE	\$375.00	
23147	7/21/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,204.49	
23148	7/21/2017	13661	LOOMIS	\$533.10	
23149	7/21/2017	13850	MASON TRANSIT AUTHORITY	\$762.00	
23150	7/21/2017	14590	MOHAWK MFG & SUPPLY	\$75.24	
23151	7/21/2017	14900	NAPA AUTO PARTS	\$921.70	
23152	7/21/2017	15140	NISQUALLY TOWING SERVICE	\$1,012.50	
23153	7/21/2017	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$26,275.20	
23154	7/21/2017	16820	PIERCE COUNTY SECURITY	\$16,157.18	
23155	7/21/2017	16966	POINT & PAY	\$1,411.08	
23156	7/21/2017	17290	PUGET SOUND ENERGY	\$10,407.28	
23157	7/21/2017	17391	QUALITY MUFFLER & BRAKE	\$1,736.00	
23158	7/21/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23159	7/21/2017	17505	RAINIER DODGE INC	\$982.72	
23160	7/21/2017	17560	RE AUTO ELECTRIC INC	\$1,016.92	
23161	7/21/2017	17741	ROGNLIN'S INC	\$481,000.00	
23162	7/21/2017	17795	ROUTEMATCH SOFTWARE INC	\$244.00	
23163	7/21/2017	17900	SCHETKY NW SALES INC	\$1,117.79	
23164	7/21/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,065.81	
23165	7/21/2017	18145	SIX ROBBLEES INC	\$825.58	
23166	7/21/2017	18355	SOUND TRANSIT	\$33,031.67	
23167	7/21/2017	18470	SPORTWORKS NORTHWEST INC	\$140.63	
23168	7/21/2017	18610	STEPHAN J PARROTT	\$725.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 07/21/2017

Thru Date: 07/21/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23169	7/21/2017	18635	STEVE VENTO PHOTOGRAPHY	\$641.92	
23170	7/21/2017	21660	THERMO KING NORTHWEST	\$487.08	
23171	7/21/2017	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,560.00	
23172	7/21/2017	21930	TIRES INC	\$3,857.69	
23173	7/21/2017	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
23174	7/21/2017	21950	TITUS-WILL CHEVROLET	\$1,167.71	
23175	7/21/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23176	7/21/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$30,474.03	
23177	7/21/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23178	7/21/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$125.24	
23179	7/21/2017	24750	WA ST GET PROGRAM	\$227.00	
23180	7/21/2017	25858	WESTCARE CLINIC LLC PS	\$710.00	
Total:				\$794,529.40	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03810 BRANDT, JESSICA										
00	06/19/2017	DI	7/7/2017			54.00	54.00	54.00		54.00
10206 FREEMAN-MANZANARES ANN										
00	06/7-9/17	DI	7/7/2017			297.24	297.24	297.24		351.24
11308 HOFSTETTER SHANNON										
00	06/30/2017	DI	7/7/2017			148.00	148.00	148.00		499.24
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017JUN	DI	7/7/2017			1,442.00	1,442.00	1,442.00		1,941.24
11775 INTERCITY TRANSIT WELLNESS										
00	2017JUN	DI	7/7/2017			1,015.50	1,015.50	1,015.50		2,956.74
18738 SUTHERBY, BRIAN										
00	05/21-24/17	DI	7/7/2017			72.00	72.00	72.00		3,028.74

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11308 HOFSTETTER SHANNON										
00	07/14/17	DI	7/21/2017			148.00	148.00	148.00		148.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017JUL	DI	7/21/2017			3,144.27	3,144.27	3,144.27		3,292.27

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Special Meeting - September 20, 2017

-
- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 20, 2017 to conduct a joint meeting of the Intercity Transit Authority and the Citizen Advisory Committee.
-
- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Authority and the Citizen Advisory Committee.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
-
- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 20, 2017, to conduct the annual joint meeting of the Authority and Citizen Advisory Committee. Staff would cancel the regularly scheduled September 18th meeting of the CAC.
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- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Authority and CAC.
 - B. Schedule a joint meeting for a different date.
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- 6) **Budget Notes:** This meeting is included in the 2017 budget.
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- 7) **Goal Reference:** Having an opportunity to talk over issues between groups, sharing ideas and looking at the future of the agency meets all goals of Intercity Transit.
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- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
July 17, 2017

CALL TO ORDER

Chair VanderDoes called the July 17, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Marie Lewis; Austin Wright; Walter Smit; Billie Clark; Jonah Cummings; Carl See; Denise Clark; Tim Horton; Joan O'Connell; and Marilyn Scott.

