

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**November 15, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- |    |   |  |
|----|---|--|
| 1) | <b>APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| 2) | <b>INTRODUCTIONS &amp; RECOGNITIONS</b><br><b>A. Proclamation and Recognition:</b><br><b>City of Lacey Councilmember Virgil Clarkson</b> ( <i>Chair Sullivan</i> )  | <b>15 min.</b>   |
| 3) | <b>PUBLIC COMMENT</b><br><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><br><br><i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | <b>10 min.</b>   |
| 4) | <b>PUBLIC HEARING ON 2018-2023 DRAFT STRATEGIC PLAN</b><br>( <i>Ann Freeman-Manzanares</i> )  | <b>10 min.</b>   |
| 5) | <b>PUBLIC HEARING ON 2018 DRAFT BUDGET</b> ( <i>Suzanne Coit</i> )  | <b>10 min.</b>   |
| 6) | <b>COMMITTEE REPORTS</b><br><b>A. Thurston Regional Planning Council (Nov. 3)</b> ( <i>Karen Messmer</i> )<br><b>B. Transportation Policy Board (Nov. 8)</b> ( <i>Don Melnick</i> )   | <b>3 min.</b><br><b>3 min.</b>                                     |
| 7) | <b>NEW BUSINESS</b><br><b>A. Youth Education Program Update</b> ( <i>Jessica Gould &amp; David Coppley</i> )<br><b>B. Right-of-Way Dedication Deed</b> ( <i>Tammy Ferris</i> )<br><b>C. Tumwater Square Station Improvements Contract Award</b><br>( <i>Tammy Ferris</i> )<br><b>D. APTA Annual Conference Debrief</b> ( <i>Molly Carmody, Don Melnick, Karen Messmer</i> )   | <b>20 min.</b><br><b>5 min.</b><br><b>5 min.</b><br><b>15 min.</b> |
| 8) | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b>   |
| 9) | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b>   |

10) ADJOURNMENT

11) **CLOSED SESSION - The Authority and designated staff will conduct a discussion only pursuant to RCW 42.30.140 (4) (b) to discuss the Amalgamated Transit Union Local 1765 negotiations. There will be no decisions made at this time.**

*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](mailto: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. 4**  
**MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2018-2023 Draft Strategic Plan Public Hearing

- 
- 1) **The Issue:** To conduct a public hearing on the 2018-2023 Draft Strategic Plan.
- 
- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the 2018-2023 Draft Strategic Plan.
- 
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
- 
- 4) **Background:** The Draft 2018-2023 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. The public is encouraged to comment.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. The document is developed at the direction of the Authority by staff.
- 
- 7) **Goal Reference:** The Strategic Plan identifies policy direction regarding how resources will be allocated to address all of the Authority goals.
- 
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 5  
MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Suzanne Coit, 360-705-5816

**SUBJECT:** Public Hearing - 2018 Draft Budget

- 
- 1) **The Issue:** To conduct a public hearing on the 2018 Draft Budget.
- 
- 2) **Recommended Action:** Receive comment on the proposed 2018 budget.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of our proposed expenses for 2018.
- 
- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed operating budget for 2018 is \$43.4 million. The capital budget, including rollover projects from previous years, is proposed at \$69.3 million, with \$33.7 million in new projects and \$35.6 million in projects from prior years. The total proposed 2018 budget including staff recommended new projects/positions is \$112.7 million.

The major elements of Intercity Transit's 2018 budget are:

- Sales tax revenue for 2018 is projected to increase 3.0% compared to 2017 sales tax revenue. 2017 sales tax revenue is expected to be approximately 6% higher than our 2016 sales tax revenue.
- Increase in existing Dial-A-Lift service levels by 2,000 service hours.
- Purchase of seven replacement and five expansion Dial-A-Lift Vans.
- Purchase of eight replacement coaches.
- Rebuild of six mid-life hybrid coaches.
- Research/replace the computer aided dispatch/automated vehicle locator/radio System.
- Research/replace the fare box/collection system.

- Complete the Pattison Street underground storage tank replacement project.
- Finalize design and begin construction on the Olympia Transit Center Expansion project.
- Finalize design for the renovation and expansion of the Pattison Street facility.
- Add one new administrative assistant in Development.
- Add one new OTC supervisor.

---

5) **Alternatives:**

- A) Receive comments on the proposed 2018 budget. Accept the draft budget as presented and formally adopt the 2018 budget at the December 6, 2017, Authority meeting.
- B) Direct staff to revise the proposed 2018 budget based on public comments and adopt the budget, as revised at the December 6, 2017, Authority meeting.

---

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

---

7) **Goal Reference:** The annual budget impacts all agency goals.

---

8) **References:** Budget to Actual Report.

