

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**May 2, 2018**  
**5:30 P.M.**

**CALL TO ORDER**

- 1)     **APPROVAL OF AGENDA** **1 min.**
  
- 2)     **INTRODUCTIONS** **15 min.**
  - A. **Introduce Rose Shultz, Accounting Specialist** (Suzanne Coit)
  - B. **Introduce Lori Vani, Accounting Specialist** (Suzanne Coit)
  - C. **Introduce Richard Slavin, Vehicle Detailer** (Paul Koleber)
  
- 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:** April 4, 2018, and April 18, 2018, Regular Meetings
  
  - B. **Payroll – April 2018:** \$ 2,244,975.76.
  
  - C. **Accounts Payable:** Warrants dated April 6, 2018, number 24598 in the amount of \$364,368.59; Warrants dated April 13, 2018, numbers 24603-24675, in the amount of \$943,105.87; Warrants dated April 16, 2018, numbers 24682; 24684-24686, in the amount of \$118,451.40; Warrants dated April 27, 2018, numbers 24690-24758, in the amount of \$624,207.85; Automated Clearing House Transfers for April 2018 in the amount of \$10,934.10 for a monthly total of \$2,061,067.81.
  
- 5)     **PUBLIC HEARING - None** **0 min.**
  
- 6)     **COMMITTEE REPORTS - None** **0 min.**
  
- 7)     **NEW BUSINESS**
  - A. **Security Services Contract Amendment** (Katie Cunningham) **5 min.**
  - B. **AmeriCorp Grant** (Rena Shawver) **5 min.**
  - C. **Marketing/Communication Services Contract Amendment** (Rena Shawver) **5 min.**

	<b>D. Youth Education Support Space</b> <i>(Rena Shawver)</i>	<b>5 min.</b>
	<b>E. 2018 Community Advisory Committee Recruitment</b> <i>(Ann Freeman-Manzanares)</i>	<b>5 min.</b>
<b>8)</b>	<b>GENERAL MANAGER’S REPORT</b>	<b>10 min.</b>
<b>9)</b>	<b>AUTHORITY ISSUES</b>	<b>10 min.</b>
<b>10)</b>	<b>ADJOURNMENT</b>	

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

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

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

**Minutes  
INTERCITY TRANSIT AUTHORITY  
Regular Meeting  
April 4, 2018**

**CALL TO ORDER**

Chair Sullivan called the April 4, 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 Renata Rollins (alternate); City of Lacey Councilmember Carolyn Cox; County Commissioner Bud Blake; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

**Members Excused:** City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Tammy Ferris; Duncan Green; Jessica Gould; Kevin Karkoski; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

**Others Present:** Community Advisory Committee Member, Denise Clark; Legal Counsel, Julie Carignan.

*Chair Sullivan welcomed Julie Carignan, of Law, Lyman, Daniel, Kamerrer, Bogdonovich, who is Intercity Transit's new legal counsel.*

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- 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*)

**PUBLIC COMMENT – None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

## **Intercity Transit Authority Regular Meeting**

**April 4, 2018**

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

**A. Approval of Minutes:** March 7, 2018, and March 21, 2018, Regular Meetings.

**B. Payroll – March 2018:** \$2,275,931.86.

**A. 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.

**B. Canceled the July 4, 2018, Regular Meeting** (*Ann Freeman-Manzanares*).

**PUBLIC HEARING – None.**

**COMMITTEE REPORTS – None.**

### **NEW BUSINESS**

**A. 2018 Bicycle Commuter Challenge Update.** Prior to the presentation, Councilmember Sullivan presented Duncan Green, BCC Specialist, with a Proclamation from the City of Tumwater, declaring May as Bicycle Commuter Challenge Month.

Green said this is Intercity Transit's thirteenth year administering this countywide event. For the tenth consecutive year, he 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.

Each year a new theme is chosen, and this year's theme is "The World Looks Different When You Ride." Green said the BCC has grown into a series of events during winter and spring:

- The Winter Bicycle Commuter Challenge (BCC);
- Earth Day Market Ride in April;
- Bicycle Commuter Challenge, School Bike Challenge and Bike-to-Work Day (held on a Thursday this year), are all held in May; and the Prize Hoopla in June.