Absent: Ursula Euler; Michael Van Gelder; Peter Diedrick; Aria Perez; Mitchell Chong; Leah Bradley; and Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Dennis Bloom; Rena Shawver; Jessica Brandt; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by O'CONNELL and BURT to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, MOLLY CARMODY.

MEETING ATTENDANCE

- A. July 19, 2017, Regular Meeting - Denise Clark
- B. August 2, 2017, Regular Meeting - Peter Diedrick
- C. August 16, 2017, Regular Meeting - Tim Horton

APPROVAL OF MINUTES

It was M/S/A by WRIGHT and SMIT to approve the minutes of the June 19, 2017, meeting.

BREAK FOR GROUP PHOTO SHOOT/TOUR OF CONSTRUCTION

See arrived.

NEW BUSINESS

- A. **INTERCITY TRANSIT HAZARDS MITIGATION PLAN** - (*Jessica Brandt*) Brandt introduced herself and indicated she would provide an update on the Hazard Mitigation plan. Thurston County updates their plan every 5 years. Mitigation is a slice of overall emergency management. There are a lot of pieces to it and includes preparing before, respond during, and recovery to get things back to normal. Mitigation is interesting because it minimizes impacts of any emergency and involves planning ahead. The agency is very

connected with all the emergency management planning groups. Thurston County coordinates them and each has a specific purpose. Intercity Transit is at the table all the time. The Washington Administrative Code (WAC) requires that the agency have its own plan. Often the agency is listed in a supporting role in other plans. County and cities have transportation listed as the first priority and the agency is also listed under evacuation. Intercity Transit is listed as the lead in Thurston County's comprehensive plan. Intercity Transit could be called to go to the emergency operations center, and/or work with school districts. The agency is in charge of moving people and to coordinate with schools and the community transportation network. The agency is responsible for moving people who can't move themselves. Fortunately they don't have a lot of experience with it, but are prepared to if needed. The agency has its own emergency plan and has more scenario specific response plans for staff so they know what to do. Staff is working on a continuity of operations plan including preparing for an extended outage from 12 hours to 30 days.

Brandt indicated Thurston Regional Planning Council (TRPC) engaged local jurisdictions, the Chehalis tribe, school districts, fire districts, special districts, and high education in their hazard mitigation process. The plan can be found online at TRPC.org. The process involved review of the natural hazards in Thurston County with a lot of maps with differing layers. These included earthquake, storm, flood, landslide, wildland fire, and volcanic event. The agency took the information and came up with their own priorities. Intercity Transit works with local governments and supports other agencies. The process involves collecting a lot of data and providing maps that show evacuation routes. This process helps in the development of regulations; hazard preparedness; hazard damage reduction and identification of critical facilities. Intercity Transit's section of the plan is out for review until July 31st.

Brandt reviewed the maps showing the service area and the different types of risk areas by natural hazard. This helps identify that downtown will be the worst after an earthquake. It also covers flooding; high groundwater, and identifies where roads might be closed as well as landslides and steep slopes. In terms of wildfire hazards most are on the fringe of town. Looking at storms and bad weather this has a historic record of storms. Intercity Transit's mitigation priorities for 2017-2022 include: install a 300kw generator at the OTC; update emergency plans and develop continuity plans so staff is prepared and the agency can support local and county government; train employees; replace CAD/AVL (satellite navigation and wireless communications systems); determine feasibility and options for a mobile command center to include a back-up plan for dispatch; evaluate and prioritize structural seismic retrofit option for the Pattison base; and evaluate and prioritize non-structural seismic retrofit options for Pattison base. The plan is out for comment and the idea is to adopt it in August and to imbed it into the strategic plan and budget. Staff will then begin looking for grants. The plan update is done every 5 years.

Brandt answered questions.

O'Connell - inquired about a scenario of an earthquake in the middle of the night.

Freeman-Manzanares - responded staff is doing what they can to plan around that. One issue is adding an entrance and exit on Martin Way so there is another way to get vehicles out of the facility. Staff participated in an exercise where the OTC was lost and then shortly thereafter there was an incident at the OTC. Operations Supervisors were able to swing into action, cover the parking meters so the public couldn't park there and

Intercity Transit Citizen Advisory Committee

July 17, 2017

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that gave the buses a place to stop. It is possible staff might use operations vehicles instead of using dispatch, or they might go to county, or someplace else. This process will help the agency identify a plan.