**2018 Budget History of changes**  
**Original Budget numbers given to Board 10/13/17**

**Changes subsequently:**

	<b><u>Total</u></b>	<b><u>Capital</u></b>	<b><u>Operating</u></b>			
	114,348,691	71,363,735	42,984,956			
				<b><u>original</u></b>	<b><u>revised</u></b>	<b><u>change</u></b>
DEV-006 /UST replacement	(2,000,000)	(2,000,000)		8,800,000	6,800,000	(2,000,000)
PL-009 Short/Long Range Service Plan	(28,000)		(28,000)	170,000	142,000	(28,000)
PL-013 Bus Stop Enhancements	(50,000)	(50,000)		380,000	330,000	(50,000)
WSTIP safety award	5,000		5,000	-	5,000	5,000
subtotal 11/2/2017	112,275,691	69,313,735	42,961,956			

**Items being discussed to add:**

Facilities replacement trailer	15,000	15,000		-	15,000	15,000
FleetNet Timekeeping module	20,000		20,000	-	20,000	20,000
FIN-015 Proposed Non-Rep Pay Structure adjust	33,000		33,000	43,500	76,500	33,000

**Items being discussed to remove:**

New subtotal	112,343,691	69,328,735	43,014,956
--------------	-------------	------------	------------

11/9/17

To: Intercity Transit Authority

From: Suzanne Coit, Finance Manager

RE: Budget to Actual report, 3rd Quarter 2017 (January – Sept)

Refer to the attached reports: Revenue Report dated Sept 2017, and the Summary Project Status report as of Sept 30, 2017.

**Revenues:** Actual revenues are slightly below budget at 29% remaining (3/12 = 25%, 3 months remaining in the year). Sales tax revenue is at 21% remaining so we are a little ahead on sales tax. We have received \$332,390 of state grants but no federal grants have been received as of Sept 30.

**Expenses:** Actual expenses through Sept 30 are \$30 million out of a total budget of \$78 million, which is 38% of the total expenditure budget. The low actual expense % is due to the fact that a large number of capital projects have not been started or finished at Sept 30.

The expense items that caught our attention are listed below. See the attached "Summary Project Status" report:

Item	Division	Project	Notes
1	Finance	Salaries & benefits	Salaries were higher than budgeted due to the retirements of Ben Foreman & Leslie Williamson and their vacation & sick leave buyouts.
2	Finance	Day to Day Activities	Includes \$3,113 paid to Leslie for services in 2017, including her payroll backup while 3 Finance dept. staff were out at training
3	Finance	Annual audit	The annual SAO audit took place in October 2017
4	Finance	Pension Committee	Higher than planned legal fees. IT's cafeteria plan was amended to permit other voluntary benefits (AFLAC). Amendments were also drafted to allow an automatic enrollment feature. IT has not adopted this new feature yet.
5	Finance	ESMS Auditor Training	Staff will be sent to training in 2018.
6	IS	Maint & Upkeep of IS	Large Orbital support cost will be paid in October
7	IS	Training & Dev	Training is planned for 2 staff in December
8	IS	Replace ACS Orbital/radio system	This will be a 2018 project
9	IS	Windows/Office upgrades	Window upgrades will not be done in 2017
10	Dev	Training & Development	More training occurred in 4 <sup>th</sup> Q 2017
11-15	Dev	Various projects	These projects were not started/finished during the period Jan – Sept 2017
16	Marketing	Produce agency info	More expenses in 4 <sup>th</sup> Q 2017
17	Marketing	Training & development	Turnover in this division in 2017 so will be underspent
18	Marketing	Support agency services	Less advertising was done in 2017 than planned
19	Marketing	Trans Alternative program grant	Should be removed from budget, included in MC-008 Youth Education
19.5	Planning	Salaries & benefits	Higher than budgeted due to Fran's retirement with her vacation & sick leave buyout & Brian cross-training
20	Planning	Training & development	Additional training 4 <sup>th</sup> Q 2017

Item	Division	Project	Notes
21-27	Planning	Projects	These projects will be carried over to 2018
28	Exec	Day to day <b>activities</b>	Expenses have been less than estimated
29	Exec	Dues	Dues payments for 2017 are complete
30	Exec	ITA/CAC training & dev	Expenses will occur later in 2017
31	Exec	Transit appreciation day	This event occurred in August
32	Exec	Annual recognition banquet	This event occurs in December
33	Exec	ISO 14001 certification	A certification audit is scheduled for December
34	Exec	Sustainability committee	No sustainability projects have been planned beyond department specific initiatives.
35	Exec	Grants consultant	Additional expenses will occur later in 2017
36	HR	Safety/accident mitigation	Exceeded budget due to the purchase of a safety gift for employees and board members and for safety committee members to attend webinars and training
37	HR	Legal services	Will be spent later in the year for ATU negotiations, work updating HR rules & policies, and several open highly complex employees issues
38	HR	Drug & Alcohol program	Fees for the year 2017 have been paid in full
39	HR	Non-rep tuition	The amount budgeted for the year has been used
40	HR	IAM tuition	No reimbursements yet, but an IAM member is working on coursework and will be eligible when he's finished
41	HR	Organizational development	These funds are earmarked for upcoming agency training
42	HR	Agency wellness activities	These funds are earmarked for upcoming events
43	DAL	Manage division activities	Future purchase of office equipment
44-46,48 49	Facilities	Projects	These projects will be done in 2018
47	Facilities	Install Motorized blinds at OTC	This project cost more than anticipated as we needed to hire an electrician to complete the project
50	Operations	Salaries	An employee is being paid in this department but was budgeted in Vehicle Maintenance dept. 19
51	Operations	Communications	The project for radio repeater sites is complete
52	Operations	Vehicle camera upgrade	This project is complete.
53	Fleet	Training & dev	Per Paul training for this division is complete for 2017.
53.5	Fleet	Coaches	The hybrid mid-life rebuilds were budgeted here (\$1.8 million). They will be done in 2018.
54,56	Fleet	Vehicle purchases	Purchases will be done in 2018.
55	Fleet	Internal staff development	Monies for training for Karl Ammann (technician trainee) wasn't needed
56	Vanpool	Vanpool vehicles	Will be purchased in 2018
57	Vanpool	Rideshare online admin	WSDOT & KC Metro are upgrading this site, not charging IT
58	Village Vans	Salaries	Manager retired 3/31/17, vacation & sick leave buyout.