The Winter BCC, which runs the full month of February, was a success with 214 participants. Together they rode 15,395 miles on 1,767 days, saving around 15,000 pounds of CO<sub>2</sub>, and many gallons of petroleum runoff. Twenty-four people won

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prizes in random drawings and a photo contest on International Winter Bike to Work Day. There was "Pedal Power Bike Expo" held March 28 that Green helped promote through the BCC channels. Earth Day Market Ride will be held Saturday, April 21.

Registration is now open for the 31<sup>st</sup> Annual Bicycle Commuter Challenge and public outreach is ongoing. There was a website upgrade for the BCC which allows participants to sign up and record their bike trips online each day. New features for 2018 include a road problem reporting form and profile page for each team. There's also a Grand Prize Bike Vacation with Adventure Cycling, and a video ad running on Pandora and many TV outlets in Thurston County.

Bike to Work Day is Thursday, May 17 held from 7 a.m. to 9 a.m. There will be six bike stations around Olympia, Tumwater and Lacey where refreshments are provided and promotional items. This event is sponsored by various community businesses. In the noon hour, WSDOT organizes the Inter-Agency Bike Ride. Intercity Transit will join that event at the Tumwater Historical Park.

To wrap up the event, there's the Prize Hoopla on Saturday, June 23 at 9:30 a.m. There will be tons of coupons and prizes donated by many sponsors. Everyone receives coupons and is entered to win prizes. There are 44 local sponsors this year and 3 supporters. Those who ride 10 days or more are entered to win a new bike or the new grand prize sponsored by Adventure Cycling Association, a non-profit bike advocacy group. They are offering a Dream Bike Trip valued at \$4,000. They also developed an amazing route system all over the country and promote bike travel and they work with Amtrak to make sure Amtrak accommodates bikes on more of their routes. The number of bikes boarding Amtrak trains over the last six years has increased by several hundred percent.

- B. Pattison Base Improvements UST Revised Contract Amount.** Procurement Coordinator, Tammy Ferris presented for consideration approval of a revised total contract amount for Rognlin's, Inc. to complete the Pattison Base Improvements Underground Storage Tank.

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

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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.

**It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to 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.**

- C. Bus Stop Pad Construction Contract Award.** Procurement Coordinator, Tammy Ferris, presented for consideration, a contract award for the construction of 63 bus stop pads.

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.

**It was M/S/A by Councilmember Cox and Vice Chair Warner to 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.**

**D. Setting a Public Hearing Date for September Service Changes.** Freeman-Manzanares said 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 establishing a public hearing date of May 23, 2018. Staff is recommending this separate special meeting, set aside entirely to hear public comment about that service change, to avoid delaying regular Authority business.

Messmer is concerned that bus riders who wish to attend but work and ride the bus won't be able to get to Intercity Transit by 5:30. She wants to ensure the promotion of the public hearing makes it clear where the public can send comments if they can't attend. Freeman-Manzanares said the public can submit comments via a telephone hotline, email, and they can submit customer comments at the Olympia Transit Center.

Cox asked if the meeting could be held later like 7 p.m. Freeman-Manzanares said when establishing the hearing date on Authority members calendars the 5:30 timeframe was part of that; however, we can ask the question again regarding availability and hold the meeting at a later time. Warner recommends staying with the 5:30 start time because whatever time we hold the meeting, someone isn't going to be able to be in attendance. There are enough other opportunities for the public to participate and share their comments with the staff and the Authority. Sullivan prefers this time versus during the day so not to interfere with typical work schedules.

**After discussion and amendment, it was M/S/A by Citizen Representative Messmer and Vice Chair Warner to schedule a special meeting in which Intercity Transit will hold a public hearing at 5:30 p.m. on May 23, 2018, to take comments on proposed service change recommendations.**

**E. Dial-A-Lift, Travel Training & Bus Buddy Program Update.** Kevin Karkoski, Dial-A-Lift Manager, presented an update to the Dial-A-Lift (DAL) service, Travel Training and Bus Buddy program.

