

AGENDA
INTERCITY TRANSIT AUTHORITY
April 4, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **15 min.**
 - A. **Introduce Lee Peterson, Information Systems Analyst** (*Thomas Van Nuys*)
 - B. **Introduce Gilbert Gonzales, HR Specialist** (*Heather Stafford-Smith*)
 - C. **Introduce Cameron Crass, Fixed-Route Co-Manager** (*Emily Bergkamp*)
- 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) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** March 7, 2018, and March 21, 2018, Regular Meetings
 - B. **Payroll – March 2018:** \$2,275,931.86.
 - C. **Accounts Payable:** Warrants dated March 6, 2018, number 24459 in the amount of \$358,283.71; Warrants dated March 16, 2018, numbers 24462-24535, in the amount of \$895,081.81; Warrants dated March 30, 2018, numbers 24536-24597, in the amount of \$269,879.07; Automated Clearing House Transfers for March 2018 in the amount of \$14,261.84 for a monthly total of \$1,537,506.43.
 - D. **Cancel July 4, 2018, Regular Meeting**
- 5) **PUBLIC HEARING - None** **0 min.**
- 6) **COMMITTEE REPORTS - None** **0 min.**
- 7) **NEW BUSINESS**
 - A. **2018 Bicycle Commuter Challenge Update** (*Duncan Green*) **20 min.**
 - B. **Pattison UST Contract Increase** (*Tammy Ferris*) **5 min.**
 - C. **Bus Stop Pad Construction** (*Tammy Ferris*) **5 min.**

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|---|----------------|
| D. Schedule a Public Hearing May 23 for September Service Changes
<i>(Ann Freeman-Manzanares)</i> | 5 min. |
| E. DAL, Bus Buddy and Travel Training Update
<i>(Emily Bergkamp/Kevin Karkoski)</i> | 20 min. |
| F. 2018 Authority Planning Session <i>(Ann Freeman-Manzanares)</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
March 7, 2018**

CALL TO ORDER

Chair Sullivan called the March 7, 2018, 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 Ryan Warner (via phone); City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer (via phone); Labor Representative Art Delancy.

Members Excused: County Commissioner Bud Blake; Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Cheryl Arnett; Emily Bergkamp; Katie Cunningham; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Stephanie Meador; Jim Merrill; Ally McPherson; Pat Messmer; Brian Nagel; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Steve Swan; Nicky Upson; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Joan O'Connell; Legal Counsel, Dale Kamerrer; Thomas Wittmann of Nelson-Nygaard.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Carmody and Gilman to approve the agenda as presented.

INTRODUCTIONS

- A. **Kerri Wilson, Youth Education Specialist** (Rena Shawver)
- B. **Danny Dickinson, Maintenance Supervisor** (Paul Koleber)
- C. **Stephanie Meador, Senior Labor Relations Analyst** (Heather Stafford-Smith)

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

Karen Messmer made a correction to the minutes on Page 11; 2nd paragraph; 2nd sentence to change the word "zones" to "routes."

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It was M/S/A by Councilmembers Carmody and Cox to approve the consent agenda including the amended minutes.

A. Approval of Minutes: February 7, 2018, Meeting.

B. Payroll – February 2018: \$2,391,725.85.

C. Accounts Payable: Warrants dated February 2, 2018, numbers 24243-24305 in the amount of \$592,767.40; Warrants dated February 16, 2018, numbers 24309-24390, in the amount of \$456,225.53; Warrants dated March 2, 2018, numbers 24392-24458, in the amount of \$928,783.77; Automated Clearing House Transfers for February 2018 in the amount of \$13,059.83 for a monthly total of \$1,977,776.70.

D. Surplus Property: Declared the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Karen Messmer reported the TRPC met March 2. Michael Cade, EDC Executive Director, reported on progress for the Thurston Economic Alliance. Intercity Transit is participating in this Alliance. Cade discussed how small business is a key focus for job growth. For more details on the Thurston Economic Alliance visit their website at: <http://www.thurstonedc.com/tcea/>.

TRPC staff described process and timelines for a new call for projects which means more grant funds are headed to Intercity Transit. For Intercity Transit it appears there may be opportunity for funding to help with walking and cycling programs and other projects. Perhaps a partnership with a city for a project similar to the Tumwater Square improvements would be worth a try. This type of project takes IT beyond the bus shelter to surrounding walking safety support.

B. Transportation Policy Board. Ryan Warner said the TPB met February 14. The Thurston Thrives Community Design Team won \$25,000 in Healthiest Cities & Counties Challenge. They are vying for more funds in fall 2018. The Board elected Andy Ryder as Chair and Graeme Sackrison as Vice Chair. The Board approved RTIP Amendment 18-02 to add the Reeder Road Project into the RTIP.

The Board took action to recommend the Regional Council adopt the process and timelines set forth on future funding in the staff report. This will include funds from CMAQ, TAP, and STP programs for the 2020-2022 grant cycles.

Doug Deforest reported on discussions at PSRC of military bases as regional growth centers. There was a lot of debate if military bases should be considered regional growth centers

- C. Community Advisory Committee.** Joan O'Connell said the CAC met February 12. The members received an External Funding Overview; update on the 2018 Procurement Plan; and a DAL/Travel Training/Bus Buddy update.

NEW BUSINESS

- A. General Legal Services Contract.** Jeff Peterson, Procurement Coordinator, presented for consideration a contract award for general legal services. The current general legal services contract expires March 31, 2018. Three proposals were received by the December 11, 2017, due date and all were determined to be responsive. The evaluation team reviewed and scored the responses based on qualifications, experience, reliability, public transit experience, and pricing. Two firms moved to the interview and reference check phase.

Staff is recommending Law, Lyman, Daniel, Kamerrer & Bogdanovich as IT's general legal services provider. They currently represent Intercity Transit and municipalities such as the Olympic Region Clean Air Authority and Washington Counties Insurance Fund. They also represent transit agencies in Western Washington for damages through referral from the Washington State Transit Insurance Pool.

Intercity Transit's primary representative will be Julie Carignan. Julie is an Associate Attorney at the firm and has municipal experience providing counsel to the Olympic Region Clean Air Authority. The team received positive feedback from Julie's clients and is confident in her abilities to represent Intercity Transit.

Based on the results of the evaluation process and a fair and reasonable rate of \$225 per hour for a Partner and \$200 for an Associate, staff recommends awarding a contract for general legal services to Law, Lyman, Daniel, Kamerrer & Bogdanovich.

It was M/S/A by Councilmembers Carmody and Cox to authorize the General Manager to execute a legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to represent Intercity Transit for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2023.

- A. Olympia Transit Center GC/CM Contract.** Procurement Manager, Steve Krueger, presented for consideration amending the Interagency Agreement (IAA) with Washington State Department of Enterprise Services (DES) to include a contract with Graham Construction & Management to serve as the General

Contractor/Construction Manager for the Olympia Transit Center Expansion Project.

The Authority approved pursuing the GC/CM alternative construction delivery method due to tight site conditions and the need for the facility to remain fully operational during construction. A solicitation for GC/CM services was released on January 4, 2018. Three firms' submitted responses by the January 25, 2018, submittal deadline and after references were checked all three firms were invited to interview. The interview and pricing information was scored. In accordance with evaluation and award criteria, the firm accumulating the highest overall point total is the apparent successful GC/CM. The firm with the highest overall point total for this GC/CM solicitation was Graham.

Once the GC/CM is on board and the design phase reaches 90%, which is anticipated in a May to June timeframe, the total Maximum Allowable Construction Cost (MACC) for construction completion will be negotiated and presented to the Authority for award.

All indicators suggest Graham possesses the GC/CM experience, resources and record of high quality past performance, therefore, staff is recommending Graham be awarded the GC/CM contract for this project.

It was M/S/A by Councilmembers Carmody and Cox to authorize the General Manager to allow DES to amend our IAA to include a contract with Graham to serve as the GC/CM for the OTC Expansion Project and authorize GC/CM preconstruction services be performed in an amount not-to-exceed \$140,000.

- B. Videos – Vanpool Testimonials & A Day in the Life.** Marketing Manager, Rena Shawver said in November 2017 Marketing began a video project called “A Day in the Life of a Bus” produced by Hand Crank Films. This was the brainchild of Authority member, Don Melnick and Development Director, Eric Phillips. Over 40 volunteers participated in the creation of the video. The video (YouTube) can be found on the Intercity Transit website – there are two versions – one with subtitles. Shawver showed the video. Shawver handed out an instruction sheet on how to download the videos to be used in presentations. Shawver also passed out a questionnaire entitled, “How Should We Use A Day in the Life of a Bus Video?” Shawver would like suggestions.

Shawver explained the second project Marketing worked is the Phase II of the Vanpool promotion. She said the “No Cost November” promotion was so successful that she took Councilmember Carmody’s suggestion to continue with the “First Month is Free.” Marketing began creating a more personal campaign for Vanpool, using the testimonials of current vanpool riders.

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Marketing is using a new medium called Digital Communications and Digital Advertising. Shawver said there will be two vanpool promotions in 2018, one during the months of March/ April and again in the fall.

The goal is to bring a strategy to many of the Marketing/ Communication Strategies and increase awareness in Thurston County about the vanpool program. Goals include:

- Increase the number of visits to the vanpool webpage
- Increase community awareness about vanpools, Intercity Transit and alternative transportation options
- Increase the number of vanpools created
- Measure webpage visits between March 5 and April 30
- Measure “click throughs” with the digital advertising campaign and social media
- Measure the number of vanpools created between the start of this campaign and the fall vanpool campaign

The primary target audience is:

- Primarily Thurston County and secondary Pierce County
- People between the ages of 25-64 with emphasis on females
- Households with income between \$50K and \$75K

The strategy is to “Support the outreach work of vanpool coordinators by targeting both employers and employees with testimonial messages on the benefits of vanpooling.”

Elements (the way staff will do that):

- Show video testimonials
- E-blast to employers
- Produce an employer toolkit to send to Commute Trip Reduction and ETC Coordinators
- Use business and consumer advertising

According to Pew Research Center, Digital Advertising is turning out to be pretty lucrative. In 2017, 43% of Americans report often getting news online, just seven percentage points lower than the 50% who often get news on television. The value of digital is it's less expensive than television news.

Shawver showed “Why I Vanpool” testimonial videos starting with a current vanpool rider by the name of “Theresa.”

Employer Toolkits are available on the Intercity Transit website under Vanpools. An employer can find emails, articles, social media posts, flyers and presentations to use to push information out to their employees.

Shawver showed the different looks of the business advertising for March:

- South Sound Business
- Daily Biz Briefs
- Thurston County Chamber VOICE magazine
- Comcast Cable will be using the 30-second “Theresa” ad in the Thurston County Zone. These will be shown on MSNBC, Fox News, CNN, Hallmark, TLC, AME, HGTV, and Food Network. These will be run during the times when the most people will see them.
- Pandora Digital Radio will run the audio version of the “Theresa” ad; they’ll see banners when they touch their screen and see the 30-second video. As soon as there is any kind of interaction with a screen, one of Intercity Transit’s ads will pop up and if you try to skip, scroll or change it, the video starts playing.
- Programmatic News Buy with the 30-second video mostly seen in Thurston County. Anytime you go to the Seattle Times or News Tribune websites, King, Komo, Kiro news, and if you go to the All Recipe website you’ll see the vanpool testimonials.
- The use of standard Transit Bus Boards
- Posting to Social Media Posts
- This package combined will deliver one million impressions.

Karen Messmer commented she is glad Intercity Transit is expanding the outreach on vanpooling. She said in most instances when she describes to people what IT does, there are so few who understand that vanpool is part of the service; and they know so little about how it’s operated. This is a great effort.

C. Short/Long Range Plan Update – Short Term Recommendations.

Freeman-Manzanares said the focus of this evening’s presentation is to explore short-term service change recommendations for a September 2018 implementation. She is seeking direction from the Authority on a service change implementation package to move forward.