REVENUE REPORT					
Sept 2017					
				2017	
			CURRENT	ANNUAL	BUDGET
OPERATING REVENUES	AUGUST	SEPTEMBER	YTD AMT	BUDGET	DIFFERENCE
<b>Passenger Fares</b>					
Adult passes	74,464	48,471	409,741	593,681	-31%
Olympia Express	5,740	5,223	37,068	79,680	-53%
Reduced passes and permits	19,257	15,496	147,579	222,050	-34%
Reduced annual passes	60	495	25,260	57,819	-56%
Youth passes	9,258	4,905	68,014	141,122	-52%
Summer Youth Passes	8,030	60	19,690	0	0%
SPSCC student pass	0	0	60,662	115,362	-47%
TESC student pass	14,308	14,308	176,988	283,576	-38%
STAR Pass Revenue	34,581	17,290	149,322	255,403	-42%
Thurston County Pass Revenue	0	0	6,560	15,373	-57%
St Martin's Student Pass	0	2,088	13,292	18,522	-28%
City of Olympia Go Pass	0	0	20,072	0	0%
Farebox receipts	89,307	94,116	798,047	1,311,047	-39%
Vanpool fares	126,529	113,252	1,027,226	1,612,358	-36%
Misc/Tickets/Laminations	12,367	9,097	77,407	117,888	-34%
<b>Total Passenger Fares</b>	<b>393,899</b>	<b>324,800</b>	<b>3,036,929</b>	<b>4,823,881</b>	<b>-37%</b>
<b>AUXILIARY TRANSPORTATION REV</b>					
Advertising Income	0	0	515,046	319,732	61%
<b>TOTAL AUXILIARY TRANS REV</b>	<b>0</b>	<b>0</b>	<b>515,046</b>	<b>319,732</b>	<b>61%</b>
<b>NON-TRANSPORTATION REVENUE</b>					
Interest Income	49,586	51,311	405,493	386,212	5%
Miscellaneous	8,954	5,687	44,697	93,516	-52%
Amtrak Depot	7,957	877	29,188	28,601	2%
Sales Tax**	3,770,910	3,394,492	28,536,027	36,269,521	-21%
State/Local Operating Assistance	83,717	0	332,390	385,922	-14%
Federal grants	0		0	3,732,215	-100%
	<b>3,921,123</b>	<b>3,452,367</b>	<b>29,347,797</b>	<b>40,895,987</b>	<b>-28%</b>
<b>TOTAL OPERATING INCOME</b>	<b>4,315,022</b>	<b>3,777,168</b>	<b>32,899,772</b>	<b>46,039,600</b>	<b>-29%</b>
<b>**NOTE: Sales Tax revenue is presented on a cash basis.</b>					

# Summary Project Status

9/30/17

Department: Administrative Services

## Division: Finance

	Project	Spent	Budget	Remaining	Notes
FIN-001	Salaries/Wages & Benefits	\$499,210	\$594,787	16%	\$95,577 (1)
FIN-002	Day to Day Activities	\$55,765	\$66,000	16%	\$10,235 (2)
FIN-003	Training and Development	\$8,058	\$24,875	68%	\$16,818
FIN-004	Annual Audit	\$6,950	\$32,000	78%	\$25,050 (3)
FIN-005	Subscriptions	\$602	\$1,000	40%	\$398
FIN-006	Purchase Passes/Tickets	\$17,356	\$32,000	46%	\$14,644
FIN-007	General Agency Insurance	\$914,878	\$1,250,500	27%	\$335,622
FIN-008	Pension Committee	\$6,062	\$5,000	-21%	(\$1,062) (4)
FIN-009	Cut Commute Committee	\$20,053	\$35,000	43%	\$14,947
FIN-011	ESMS Auditor Training	\$282	\$10,000	97%	\$9,718 (5)
Division Total:		\$1,529,217	\$2,051,162	25%	\$521,945