**Statistics for 2017:**

**Dial-A-Lift:**

- 3,240 Total Clients
- 838 Eligibility Decisions
  - 79% Full Eligibility
  - 1% Conditional
  - 19% Temporary

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- 1% Ineligible
- 44 Functional Assessments
- 411 Re-certifications
- 170,714 Trip – a 3% increase on the year
- 97% On-Time Performance
- 85,570 Total Phone Calls
- 95% Customer Satisfaction Rating

### Travel Training Cost Avoidance

Approximately 1,350 Dial-A-Lift trips diverted to Fixed-Route through travel training.

\$50 – Average cost of 1-way ADA trip

-\$6 – Average cost of 1-way Fixed-Route trip

\$44 – Cost difference between ADA and Fixed-Route

\$59,400 Approximate Cost Avoidance (\$44 difference x 1,350 trips)

### *Commissioner Blake arrived.*

Warner asked how many trips are completed per month using the Bus Buddy Program. Karkoski said it varies, and some months are busier than others. In 2017 the Bus Buddy Program helped about 119 people. Bergkamp added that in 2016 23 clients were served.

Warner encouraged staff to think about ways to measure performance as the Bus Buddy program continues.

Messmer asked if Bus Buddy clients have been surveyed. Bergkamp said Catholic Community Services (CCS) receives funding for the program, and they are supposed to survey the clients as part of the proposal they put together. Last year, IT staff gave a separate more detailed Bus Buddy program update to the ITA. She said staff can do this again and return to provide more data from CCS including any surveys they may have administered.

- F. Annual Planning Session.** Freeman-Manzanares presented for consideration a date for the Annual Planning Session. The Authority typically meets once a year for a day-long session to review issues and plan for the future. This year's discussion will focus around long range planning work and local options. Freeman-Manzanares offered several dates, each representing a Friday. Potential dates included August 17, August 24 or August 31. And Freeman-Manzanares suggested selecting Jason Robertson as this year's facilitator, since he's been taking the Authority and staff through the IT Road Trip/Long Range planning process.



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The Authority members in attendance opted for Friday, August 17. Freeman-Manzanares will check with Councilmembers Carmody and Gilman, and Citizen Rep Melnick about their availability.

### **GENERAL MANAGER'S REPORT**

- Per Senator Patty Murray's office, IT was awarded \$1,375,000 in Bus and Bus Facility Grant funds for the expansion and rehabilitation of the Pattison Street Facility.
- Intercity Transit received an approved Federal Transportation Budget. It includes increases for public transportation; however, it's nowhere near where it was pre-2011.
- Due to the construction of the Underground Storage Tank project, vehicle fueling will take place off-site (on Fones Road) beginning the week of April 16 while they transition from old tanks to new.
- Staff is working on permitting for a temporary propane fueling facility to get ready for the Dial-A-Lift vehicles which are due to arrive in the summer of 2018.
- The Governing Body Composition Review will be held on Wednesday, May 16, 2018, at 5 p.m. at the Intercity Transit main office. Invitation letters to the jurisdictions and the County will be mailed out on April 5, 2018.
- The City of Lacey and WSDOT received complaints regarding RV parking at the Martin Way Park-and-Ride. Research thus far does not indicate anything of an illegal nature.
- The third Long Range Steering Committee meeting will be held on Tuesday, April 10 at 11 a.m.
- Freeman-Manzanares, Managers, ATU and IAM staff will attend the 41<sup>st</sup> Annual LERA conference in Seattle April 5 and 6.
- Summer "Fun" Schedule includes:
  - Pride Parade - June 10 at 11 a.m.
  - Intercity Transit's Local Roadeo - June 10
  - Yelm Prairie Days Parade - June 23 at 9:30 a.m.
  - Tumwater July 4<sup>th</sup> Parade - July 4 at 11 a.m.
  - Lakefair Parade - July 14 at 4:45 p.m.
  - Transit Appreciation Day - August 10

**AUTHORITY ISSUES – None.**

**ADJOURNMENT**

**It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 6:59 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: May 2, 2018.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**April 18, 2018**

**CALL TO ORDER**

Chair Sullivan called the April 18, 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 Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Molly Carmody; County Commissioner Bud Blake (via phone); Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

**Members Excused:** City of Olympia Councilmember Clark Gilman.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Jim Merrill; Brian Nagel; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Nicky Upson.