Thomas Wittmann from Nelson-Nygaard will brief the Authority on the short-term recommendations, provide an update on the schedule for the long-term recommendations and solicit direction from the Authority for implementing some or all of the short-term recommendations.

These short-term recommendations were developed following a review of system data, ridership, and performance history of Intercity Transit's current services. In addition to the data analysis, input from Operations staff and a group of Operators interviewed late last fall as part of the internal focus group were included. This background was reviewed in consideration of the extensive public feedback received via the initial IT-Road Trip outreach efforts. The list of short-term recommendations represents a constrained set of plans anticipated to be no more than 5-8% change from current service levels overall.

Freeman-Manzanares said staff will come back to the Authority in April with a package ready to be released to the public for comment with a public hearing in June. The public will have a lot of time to comment on the short-term recommendations.

Freeman-Manzanares introduced Thomas Wittman.

Wittmann said the extensive IT Road Trip process helped to produce a vision for transit within the PTBA and what service within the region should look like. As part of that there was huge outreach that led to the understanding of what the public throughout the region wanted from a mobility perspective. It included a look at the existing budget numbers – where IT is today; where IT will be two to five years from now to help with the understanding of what capacity IT has today to address some of the things heard as part of that outreach process and what steps are needed now to ensure there is capacity if IT wants to begin making any future changes.

There was an in-depth look at how well existing service operates; the strengths and weaknesses; opportunities for improvement; operating conditions and ongoing challenges for the Operators and passengers. What can be done with the existing budget in order to address some of the challenges?

Some of the major challenges:

- On-time performance. Traffic and congestion continues to get worse and it impacts the buses, and certain bus routes cannot stay on time anymore. What does IT do?
- Service delays in downtown Olympia. Because almost every route comes into downtown Olympia the impact is manifested across the entire system.
- No service in NE Lacey. There is a growing employment area that is not being serviced. What can be done to get people to jobs?
- Any place Intercity Transit goes forces riders to go through downtown Olympia and makes the trip slow. Driving is faster.
- The service between Olympia and Tacoma (Olympia Express underutilization).

Short-Term Recommendations

- On-Time Performance Fixes – Route 47 and 60
 - Shorten and simplify Route 47 to provide more direct service to Capital Medical Center and downtown Olympia
 - Shorten Route 60 to stay on time and no longer serve St. Francis House directly
 - Messmer said the Panorama volunteer transportation system could take people from home to the bus stop. IT should have a conversation with Panorama about providing service that takes them to the main route.
- Olympia/Tumwater Service Concept
 - Address on-time performance for Route 12
 - Reduces number of buses and route duplication on Capital Boulevard between Tumwater Square and downtown Olympia
 - Provides a direct Tumwater to SPSCC connection
 - Provides a direct south Lacey to SPSCC connection
 - Family Court would no longer require a transfer to access from the Olympia Transit Center
 - Route 12 service to Littlerock Road would operate every 30-minutes during weekday midday, an improvement over today's hourly service
 - Routes 42, 43, and 44 are folded into restructured Route 12 and 68
- Olympia/Tumwater Service Concept Route 68
 - This route would serve Tumwater Square and continue to SPSCC and the Capital Mall making one cross-town route that starts at the Lacey Transit Center, serving Lacey Corporate Center. This eliminates having to go downtown Olympia.
- NE Lacey and Martin Way Service Concept
 - Address on-time performance for Route 62 A/B (Martin Way) by increasing scheduled travel times:
 - Weekdays: 10:30 a.m. to 7:00 p.m.
 - Weekends, 10:30 a.m. to 6:00 p.m.
 - Add service to NE Lacey employment areas – restructuring Route 62A. By doing this, the area north of I-5 would serve approximately 3,000 additional employees. And serve about 600 additional residents within a quarter mile of the route.
- Olympia Express Concepts
 - Demand between Thurston and Pierce Counties is growing, but Olympia Express ridership is not
 - Olympia Express is slow and unreliable
 - Olympia Express is complicated
 - The target market is unclear
 - Restructure to create one route that is more direct, faster, and allows for more frequent service

- 15-minute peak service
- Next Steps
 - ITA direction to staff on the recommendations
 - Steps and “go” or “no-go” dates for preview
 - Service change implementation plan
 - Public process steps
 - Identify concerns and challenges of short-term recommendations
 - Public materials
 - Phasing of rollout
 - First major services changes in September 2018

The Authority directed staff to move forward with the recommendations.

GENERAL MANAGER’S REPORT

- SB 5288 passed the House on March 2. The Bill was signed by the President of the Senate and the Speaker of the House. It’s headed to the Governor’s office. The passing of this Bill means Intercity Transit has the opportunity to talk to the public about the potential of expanding service.
- From the Supplemental Transportation Budget, IT has been allocated \$375,000 for the DASH Service for another year.
- Received proposals from the design team to continue work at the Pattison facility. Staff will bring a request to the Authority to award for a design team to take the project through final design of the master plan. Currently, there is approximately \$16M accumulated towards this project – looking at a total \$28.5M to work primarily in the Maintenance facility to expand to Martin Way and renovate the main facility.
- Freeman-Manzanares, Commissioner Blake and Councilmember Sullivan are going to the APTA Legislative Conference in Washington D. C. March 17-21 to talk with representatives from the Federal Transit Administration and other representatives to ask for more dollars.
- The Underground Storage Tank project is progressing. They poured more concrete, and construction is on target to complete by June.
- Union representation from the Operations team is taking a field trip to King County Metro to look at “line parking” and to determine if that system would work well in the IT yard.

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- Tumwater Square construction started. Staff is working with the contractor and the City of Tumwater trying to attend to the needs of customers as quickly as possible. The project is estimated to complete in 30 days.
- There are 178 active vanpools. Vanpool and Maintenance staff scrambled to upsize a vanpool bursting at the seams, serving a manufacturing plant in Renton with only four riders last April. The group is now carrying 12 riders in one of the 15-passenger vans in the vanpool fleet.
- Intercity Transit continues partnering with WorkSource and the Timberland Regional Library.
- Intercity Transit passed the ISO 14001 Environmental Management System Audit.

AUTHORITY ISSUES

Cox reported the City of Lacey dropped the speed limit on Yelm Highway from the western city limits from 40 miles per hour to 35 miles per hour. Cox would like the County reduce the speed limit down to 35 mph from Rich Road to the Lacey city limits.

Cox announced street improvements that will affect bus service. There will be College Street improvements – a round-about is being built at 22nd Street. Construction bids will be in June with hopes of starting construction late August/September – taking approximately two years for completion.

ADJOURNMENT

It was M/S/A by Councilmembers Cox and Carmody to adjourn the meeting at 7:42 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 4, 2018.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 21, 2018

CALL TO ORDER

Vice Chair Warner called the March 21, 2018, 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 Ryan Warner; City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

Members Excused: County Commissioner Bud Blake; Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Jessica Brandt; Suzanne Coit; Roxy Johnson; Paul Koleber; Steve Krueger; Rob LaFontaine; Jon Licht; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Jerome Spoltman; Thomas Van Nuys; Rob Wood.

Others Present: Community Advisory Committee Member, Jonah Cummings; Jason Robertson, JRO and Company; City of Olympia Councilmember .

Chair/Councilmember Sullivan arrived.

APPROVAL OF AGENDA

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Carmody to approve the agenda as presented.

INTRODUCTIONS - None.

PUBLIC COMMENT - None.

COMMITTEE REPORTS

A. Transportation Policy Board. Ryan Warner said the TPB met March 14. Members received a briefing from Veena Tabbutt on the Countywide Population and Employment Forecast which provided insight on what Thurston County population will look like in the next 30 years; a presentation on the Climate Adaption Plan; and adopted the Unified Planning Work Program (UPWP).

- B. Community Advisory Committee.** Jonah Cummings said the CAC met March 19. The members received a presentation from Marketing and viewed the “A Life of a Bus” video along with the various vanpool testimonials; spent some time discussing the update on the proposed change to routes and their impacts. The CAC is concerned about how changes would affect Dial-A-Lift in particular Route 47. They also discussed various schedule changes and proposed strategies; they are excited about the options to improved frequency of service.

NEW BUSINESS

- A. ESMS & IS-14001 Update.** Jessica Brandt, Sustainability Coordinator, provided an update on the Intercity Transit’s sustainability efforts and the recent ISO-14001 recertification.

Brandt explained Intercity Transit began the work on the Environmental Sustainable Program in 2011. The Environmental Management System is the concept of Plan, Do, Check Act – decide what’s important to focus on and set priorities, goals and targets. It’s all about continual improvement. IT’s system has been certified to international standards, first certified in February of 2014 and have maintained that certification annually.

The International Standards Are:

- Creates a common understanding – We’re in control of our environmental impacts
- Increase efficiency
- Reduce risk
- Go beyond compliance – IT decided to go beyond the compliance baseline
- Continual improvement
- Community Leadership

IT’s Life Cycle Perspective on Environmental Impacts Include:

- Supply Chain/ Acquisition
- Operations/Service
- Maintenance
- End of Life/Disposal

The Management System helps IT focus on the risks and opportunities associated with the environment.

One of the things IT focuses on is Greenhouse Gas Emissions and sees it both as a risk and an opportunity. Operationally, as a risk, most of IT’s greenhouse gas emissions comes from fuel (72%), mostly diesel from the coach buses. IT focuses on

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fuel efficiency. There has been major improvement over the past six years as a result of changing different types of oils or moving to different service intervals. Between 2011-2017 there's been 9.1% improvement in Dial-A-Lift; 5.1% in Coach; and 14.6% in Vanpool.

The agency continues to look at the different types of fuel. Examples are regular diesel, biodiesel and renewable "R99" diesel. The difference is biodiesel is processed differently which can cause engine issues. A new type of fuel R99 which may be available soon on the state contract and it's produced from non-fossil fuels. It can run in diesel engines with no blending and with greater emissions reductions than biodiesel.

Brandt discussed the benefits of propane. Soon, 12 Dial-A-Lift vehicles will be converted to use propane. Benefits include:

- Lower carbon content than diesel
- Produced domestically
- Seventy-percent less tailpipe emission when compared to a similar diesel-powered fleet.
- Quieter operation

Brandt said IT's other focus area is Spill Prevention, Preparedness and Response. IT is very focused on stormwater pollution prevention onsite as well as out in the community. Often times, vehicles will leak or drip (coolant, oils, etc.). Staff has been working steadily on preparedness, prevention and response. Every vehicle contains a spill kit so if anything happens, an Operator can respond immediately. Operators are being trained and there's an improved tracking/reporting system in place.

IT participates in the 100% PSE Green Partner Program. That means IT pays a little extra each month to purchase renewable energy through that program. By paying into the greenhouse power program, you're paying to produce more wind energy, more thermal and solar, hydro and biogas from farms and that helps invest in renewable technology.

IT makes a commitment to APTA Sustainability and reports annually on:

- GHG Emissions
 - Fuel
 - Electricity and Gas Use
- Water Use
- Waste Output and Diversion
- Criteria Air Pollutants

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- B. Fixed Route Bus Presentation.** Paul Koleber provided a presentation on the replacement of 14 (Eight 35' 2004 Gillig low-floor buses 920 series) and (Six 35' 2005 Gillig low-floor buses 930 series).

IT wants to replace 35' coaches that have:

- The latest safety innovations
- Fresh new non-boxy appearance/ with increased visibility
- Latest technology clean-diesel power plant
- Latest sustainable and green technologies
- Latest fuel-saving enhancements
- Resource savings

A Bus Build Team was formulated to research and test new technologies. The Team consists of: (Rob Wood, Jerome Spoltman, Roxy Johnson, Rena Shawver, Jon Licht, Steve Krueger, William Snyder, Larry Smathers, David Dudek, Emily Bergkamp, Mark Sandberg and Katie Cunningham).