## Division: Information Systems

	Project	Spent	Budget	Remaining	
IS-001	Salaries/Wages & Benefits	\$367,187	\$548,737	33%	\$181,550
IS-002	Maintenance & Upkeep of IS	\$172,559	\$586,123	71%	\$413,564 (6)
IS-003	Training and Development	\$7,650	\$27,400	72%	\$19,750 (7)
IS-004	Telephone System	\$55,473	\$113,590	51%	\$58,117
IS-005	Replace Aging Equipment	\$179,976	\$432,000	58%	\$252,024
IS-012	Replace ACS Orbital/Radio System	\$0	\$5,500,000	100%	\$5,500,000 (8)
IS-013	Windows/Office Upgrades	\$1,315	\$120,000	99%	\$118,685 (9)
IS-019	Replacement for Verint DVRs	\$119,662	\$250,000	52%	\$130,338
Division Total:		\$903,823	\$7,577,850	88%	\$6,674,027

Department Total: \$2,433,039 \$9,629,012 75% \$7,195,973

# Summary Project Status

9/30/17

Department: Development

## Division: Development

	Project	Spent	Budget	Remaining	
DEV-001	Salaries/Wages & Benefits	\$105,256	\$270,609	61%	\$165,353
DEV-002	Service and Community	\$62	\$500	88%	\$438
DEV-003	Training and Development	\$4,171	\$19,880	79%	\$15,709 (10)
DEV-004	Pat Final Design/Future Enhance	\$0	\$4,100,000	100%	\$4,100,000 (11)
DEV-005	Olympia Transit Center Expansion	\$0	\$8,492,282	100%	\$8,492,282 (12)
DEV-006	UST Replacement/Renovation	\$2,261,928	\$8,800,000	74%	\$6,538,072 (13)
DEV-007	Office Rental	\$32,114	\$47,450	32%	\$15,336
DEV-008	Traffic Engineering Services	\$0	\$50,000	100%	\$50,000 (14)
DEV-009	New Furniture	\$76	\$25,000	100%	\$24,924 (15)
Division Total:		\$2,403,606	\$21,805,721	89%	\$19,402,115

## Division: Marketing

	Project	Spent	Budget	Remaining	
MC-001	Salaries/Wages & Benefits	\$300,529	\$526,905	43%	\$226,376
MC-002	Produce Agency Info	\$28,348	\$116,000	76%	\$87,652 (16)
MC-003	Training and Development	\$3,975	\$20,439	81%	\$16,464 (17)
MC-004	Support Agency Services	\$41,362	\$165,500	75%	\$124,138 (18)
MC-007	Implement Bicycle Programs	\$15,123	\$20,000	24%	\$4,877
MC-008	Youth Education Program	\$20,266	\$30,150	33%	\$9,884
MC-014	Web Site Enhancement	\$13,300	\$50,000	73%	\$36,700
MC-016	Trans Alternatives Program Grant	\$0	\$7,000	100%	\$7,000 (19)
MC-018	Community Conversation	\$39,082	\$70,000	44%	\$30,918
Division Total:		\$461,986	\$1,005,994	54%	\$544,008

## Division: Planning

	Project	Spent	Budget	Remaining	
PL-001	Salaries/Wages & Benefits	\$386,199	\$468,214	18%	\$82,015 (19.5)
PL-002	Monitor System Services	\$3,592	\$5,000	28%	\$1,408
PL-003	Training and Development	\$2,798	\$14,435	81%	\$11,637 (20)
PL-004	Land Use and Development	\$0	\$10,000	100%	\$10,000 (21)
PL-005	Park and Pool Project	\$0	\$3,000	100%	\$3,000 (22)
PL-006	Planning Projects	\$41	\$800	95%	\$759
PL-009	Short/Long Range Service Plan	\$28,140	\$170,000	83%	\$141,860 (23)
PL-010	Transit Signal Priority	\$16,680	\$705,000	98%	\$688,320 (24)
PL-013	Bus Stop Enhancements	\$50,965	\$380,000	87%	\$329,035 (25)
PL-014	Route 592 Extension	\$144,108	\$308,000	53%	\$163,892
PL-015	Tumwater Sq Transfer St Improvem	\$679	\$230,000	100%	\$229,321 (26)

# Summary Project Status 9/30/17

**Department:** Development

**Division:** Planning

	Project	Spent	Budget	Remaining
PL-016	Fare Collection System Upgrades	\$0	\$1,500,000	100% \$1,500,000
<b>Division Total:</b>		\$633,203	\$3,794,449	83% \$3,161,246

(27)

**Division:** Procurement

	Project	Spent	Budget	Remaining
PRO-001	Salaries/Wages & Benefits	\$551,683	\$751,715	27% \$200,032
PRO-002	Operating Supplies	\$3,062	\$6,050	49% \$2,988
PRO-003	Training and Development	\$11,014	\$28,700	62% \$17,686
<b>Division Total:</b>		\$565,759	\$786,465	28% \$220,706