O'Connell – asked if this would involve the use of school district buses.

Freeman-Manzanares – indicated it most definitely could. Staff would work with other operations as the need arises. The agency has responded to flooding in Nisqually requested by the county. That situation happened in the middle of the night.

O'Connell – asked if all staff is trained to the same level.

Freeman-Manzanares – Training includes personal preparedness and training to our emergency response plans.

Wright – commented on a fire alarm situation and that dispatch was running service from an operations vehicle.

Freeman-Manzanares – stated that our back-up plans include alternative dispatching centers. We have outfitted the Operations Supervisor vehicles to accomplish that task if necessary.

Phillips – responded the things that are most likely to happen are covered in the foul weather plan. The foul weather plan covers where a storm hits and people abandon cars to go for buses. The larger challenge remains in communication strategies. The planning process and resulting conversations helped identify what staff needs hard copies of and how to be mobile in different areas. Also, what happens if a bridge is out. To be proactive the agency is implementing things like the automatic chaining system.

Freeman-Manzanares – added that the bridge downtown was lost in the earthquake, and the agency immediately went fare free.

VanderDoes – inquired about decontamination events.

Freeman-Manzanares – remarked there was a leak at the Port of Olympia and Intercity Transit was called to evacuate the Boardwalk apartments. The Emergency Management lead agency communicates the type of emergency to us and what they are trying to accomplish. We dispatch the necessary services and count on the emergency personnel to ensure responding agencies are safe.

See – asked if this only related to natural hazards.

Brandt – responded yes, and riot response and other non-emergency hazards are built into Intercity Transit's plans.

Clark, D. – asked if anyone in the agency is certified in NIMS.

Brandt – indicated some neighborhood groups are.

Freeman-Manzanares – added management and support staff are trained and they send new staff through periodically.

Wright – inquired about non-natural disaster events like the May Day protests.

Brandt – responded that local jurisdictions are in charge and the agency would support.

- B. DRAFT TRANSIT DEVELOPMENT PLAN 2017-2022 - (Dennis Bloom)** Bloom indicated he would review the highlights and changes in this year's Transit Development Plan (TDP). This is a state requirement and has three elements including information about the previous year, a description of the changes for the next five (5) years, and third the capital and financial elements. The one major change this year is the removal of the fifteen (15) page section on agency equipment. Maintenance now sends the information to WSDOT. Ann will present the Strategic Plan later this year which rolls into the budget for the following year. Years ago both documents were combined and since 2006 those elements were split out. The TDP talks about the organization from 1980 through 2016. It shows the organization with types of staff positions with a total of 325 employees. Section three (3) shows the fixed route farebox recovery which is close to 12% for local service and 9% for express service. Fixed route ridership decreased by 4% over 2015, with a little over 4.1M boardings. DAL ridership increased by 3%, and farebox recovery is at 3.5%. Vanpool services 177 vanpools and took about 1,000 vehicles off the road. Vanpool recovery is at 93.4% of operating costs. They lost about 12% in ridership over the previous year. Cost of fuel has demand low and people have gone back to driving as can be seen in the amount of traffic in our area daily. Village Vans summary from 2016 includes over 6,000 rides, which is an increase of nearly 40%. Commute Trip Reduction in working with TRPC goes to 197 active worksites of which 191 are affected sites and 6 voluntary. TRPC is the lead administrator for the program and Intercity Transit helps promote alternative transportation to reduce single occupancy cars. Land use reviews for 2016 included 9 project reviews and 6 requests for transit amenities. All 6 requests were approved. Transit amenities include bus stops, sidewalks, pathways, etc.

Bloom indicated in 2016 the agency retrofitted 10 shelters with solar lighting, and accessibility improvements were made at 40 bus stops. Of those improvements four (4) were made through private developers, three (3) through local jurisdictions, as well as two (2) sidewalk improvements through private parties. The Walk n Roll program reached approximately 4,194 students and 17 schools in 2016. They provided 23 presentations and 26 field trips. The Earn a Bike after school classes provided eight (8) hours of bike maintenance and safe riding instruction. The 60 kids completing the program received a functional bike, helmet, lock, and lights. The volunteers completed 80 bicycles. Section 6 outlines the State's proposed action strategies. Section 7 outlines the proposed changes over the next five (5) years. Intercity Transit is holding steady with what we have and plans include replacing vanpools. The agency will also purchase some DAL vans and there are some instances of possible expansion. Each of the years the agency has had vanpool expansions by 11. Going forward staff may need to complete a market analysis to make sure these numbers make sense. The capital expenses lists out other elements like hardware or software for the next 6 years. The agency doesn't show any park and ride expansion for the time being except in 2022 out in Yelm.

