

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**January 17, 2018**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **15 min.**
  - A. Introduce Kevin Karkoski, Temporary DAL Manager (*Emily Bergkamp*)
  - B. Introduce Paul Bedford, Interim Operations Supervisor (*Cameron Crass*)
  - C. Operators – Class 18-01: Rachel Bell; Janet Depoe; Nicole Jones; Jefferson Chase; Paul Tischer; Andretti Niccolocci; John Flynn; Zachary Licht; Scott Smith; Willian Nevue; Tina Yates; Vaughn Ellis; Robert Andrews; Thomas Howell; Eric Jones; Ryan Harper
- 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) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council (Jan. 5)** (*Karen Messmer*) **3 min.**
  - B. **Transportation Policy Board (Jan. 10)** (*Don Melnick*) **3 min.**
  - C. **Community Advisory Committee (Jan. 8)** (*Billie Clark*) **3 min.**
- 5) **NEW BUSINESS**
  - A. **2018 Procurement Work Plan** (*Steve Krueger*) **20 min.**
  - B. **Cellular Data Connections for Coaches** (*Thomas Van Nuys*) **20 min.**
  - C. **Amending the Discounted Bus Pass Program** (*Ann Freeman-Manzanares*) **10 min.**
  - D. **Bus Camera Overview** (*David Dudek & Ann Freeman-Manzanares*) **30 min.**
- 6) **GENERAL MANAGER’S REPORT** **10 min.**
- 7) **AUTHORITY ISSUES** **10 min.**
- 8) **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](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. 5-A**  
**MEETING DATE: January 17, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Steve Krueger, 705-5833

**SUBJECT:** 2018 Procurement Project Review

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1) **The Issue:** Provide an overview of ongoing and planned agency projects for 2018.

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2) **Recommended Action:** This item is for information and discussion.

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3) **Policy Analysis:** The Authority must approve any contract over \$100,000. In 2018 Procurement will present a number of recommendations to the ITA for approval.

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4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff

availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the 2018 Procurement plan which will be provided at the meeting. Many things impact the flow of projects and the plan is adjusted as needed during the year.

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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 2018 project list represents all agency goals.

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8)     **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-B**  
**MEETING DATE: January 17, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Thomas Van Nuys, 360-705-5807

**SUBJECT:** Cellular Data Connections for Coaches

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1. **The Issue:** Enhance our CAD/AVL systems to support cellular connections for data transmissions.

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2. **Recommended Action:** Authorize the General Manager to spend up to \$200,000 to enhance our CAD/AVL system to accept data via cellular connections. Conduent, our existing CAD/AVL vendor, will receive approximately 75% of the funds; with the selected cell service provider and equipment accounting for 25% of the funds.

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

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4. **Background:** Communication with our buses (data and voice) relies on a single set of technologies known as Land Mobile Radios. While this technology is durable, it does present a single point of failure should there be a disruption. Additionally, the equipment in use has reached the end of manufacture, and is near the end of life.

Under optimal conditions, due to the limitations of Land Mobile Radio technology, Intercity Transit buses do not have data connectivity throughout our route system. This is most noticeable to our dispatchers and operations supervisors when a bus location is displayed inaccurately; and most noticeable to our customers when trying to use One-Bus-Away and other real-time location services.

In 2017 Intercity Transit established a project for replacement of our aging communications system. This expenditure represents the first step in phased approach to upgrading our systems to a modern, fully supported platform. In addition to improving the timeliness and accuracy of bus location information, the cellular data connection will form the foundation for communication redundancy with our fleet in the event of radio system disruption.

This solution uses existing technology that is compatible with our current CAD/AVL software.

This expenditure covers the cost of a pilot program to implement up to three (3) vehicles.

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5. **Alternatives:**

A) Authorize the General Manager to spend up to \$200,000 to enhance our CAD/AVL system to accept data via cellular connections.

B) Defer action and continue to operate with existing equipment.

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6. **Budget Notes:** The 2018 budget includes \$5.5 million for the upgrade or replacement of our CAD/AVL system; of this amount, \$200,000 has been allocated for this implementation.

Should the pilot program perform as expected, there is the potential that Intercity Transit can address the risk elements of the Radio/CAD/AVL system without replacing the entire system; resulting in significant cost savings. The remainder of the fleet can be outfitted with cellular data connections for an additional \$200,000.

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7. **Goal Reference:**

**Goal #2:** *"Provide Outstanding Customer Service."*

**Goal #3:** *"Maintain a safe and secure operating system."*

**Goal #4:** *"Provide responsive transportation options within financial limitations."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-C**  
**MEETING DATE: January 17, 2018**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Amend Discounted Bus Pass Program

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1) **The Issue:** Discuss whether or not to increase the monetary limit of the Discounted Bus Pass Program.

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2) **Recommended Action:**

A. Discuss and direct staff to either maintain the program at its existing level or increase the monetary limit of the Discounted Bus Pass Program.

B. Adopt Resolution 01-2018, approving the amendments made to the Discounted Bus Pass Program.

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3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program up to \$300,000 in bus passes each year. The Authority may choose to maintain this resolution or approve another to increase the monetary limits of the program.

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4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons. Requests for the 2018 Discounted Bus Pass Program have already exceeded the limit established by the Authority. At the January 3, 2018, Authority meeting members expressed a desire to have a conversation about the number of bus passes available and possibly establish a new limit. The general consensus of the Community Advisory Committee was to increase the monetary limit of the program.