**Department Total:** \$4,064,555 \$27,392,629 85% \$23,328,074

# Summary Project Status

9/30/17

Department: Executive

Division: Executive

	Project	Spent	Budget	Remaining	
EX-001	Salaries/Wages & Benefits	\$377,673	\$518,622	27%	\$140,949
EX-002	Day to Day Activities	\$1,309	\$10,600	88%	\$9,291 (28)
EX-003	Training and Development	\$13,326	\$31,518	58%	\$18,192
EX-004	Service & Community	\$1,049	\$3,350	69%	\$2,301
EX-005	Authority Planning Session	\$3,922	\$8,300	53%	\$4,378
EX-006	WSTA/Legislative Events	\$1,261	\$3,060	59%	\$1,799
EX-007	CAC/Authority Support	\$3,259	\$9,575	66%	\$6,316
EX-009	Legal Notices	\$1,647	\$4,000	59%	\$2,353
EX-010	Legal Services	\$12,111	\$38,000	68%	\$25,889
EX-011	Dues	\$111,840	\$123,500	9%	\$11,660 (29)
EX-012	Employee/Volunteer Recognition	\$12,810	\$23,950	47%	\$11,140
EX-014	ITA/CAC Training & Development	\$5,236	\$22,141	76%	\$16,905 (30)
EX-015	Advocacy Services	\$77,750	\$118,000	34%	\$40,250
EX-016	Transit Appreciation Day	\$15,236	\$17,000	10%	\$1,764 (31)
EX-017	Annual Recognition Banquet	\$211	\$12,700	98%	\$12,490 (32)
EX-024	ISO 14001 Certification	\$2,517	\$9,000	72%	\$6,483 (33)
EX-025	Sustainability Committee	\$0	\$6,500	100%	\$6,500 (34)
EX-026	Grants Consultant	\$4,765	\$20,000	76%	\$15,235 (35)
Division Total:		\$645,922	\$979,816	34%	\$333,894
Department Total:		\$645,922	\$979,816	34%	\$333,894

# Summary Project Status 9/30/17

**Department:** Human Resources

**Division:** Human Resources

	Project	Spent	Budget	Remaining	
HR-001	Salaries/Wages & Benefits	\$566,017	\$761,111	26%	\$195,094
HR-002	Maintain Human Resources	\$73,815	\$128,300	42%	\$54,485
HR-003	Training and Development	\$10,530	\$13,060	19%	\$2,530
HR-004	Safety/Accident Mitigation	\$5,244	\$3,000	-75%	(\$2,244) 36
HR-005	Legal Services	\$6,743	\$65,000	90%	\$58,257 37
HR-006	Employment Medical Programs	\$11,339	\$16,000	29%	\$4,661
HR-007	Drug & Alcohol Program	\$15,678	\$19,500	20%	\$3,822 38
HR-008	Non-Represented Tuition	\$2,700	\$2,700	0%	\$0 39
HR-009	ATU Tuition	\$2,250	\$5,000	55%	\$2,750
HR-010	IAM Tuition	\$0	\$2,000	100%	\$2,000 40
HR-012	Organizational Development	\$6,642	\$25,800	74%	\$19,158 41
HR-013	Agency Wellness Activities	\$2,007	\$10,500	81%	\$8,493 42
HR-014	Recruitment & Selection	\$14,759	\$41,500	64%	\$26,741
HR-015	Non-Rep Compensation Survey	\$16,750	\$30,000	44%	\$13,250
<b>Division Total:</b>		\$734,474	\$1,123,471	35%	\$388,997
<b>Department Total:</b>		\$734,474	\$1,123,471	35%	\$388,997

# Summary Project Status

9/30/17

Department: Operations

## Division: Customer Services

	Project	Spent	Budget	Remaining	
CS-001	Salaries/Wages & Benefits	\$481,143	\$627,821	23%	\$146,678
CS-002	Manage Division Activities	\$6,371	\$16,700	62%	\$10,329
CS-003	Training and Development	\$2,813	\$3,454	19%	\$641
CS-004	Reduced Fare Program	\$1,077	\$6,000	82%	\$4,923
CS-005	CS Information Books	\$0	\$250	100%	\$250
Division Total:		\$491,405	\$654,225	25%	\$162,820

## Division: Dial A Lift

	Project	Spent	Budget	Remaining	
DAL-001	Salaries/Wages & Benefits	\$910,597	\$1,214,980	25%	\$304,383
DAL-002	Manage Division Activities	\$282	\$9,900	97%	\$9,618
DAL-003	Training and Development	\$5,771	\$16,375	65%	\$10,604
DAL-004	Travel Training Support	\$1,402	\$2,400	42%	\$998
Division Total:		\$918,052	\$1,243,655	26%	\$325,603

