

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

October 18, 2017

5:30 P.M.

CALL TO ORDER

- 1) APPROVAL OF AGENDA 1 min.
- 2) INTRODUCTIONS 5 min.
A. Chris McClure, Administrative Assistant (Heather Stafford-Smith)
- 3) 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.
- 4) PUBLIC HEARING - None 0 min.
- 5) COMMITTEE REPORTS
A. Thurston Regional Planning Council (Oct. 6) (Karen Messmer) 3 min.
B. Citizen Advisory Committee (Oct. 16) (Walter Smit) 3 min.
- 6) NEW BUSINESS
A. Approval of 2017 Non-Represented Employee Compensation Review Findings (Heather Stafford-Smith) 30 min.
B. Amend DES IAA to include SRG Partnership Inc. (Steve Krueger) 5 min.
C. 2018 Draft Budget (Ann Freeman-Manzanares & Suzanne Coit) 20 min.
D. 2018-2023 Draft Strategic Plan / Establish Public Hearing (Ann Freeman-Manzanares) 20 min.
- 7) GENERAL MANAGER'S REPORT 10 min.
- 8) AUTHORITY ISSUES 10 min.
- 9) 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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: October 18, 2017

FOR: Intercity Transit Authority

FROM: Heather Stafford Smith, 360.705.5861

SUBJECT: 2017 Non-Represented Employee
Market Alignment Compensation Review Findings

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- 1) **The Issue:** Whether or not to approve recommendations based on the results of the 2017 Non-Represented Employee Market Alignment Compensation Review.
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- 2) **Recommended Action:** Approve the Decision Band Method (DBM) matrix adjustments as recommended in the amount of \$43,500.
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- 3) **Policy Analysis:** The Intercity Transit Authority must approve changes to our compensation system.
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- 4) **Background:** The current classification/compensation plan (CCP) system, the Decision Band Method (DBM), for non-represented employees at Intercity Transit was adopted in 2004. This study resulted in our current non-represented employee classification system and compensation matrix. Human Resource professionals recommend classification/compensation systems be reviewed, verified, and updated every two to three years. In essence, this market review occurs every three years for Intercity Transit's represented employees through the labor negotiation process. The Intercity Transit DBM system was last verified and updated in 2011. Fox-Lawson, the firm which has proprietary rights over the Decision Band Method (DBM), was engaged for the 2011 review and again for this current review. In 2011, the review resulted in a matrix adjustment and updated job descriptions.

This 2017 Compensation Review included the following:

- A review and verification of alignment with the appropriate external job markets to assure Intercity Transit maintains competitive parity to attract and retain qualified and competent professional, managerial, technical, administrative, and craft/trade personnel.
- Recommended adjustments, if appropriate, to the non-represented DBM compensation system.

The market salary survey and review was completed October 2017.

The results of the Review indicate a slight salary structure adjustment is needed. The market data findings for the entire classification system, A12 through E81, indicate non-represented employee wages at C41 and above are slightly below the market midpoint.

Lori Messer of Fox-Lawson will provide an overview of the study, findings, and recommendation.

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- 5) **Alternatives:**
- A. Approve the Decision Band Method (DBM) matrix adjustments as recommended in the amount of \$43,500.
 - B. Maintain the current salary structure and make no market adjustment. Selection of Alternative B would result in some misalignment within the DBM structure and wages that are not competitive within the local and comparable transit agency market.
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- 6) **Budget Notes.** The financial impact to implement the market and salary structure adjustments effective January 1, 2018, is \$43,500.
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- 7) **Goal Reference:** This item meets **Goal #2:** *"Providing outstanding customer service."*
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- 8) **References:** N/A.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: October 18, 2017

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Amend DES IAA to include SRG Partnership Inc.

1) The Issue: Consideration of amending the Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to include a contract with SRG Partnership Inc. (SRG) to provide A&E design services for the Olympia Transit Center (OTC) Expansion Project.

2) Recommended Actions: Authorize the General Manager to authorize DES to amend our IAA to include a contract with SRG to provide A&E basic design services for the OTC Expansion Project in the amount of \$509,375.