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5) **Alternatives:**

A. Adopt Resolution 01-2018, amending the Discounted Bus Pass Program limit to \$400,000.

B. Continue conversation about the Discounted Bus Pass Program.

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6) **Budget Notes:** Currently, the Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased. If the Authority were to increase the limit to \$400,000 in passes, Intercity Transit could forego up to \$200,000 in revenue. There is considerable question though as to whether or not any of these bus passes would have been sold to these low income individuals without the assistance of this program.

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7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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8) **References:** Resolution 01-2018.



**INTERCITY TRANSIT  
RESOLUTION NO. 01-2018  
Amending the Intercity Transit Discounted Bus Pass Program**

**A RESOLUTION amending** the Intercity Transit Discounted Bus Pass Program, to increase the amount limit from \$300,000 to \$400,000 which allows qualified organizations and agencies to meet public transportation needs through discounted bus passes.

**WHEREAS**, Intercity Transit is a public transportation benefit area (PTBA), operating under the authority of Chap. 36.57A RCW. The central purpose and authority of a PTBA is to provide public transportation services within its area. See RCW 36.57A.020 and 080. The area of Intercity Transit includes the cities of Olympia, Lacey, Tumwater and Yelm, most of the urban growth areas around those cities, and a corridor between Lacey and Yelm.

**WHEREAS**, demand for services provided by non-profit human services agencies in the area served by Intercity Transit has increased.

**WHEREAS**, federal, state, local and private funding for human service agencies is shrinking, and Medicaid no longer provides monthly passes to clients, but requires instead eligibility certification and approval for a bus ticket for each trip. This increases the effort and cost of certifying trip eligibility, effectively reducing Medicaid funding for transportation. The net result of these deep reductions in funding is that an increased number of human service organizations and their clients cannot afford use of public transportation for many trips.

**WHEREAS**, many low-income clients of human service organizations depend on public transportation to access education, training, medical assistance and other programs providing essential assistance to them. Without access to public transportation, many would be unable to take advantage of these critical services.

**WHEREAS**, Intercity Transit can help meet this growing unmet public transportation need by providing reduced fare passes to qualifying human service agencies.

**WHEREAS**, to ensure this program serves public, not private transportation needs, only government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3), which demonstrate that they provide tangible aid, service or programs to low-income persons, will be eligible to participate. To ensure that the benefits to public transportation are both tangible and accountable, the application shall describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, and how the public transportation needs of the organization are presently met, along with other information set out below. Only those applicants which the General Manager or designee deems to serve an unmet public transportation need will be allowed to participate in the program.

**WHEREAS**, to further ensure that the program provides tangible benefits to public transportation, Intercity Transit shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include demonstrated community benefit, the applicant's history of providing transportation support

to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.

**WHEREAS**, this program is not intended to make gifts or donations to any person or organization. The purposes of this program and its selection criteria will ensure that the program supplies tangible and valuable services to Intercity Transit through the provision of public transportation to those with potentially critical unmet public transportation needs in the area served by Intercity Transit. The program will also help meet the unmet public transportation needs of human service agencies providing services to low-income persons in the area served by Intercity Transit.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

1. The General Manager or designee shall implement a Discounted Bus Pass Program in which Intercity Transit shall provide up to \$400,000 in bus passes to government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3) which demonstrate that they provide tangible aid, service or programs to low-income persons and which qualify under the selection criteria below. This program shall continue for one year from the date of this Resolution and may be extended by the Intercity Transit Authority.
2. The application form for this program shall require applicants to describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, how the public transportation needs of the organization are presently met, how it coordinates with other community programs, how it coordinates transportation needs with other transportation providers, including Intercity Transit, a description of how it has provided transit passes to clients in the past, an estimate as to the primary trip purposes of trips made by the agency's clients, and a description of how the match for the proposed transportation pass program will be provided, along with a copy of the applicant's current year's budget.
3. The General Manager or designee shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include the following: demonstrated community benefit, the applicant's history of providing transportation support to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.
4. Recipient organizations shall pay to Intercity Transit a matching share of 50% of the value of bus passes which they receive.
5. The program shall be restricted to the provision of monthly passes to the recipient organization. The organization shall make the passes available to its clients and participants without charge under its own guidelines.

- 6. Recipient organizations shall provide information regarding trip purpose, eligibility of clients and number of passes requested, as directed by Intercity Transit.
- 7. Intercity Transit shall use the monitoring requirements developed under Resolution 03-2012, which are designed to ensure that participants continue to serve the purposes of the program.

**Adopted this 17th day of January, 2018.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan,**  
**Chair**

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**Pat Messmer**  
**Executive Assistant**  
**Clerk of the Board**

**APPROVED AS TO FORM**

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**Dale Kamerrer**  
**Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 5-D**  
**MEETING DATE: January 17, 2018**

**FOR:** Intercity Transit Authority

**FROM:** David Dudek, 705-5041  
Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Bus Camera Overview

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- 1) **The Issue:** Staff will provide an overview of Intercity Transit's mobile camera systems and their capabilities.
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- 2) **Recommended Action:** This item is for your information.
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- 3) **Policy Analysis:** Authority approved enhancements to the camera system were installed in 2017. Staff will highlight those improvements of the system.
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- 4) **Background:** Over the years, the Authority authorized the purchase and installation of cameras on all buses and DAL vehicles. Staff will provide an overview of the existing systems and highlight the capabilities of those systems.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** This item is for information only.
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- 7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."*
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- 8) **References:** N/A.