## Division: Facilities

	Project	Spent	Budget	Remaining	
FAC-001	Salaries/Wages & Benefits	\$579,798	\$765,193	24%	\$185,395
FAC-002	Service Contracts	\$113,433	\$226,000	50%	\$112,567
FAC-003	Training and Development	\$2,529	\$4,000	37%	\$1,471
FAC-004	Buildings/Grounds Maintenance	\$210,077	\$478,200	56%	\$268,123
FAC-005	Amtrak Expenses	\$30,161	\$55,400	46%	\$25,239
FAC-006	Utilities	\$178,624	\$327,000	45%	\$148,376
FAC-035	Pattison Admin HVAC Engineering	\$0	\$20,000	100%	\$20,000
FAC-036	Repaint Interior Amtrak	\$0	\$10,000	100%	\$10,000
FAC-040	Bus Stop Enhancements/Solar	\$0	\$150,000	100%	\$150,000
FAC-051	HVAC Replacement Amtrak	\$0	\$30,000	100%	\$30,000
FAC-058	Ops Dispatch Repairs/Upgrades	\$0	\$40,000	100%	\$40,000
FAC-062	HVAC Replacement OTC	\$0	\$90,000	100%	\$90,000
FAC-066	Admin Window Replacement	\$0	\$100,000	100%	\$100,000
FAC-067	Interior Facility Painting	\$0	\$280,000	100%	\$280,000
FAC-068	Pattison Carpet Replacement	\$0	\$75,000	100%	\$75,000
FAC-070	Maint Repl Boiler/Controls/HRUs	\$0	\$400,000	100%	\$400,000
FAC-071	Engineer Concrete Slab Replace	\$0	\$50,000	100%	\$50,000
FAC-072	Maint Add New Lift and Cover Pit	\$172,860	\$181,000	4%	\$8,140
FAC-073	Exterior Paint Consultant	\$313	\$25,000	99%	\$24,687
FAC-074	Amtrak Tree Replacement	\$0	\$20,000	100%	\$20,000

# Summary Project Status

9/30/17

Department: Operations

## Division: Facilities

	Project	Spent	Budget	Remaining	
FAC-077	Replace Tire Machine	\$0	\$25,000	100%	\$25,000
FAC-078	Fall Protection In Maint Bays	\$3,746	\$75,000	95%	\$71,254
FAC-079	Amtrak Gate/Gate Opener	\$0	\$25,000	100%	\$25,000
FAC-080	Amtrak Seal Coat/Asphalt Repairs	\$0	\$36,000	100%	\$36,000
FAC-081	Martin Way P&R Seal Coat	\$0	\$30,000	100%	\$30,000
FAC-082	Engineer Pat Repl Fire/Alarm Sys	\$0	\$25,000	100%	\$25,000
FAC-083	Pattison Roof Replacement	\$0	\$412,000	100%	\$412,000
FAC-084	Pattison Glass Block/Soffit Rep	\$0	\$400,000	100%	\$400,000
FAC-085	Pattison Exterior Painting	\$0	\$200,000	100%	\$200,000
FAC-086	LTC, OTC, Amtrak Ext Painting	\$0	\$125,000	100%	\$125,000
FAC-087	Repl Steam Bay Pressure Washer	\$6,502	\$15,000	57%	\$8,498
FAC-088	Replace One-Man Genie Lift	\$0	\$25,000	100%	\$25,000
FAC-089	Install Motorized Blinds in OTC	\$13,429	\$10,000	-34%	(\$3,429)
FAC-090	Install New Tire Carousel	\$167	\$50,000	100%	\$49,833
FAC-091	Upgrade ECO-60 Vehicle Lifts	\$33,619	\$40,000	16%	\$6,381
FAC-092	Install Propane Tank Fuel System	\$0	\$10,000	100%	\$10,000
Division Total:		\$1,345,258	\$4,829,793	72%	\$3,484,535

45

46

47

48

49

## Division: Operations

	Project	Spent	Budget	Remaining	
OP-001	Salaries/Wages & Benefits	\$345,157	\$335,704	-3%	(\$9,453)
OP-002	Departmental Support	\$2,369	\$4,600	49%	\$2,231
OP-003	Training and Development	\$2,380	\$6,825	65%	\$4,445
OP-004	Communications	\$59,450	\$59,455	0%	\$5
OP-005	Vehicle Camera Upgrade	\$9,876	\$120,000	92%	\$110,124
Division Total:		\$419,231	\$526,584	20%	\$107,353

50

51

52

## Division: Transportation

	Project	Spent	Budget	Remaining	
TM-001	Salaries/Wages & Benefits	\$12,333,897	\$16,580,320	26%	\$4,246,423
TM-002	Department Support	\$7,904	\$17,400	55%	\$9,496
TM-003	Training and Development	\$12,196	\$18,000	32%	\$5,804
TM-004	Administer Security Contract	\$126,037	\$193,000	35%	\$66,963
TM-005	Uniforms Supervisor/Operator	\$34,209	\$66,200	48%	\$31,991
TM-006	IT Rodeo	\$1,352	\$1,500	10%	\$148
Division Total:		\$12,515,595	\$16,876,420	26%	\$4,360,825