The team tested:

- Driver's seats
- Three position bike racks
- Passenger hand-hold straps
- High-mounted exterior mirrors
- Ada-compliance
- Disc brakes
- HVAC efficiencies
- Fuel-efficient power plant enhancements

The proposed outcomes included:

- One order / two production schedules
 - Eight buses delivered in 2019
 - Six buses delivered in 2020
 - All replacement vehicles; no expansion vehicles planned
- BRT enhancements/bonded windows
- Voith Transmission/Disc brake systems
- Duel Q-Straint Q-Pod ADA restraint system
- Recardo driver's seat
- Vinyl passenger seat covers
- Vinyl passenger hand-hold straps
- Three-position bike rack
- Digital Dash Module

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Koleber pointed out flaws of the current buses such as curved windshields which cause a lot of reflection; they are like a “shoe-box.” New buses have:

- BRT design enhancements; different nose and tail; longer window frames – easier to change out; no curved windshield – it’s flat across allowing for more visibility for the driver;
- Headlights are off the bumper;
- Voith transmission – saves 15% fuel mileage and have become more affordable; easier oil changes;
- Disc brake system – now standard on buses; less squealing when stopping; easier to change the pads;
- Dual Q-Straint Q-Pod ADA Restraint System – standard; 4 point restraint using three points;
- Recardo driver’s seat – equal cost with more features;
- Passenger hand-hold straps – gray vinyl straps;
- Three-Position Bike Rack – offload towards curb; can be rebuilt;
- Digital Dash Module – sits in the middle of the dashboard; dimmable for night driving;
- New seat style/colors – no foam cushion – it’s a silicone cushion - only need to wipe up spills – no more shampooing which saves labor

Replacement Coach Purchase. Eric Phillips, Development Director, presented for consideration the purchase of (14) replacement 35-foot and 40-foot diesel low-floor buses.

The Federal Transit Administration (FTA) has a minimum replacement cycle for heavy-duty buses of 12 years. By applying good maintenance practices, Intercity Transit typically replaces buses around 15 years of service, depending on condition, finances, grants, and market factors. This purchase will replace vehicles that will be in their 15th year of service when replacements are delivered.

Intercity Transit intends to purchase 14 new diesel low-floor buses through Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. To meet current replacement cycles, eight of these buses (35-foot coaches) should be delivered in the third quarter of 2019, and the remaining six buses (35 and/or 40-foot coaches) should be delivered in the first quarter of 2020. The total purchase price of each bus is quoted at \$561,628, for a 35-foot coach and \$566,604 for a 40-foot coach. These prices include sales tax.

The first eight 35-foot coaches will replace our 2004 coaches that will be in their 15th service year upon delivery. The remaining six will replace 2005 series coaches (6 of 17) that will also be in their 15th year of service upon delivery. We do not have any grant funding for the remaining eleven 2005 coaches.

DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig, LLC was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off of the DES contract which meets our needs and FTA requirements.

It was M/S/A by Vice Chair Messmer and Councilmember Gilman to authorize the General Manager, pursuant to Washington State Contract 09214, to issue a purchase order to Gillig, LLC in the total amount not-to-exceed \$7,892,647 to purchase fourteen (14) replacement 35-foot and 40-foot diesel low-floor buses.

- C. **IT Road Trip - Long Range Plan Status Update.** Jason Robertson provided a review of the IT Road Trip status and discussed draft long-term options and strategies including the next round of public engagement. This was a follow-up discussion to the short-term recommendations presented at the March 7 Authority meeting.

Robertson started with a “big picture” which started with the IT Road Trip. Staff has been working with the steering committee (representatives from the local jurisdictions) to determine what to do with the information. Pending direction from the Authority, staff would like to conduct a third meeting with the steering committee to build scenarios (status quo or reduced service). The staff would coordinate with Mayors, City Managers, etc. to let them know where this is going and gather their questions or concerns. Then staff will go back out to the public and get confirmation on the direction they are most interested in.

Robertson reviewed IT’s revenue budget and noted that sales tax is the big driver, keeping in mind funding from the Federal Government is limited. Fares are next in line (more than half is through partnerships with the colleges, state government and cities). When discussing removing barriers and potentially going fare free, the percentage isn’t an insurmountable number to replace.

Looking Longer Term from Today’s Perspective:

- IT is operating at a maximum financial capacity
- Modest increases in service are within reach
- Uncertainty in the availability of capital grants as well as the cost of labor and an aging population

If IT stays with the .8% sales tax, IT will be out of money in five years.

Messmer asked how IT would discuss this with the public and show them that IT would set aside on an even basis the need for new buses. Put that into an even

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approach – need to have a replacement fund for buses now that is paid into over time as opposed to waiting for the need.

Freeman-Manzanares said IT used to do long-range forecasting for six years and when IT lost Bus and Bus Facility dollars, we expanded the long-range look to incorporate the replacement cycle for every bus and transit vehicle on site. We can definitely look at a different structure to identify those needs and building for those replacements.

Sales Tax + Cost of Service Hour

IT is putting out as much service as it can with current revenue. On time completion is not as good because of congestion

Longer-Term: Sales Tax Increase Impacts .09 to 1.2%

Robertson showed hypothetical scenarios using the different sales tax percentages.

- Estimated \$4.0-4.8 M in new annual revenue at 0.9%
- Estimated \$8.0-9.6 M in new annual revenue at 1.0%
- Estimated \$16-19.2 M in new annual revenue at 1.2%

Growth is Adding New Destinations that are Unserved

Example: NE Lacey in particular has experienced rapid residential and employment growth – and is unserved by Intercity Transit.

Robertson presented a slide showing the Thurston County population graphs depicting the growth pattern from 1950 to 2017. It looks like this:

Year	Population
1950	44,900
1960	55,000
1970	76,900
1980	124,300
1990	161,200
2000	207,400
2010	252,300
2017	276,900

Looking Longer-Term: Transformative Options:

- Bus Rapid Transit – Enhanced bus service with specialized vehicles and branding, exclusive bus running ways, transit signal priority, pre-paid fare collection, real-time passenger information, intelligent transportation system technologies, and stations or platform-level boarding.

Why consider it?

- Improved service reliability
- Faster service
- Supports economic development
- Increased ridership

Recommendations

- Implement BRT on Martin Way

Benefits

- Faster, more convenient, more comfortable, and more attractive than regular bus service
- Increased ridership.

Estimated Costs

- Annual operating costs: \$2.6M
- Capital costs: \$30M +
- Federal planning process necessary

Improved Frequency. Service that comes more often and more frequent service is more convenient – attracting riders.

Why consider it?

- Most secondary routes operate hourly at some point, which will not attract many discretionary riders.
- Frequent service corridors (service every 15 minutes all day) on weekdays are not as frequent on weekends.

Recommendations

- Expand frequent transit network to operate 7 days a week
- 30-minute all-day service on remaining network, 7 days a week

Benefits

- Improve service for existing riders and attract new riders

Estimated costs

- Annual operating costs: \$4.7M
- Capital costs: none

Enhance Capital Facilities Program. Enhanced capital facilities at bus stops – shelters, benches, lighting etc. – improve the experience of taking the bus for passengers.

Why consider it?

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- Improved stop amenities were public priority

Recommendations:

- Define hierarchy of bus stops (e.g. transit center, park and ride, premium stops, and regular stops)
- Enhance bus stops with lighting, shelters, and benches based on hierarchy
- Double spending on passenger capital facilities

Benefits

- Improves passenger experience and helps attract and retain riders

Estimated costs

- Annual operating costs: none
- Capital costs: \$260K per year

Robertson said these can be built into a capital program to improve bus stops.

Carmody suggested electrical outlets and USB ports within a bus shelter.

Rural Service. New rural service to Thurston County areas outside of the PTBA

Why consider it?

- Population growth and demand
- Public support

Recommendations

- Double service levels on rural Transit routes
 - Provide earlier/later service
 - Provide more trips per day

Benefits

- Mobility options for rural residents
- Connections to Lewis County

Estimated costs

- Annual operating costs: \$600K
- Capital costs: \$450K

Thurston Regional Planning Council oversees the Rural Transit Bus, which picks people up and drops them at Tumwater Square.

Messmer said there should be discussion about rural service but on the other hand IT needs to be cautious about mixing it with conversations about what IT has control

over and responsibility for now. The public doesn't understand there is the PTBA and there is county-wide. Who is saying there needs to be rural service? Do they live within the PTBA or are they outside of the PTBA. She is concerned about mixing and matching in the public conversation because then IT is building an expectation to solve the problem. The solution is to work with partners and say here is what we've learned but don't know how far we can go without increasing the PTBA.

Warner agrees and said that is a larger conversation IT needs to have with TRPC in terms of coordinating with rural service, because there is separate funding available for rural service.

Robertson said some of those asking for rural service are about a mile outside the PTBA or a subdivision outside the service area – they are saying if you can get them that last mile they could use the service. There are the truly rural people, of which half commute to work wishing they could take the bus. And then there are those who are retired and don't drive anymore.

Robertson said the steering committee is in the same place as the Authority. IT has to provide excellent service within the PTBA first but also be a responsible partner in the solution for rural service.

Messmer said it's worth the conversation with TRPC. Perhaps they could narrow down and figure out what the real needs are.

Carmody said for the most part, majority of rural people want to stay rural and don't want to take the bus. Let's improve the PTBA and fixed route service first.

Innovative Service Zones. Use online platforms to dynamically generate on-demand routes and can be operated by the agency, third party operators, or private companies. May include demand-response shuttles, seasonal or special event shuttles, or mobility software

Why consider it?

- Efficiency – Replacing low-ridership routes
- Expansion – extending IT service into growing areas

Benefits

- Maintain mobility in low-density areas
- Improve transit ridership and reduce drive-alone trips
- Enhance travel options during hours when transit service is limited
- First/last mile supplement can extend the reach of fixed route transit service
- Provides trips at lower cost per trip

Estimated costs

- Varies based on numbers of zones and operator
- Annual operating costs: \$500K per flex zone
- Capital costs: New vehicles if agency-operated

Fare Free System. Fare free or “pre-paid” transit that is funded by other means than collected fare.

Why consider it?

- Success with fare free transit in Corvallis, Mason County, Chapel Hill, and Missoula indicate fare free can be a transformative way to increase public transit use.
- Lower cost alternative to smartcard or ORCA adoption

What it could look like

- Eliminate fares system-wide
- Enhance partnerships with jurisdictions, colleges, and major employers to recoup lost cash revenues

Benefits

- Increases ridership between 30-40%
- Improves speed and reliability
- Reduces administrative costs
- Eliminates cost to maintain, upgrade fareboxes (\$1.5M in 2017)
- Reduces fare disputes
- Community livability – carbon reduction, less parking necessary, enhanced community mobility, etc.

Estimated Costs

- Annual operating costs: \$1-2M in lost cash revenues
- Capital costs: \$300K in annual farebox maintenance savings

Messmer asked why partners (colleges or the State) would continue to pay for passes if IT goes fare free. And she said there have been instances when the State has not paid for services (i.e. Dash). This has also been a threat for Amtrak. She does see benefits for IT in a fare-free system such as maintenance or upgrading to anything that’s going to be satisfactory to our customers that go anywhere but here. She thinks the Authority needs to be realistic about whether public agencies would/would not continue to come up with funds. Have a different kind of thought process when you talk about major employers – what is that relationship we have with major employers (public or private). What happens if something happens to IT’s budget revenue and we can’t promise 15-minute service anymore. What kind of

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a relationship do we have where we might say to a major employer “we will do more if you provide a certain amount of money?”

Robertson said he thinks it’s a value proposition. One of the colleges would be agreeable if they had 15-minute bus service dropping off paying students.

Sullivan said IT would need a clear message when marketing.

Carmody said what about contracting with the municipalities? IT might want to consider contracting with Lacey, Tumwater and Yelm. And perhaps run fare-free for three months in both the summer and fall and see what happens.