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

4) Background: In June of 2017, Intercity Transit entered into an IAA with DES to provide project management services related to the OTC Expansion Project. The IAA also authorizes DES to negotiate and administer A&E and Construction contracts (on behalf of and in consultation with Intercity Transit) using State standard contracting templates, terms, conditions and processes. Accordingly, using the results of Intercity Transit's OTC A&E competitive selection process, DES has negotiated and prepared a replacement A&E contract with SRG pending approval by Intercity Transit.

The SRG replacement contract follows the Office of Financial Management (OFM) A&E Guidelines and applies a fee schedule determined to be fair and reasonable. The A&E fee is calculated by applying a formula to the agreed upon Maximum Allowable Construction Cost (MACC). Using the OTC approved budget of \$8,492,282, an estimated MACC of \$6,250,000 was established. The \$509,375 fee for A&E services was established utilizing the OFM fee schedule, and negotiating a credit for work previously completed.

Although Intercity Transit already has an agreement with SRG to provide OTC design services, creating a new SRG contract under the DES IAA will better enable DES to fulfill their project management duties by adhering to State standard terms, conditions, and practices. Staff has also verified that the OFM hourly rates are slightly better than our existing SRG contract and therefore, staff recommends this request be approved.

We anticipate requesting additional A&E support in the amount of approximately \$450,000 to complete the project.

5) Alternatives:

- A. Authorize the General Manager to authorize DES to amend our IAA to include a contract with SRG to provide A&E basic design services for the OTC Expansion Project in the amount of \$509,375.
- B. Continue to use our existing contract with SRG and amend the contract to authorize DES to serve as the contract administrator on behalf of Intercity Transit. Doing so would also require the IAA to be amended and approved by DES.

6) Budget Notes: The total 2017 OTC Expansion Project budget is \$8,492,282. The proposed SRG services contract are within the total budget for the OTC 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."* **Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: October 18, 2017

FOR: Intercity Transit Authority

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

SUBJECT: 2018 Draft Budget

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- 1) **The Issue:** Introduce the Draft 2018 Budget.
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- 2) **Recommended Action:** This is an informational item for discussion and comment.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2018.
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- 4) **Background:** Staff will present elements of the draft 2018 budget to include capital projects, new projects, new staff, on-going projects from the previous budget and operational expenses. Staff will also discuss potential grant opportunities, which align with the strategic plan, and their impact on the budget.
- The Authority will review the draft budget at their October 18 meeting and has scheduled a public hearing on Wednesday, November 15, 2017. The Budget document will be available for public comment on October 23, 2017. The budget is scheduled for adoption at the December 6, 2017, Authority meeting.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual budget impacts all agency goals.
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- 8) **References:** Draft 2018 Budget Agenda October 13, 2017.
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Draft 2018 Budget Agenda Attachment
October 13, 2017

2017/2018 Comparative Budget Overview

	<u>2017 Budget</u>	<u>Proposed 2018 Budget</u>
Operating:	\$41,512,206	\$41,785,980
Capital/New & On-Going Projects:	\$36,666,811	\$72,562,711
Total Budget:	\$78,179,017	\$114,348,691

New Projects/Positions for 2018

DEV-010	Development Administrative Assistant	\$74,850
DEV-013	OTC Furniture, Fixtures, Equipment	\$600,000
DEV-014	Pattison Renovation & Expansion	\$27,463,203
EX-026	Grants Consultant	\$40,000
FAC-093	Replace Tennant Floor Scrubber	\$16,000
FAC-094	Purchase and Install Safety Beacons at Bus Wash Exits	\$7,500
FAC-095	Relocate Fuel Island Heaters	\$10,000
FAC-096	Replace De-Icer Trailer	\$12,000
FIN-015	Non Rep Market Alignment Adjustment	\$43,500
FIN-016	General Wage Increase-Non Reps	\$225,810
HR-016	Active Threat Mitigation	\$25,000
IS-005	Computers, software, radios, security cameras, SAN's	\$453,000
IS-007	Web Professional Services	\$106,000
IS-008	Operator Payroll Optimization	\$35,000
MC-018	Community Conversation Amendment to Current Project	\$20,000
MC-021	Vanpool Grant Promotion (Grant)	\$275,000
PL-014	Bus Stop Enhancements (Grant)	\$350,000
TM-007	Operations OTC Supervisor	\$83,816
VM-027	Replace Operations Supervisor Vehicles & Associated Equipment	\$48,000

VM-028	Replacement Coaches (8)	\$5,200,000
VM-029	Replacement Vanpool Vehicles (40)	\$892,500
Total		\$35,981,179

On-Going Projects

Major purchases or contracted services that will not be completed in 2017 and carried over to future years.