# Summary Project Status 9/30/17

Department: Operations

## Division: Fleet

	Project	Spent	Budget	Remaining	
VM-001	Salaries/Wages & Benefits	\$2,777,905	\$3,864,064	28%	\$1,086,159
VM-002	Vehicle Fleet Support	\$225,793	\$290,485	22%	\$64,692
VM-003	Training and Development	\$50,928	\$51,200	1%	\$272 (53)
VM-004	Village Vans	\$8,075	\$24,734	67%	\$16,659
VM-005	Dial A Lift Vans	\$332,410	\$695,876	52%	\$363,466
VM-006	Coaches	\$1,922,620	\$5,385,666	64%	\$3,463,046 (53.5)
VM-007	Staff Vehicles	\$41,755	\$66,899	38%	\$25,144
VM-008	Vanpool Vans	\$409,178	\$899,983	55%	\$490,805
VM-009	Contract Benefits	\$17,454	\$42,374	59%	\$24,920
VM-010	Purchase Staff Electric Car	\$0	\$46,680	100%	\$46,680 (54)
VM-011	Internal Staff Development	\$5	\$10,600	100%	\$10,595 (55)
VM-013	Purchase Staff Station Wagon	\$0	\$27,583	100%	\$27,583
VM-014	Purchase Five DAL Expansion Vans	\$76	\$780,464	100%	\$780,388 (56)
VM-019	Purchase A/C Recovery / Recycle	\$0	\$20,600	100%	\$20,600
VM-022	Purchase Seven DAL Vans	\$145	\$1,092,296	100%	\$1,092,152
VM-024	Purchase Facilities Truck	\$0	\$60,000	100%	\$60,000
VM-026	Purchase Operations Vehicle	\$36,743	\$40,200	9%	\$3,458
VM-027	Purchase Staff Car	\$0	\$34,500	100%	\$34,500 (57)
Division Total:		\$5,823,085	\$13,434,204	57%	\$7,611,119

## Division: Vanpool

	Project	Spent	Budget	Remaining	
VP-001	Salaries/Wages & Benefits	\$404,410	\$570,106	29%	\$165,696
VP-002	Vanpool Program Administration	\$16,397	\$20,900	22%	\$4,503
VP-003	Training and Development	\$7,725	\$16,900	54%	\$9,175
VP-004	Vanpool Vehicles	\$297	\$656,206	100%	\$655,909 (58)
VP-005	Rideshare Online Administration	\$0	\$3,850	100%	\$3,850 (59)
VP-006	Incentive Program	\$19,639	\$25,000	21%	\$5,361
Division Total:		\$448,469	\$1,292,962	65%	\$844,493

## Division: Village Vans

	Project	Spent	Budget	Remaining	
VV-001	Salaries/Wages & Benefits	\$172,278	\$190,846	10%	\$18,568 (60)
VV-002	Day to Day Activities	\$1,501	\$2,400	37%	\$899
VV-003	Training and Development	\$240	\$3,000	92%	\$2,760
Division Total:		\$174,019	\$196,246	11%	\$22,227

## Summary Project Status 9/30/17

**Department:** Operations

**Department Total:** \$22,135,114    \$39,054,089    43%    \$16,918,975

# Summary Project Status 9/30/17

Grand Total: \$30,013,104 \$78,179,017 62% \$48,165,913

280/0

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Jessica Gould and David Copley, WNR Program, 705-5855

**SUBJECT:** What's New with Walk N Roll?

- 
- 1) **The Issue:** To share the work of Intercity Transit's Walk N Roll youth education program and to show what's next.
- 
- 2) **Recommended Action:** For information and discussion.
- 
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
- 
- 4) **Background:** Youth program staff would like to share the work they did in 2017 and what's planned for 2018. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications Division.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position and a \$30,150 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding. We have applied for CMAQ funds for 2018 and 2020 to help fund the program. The decision on funding will be made in January.
- 
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community."
- 
- 8) **References:** Healthy Kids – Safe Streets Action Plan.

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-B  
MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Right-of-Way Dedication Deed

---

1) **The Issue:** Whether to dedicate 15.5' Right-of-Way (ROW) and execute a Dedication Deed with the City of Olympia.

---

2) **Recommended Action:** Authorize the General Manager to sign necessary documents to dedicate 15.5' of ROW along Pattison Street and execute the ROW Dedication Deed between the City of Olympia and Intercity Transit.

---

3) **Policy Analysis:** Section 9.3 of the Bylaws states the Authority must authorize the execution of legal documents.