Gilman said Corvallis had the first value proposition but then they formalized it as a utility fee – creating public transit as a utility so other large employers were contributing through a utility and not through an honor system or selling passes.

Carmody asked the Authority to continue discussing the fare-free option on an ongoing basis. Messmer agreed. She said it would be useful to have examples about the topic to gain a better understanding of how fare-free has worked for other systems.

Robertson confirmed the Authority wants to introduce things people have done to accomplish the goals shared with IT. And IT is not proposing any of those formally. IT would meet with the steering committee as they are intrigued by the idea. Perhaps call it “Alternative Fee Structure” and get the “free” out of the topic. Messmer pointed out IT already has a “fare-free” system – the Dash.

Enhanced System Option Summary

Option	Annual Operating Costs	Estimated Capital Costs
Bus Rapid Transit	\$2.6M	\$23-30M
Improved Span of Service	\$1.4M	-
Improved Frequency	\$4.7M	-
Enhanced Capital Facilities Program	-	\$260K/year
New Rural Service	\$600K	\$450K

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Innovative Service Zones (assumes 4 zones)	\$500K per zone	-
Fare Free System	\$1-2M	-
Total	\$12.3-13.3M	\$22.7-33.7M

Public Engagement 2.0

- (Targeted Short-Range Enhancements Public Process)
 - Separate from Road Trip, focused on those directly impacted
- Local Partner Outreach
 - Identify goals and concerns, level of support; encourage participation in phase 2.0
- Website Updates
 - What we heard/what we're doing/long-range scenarios
 - Survey + how to be heard
- Social Media Blasts + Email Lists
 - Info on scenarios and opportunities; link to survey
- Priorities and Preferences Survey
 - Scenario preference/Options prioritization
- Community Open Houses
 - For in-depth discussion (target boards and commissions, community groups)
- Additional Intercept Surveys (optional)
- Community Readiness Team (separate process, but part of continuum)

Wrap-Up Discussion.

Robertson asked the Authority what system components they are most interested in pursuing and why?

- Retitle "fare free."
- Leveraged partnerships – a different topic.
- Keep the Bus Rapid Transit concept.
- Concerned about pursuing rural service. IT does not know how to support it. IT recognizes the issue, and it's worth having a conversation with TRPC.

Robertson said based on this feedback, he could build a general scenario with constituent components, share the Authorities concerns with the steering committee and then come back to the Authority.

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Vice Chair Warner left the meeting

GENERAL MANAGER'S REPORT

- Intercity Transit will celebrate Driver Appreciation on March 28.
- The Vanpool staff has been asked to participate in the Rapid Response Team for U-Line.
- The Legislative session closed on March 8. After three years, IT met success with the local options bill and for the second year running, IT will receive \$375,000 to fund the DASH. The goal is to return to the prior funding partnership with the City of Olympia as well as to split the costs three ways.
- Freeman-Manzanares, Sullivan and Blake attended the APTA Legislative Conference in D. C. They had meetings with Senator Murray's and Cantwell's staff as well as Representative Denny Heck. They also met with the Federal Transit Association to discuss the Bus and Bus Facility Grants.

AUTHORITY ISSUES

Messmer said she will be speaking at the South Sound Climate Action Convention on Saturday, April 14 between 9:30 a.m. and 5 p.m. at South Puget Sound Community College. Transit-related topics will be included.

Gilman asked if IT is planning for dramatically increased ridership. Is IT trying to increase access for people with limited mobility and more workforce, is that the goal? Or is IT trying to move people out of cars and convince more people to ride the bus for other parts of their life.

Freeman-Manzanares said yes to all. She said one of the things Thomas Wittmann has been looking at is the capacity to do it within the number of revenue vehicles IT has now.

Cox asked if new buses will be equipped with charges for cellphones and laptops. Koleber said it is an option and there has been discussion about having that capability. It's a matter of figuring out a way to move forward where it doesn't cost a lot and to understand the liability when someone plugs in their devices and the potential for damage.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Vice Chair Messmer to adjourn the meeting at 8:05 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 4, 2018.

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

0	02/18/2018-03/03/2018				PAYDATE	3/9/2018	PERIOD DATES: 03/04/2018-03/17/2018				PAYDATE	3/23/2018
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	
IRS	FIT		EFT	68,367.41		IRS	FIT		EFT	61,146.55		
	MT		EFT	23,216.97	91,584.38		MT		EFT	21,734.18	82,879.73	
	A2/35	Life Ins.		0.00	0.00		AL/35	Life Ins.		0.00	0.00	
INS	D3/DI	Disability Ins		2,380.95	0.00	INS	DI/31	Disability Ins		2,408.83	0.00	
HEALTH	HE/37HI/38	Health In1stN2ND		179,147.50	0.00	HEALTH	HE/37HI/38	Health In1stN2ND		179,198.15	0.00	
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	SP & TB	Spousal Surcharge/Tobac		487.50	0.00	
CHILD CARE	CC/61	Child Care	Hfstttr	150.00		CHILD CARE	CC/61	Child Care	Hfstttr	150.00		
GARNISHMENT	GN/08	Garnish	CHECK last	702.52		GARNISHMENT	GN/08	Garnish	CHECK last	702.52		
CHILD SUPPORT	CS/09	DSHS	EFT	3,141.23	3,141.23	CHILD SUPPORT	CS/09	DSHS	EFT	2,979.81	2,979.81	
	CS/09	ExpertPay	EFT	0.00	0.00					0.00	0.00	
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	11,035.00	11,035.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,785.00	10,785.00	
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	16,308.88	16,308.88	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	15,048.76	15,048.76	
GET	GT/63	G.Ed.Tult	Check every	100.00		GET	GT/63	G.Ed.Tult	Check every	100.00		
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	46,502.51		401K	DC/97	Vgrd EE	Wire	43,523.01		
VANGUARD	DC/22	Vgrd ER	Wire	32,431.82	78,934.33	VANGUARD	DC/22	Vgrd ER	Wire	30,089.66	73,612.67	
LOAN	L2/29	401k Ln#2	Wire	4,975.95		LOAN	L2/29	401k Ln#2	Wire	4,978.96		
LOAN	LN/29	401k Ln #1	Wire	7,706.30	12,682.25	LOAN	LN/29	401k Ln #1	Wire	8,200.47	13,179.43	
	TTL VNGRD			91,616.58			TTL VNGRD			86,792.10		
LABOR INS	LI/02	L&I	EFT Quarterly	32,380.25		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	29,994.94		
MACHINISTS	MD/51	Mch.UnDues	Check last	1,528.83		MACHINISTS	MD/51	Mch.UnDues- 164 PEREE	Check last	1,529.17		
UNION DUES	MI/52	Mac.Initlon	Check last	0.00		UNION DUES	MI/52	Mac.Initlon	Check last			
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00		
	GL/11	GTLife		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00		
	TF/	Tx.Fr.Benefit	Employer	0.00	0.00		TF/	Tx.Fr.Benefit	Employer	0.00	0.00	
PROJECT ASSIST	PA/66	Proj.Assist	Check last	452.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	463.00		
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STATE	PN/04	PERS ER	EFT	104,849.25	165,584.14	STATE	PN/04	PERS ER	EFT	98,773.80	165,972.98	
PERS	TTL PERS			165,584.14		PERS	TTL PERS			155,972.98		
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	282.40	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	282.40	0.00	
ICMA	RC/24	ICMA EE	WIRE	6,616.24		ICMA	RC/24	ICMA EE	WIRE	6,816.20		
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	1,452.45	1,734.85	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,452.45	1,734.85	
ICMA	RR/25	ICMA ER	WIRE	3,564.02	10,180.26	ICMA	RR/25	ICMA ER	WIRE	3,511.09	10,327.29	
	TTL ICMA			11,915.11	12,265.11		TTL ICMA		12,062.14	12,412.14		
457 STATE	SD/26	457 ST EE	EFT	16,374.66		457 STATE	SD/26	457 ST EE	EFT	15,406.10		
DEFERRED	SR/27	457 ST ER	EFT	8,134.02	24,508.68	DEFERRED	SR/27	457 ST ER	EFT	7,973.32	23,379.42	
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	4,828.53	4,828.53	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	5,381.23	5,381.23	
ATU	UC/45	Un COPE	Check 1st	227.00		ATU	UC/45	Un COPE	Check 1st	-		
UNION DUES	UA/44	Un Assess	Check last	0.00		UNION DUES	UA/44	Un Assess -2ND PP	Check last	624.00		
	UD/42	Un Dues	Check last	5,655.74			UD/42	Un Dues-BOTH PP	Check last	6,091.44		
	UI/41	Un Initlatn	Check last	0.00			UI/41	Un Initlatn- 100.00 PEREE	Check last	160.00		
	UT/43	Un Tax	Check last	2,926.00			UT/43	Un Tax IST PP	Check last	0.00		
UNITED WAY	UW/62	United Way	Check last	335.50		UNITED WAY	UW/62	United Way	Check last	314.50		
WELLNESS	WF/64	Wellness	Check last	314.50		WELLNESS	WF/64	Wellness	Check last	333.50		
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		517,587.69	517,587.69	DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every	488,870.57	488,870.57	
LIVE CHECKS	Paychecks			3,581.56		LIVE CHECKS	Paychecks - LIVE CHECKS			0.00		
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$938,725.22		TOTAL TRANSFER (tie to Treasurer Notifications)				\$884,766.74	
	TOTAL PAYROLL*:			\$1,168,607.57			TOTAL PAYROLL*:			\$1,107,324.29		
GROSS WAGE	GROSS EARNINGS:			827,762.88		GROSS WAGE	GROSS EARNINGS:			777,808.69		
ER AMOUNT	EMPR MISC DED:			329,235.95		ER AMOUNT	EMPR MISC DED:			318,648.28		
MEDICARE TAX	EMPR MEDICARE TAX:			11,608.74		MEDICARE TAX	EMPR MEDICARE TAX:			10,867.32		
										0.00		
	TOTAL PAYROLL FOR FEB 2018				\$1,168,607.57		TOTAL PAYROLL*:				\$1,107,324.29	
							TOTAL PAYROLL FOR FEB 2018				\$2,275,931.86	
DIRECT DEP.	ACH WIRE TOTAL			545,196.57		DIRECT DEP.	ACH WIRE TOTAL			514,969.33		

\$0.00

\$0.00

\$2,275,931.86

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/6/2018

Thru Date: 3/6/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24459	3/6/2018	24755	WA ST HEALTH CARE AUTHORITY	\$358,283.71	
Total:				\$358,283.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/16/2018