O'Connell – asked if that is because the current park and ride lots are meeting demand.

Bloom – indicated it is reflective of the number of vanpools. In terms of capacity they are at about 50% for the two major ones and the smaller one and all 3 have bus service. It is possible they may eventually have one in Yelm, along Yelm Highway with additional route #94 service.

Freeman-Manzanares – added that during the recession the authority was faced with competing priorities of capital needs, and replacing vehicles. They had to look at other needs and what could be set aside.

Bloom continued with the documents appendices including the organizational chart, the system map and service boundary map, and the operating data. The fixed route summary identifies the types of routes and how it is viewed in terms of ridership and performance standards. Each category of routes is identified by how well it performed in 2016. Some routes have changed, and some went from satisfactory to marginal. There are some routes that continue whether they do well or not. Route #42 has been unsatisfactory for a number of years. Most of it is in an industrial area and goes to the community college, family court, and the county jail. The Authority has decided to maintain a baseline service.

Bloom answered questions.

Cummings – asked if there is a contingency plan in place in the event of cuts to federal grant money.

Freeman-Manzanares – indicated it has been a work in progress for many years. Federal dollars were eliminated and that's when staff started doing some significant planning and started prioritizing what the agency can do and focus on that. If the agency can't replace buses they can't put service on the street. There has been some conversation with the CAC and Authority on whether it can be done with all local dollars. This prompted the conversation with the state legislature as well as the community conversation to see what the community supports.

Bloom – added that the Rider News identifies opportunities for comments so he asked members to spread the word and encourage anyone to provide comments.

- C. CAC SELF-ASSESSMENT RESULTS** (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated 18 members completed the 2017 Self-Assessment. This provides a nice opportunity for the committee to check in and the Authority looks forward to going over it at the joint session. She reviewed the eight (8) questions and discussed the comments.

Scott – addressed the confusion around the comment concerning the Community Action moving to Willamette and the difficulty that seniors are having accessing it.

Freeman-Manzanares – responded that she was surprised they moved out to an area that doesn't have service. One of the things the agency did to help was provide a community van which was ultimately granted to them in the surplus van grant program. They provide dedicated staff resources to drive people out to their new facility. It is difficult when they move outside the service area.

Carmody – responded to the comment concerning what the authority does with the comments and input the CAC provides. She indicated a lot of the work they do involves budget number crunching. The authority values the opinions and ideas expressed by the CAC.

Cummings – added in terms of making sure the CAC accurately reflects the community it might help to find out which routes are adequately represented and look to fill in the gaps in the recruitment.

Pierce – reminded members that the citizen advisory committee is advisory to the authority. CAC has been asked specific questions by the authority about what the agency's role should be and the group provides feedback and ideas. The board does listen and she asked that members not get discouraged when they don't see immediate reaction.

Horton – suggested the definition of community many need some clarification.

Freeman-Manzanares – responded the broader definition.

See – added with respect to the comment on the authority being number crunchers and how much pressure that is, he would encourage and hope that there is room for policy discussion and using policy to guide and that the CAC can contribute to that discussion no matter how fiscal it is.

Carmody – responded that she doesn't ride the bus, but walks to work, and has a vested interest in making the Yelm route better.

CONSUMER ISSUES

- *Wright* indicated he really enjoys the parades.
- *VanderDoes* remarked on the terrible traffic last Friday and one of his family members took the #94 and they were just awesome. And, he commended the drivers on how they managed Lakefair.
- *VanderDoes* commented on the issue of theft and that 3 part receipts were helpful along with having 2-3 people involved in the process.

Freeman-Manzanares – indicated staff has implemented continuing controls and commented on how difficult it is when people are dishonest. She added that she has since been told that it is the number one thing that they see in the police department. Most occurs in the private sector and happens far more than she would have ever imagined.

REPORTS

- **June 21, 2017, Work Session** – Cummings provided the report from the June 21, 2017, Work Session including the approval of the DELL computer contract and the rationale is the current system is Dell. There was discussion around the project management services to support the OTC construction using a private contractor versus DES. Since it is coming up at the end of the state's budget cycle they would be able to get a project manager who would normally be attached to a larger project. They discussed a public comment about bus advertisements that cover the windows. During low light conditions it can be hard to see

outside. They also amended the bylaws to make all meetings regular meetings to conduct business more efficiently.