---

4) **Background:** In December of 2015, the City of Olympia and Intercity Transit mutually entered into a Development Agreement for Phases I and II of the Pattison Rehabilitation and Expansion project. As part of that Agreement, Intercity Transit agreed to dedicate 15.5' of ROW along the east side of Pattison Street for future roadway improvements. Staff has worked with the City of Olympia Surveyor and our Surveyor David Evans and Associates to prepare the ROW Dedication Deed and associated exhibits for recording, as agreed to in the Development Agreement between Intercity Transit and the City of Olympia.

Staff has researched RCWs, policies, and ITA Bylaws and found RCW 39.33.010 states that municipalities and governmental agencies may sell, transfer, exchange property to another governmental agency on terms and conditions mutually agreed upon by said parties. Transit's surplus property policy requires no "noticing" or advertising for the sale or transfer of said property. However, Section 9.3, of the Bylaws, states the ITA must authorize the execution of any contract, which includes all legal documents.

Staff recommends the Authority authorize the General Manager to sign necessary documents and execute the ROW Dedication Deed with the City of Olympia, as mutually agreed upon in the Development Agreement between the City of Olympia and Intercity Transit.

- 
- 5) **Alternatives:**
- A. Authorize the General Manager to dedicate 15.5' of ROW along Pattison Street and execute the ROW Dedication Deed between the City of Olympia and Intercity Transit.
  - B. Defer action. Deferring action may result in delaying Phase I of the Pattison Rehabilitation project.
- 
- 6) **Budget Notes:** There are no budget impacts.
- 
- 7) **Goal References:** Not specifically identified in the goals.
- 
- 8) **References:** N/A.
-

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-C  
MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Tammy Ferris, (360) 705-5818

**SUBJECT:** Tumwater Square Station Improvements Contract Award

---

1) **The Issue:** Consideration of a contract award to Rognlin's, Inc. for the Tumwater Square Station Improvements project.

---

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Rognlin's, Inc. for the Tumwater Square Station Improvements project in the amount of \$251,486, including taxes.

---

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.

---

4) **Background:** The project was previously bid in June 2017 and a single bid of \$348,200 was subsequently rejected by the ITA on August 2, 2017. Following review by Tumwater's engineering staff, the project cost estimate was updated and clarification was made to the bid package. The bid range, as determined at the time of the second request for bid in October 2017, was \$230,000 to \$270,000. The budget for the project includes \$230,000 in grant funding for construction. The City of Tumwater provided the engineering, preparation of the bid documents, and will provide the majority of the on-site construction support to complete this project.

Staff reissued a Request for Bids (RFB) for the Tumwater Square Station Improvements project on October 13, 2017. Nine (9) bids were received by the submittal deadline of November 8, 2017. Bids ranged from a high of \$323,789.34 to a low of \$251,486. The bid submitted by Rognlin's, Inc. in the amount of \$251,486 was determined to be the lowest responsive and responsible bid. The low bid is \$1,473 or 0.59% above the Engineer's estimate of \$250,013.

Rognlin's, Inc. has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Rognlin's, Inc. is currently the contractor on Intercity Transit's Pattison Base Improvements - UST project. Staff is

confident in their ability to construct and complete the project and recommends award of the contract to Rognlin's, Inc.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Rognlin's, Inc. for the construction of the Tumwater Square Station Improvements Project in the amount of \$251,486.
- B. Defer award. Delaying award would result in a delay in overall project completion.

---

6) **Budget Notes:** The proposed 2018 budget includes \$290,000 for the project. This amount includes the original \$230,000 from grant sources budgeted in 2017 and additional funding to cover construction, special inspections and contingencies associated with construction. Execution of the contract is subject to final approval of the 2018 budget.

---

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.



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: November 15, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** APTA Annual Conference and Trade Show Debrief

- 
- 1) **The Issue:** To allow Authority Members Molly Carmody, Don Melnick, and Karen Messmer an opportunity to share their experience at the American Public Transit Association (APTA) Annual Conference and Expo held October 8 – 11 at the Georgia World Congress Center in Atlanta, Georgia.
- 
- 2) **Recommended Action:** For discussion only.
- 
- 3) **Policy Analysis:** Intercity Transit's budget includes funds to support training and travel for the Authority. A well informed policy board supports Intercity Transit and its ability to provide mobility services to the community it serves.
- 
- 4) **Background:** The American Public Transit Association hosts an annual meeting, which is their flagship event, for public transportation professionals and policy makers to engage in workshops and with colleagues. Every three years, APTA hosts a trade show in association with the Annual Meeting. APTA estimated approximately 12,000 professionals from around the world came to connect, share and discover the most innovative public transportation solutions. APTA advertises the event as the world's largest collection of public transit manufacturers, suppliers and consultants all under one roof.
- 
- 5) **Alternatives:** This is for information only.
- 
- 6) **Budget Notes:** The cost for three Authority members to attend APTA annual was \$7,188 and was included in the 2017 budget.
- 
- 7) **Goal Reference:** Gaining a great understanding of the industry supports all the goals of the agency.
- 
- 8) **References:** Link to the APTA Annual Conference Sessions:  
<http://www.apta.com/mc/annual/Pages/default.aspx>