Thru Date: 3/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24462	3/16/2018	01405	ADVANCE GLASS INC	\$433.24	
24463	3/16/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$227.00	
24464	3/16/2018	02060	AMERISAFE	\$75.08	
24465	3/16/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$216.32	
24466	3/16/2018	02380	ARAMARK UNIFORM SERVICES	\$976.89	
24467	3/16/2018	02580	ASSOCIATED PETROLEUM	\$42,084.41	
24468	3/16/2018	02730	ATKINSON MANUFACTURING, INC.	\$543.50	
24469	3/16/2018	02990	B&B SIGN COMPANY LLC	\$294.03	
24470	3/16/2018	03240	BATTERIES PLUS	\$99.98	
24471	3/16/2018	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
24472	3/16/2018	05740	CED	\$383.45	
24473	3/16/2018	05962	CHEHALIS COLLISION CENTER	\$1,779.89	
24474	3/16/2018	06365	CLOUDPWR	\$1,323.60	
24475	3/16/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,224.98	
24476	3/16/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24477	3/16/2018	07220	CUMMINS NORTHWEST INC	\$18,564.85	
24478	3/16/2018	07619	DAVID S FOSTER	\$1,750.00	
24479	3/16/2018	07620	DAVIS WRIGHT TREMAINE LLP	\$1,905.00	
24480	3/16/2018	08487	DYNAMIC COLLECTORS INC	\$1,201.46	
24481	3/16/2018	08780	EMERALD SERVICES INC	\$797.56	
24482	3/16/2018	09660	FERGUSON ENTERPRISES, INC	\$106.04	
24483	3/16/2018	10580	GENE'S TOWING INC	\$260.88	
24484	3/16/2018	10607	GENUINE AUTO GLASS OF LACEY	\$1,186.39	
24485	3/16/2018	10621	GERBER - BOYD GROUP U S INC	\$2,015.19	
24486	3/16/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24487	3/16/2018	10660	GILLIG LLC	\$7,493.91	
24488	3/16/2018	10759	GORDON TRUCK CENTERS INC	\$4,040.88	
24489	3/16/2018	10863	GRAYS HARBOR TRANSIT	\$76.00	
24490	3/16/2018	10988	HAND CRANK FILMS INC	\$2,350.00	
24491	3/16/2018	11615	INDUSTRIAL HYDRAULICS INC	\$2,751.58	
24492	3/16/2018	11765	INTERCITY TRANSIT PETTY CASH	\$381.85	
24493	3/16/2018	11793	INTERNATIONAL BUSINESS MACHINES CORP	\$1,488.38	
24494	3/16/2018	11892	J ROBERTSON AND COMPANY	\$3,325.00	
24495	3/16/2018	11905	JANEK CORPORATION	\$190.40	
24496	3/16/2018	11943	JOANNA GRIST	\$1,750.00	
24497	3/16/2018	12474	KBA INC	\$8,982.28	
24498	3/16/2018	13366	LANDAU ASSOCIATES INC	\$3,254.57	
24499	3/16/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$609.60	
24500	3/16/2018	13850	MASON TRANSIT AUTHORITY	\$649.00	
24501	3/16/2018	14750	MULLINAX FORD	\$1,043.96	
24502	3/16/2018	14900	NAPA AUTO PARTS	\$516.30	
24503	3/16/2018	15140	NISQUALLY TOWING SERVICE	\$270.00	
24504	3/16/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$548.80	
24505	3/16/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
24506	3/16/2018	16888	REXEL USA INC	\$220.32	
24507	3/16/2018	16966	POINT & PAY	\$1,389.12	
24508	3/16/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
24509	3/16/2018	17505	RAINIER DODGE INC	\$370.07	
24510	3/16/2018	17560	RE AUTO ELECTRIC INC	\$36.77	
24511	3/16/2018	17741	ROGNLIN'S INC	\$534,595.81	
24512	3/16/2018	17795	ROUTEMATCH SOFTWARE INC	\$2,242.00	
24513	3/16/2018	17900	SCHETKY NW SALES INC	\$1,006.41	
24514	3/16/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
24515	3/16/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$3,113.39	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/16/2018

Thru Date: 3/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24516	3/16/2018	18197	SMART TALENT LLC	\$1,840.00	
24517	3/16/2018	18470	SPORTWORKS NORTHWEST INC	\$1,794.81	
24518	3/16/2018	18648	STORAGELAND LLC	\$80.00	
24519	3/16/2018	18651	STORMANS (LICENSING)	\$14.75	
24520	3/16/2018	21640	THE BUS COALITION	\$500.00	
24521	3/16/2018	21660	THERMO KING NORTHWEST	\$337.17	
24522	3/16/2018	21930	TIRES INC	\$13,580.94	
24523	3/16/2018	21950	TITUS-WILL CHEVROLET	\$1,248.00	
24524	3/16/2018	22010	TOYOTA OF OLYMPIA	\$257.43	
24525	3/16/2018	22100	TRANSIT SOLUTIONS, LLC	\$823.28	
24526	3/16/2018	22325	TTL PARTNERS LLC	\$3,363.00	
24527	3/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24528	3/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$135,399.86	
24529	3/16/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$7,384.50	
24530	3/16/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$31,421.86	
24531	3/16/2018	24000	W W GRAINGER INC	\$165.63	
24532	3/16/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24533	3/16/2018	24750	WA ST GET PROGRAM	\$100.00	
24534	3/16/2018	25380	WASHINGTON GARDENS	\$315.52	
24535	3/16/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$22,000.00	
Total:				\$895,081.81	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/30/2018

Thru Date: 3/30/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24536	3/30/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$15,457.18	
24537	3/30/2018	01820	AMERICAN DRIVING RECORDS INC	\$286.90	
24538	3/30/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24539	3/30/2018	01960	AMERICAN SEATING COMPANY	\$163.01	
24540	3/30/2018	02380	ARAMARK UNIFORM SERVICES	\$1,025.67	
24541	3/30/2018	02580	ASSOCIATED PETROLEUM	\$83,339.21	
24542	3/30/2018	02990	B&B SIGN COMPANY LLC	\$228.48	
24543	3/30/2018	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$114.35	
24544	3/30/2018	04120	BUILDERS HARDWARE CO	\$342.69	
24545	3/30/2018	05610	CAYAN LLC	\$172.49	
24546	3/30/2018	06120	CITY OF OLYMPIA UTILITIES	\$856.65	
24547	3/30/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$892.43	
24548	3/30/2018	06830	CONSOLIDATED PRESS	\$11,597.13	
24549	3/30/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24550	3/30/2018	07220	CUMMINS NORTHWEST INC	\$10,740.34	
24551	3/30/2018	08060	DON SMALL AND SONS OIL	\$2,933.20	
24552	3/30/2018	08780	EMERALD SERVICES INC	\$649.76	
24553	3/30/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$68.48	
24554	3/30/2018	09805	FLEET PRIDE	\$47.26	
24555	3/30/2018	09820	FLEET-NET CORP	\$428.40	
24556	3/30/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24557	3/30/2018	10477	GALLS, LLC	\$2,008.83	
24558	3/30/2018	10607	GENUINE AUTO GLASS OF LACEY	\$3,177.81	
24559	3/30/2018	10620	GERALD A MURPHY	\$45.70	
24560	3/30/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24561	3/30/2018	10660	GILLIG LLC	\$26,985.20	
24562	3/30/2018	10759	GORDON TRUCK CENTERS INC	\$6,912.66	
24563	3/30/2018	11250	HERITAGE - CRYSTAL CLEAN LLC	\$304.51	
24564	3/30/2018	11702	INSPECTORATE AMERICA CORPORATION	\$3,053.60	
24565	3/30/2018	11905	JANEK CORPORATION	\$783.36	
24566	3/30/2018	11909	JAYRAY ADS & PR INC	\$15,325.37	
24567	3/30/2018	12875	KPFF CONSULTING ENGINEERS INC	\$9,599.20	
24568	3/30/2018	13661	LOOMIS	\$2,929.49	
24569	3/30/2018	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
24570	3/30/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$428.30	
24571	3/30/2018	14750	MULLINAX FORD	\$371.83	
24572	3/30/2018	14900	NAPA AUTO PARTS	\$491.66	
24573	3/30/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$1,213.44	
24574	3/30/2018	16766	PEWAG INC	\$1,529.14	
24575	3/30/2018	17290	PUGET SOUND ENERGY	\$21,181.47	
24576	3/30/2018	17505	RAINIER DODGE INC	\$1,186.46	
24577	3/30/2018	17705	RICHARDS UPHOLSTERY	\$247.52	
24578	3/30/2018	17795	ROUTEMATCH SOFTWARE INC	\$2,242.00	
24579	3/30/2018	17824	S & A SYSTEMS INC	\$1,664.64	
24580	3/30/2018	17900	SCHETKY NW SALES INC	\$8,935.30	
24581	3/30/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
24582	3/30/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$3,293.21	
24583	3/30/2018	18197	SMART TALENT LLC	\$1,656.00	
24584	3/30/2018	18470	SPORTWORKS NORTHWEST INC	\$137.03	
24585	3/30/2018	18610	STEPHAN J PARROTT	\$725.00	
24586	3/30/2018	21660	THERMO KING NORTHWEST	\$182.04	
24587	3/30/2018	21830	THURSTON COUNTY SOLID WASTE	\$86.36	
24588	3/30/2018	21930	TIRES INC	\$6,865.31	
24589	3/30/2018	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/30/2018

Thru Date: 3/30/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24590	3/30/2018	21950	TITUS-WILL CHEVROLET	\$4,481.84	
24591	3/30/2018	22010	TOYOTA OF OLYMPIA	\$248.09	
24592	3/30/2018	22320	TSS DIGITAL SERVICES INC	\$4,200.00	
24593	3/30/2018	23660	UNITED WAY OF THURSTON COUNTY	\$650.00	
24594	3/30/2018	24000	W W GRAINGER INC	\$214.07	
24595	3/30/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$290.00	
24596	3/30/2018	24750	WA ST GET PROGRAM	\$100.00	
24597	3/30/2018	25858	WESTCARE CLINIC LLC PS	\$1,020.00	
Total:				\$269,879.07	

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
02080 AMMANN KARL										
00	adv travel 03/18	DI	3/30/2018			277.00	277.00	277.00		277.00
03370 BERGKAMP EMILY										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		355.00
05953 Chambers, Lori										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		433.00
07110 Crass, Cameron										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		511.00
07225 Cunningham, Katie										
00	travel 03/18	DI	3/30/2018			71.00	71.00	71.00		582.00
07762 DELANCY, ARTHUR										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		660.00
07935 Dickens, Gene										
00	adv travel 03/18	DI	3/30/2018			215.00	215.00	215.00		875.00
07940 DICKINSON, DAN										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		953.00
11308 HOFSTETTER SHANNON										
00	03/23/18	DI	3/30/2018			150.00	150.00	150.00		1,103.00
11375 HOWELL, GERALD										
00	adv travel 03/18	DI	3/30/2018			179.00	179.00	179.00		1,282.00
11400 HUG, KARL										
00	adv travel 03/18	DI	3/30/2018			277.00	277.00	277.00		1,559.00
11428 HURLBERT, MICHAEL										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		1,637.00
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018Mar	DI	3/30/2018			915.00	915.00	915.00		2,552.00
11775 INTERCITY TRANSIT WELLNESS										
00	2018Mar	DI	3/30/2018			648.00	648.00	648.00		3,200.00
12013 JOHNSON, ROXANNA										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		3,278.00
12455 KARKOSKI, KEVIN										
00	adv travel 03/18	DI	3/30/2018			78.00	78.00	78.00		3,356.00
00	adv travel 03/18b	DI	3/30/2018			215.00	215.00	293.00		3,571.00

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
01580 ALFONSO, CHRISTOPHER										
00	03/25-28/18AT	DI	3/16/2018			54.00	54.00	54.00		54.00
01623 ALLISON, LISA										
00	04/5-6/18	DI	3/16/2018			78.00	78.00	78.00		132.00
02080 AMMANN KARL										
00	03/26-28/18AT	DI	3/16/2018			49.00	49.00	49.00		181.00
04232 BUSH, JAMES L										
00	02/25/18-03/02/18	DI	3/16/2018			50.00	50.00	50.00		231.00
06487 COIT, SUZANNE										
00	2018CPA	DI	3/16/2018			230.00	230.00	230.00		461.00
07543 DANIEL, CURT										
00	03/6-9/18	DI	3/16/2018			112.00	112.00	112.00		573.00
07940 DICKINSON, DAN										
00	03/25-28/18AT	DI	3/16/2018			54.00	54.00	54.00		627.00
10205 FREEMAN-MANZANARES ANN										
00	02/9-17/18	DI	3/16/2018			1,986.67	1,986.67	1,986.67		2,613.67
10635 GERCHAK AMANDA JOY										
00	04/5-6/18AT	DI	3/16/2018			78.00	78.00	78.00		2,691.67
11308 HOFSTETTER SHANNON										
00	03/09/18	DI	3/16/2018			150.00	150.00	150.00		2,841.67
11760 INTERCITY TRANSIT IMPREST ACCOUNT										
00	2018MAR	DI	3/16/2018			960.15	960.15	960.15		3,801.82
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018MAR	DI	3/16/2018			3,058.00	3,058.00	3,058.00		6,859.82
12866 KOLEBER, PAUL										
00	03/25-28/18AT	DI	3/16/2018			54.00	54.00	54.00		6,913.82
00	04/8-13/18AT	DI	3/16/2018			200.00	200.00	254.00		7,113.82
13343 LAFONTAINE, ROBERT										
00	01/22-23/18	DI	3/16/2018			103.00	103.00	103.00		7,216.82
13367 LANDER EVERICK										
00	02/26/18-03/02/18	DI	3/16/2018			155.23	155.23	155.23		7,372.05
15120 NEWSOME CAROLYN										
00	03/1-2/18	DI	3/16/2018			383.28	383.28	383.28		7,755.33