- **General Manager's Report** – Freeman-Manzanares thanked Austin, Sue, Tim, Marilyn, Ursula and Carl for participating in the parades. There will be holiday parades later in the year, and the agency may be invited back out to Yelm for their holiday parade. The local Intercity Transit Roadeo is this Sunday and if anyone wants to participate as a judge to let her know. You would need to be at Pattison at 7:30 am to do a safety debrief before heading to the airport. The airport is a controlled site and everyone enters and leaves together. There is a BBQ afterwards around 1. Staff will be doing intercept surveys and if anyone is interested staff would love to have your help. They will be at the OTC, Olympia Farmer's Market, Tumwater Square, Capital Mall and Tumwater Square Transfer Station. Please let people now to go to IT RoadtTrip.net. The board was interested in the Pierce Transit project with Uber. So she reached out to their project manager and they still don't have a contract in place. Pierce received a research grant to see if using Uber could work so they have to gather information. Uber isn't interested in sharing their information. Transit Appreciation Day is **Wednesday, August 9, 2017** and the program begins at 12:04 pm.

See – asked who is going to the transportation conference.

Freeman-Manzanares – indicated Sue and Tim.

VanderDoes – remarked on Sue and Austin's perfect attendance this year.

NEXT MEETING: August 21, 2017.

ADJOURNMENT

It was M/S/A by O'CONNELL and WRIGHT to adjourn the meeting at 7:18 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170717.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Replace Aging Network Equipment

1. **The Issue:** Consideration of the Intercity Transit Authority to purchase 8-Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components.

2. **Recommended Action:** Authorize the General Manager to purchase 8-Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components in the amount of \$74,593.28, inclusive of tax, from CDW LLC.

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

4. **Background:** The requested Cisco equipment will replace the aging equipment purchased in 2005 and warranty coverage will expire in October of 2017. The Proxim Tsunami Wireless Bridges will enhance network communications and reliability to staff located in the Remax Professional Building on Pacific Avenue.

Through market research, staff found CDW offers the requested equipment at a competitive price from the King County Directors' Association (KCDA) purchasing cooperative. KCDA is owned by Washington's public school districts and serves all levels of government. Staff also considered the Washington State contract but pricing and product selection was more advantageous through KCDA.

Staff recommends purchasing new network switch equipment to ensure the network system is operating efficiently under a maintenance agreement.

5. **Alternatives:**

- 1) Authorize the General Manager to purchase 8-Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components in the amount of \$74,593.28, inclusive of tax, from CDW LLC.
- 2) Defer action and continue to operate with existing equipment.

-
6. **Budget Notes:** The 2017 budget includes \$300,000 for replacement of aging equipment. This purchase is within budget.

 7. **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Installation of Mobile Video Recording System

1) **The Issue:** Consideration of an amendment to an existing contract with Transit Solutions, LLC to include installation of our mobile digital video recording (DVR) system and high definition front facing cameras.

2) **Recommended Action:** Authorize the General Manager to amend an existing contract with Transit Solutions, LLC to include installation of DVR systems, associated mobile digital video recording system components, and high definition front facing cameras in the not to exceed amount of \$72,347, including tax, for 93 vehicles.

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

4) **Background:** Intercity Transit entered into a contract with Transit Solutions in November 2016 to provide Intercity with the next generation of onboard DVRs and high definition front facing cameras for \$358,641. The contract included the installation of 12 systems on existing fleet intended as training for future in-house installation of the remaining vehicles.

The initial installation and training effort concluded in January 2017. Following a review by Maintenance staff on the efficiency and scale of work following the initial training, it was determined the overall costs, timing, and implementation schedule of the project would improve significantly by having Transit Solutions complete the installation. Having the vendor complete the installations also provides stricter adherence to potential warranty issues related to the installation process. Our amendment to the contract with Transit Solution provides for timely and efficient completion of installation work and staff recommends exercising this option.

By all accounts, the new DVRs and cameras have been a success and provide superior results. Staff believes the best and most cost effective path forward to implement this technology is to have Transit Solutions install the remaining DVRs and cameras.