DEV-004	Pattison Final Design/Future Enhancements	\$4,100,000
DEV-005	Olympia Transit Center Expansion	\$8,492,282
DEV-006	UST Replacement/Renovation Project	\$8,800,000
DEV-008	Traffic Engineering Services	\$50,000
DEV-009	New Furniture	\$25,000
DEV-011	Tumwater Square Improvements	\$290,000
DEV-012	Replace Fare Collection System	\$1,500,000
FAC-035	Pattison St. Administrative HVAC Engineering	\$25,000
FAC-036	Amtrak Repaint Interior	\$10,000
FAC-040	Bus Stop Enhancements & Solar	\$150,000
FAC-051	Amtrak HVAC Replacement	\$30,000
FAC-058	Ops Dispatch Repairs/Upgrades	\$40,000
FAC-062	HVAC Replacement OTC	\$90,000
FAC-066	Admin Window Replacement	\$100,000
FAC-067	Interior Facility Painting	\$280,000
FAC-068	Pattison Carpet Replacement	\$75,000
FAC-070	Maint Replacement Boiler/Controls/HRU's	\$400,000
FAC-071	Engineer Concrete Slab Replacement	\$50,000
FAC-073	Exterior Paint Consultant	\$38,000
FAC-074	Amtrak Tree Replacement	\$20,000
FAC-078	Maintenance Bays Fall Protection	\$115,000
FAC-079	Amtrak Gate/Gate Opener	\$25,000

FAC-080	Amtrak Seal Coat/Asphalt Repairs	\$45,000
FAC-081	Martin Way P&R Seal Coat	\$30,000
FAC-082	Engineer Pattison Replace Fire & Alarm System	\$25,000
FAC-083	Pattison Roof Replacement	\$412,000
FAC-084	Pattison Glass Block/Soffit Replacement	\$400,000
FAC-085	Pattison Exterior Painting	\$200,000
FAC-086	LTC, OTC, Amtrak Exterior Painting	\$125,000
FAC-088	Replace One-Man Genie Lift	\$25,000
FAC-090	Install New Tire Carousel	\$50,000
FAC-092	Install Propane Tank Fuel System	\$10,000
IS-012	Replace ACS/CAD/AVL & Radio System	\$5,500,000
MC-018	Community Conversation	\$50,000
PL-009	Short/Long Range Service Plan	\$170,000
PL-010	Transit Signal Priority	\$705,000
PL-013	Bus Stop Enhancements	\$380,000
VM-010	Replace staff electric car	\$48,080
VM-013	Replace Staff Station Wagon	\$28,410
VM-014	Purchase 5 DAL Expansion Vans	\$780,464
VM-022	Replace 7 DAL Vehicles	\$1,092,296
VM-025	2010 Hybrid Mid-Life Rebuild	\$1,800,000
Total		\$36,581,532

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: October 18, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-5838

SUBJECT: Request to Set Public Hearing for the 2018–2023 Strategic Plan

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- 1) **The Issue:** Set a public hearing to receive comment on the 2018-2023 Strategic Plan.
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- 2) **Recommended Action:** Set the public hearing for the 2018-2023 Strategic Plan for Wednesday, November 15, 2017.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget and the strategic plan. The Strategic Plan states the Agency's direction for 2018 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2018.
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- 4) **Background:** Staff will finalize the draft documents with the Authority at the October 18, 2017, ITA meeting, incorporate changes then release for public consideration. Formal comment will be accepted through the November 15, 2017, Authority meeting. Final adoption is proposed for December 6, 2017.
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- 5) **Alternatives:**
- A) Set the public hearing for the 2018-2023 Strategic Plan for Wednesday, November 15, 2017.
 - B) Direct staff to set the public hearing for a different date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
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- 8) **References:** N/A.