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
16761 PETTIT LEROY										
00	02/12-16/2018	DI	3/16/2018			231.60	231.60	231.60		7,986.93
17700 RHODES, DAN										
00	02/5-9/18	DI	3/16/2018			26.09	26.09	26.09		8,013.02
18042 SHAMBURGER, ANGIE										
00	BUSI-585	DI	3/16/2018			1,245.00	1,245.00	1,245.00		9,258.02
18738 SUTHERBY, BRIAN										
00	03/25-28/18AT	DI	3/16/2018			54.00	54.00	54.00		9,312.02
18749 SWIDECKI GRANT										
00	03/26-28/18AT	DI	3/16/2018			49.00	49.00	49.00		9,361.02
18758 SYKES ZACK										
00	02/25/18-03/2/18	DI	3/16/2018			53.42	53.42	53.42		9,414.44

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel July 4th Authority Meeting

-
- 1) **The Issue:** Cancel the July 4, 2018, regular meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, July 4, 2018, regular meeting as it is a National holiday.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
-
- 4) **Background:** Due to the Fourth of July holiday, staff recommends cancellation of the meeting.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the July 4th, 2018, Regular meeting.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Leslie Huff

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
E.J. Zita

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, April 6, 2018

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – March 2, 2018

Unified Planning Work Program (UPWP) Review

1st Review

Staff will review the draft State Fiscal Year 2019 Unified Planning Work Program (UPWP) with Council. The UPWP is a document TRPC produces annually in order to receive federal transportation planning funding. State and federal partners will review the UPWP in April, prior to Council adopting the UPWP in May or June.

Thurston Community Economic Alliance (TCEA) – TRPC Resolution

ACTION

TRPC participated in developing the Thurston County Economic Development Strategic Plan, a community-led, community-wide framework for creating economic prosperity in the region. The Council will consider a resolution to formally join the Alliance.

2018 Legislative Update

PRESENTATION

The regular 2018 Legislative Session ended on March 8. Staff will provide an overview of legislative actions on regional priority bills and other bills of interest. The Council will also be asked to discuss interim activities in preparation for the 2019 longer budget session.

Indirect Cost Plan

ACTION

Each year TRPC staff develop an Indirect Cost Rate Plan (ICRP). In the past, the plans were reviewed and approved by Washington State Department of Transportation (WSDOT). Currently, under the conditions of our Interlocal Agreement to be a Metropolitan Planning Organization, TRPC's governing body must review and approve the ICRP. Staff will present the draft Calendar Year 2018 ICRP for Council approval.

Coordinated Human Services Transportation Plan Update

PRESENTATION

Every four years, federal law and state guidance requires that TRPC update the Coordinated Human Services Transportation Plan. This plan looks at transportation needs for people who – because of age, income, or ability – may face mobility challenges. Staff will provide an overview of the plan and update process.

State of the Transportation System

PRESENTATION

Secretary Millar will brief the Council on the State of the Transportation System, the Secretary's vision for WSDOT, practical solutions, and working together as partners.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

**Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
March 19, 2018**

CALL TO ORDER

Chair Pierce called the March 19, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:32 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Justin Belk; Scott Paris; Carla Dawson; Linda Vail; Marie Lewis; Jonah Cummings; Denise Clark; Marilyn Scott; Walter Smit; Victor VanderDoes; and Michael Van Gelder.

Absent: Lin Zenki; Vice-Chair Austin Wright; Ursula Euler; Jan Burt; Denise Clark; Peter Diedrick; Joan O'Connell; and Billie Clark.

Staff Present: Eric Phillips; Rob LaFontaine; Emily Bergkamp; Nancy Trail; Rena Shawver; Steve Swan; Brian Nagel; and Nicky Upson.

APPROVAL OF AGENDA

It was M/S/A by VAN GELDER and LEWIS to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, KAREN MESSMER.

MEETING ATTENDANCE

- A. March 21, 2018, Work Session - Jonah Cummings
- B. April 4, 2018, Regular Meeting - Denise Clark
- C. April 18, 2018, Work Session - Peter Diedrick
- D. May 2, 2018, Regular Meeting - Marilyn Scott

APPROVAL OF MINUTES

It was M/S/A by VAIL and VAN GELDER to approve the minutes of the February 12, 2018, meeting.

NEW BUSINESS

A. MARKETING VIDEOS - A DAY IN THE LIFE OF A BUS & VANPOOL

TESTIMONIALS - (*Rena Shawver*) Shared some fun things the Marketing department was working on including some new videos. About 40 volunteers participated in filming *A Day in the Life of a Bus* video, which is filmed from the point of view of the bus. It is a fun video and shows some behind the scenes operations at Intercity Transit. It also shows a typical day on a route. Shawver added there were instructions on how to download and share the video included in the packets. Staff is now working on getting the video out to the public.

She asked CAC members to let her know if they use it for any meetings or presentations. The video is on the website, YouTube, and social media.

Shawver indicated Marketing had also put together some vanpool testimonial videos featuring real vanpool customers. Some of the goals for the videos include increasing the number of visitors to website, and the number of new vanpool groups. Staff is really big into measuring the effectiveness of different marketing campaigns. They track how many impressions and how many visits this generates to the website. Analytics are very powerful. Staff is focusing in on Thurston County, as well as a little bit of Pierce County. There are vanpools going to King and Pierce County, and down to Lewis and Mason. The demographics they are focusing on are women and the ideal age-range is 25-64 with a household income of between \$50k - \$75k. The project's mission is to support the outreach work of vanpool coordinators by targeting both employers and employees with testimonial messages on the benefits of vanpooling. Information indicates as many as 85% of all Thurston County small business employers don't know about vanpool. The program elements include the videos, e-blasts, employer toolkits, and business/consumer advertising. Through research nationally and locally about 43% get their news online, just 7% lower than those who get it on television. Digital communication is rising. The agency is starting to take that seriously. Shawver shared 5 different vanpool testimonial videos that will run on Comcast and Pandora during March and April.

Horton and Cummings arrived.

Shawver added that Marketing Coordinator Nicky was putting together employer toolkits that are on the website with customizable articles, images, flyers, and Power Point presentations. These are shared with CTR coordinators and they hope to get some businesses attention to share within their work environments to get the information out about vanpool. The advertising campaign is multifaceted with the business community. There is an ad in the Chamber Voice magazine, the South Sound Business Examiner, on Comcast and Pandora. They are also utilizing bus boards and social media posts are running in March and April. During the first week 20k people saw it. There is a focus on business advertising.

Shawver indicated Digital 101 is a new concept and utilizes buying impressions. In the past the agency would place an ad in the paper or a spot on the radio. Now the advertising is tracked by the number of people who see it. The Comcast buy schedule was provided in the packet. The first week it aired Shawver saw it on CNN a few times in a three hour period. They are also able to do optimization if the ad is not performing and optimize it for the best experience. Comcast will run it on MSNBC, FOX, HLN & CNN, Hallmark, HGTV, etc. It's great to be watching a national program and see a local Thurston County advertiser and it looks very professional. The great thing is the agency only pays for people in Thurston County to see it, even though it is on a national channel. Pandora uses the 30 second audio, with banners. As the videos play people can click through to the website. This is how it works if people aren't paying or "ad-free" Pandora. That only works if you don't pay for a Pandora subscription because you don't get advertising delivered to you. If someone tries to skip, scroll or change they will interact with the video in some way.

Shawver added the campaign includes Programmatic Digital for websites. These will show on different websites like the Seattle Times, Rolling Stone, People, All Recipes, etc., if a person's browser history shows that they might be in the area. There are also bus boards on

the sides of buses, and Facebook boosts. When the campaign has concluded there will be 1 million impressions.

Shawver answered questions.

VanderDoes – asked about adding it to Huffington Post online.

Shawver – indicated they don't have resources internally to make placement. They rely on the agency Strong Media to pair up the demographics coming up higher on the analytics that people are watching.

Phillips – added staff started working on leveraging outreach opportunities. Last fall the Road Trip extended public engagement farther than ever. Many indicated they didn't know Intercity Transit did that. This is a package to take the good quality work staff does and is important work. There are a lot of things going through the website. It is time for the agency to move forward with the changing times and marketing is making a lot of progress.

Shawver – shared that WSDOT just funded \$250k vanpool marketing campaign.

Bakken, C. – remarked that he noticed all of the testimonials are from government employees either local or federal. Staff should consider getting testimonials for private companies if that is who they are trying to reach. State Farm has a lot of employees in Tacoma and Dupont. They have a car culture and give incentives to individual drivers.

Shawver – responded that featuring different people was really valuable. The videos were put together rather quickly and vanpool selected the testimonials. There is a lot of room for improvement.

- B. SHORT & LONG RANGE PLAN UPDATES - (*Eric Phillips & Jason Robertson*)** Phillips shared that the presentation would include a little refresher with some background on the long range planning effort from the Steering Committee and then dial into the short term recommendations. Last week the ITA received the short term recommendations and this is a combined presentation. Staff will share the long term recommendations at the next authority meeting. These are the ideas and options staff has been working on with the Steering Committee.

Robertson indicated he would review the budget context before he starts talking about the ideas and recommendations. The first Road Trip outreach phase provided 3,500 responses with 10k inputs. Since he last met with the group he and staff have been working with the Steering Committee, community stakeholders and representatives so they can see what people are saying and where it's headed.

Robertson shared IT budget revenue sources, indicating sales tax is a very big deal. He called attention to the 11% revenue for fares and indicated it will be important later on. He reviewed the breakdown of what a sales tax dollar looks like and that IT receives .08% and what it might look like if IT could crank that up and provide a little bit more service. Additional services will be in demand as more people come to the area. Part of the reason it is getting harder to provide service is it costs more to provide it, labor, retirement, etc. Luckily for IT sales tax has rebounded nicely to keep pace with demand. Right now IT is providing all the revenue service house they can with the money they have. What that looks

like going out to 2023 is showing IT in the red providing the current service levels. If there are no changes service would have to be scaled back. If IT were able to increase their share of the sales tax adding with the legislative remedy recently passed a 1.0% or 1.2% provides a pretty healthy end of year balance each year, and the ability to add more services. The investment by the community would improve efficiency, and the capital investments would provide for added comfort and safety, etc. The other thing that is interesting is the inability to serve areas where the population is growing. He shared a TRPC map with the population overlay that puts a red dot anywhere where a parcel is developed in Thurston County beginning in 1950. This showed the changes in population and areas of growth over time through 2000. This confirms a few things, yes the population is growing everywhere, and there is density in the PTBA. It also shows a lot of people live in the rural communities and they are left to wonder how they can ride the bus. Maybe it is time to start thinking about that.

Phillips shared the transition through the short term analysis as Jason just summarized regarding ridership data, and land use demographics. Staff also went and talked to Operators and the front line service employees. The third wheel of this process is the road trip. Some suggestions were specific and this will show some of the things IT should be working on now with no budget impact. These assumptions include no new budget impact and show what can be done with the current resources and a constrained budget. This is balancing public comments to make services more productive and help on-time performance. Service reliability is a big deal for the agency.