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- 5) **Alternatives:**
- A. Authorize the General Manager to amend an existing contract with Transit Solutions, LLC to include installation of DVR systems, associated mobile digital video recording system components, and high definition front facing cameras in the not to exceed amount of \$72,347, including tax, for 93 vehicles.
 - B. Continue operating two systems throughout 2017 and 2018 to allow Technicians appropriate time to perform the installations.
-

- 6) **Budget Notes:** The cost for the installation services is proposed to come from the Information Systems budget which has identified sufficient funds remaining in FY2017 for the installation services to complete this project.
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- 7) **Goal Reference: Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #6:** *“Encourage use of services.”*
-

- 8) **References:** N/A.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: New Facilities Truck Purchase

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- 1) **The Issue:** Consideration of the purchase of one (1) new facilities truck.

 - 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford F350 truck and service body not to exceed the amount of \$74,611, including tax.

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

Background: Intercity Transit intends to purchase one (1) new Ford F350 truck with service body to replace a 2005 model year truck which is overdue for replacement. This new truck will be similar to the Ford F350 with service body that was purchased in 2016. Facilities staff has found that this truck make and model has served the department well, and has determined that a similar truck will continue to best meet the department's needs.

In order to increase coverage and efficiency during snow events, staff also planned for the addition of a snow plow attachment to this vehicle. The snow plow package will allow a quicker response to clear the bus yard, transit centers, and park and rides during snow and ice events. While we currently have two vehicles with snow plow attachments which also carry a sander and deicer trailer, this third standalone snow plow will enhance our ability to respond.

The Washington State Department of Enterprise Services (DES) competitively awards its vehicle contracts to the lowest responsive and responsible bidder by vehicle class, and Columbia Ford of Longview was selected for this vehicle class under Contract 05916. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off of this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and the contractor's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our facilities staff well.

4) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for one (1) 2017 Ford F350 truck and service body not to exceed the amount of \$74,611, including tax.
- B. Defer action. To purchase 2017 model vehicles, orders must be placed prior to factory cut-off date to avoid cost increases and a delay in production.

6) **Budget Notes:** The 2017 budget includes \$60,000 for a new Facilities Truck and sufficient funding for the remaining \$14,611 under Facilities Equipment for the snow plow package, and modifications to the service body equipment, such as the water tank, work platform, and slide out step.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service”* and **Goal #3:** *“Maintain a safe and secure operating system.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: State Legislative Advocacy Services

1) **The Issue:** Consideration of a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

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

4) **Background:** In July 2016, Intercity Transit released a Request for Proposals for State Legislative Advocacy Services, which resulted in a one-year contract award to Foster Government Relations in September 2016. The original contract included four one-year renewal options. This item represents the first one-year renewal. The contracted amount remains as originally proposed.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the first year of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.
- B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

6) **Budget Notes:** The total annual contract value of \$42,000 for State Legislative Advocacy Services falls within the 2017 budgeted amount.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: August 2, 2017

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Rejection of Tumwater Square Station Improvements
Construction Bid

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- 1) **The Issue:** Consideration of the rejection of the bid submitted by NOVA Contracting, Inc. for the Tumwater Square Station Improvements.
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- 2) **Recommended Action:** Authorize the General Manager to reject the bid submitted by NOVA Contracting, Inc. in response to RFB 1621 for Tumwater Square Station Improvements.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit released a RFB for the Tumwater Square Station Improvements project on June 21, 2017. We received one (1) bid in the amount of \$348,200 by the submittal deadline of July 13, 2017.
- Intercity Transit's 2017 budget to complete construction was \$230,000. The Engineer's estimate to complete the project was \$245,113. The bid received exceeded the Engineer's estimate by \$103,087, which is 42% higher than the Engineer's estimate.
- Based on discussions with our project Engineer, the lack of bids and higher than anticipated pricing is most likely due to releasing the RFB during the peak season of construction when construction demand is high and contractor availability is low. Our Engineer contacted several contractors to verify the lack of participation and they had reported that they were busy but also confirmed the Engineer's estimate was reasonable.
- Staff is requesting the Authority reject the single bid submitted by NOVA Contracting, Inc., as it exceeds the approved budget. Staff intends to re-issue the RFB for the Tumwater Square Station Improvements in the fall of 2017 in order to attract a larger number of contractors to bid the project.
-
- 5) **Alternatives:**
- A. Authorize the General Manager to reject the bid submitted by NOVA Contracting, Inc. in response to RFB 1621 for Tumwater Square Station Improvements.

- B. Accept the bid submitted by NOVA Contracting, Inc. This will result in the total cost of the project exceeding the approved budget amount.
- C. Defer action. Deferring action is not in the best interest of the agency.

6) **Budget Notes:** The bid of \$348,200 exceeds the \$230,000 project budget available for the completion of the project.

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

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