Rob LaFontaine shared that he is the new planning manager and has been with IT for about six months. He indicated there are changes on the horizon staff is hopeful to implement in the coming months. As Jason shared staff is trying to make changes within the dollars available. Agency consultants Nelson Nygaard reviewed the existing system and identified areas of improvement within existing resources with the redistributing of assets and looking at things a little differently. The suggestions will impact on-time performance, the amount of service and introduce service to NE Lacey, as well as some changes for express service. These changes done with existing resources and have minimal increase costs opening the door to a big future that might happen with the support of the community. He cautioned that while the changes affect a handful of routes, 10 have no changes, and none of the short term recommendations are final. These are all still conceptual. Staff has been out working with Operators and Customer Service staff to get internal feedback. Routes 47 and 60 have on-time performance issues. He reviewed the proposed route changes on the map.

Dawson – inquired about route 47 service on Kaiser.

Bergkamp – responded they haven't reviewed the overlay and would need to look at that to see if DAL is in that area now. Staff will review it and get back to her.

LaFontaine - continued indicating there are fairly significant alignment changes for route 47 to address on-time performance.

Robertson – added the sections being omitted are covered by other routes.

LaFontaine – added that with a couple of exceptions on Black Lake Blvd./Yauger Way.

Pierce – inquired about the ridership on the parts that are going away.

Phillips – added there will be internal workings to look at before it goes to the Authority.

LaFontaine - continued indicating route 60 will not have the volume of changes like route 47. He reviewed the changes on the map including no longer servicing St. Francis house to help with on-time performance. Service will continue at the existing bus stop at the intersection of 12th and Lilly which is approximately 300 ft. from St Francis House.

Phillips - provided some history that the route used to go there for all the trips, then it was pulled back. There are three to four boardings in that area. That piece saves 6-8 minutes and keeps the route from falling off the time transfer.

LaFontaine - added that other service changes include west Olympia, SW Olympia and the SPSCC location is the recipient of a lot of proposed changes. Information indicates enrollment is currently higher at SPSCC than TESC. This could be based in large part on the running start program. Route 12 has struggled with on-time performance and proposed changes would provide additional time. He reviewed the map and indicated the changes are significant. The route would no longer provide service on Linwood and 7th. Instead it would continue north on Sapp for approximately a mile of new service being introduced. This would provide direct access from Tumwater to SPSCC and west Olympia.

Phillips - indicated that routes 43 and 44 proposed changes are combined into alignment with more of a rebranding with increased service frequencies.

LaFontaine - continued indicating route 12 has 30 minute peak time frequency and 60 minute during non-peak. The new proposal would be for 30 minute frequency all day.

Smit – indicated he used to take route 68 to SPSCC.

LaFontaine – responded riders would stay on the 68. This alignment change is to help reduce what was noted as excessive or duplicate service.

Van Gelder – inquired if the route would still have 15 minute frequency between TSQ and OTC.

LaFontaine indicated it would. He continued reviewing the proposed changes including the possibility of breaking route 42 into an A and B. Staff favored keeping it as the 42 with service to the jail and family court. Originating from the OTC routes 43/44's alignment would work its way over to the court. The current corridor has 15 minute frequency. Routes 42 and 12 provide that frequency but would no longer serve RW Johnson/Cooper Point road.

LaFontaine continued with the companion to this discussion being route 68, or what is known as the best tour of Thurston County for \$1.25. The LTC OB into TSQ would continue to provide service to SPSCC on the route 43 alignment and then to the mall on the 44 alignment.

Smit – inquired if on the 68 TSQ would continue to be the primary transfer station.

LaFontaine – indicated yes.

VanderDoes – inquired if route 43 will be gone from Barnes.

LaFontaine – responded routes 43/44 would be discontinued with the alignment of routes 12/68.

Belk – inquired regarding the cross pollination of routes 12/13 will that change TSQ to downtown late night.

LaFontaine – indicated route 12/13 TSQ to OTC would have no changes.

VanderDoes – inquired if the 68 turns around after the mall layover for operators and how it goes from there.

Phillips – indicated the LTC and mall are the start and end points. This provides one connection without having to go into downtown.

Scott – inquired about how the proposed changes will affect Saturday/Sunday on the 12/13.

LaFontaine – indicated they would be running independent and there could be a transfer situation at TSQ.

Swan – added on Saturdays they will be on hour frequencies and it could be difficult to line up a connection.

Paris – remarked with the 68 replacing the 44 will you serve Evergreen.

LaFontaine – indicated routes 43/44 would be discontinued. However all of the bus stops would be served by a new route either 12 or 68. No loss of service just change of route.

Dawson – inquired if there would still be a bus going by Walgreens.

Swan – responded yes.

Bergkamp - added regarding Dawson's earlier question on DAL service on Kaiser, since service already goes out to McPhee if it did bump out to Kaiser then it would be on the edge and she believes they would call it good.

LaFontaine continued with information on route 62 for service to NE Lacey. If anyone has ridden the 62 you know it struggles during peak times to stay on time. It is proposed that to mitigate congestion they increase the route cycle time and give it more time to do what it needs to do with an additional 20 minutes.

Phillips indicated the proposal includes adding another bus to run the same trip.

LaFontaine added that increasing the cycle time means that it no longer aligns with routes 34 and 44. Both would receive additional time for their cycle. There are no proposed 62B changes for alignment. The 62A does have a change OB going straight down Martin Way, turning left on Meridian (which turns into Orion at Roundabout) through roundabout and

make a left turn on Willamette to service the NE Lacey job centers. This is near the HPP&R and going IB down Marvin Road turning right onto Quinault and then left on Galaxy hitting Walmart. This makes one stop there instead of two.

Pierce – inquired about the service to the Park and Ride.

Phillips – added that this change is not throwing any new revenue at the route. This route consumes 30% of agency resources and if it doesn't work well it is a problem. Changing service on Martin Way to one direction and making that loop will hopefully work. There was an article in the paper on this last week. People are looking at it as a foot in the door. There are a lot of people on Martin Way who will have a longer trip or have to cross Martin Way. Staff is evaluating running it in the other direction and both are being timed.

Messmer – added it is important to have conversations with Lacey and Thurston County concerning the need for pedestrian crossings. There needs to be some companion conversations on pedestrian safety so people will want to ride the bus.

Phillips – indicated he has a meeting scheduled for Friday.

Belk – remarked that running it the other way would glance closer to HP&R.

LaFontaine – added those options are being explored.

Vail – added that those are the kinds of issues that make people use DAL. When you talk about use of funds that might make a difference.

Paris – shared that staff should consider a loop around Sleater-Kinney and down 6th Avenue in addition to the other changes for route 62.

LaFontaine – indicated staff has heard that from Operators. He continued with information on Olympia Express service along I-5. This is a well-traveled roadway, but the buses are not as full as staff would like them to be. The question is why. Feedback has indicated complexity is an issue and there are too many variations in the route making it difficult for people to understand. Staff has looked at simplifying weekday alignment. The proposed changes on I-5 include one stop in Thurston County at the Martin Way Park and Ride and the route would not service LTC or HPP&R. It would continue to the Lakewood Station and 512 P&R up I-5 and no longer serve the Tacoma Dome Station.

Phillips – added that initially the idea was to eliminate the service. Staff proposed a solution to salvage some of the market with direct express service because it works better than anything else. It is very troubling that the ridership is well below what the market share should be. The Authority has really struggled with this issue and it will continue to be a hot potato from a service perspective. The changes will amount to about a 15 minute savings.

Pierce – stated she rides route 605 weekdays and wondered if staff had considered eliminating some of the stops before it gets to the route before it gets to the freeway. She also added that some conversation with Pierce Transit would be appropriate.

Phillips – indicated they are dealing with coordination on arrival/ departure issues. They would probably be happy to have the room at the Tacoma Dome Station. Staff will look at the stops in Olympia and do anything they can to streamline. It isn't a big time savings.

Horton – inquired if the best ridership is predominately going north in the morning and south in the afternoon.

Swan – responded that it is predominately going south in the morning and north in the afternoon and there is a fair amount of ridership and it is not a peak directional it goes both directions.

Belk – inquired if the streamlining would allow for more frequent trips or the same sparse trips.

Swan – responded that the plan is to have more frequent trips during the peak hours and maybe 90 minute frequency during off peak. Nelson Nygaard's suggestion was to have 15 minute frequency during peak hours.

Belk – added that frequency of stops in downtown is an issue, and applauds the simplicity, but less savvy transit riders might be rolling their luggage in front of DOT only to figure out oh, this isn't where it stops on the way out. Having the same in and out stops AM/PM encouraging daily riders to try it out. Riders shouldn't have to parse out if a stop is an Express stop or if it is just local service.

Vail – indicated she feels they should.

Belk – added that he sees a lot of people in Tacoma around 14th and at UWT interspaced with denser bookends and it's important to collect ridership on the way to freeway.

Pierce – inquired about the grant that funds route 612 and whether or not the conditions are being met.

Phillips – indicated WSDOT is open to having a discussion about adjusting the current grant contract agreement and they want to work with the agency. If staff moves forward on this proposal they will want to have a discussion about that. The weekend Express is not proposed to change.

LaFontaine – added staff is continuing to refine these concepts to present to the Authority and begin the public comment period. Planning staff is busy working on your comments and those of Operators.

Phillips – indicated staff is internally pulling apart the details and looking at facilities. They are going out and looking at new routes, checking budget based on the concept and will put that together in terms of a service change package to go to the Authority. The question is can this be done and meet the basic design criteria. Staff expects to do that in early April and allow time for citizens to weigh in.

Robertson – indicated staff reviewed what could be done right away to get the system riders want. If people want a cutting edge system these are some of the things the agency could do. To implement other changes the agency will need additional money. The bus rapid

transit with a dedicated route like a local express with special raised platforms looks fancy and the target riders want to use it to get to work. It would have prepaid fare collection to get riders on and off faster and get where they're going. It is faster and is employer based, serving denser areas and has a higher ridership than regular service. If anyone has ridden in another city like Vancouver it has TSP to keep buses moving and has its own branding and marketing program with dedicated runways. It runs on its own path. The only place it would work in the near future locally is on Martin Way. It would be like DASH on steroids. It is estimated that annual operating costs will be \$2.6M and conservative capital costs are at \$30M. Another goal would be to improve frequency. The agency is trying to get to 15 minute intervals everywhere it can. To do that on a large scale you have to put more buses on the road. Reviewing the 10k comments many remarked they would ride the bus more often if they knew they would get to work on time. Additional frequency is estimated to cost \$4.7M.

Robertson continued with Capital Facilities improvements including more lights, benches, covered shelters, additional stops closer to homes, etc. These would be tackled as money allows over time and is another way to attract riders. If they feel safe and comfortable they are more likely to ride the system.

Messmer – added that there will be additional operating costs for those changes because they need additional staff to clean and maintain additional facilities.

Robertson – continued with the rural service discussion indicating they are not proposing that IT be the solution to this issue. What they have identified is an increased demand for service in rural areas. TRPC currently operates the service doing what they can with what they have. There is a possibility of a hybrid type service. You can get more people using the main system. Some people live in the county because they don't want to be near people and others live there because it's what they can afford. The county doesn't have the volume, but they still want the service. It is estimated it would cost approximately \$600k/year in annual operating costs. Additional capital would cost approximately \$450k. Another solution they are looking at is Innovative Service Zones. This could include the agency, third party operators or private companies like Uber or Lyft and have smaller service vehicles. This would help maintain mobility in low-density areas. It would be really expensive for IT to pay for it so it may be a third party solution. There is a lot of talk about the first/last mile and this could help close that gap and extend the reach of fixed route transit service. The Lacey Gateway is located just outside transit service. In other areas they have found this to be a good solution and it allows people to go out at noon time. The Innovation Zones could have 3 or 10 and it costs about a half a million per year for cars or vans.

Robertson – moved into the discussion of a fare free system. This moves buses faster because riders are not trying to pay a fare. Buses get behind with fare collection and issues or disputes. Some areas have had success such as Corvallis, Mason County, Chapel Hill and Missoula. Corvallis is the closest in population and it has the university as well as a large health care cluster. Missoula has the same thing. They partnered with large employers to get investments to replace fares. Employers like that the bus is going all the time and it isn't late because a rider had to fight over the fare. The ORCA card is cool and a lot of people commented about that and this would be even better. Ridership levels took them about a year to figure out and build trust in the fare system and then ridership spiked. It costs money to deal with the spike. If there are more people riding the bus there is less congestion and less pollution. People really are of restricted means. Certain people don't like this and

believe everyone should have a dog in the fight, or that it will be a rolling camp for the homeless. None of these issues are insurmountable and that is why it is under consideration.

Phillips – indicated fare collection is at \$5.1M with less than \$2M being cash. The number one thing to speed up the system and to reduce barriers and increase ridership is fare collection. The agency has several contract relationships in place at a discount of 65% already brokered. The agency is looking to leverage that for a more convenient system with faster service out to the public. There is a high need for access and reliability.

Robertson – shared that some partners indicated they would pay more for that. They need students to get to class on time and they are excited about it. Cities are excited about it because parking is the worst investment in the world. It will cost \$1.5M to update the fare collection equipment, and the agency pays Brinks armored truck people to collect/count the cash fares. Fare collection accounts for 11% of IT revenue.

Robertson – reviewed the Enhanced System Operations Summary table – for anyone it is a lot to pay but for an entire PTBA it is not out of the realm of possibility over time. The agency budgets for capital in advance and that is what it would take to get to the system people have described in the initial outreach.

Phillips & Robertson answered questions.

Smit – shared that he likes fare free service and thinks it's the next step. ORCA is too expensive. People could use both doors and it would be more efficient.

VanderDoes – indicated he supports fare free with increased speed/frequency and electric buses.

Robertson – remarked it is a given that it will be covered in the long range plan discussion to use anything that doesn't use oil.

Messmer – inquired about requests for electric buses or reduced emissions and how they might fit in for the future.

Robertson – indicated they came in both ways and some people didn't come out and say that this is what they want. What they learned is that IT is already doing it. They spoke with Rena about communicating the message because IT does have emission controls and sustainability efforts in place.

Vail – remarked that she just learned the new DAL vans are propane and not diesel.

Belk – added that he is more excited about frequency. That allows him to get down to one car. He doesn't like planning around a timetable. Everywhere two buses intersect there is an opportunity for a transfer.

Pierce – suggested a campaign of things you can do on the bus.

Horton – added that he appreciates the commuter service with access to the Seattle market via the Martin Way P&R. The commute is almost the same as driving. He

believes if it were marketed people would use it. The new HOV lanes through JBLM will be open in 2020 and that will help the area.

CONSUMER ISSUES

- Scott shared that she was recently on route 13 and there were no new transit guides.
- Vail – inquired about protocol for a medical emergency on bus.

Bergkamp indicated once the driver is alerted they contact dispatch and they would set a rendezvous with the bus and EMS.

REPORTS

- **March 7, Regular Meeting** – O’Connell was not at the meeting and Pierce indicated the Authority Highlights are always on the website.
- **General Manager’s Report** – Phillips provided the General Manager’s report and asked everyone to sign the banner and/or thank you cards for Transit Driver Appreciation Day.

IT passed the ESMS audit and retained ISO 14001 certification;

The agency received a \$250k grant for pilot project funded by the legislature to educate public on vanpool;

Freeman-Manzanares is in DC with Bud Blake and Debbie Sullivan meeting with representatives Murray and Cantwell and the FTA;

After 3 years the Legislature passed a bill increasing the local sales tax options available to the agency; and for the second year funded \$375k for operation of the DASH. Staff is hopeful that will continue and maybe get the city of Olympia on board again.

Messmer – thanked anyone who contacted their legislator in support of the bill. She thanked Walter for testifying in support all 3 years.

NEXT MEETING: APRIL 16, 2018.

ADJOURNMENT

It was M/S/A by HORTON and SMIT to adjourn the meeting at 7:43 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180212.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2018 Bicycle Commuter Challenge Update

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- 1) **The Issue:** Brief the Authority on the results of the 2018 Winter BCC, and progress on the 31st Annual Bicycle Commuter Challenge coming up in May.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.
-
- 4) **Background:** The Winter Bicycle Commuter Challenge (BCC), which runs the full month of February, was a success again in 2018. This year, 214 people participated in the event. Together we rode 15,395 miles on 1,767 days, saving around 15,000 pounds of CO₂, and many gallons of petroleum runoff. Twenty-four people won prizes in random drawings and a photo contest on International Winter Bike to Work Day. Registration is now open for the 31st Annual Bicycle Commuter Challenge and public outreach is ongoing. Items of note include a website upgrade for the BCC which allows participants to sign up and record their bike trips online each day. New features include a road problem reporting form and profile page for each team.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's thirteenth year administering this countywide event. For the tenth consecutive year, Duncan Green is directing the BCC and related efforts as a temporary employee (a six month position). He receives assistance

from the other members of Intercity Transit's Marketing and Communications staff.

5) **Alternatives:** N/A.

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000.

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-B
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority
FROM: Tammy Ferris, (360) 705-5818
SUBJECT: Revised Contract Amount
Pattison Base Improvements - Underground Storage Tank Project

1) **The Issue:** Approval of a revised total contract amount for Rognlin's, Inc. to complete the Pattison Base Improvements - Underground Storage Tank (UST) project.

2) **Recommended Action:** Authorize the General Manager to approve Change Orders No. 6 - 8 and revise the total construction contract amount with Rognlin's, Inc. to \$5,729,366.51.

3) **Policy Analysis:** A contract Change Order is used to document changes, additions, and deletions to the scope of services defined under the awarded contract during construction. Completed Change Orders result in an amended contract amount and/or scope, and are subsequently finalized as a bilateral agreement. Procurement Procedures Rev: 95-5 requires the Authority to authorize the General Manager to execute any Change Order that exceeds \$25,000

4) **Background:** On April 5, 2017, the Authority authorized award of the Pattison Base Improvements - UST project to Rognlin's, Inc., for \$5,343,760. Construction began May 1, 2017. On December 6, 2017, the Authority approved Change Orders No. 1 through 5 and revised the total contract not-to-exceed amount to \$5,540,248.58.

Since that time, and in accordance with the \$25,000 authority limit outlined in the Change Order Procurement Policy, the General Manager executed Change Order No. 6 in the amount of \$6,415.07 for additional electrical and welding work on the unleaded fueling island to address necessary design changes. In addition, the General Manager executed Change Order No. 7 that represents a \$15,000 credit by Rognlin's.

Change Order No. 8, in the amount of \$197,702.86, will require the Authority to authorize the General Manager to execute. Change Order No. 8 primarily addresses clarifications to the design and costs related to permanent decommissioning of the old USTs with Control Density Fill. Completing this work now will release the agency from additional ongoing costs related to insurance and tank fees charged by the Department of Ecology.

With the addition of Change Orders No. 6 through No. 8, the total cumulative Change Orders cost \$385,606.51 (approximately 7.22% of the original contract award amount) for a total revised contract amount is \$5,729,366.51.

Staff does not foresee additional large Change Orders to complete the project. The overall project is scheduled to be completed in June of 2018 and is currently under budget.

5) **Alternatives:**

- A. **Action:** Authorize the General Manager to approve Change Orders No. 6 - 8 and revise the total construction contract amount with Rognlin's, Inc. to \$5,729,366.51.
- B. Do not approve the increased contract amount pending further review of Change Orders 6 through 8. This option may put Intercity Transit at risk for contract delays and/or claims, since we directed a portion of this work to be done.

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- 6) **Budget Notes:** Funds programmed in the budget for the Pattison Base Improvements and UST project include a construction contingency of 8%. The cumulative of all Change Orders is within the 8% construction contingency. There are sufficient funds in the budget to complete this project.

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- 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."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Bus Stop Pad Construction Contract Award

1) **The Issue:** Consideration of a contract award for construction of 63 bus stop pads.

2) **Recommended Action:** Authorize the General Manager to enter into a contract for the construction of 63 bus stop pads with Propel Construction Company, in the amount of \$199,286.

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

4) **Background:** The 2018 budget includes funding for the construction of planned bus stop enhancements. This construction contract will utilize grant funding which provides for 86.5% of the total for the contract. The local funds portion of this contract is \$26,903.61.

Intercity Transit issued a Request for Bids on February 21, 2018. We received three (3) bids by the submittal deadline of March 16, 2018. The bid submitted by Propel Construction Company in the amount of \$199,286 was determined to be the lowest, responsive and responsible bid.

Bids ranged from a high of \$393,502.66 to a low of \$199,286. The low bid is \$25,050.80 or 11% below the Engineer's estimate of \$224,336.80.

References indicate the contractor is reputable and competent. Staff recommends award of contract to the lowest, responsive and responsible bidder, Propel Construction Company.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract for the construction of 63 bus stop pads with Propel Construction Company in the amount of \$199,286.

B. Defer action. Deferring action may result in missing the best weather for the outdoor construction.

-
- 6) **Budget Notes:** The 2018 budget includes grant funding for bus stop improvements including TAP funds, awarded in December 2016 for \$338,777; and, CMAQ funds awarded in July 2017, for a total of \$401,827. These funds require a 13.5% local match (\$62,713). Other contracts previously awarded for this project include Design/Engineering and Construction Management Services, awarded in July 2017 for \$133,963. Other expenses related to this project include permitting fees, and the purchase of equipment (shelters, lighting, and benches) used to enhance bus stops identified through the Bus Stop Enhancement Program.
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- 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."*
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- 8) **References:** N/A.
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority

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

SUBJECT: Setting Public Hearing Date for September Service Changes

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- 1) **The Issue:** Establish a public hearing date for proposed September service change.
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- 2) **Recommended Action:** Set May 23, 2018, for a public hearing to take comments on proposed service change recommendations.
-
- 3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make a significant service change.
-
- 4) **Background:** In order for staff to execute short-term recommendations for a September service change, the Authority must approve the recommendations by July 18, 2018. In order to meet this schedule, and allow the public ample time to comment on the plan, staff is recommending the Authority establish a public hearing date of May 23, 2018.
-
- 5) **Alternatives:**
A) Set May 23, 2018, for a public hearing to take comments on proposed service change recommendations.
B) Select an alternative date.
-
- 6) **Budget Notes:** Approval of this service expansion is contingent upon ITA approval.
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- 7) **Goal Reference:** **Goal#1:** *"Access the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority

FROM: Kevin Karkoski, Temporary Dial-A-Lift Manager, 236-5044
Emily Bergkamp, Co-Director of Operations, 705-5893

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddy Program Update

1) **The Issue:** Provide the Authority an update on Dial-A-Lift (DAL) service, Travel Training and the Bus Buddy Program.

2) **Recommended Action:** Information only.

3) **Policy Analysis:** The DAL Manager will provide updates to the Authority at least twice per year, and more often as requested.

4) **Background:** DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

5) **Alternatives:** N/A.

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

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 #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-F
MEETING DATE: April 4, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Annual Planning Session

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- 1) **The Issue:** Select a date; identify topics of interest and potential facilitators for the 2018 Annual Planning Session.
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- 2) **Recommended Action:**
- A. Select a date for the 2018 planning session.
 - B. Begin identifying topics of interest for the session.
 - C. Offer the names of potential facilitators.
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- 3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.
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- 4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Potential dates for a 2018 Planning Session are Friday, August 17, Friday, August 24, or Friday, August 31.
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- 5) **Alternatives:**
- A. Select a date; identify topics of interest and potential facilitators.
 - B. Delay a planning session until 2019.
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- 6) **Budget Notes:** The annual planning session costs are included in the 2018 budget.
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- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency. This supports all goals of the agency.
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- 8) **References:** N/A.