**Others Present:** Community Advisory Committee Member, Peter Diedrick; Tracey Christianson and Joanne Kerrigan from WSTIP.

**APPROVAL OF AGENDA**

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

**WSTIP PRESENTS ABOVE AND BEYOND AWARD**

Executive Director, Tracey Christianson from WSTIP presented their Above and Beyond Award to Operator David Cabe. Cabe was recognized for helping a lost elderly woman get home safely.

**PUBLIC COMMENT – None.**

**COMMITTEE REPORTS**

**A. Thurston Regional Planning Council.** Karen Messmer said TRPC met April 6. The members **adopted** the Thurston Community Economic Alliance (TCEA) Resolution; **approved** the Executive Director's evaluation; and **received** a presentation by WSDOT Secretary, Roger Millar on the status of the state transportation system and his vision for the agency. Highlights of that presentation noted data supports that

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Washington State won't be able to build its way out of congestion. By 2027, 70 cents on every dollar of transportation funding will go to pay off the debt of connecting Washington and other past investments.

Warner said the presentation from WSDOT is available online at TDW.

- B. Transportation Policy Board.** Don Melnick said the TPB met April 11. The members received a presentation from WSDOT staff on the I-5 Derailment. WSDOT reported on what was learned from the efforts taken to notify the public, transport people from the wreckage, clear I-5, and guide travelers to alternate routes; took action on Amendment 18-04 to the 2018-2021 Regional Transportation Improvement Program (RTIP) to add a new Intercity Transit project – Bus Replacements; received an update on the Thurston Thrives Active Community Design – After Event; and received a briefing on the Journeys Regional Transportation Annual Report.
- C. Community Advisory Committee.** Peter Diedrick said the CAC met April 16. Members received an update on the 2018 Bicycle Commuter Challenge; heard a presentation on the Bus Procurement for high mileage vehicles and on the Short-Term Recommendations. He said comments from the CAC were positive; however, there was concern about changes to the commuter route; and there were questions about the new Route 47 to Capital Medical Center; and about the Route Change for Route 12 service on Blacklake Blvd.

## NEW BUSINESS

- A. Establish 2019-2022 Public Hearing Date for TIP.** Jessica Gould, Grant Program Coordinator, requested approval to schedule a public hearing for May 16, 2018, to receive public comment on the draft Transportation Improvement program (TIP).

The draft 2019-2022 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2017- 2022 Transit Development Plan*, and the *2018-2023 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2019-2022 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2019-2022;

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- Construction of Phase 2 – Pattison Expansion and rehabilitation project to include the Vanpool Service Center;
- Purchasing of heavy duty coaches (40) to replace ones that have been in service at or beyond their expected useful life;
- Purchasing of 142 replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as transportation;
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing “earned share” formula funds for approved projects.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 18, 2018** – Brief ITA on schedule and request Public Hearing Date.
- Public Participation and outreach – April 19 – June 5, 2018
- **May 16, 2018** – Public Hearing on Draft TIP
- **June 6, 2018** – Consideration of 2019-2022 TIP for adoption
- **June 8, 2018** – Submit Approved TIP to MPO and State, Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP)

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 6, 2018. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2019-2022 TIP projects total more than \$70.9 million with more than \$56.8 million of federal funding planned.

**It was M/S/A by Citizen Representatives Melnick and Warner to schedule a public hearing for May 16, 2018, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2019-2022 TIP.**

- B. **Short Term Recommendation – Public Process.** Rob LaFontaine, Planning Manager, provided a review of the service change proposal and short-range solutions as recommended by Thomas Wittmann of Nelson-Nygaard. LaFontaine brought forward the critical pieces of information needed to prepare for a public outreach.

### Why Change?

Buses are experiencing delays due to congestion, and data shows there are a handful of routes that struggle with on time performance, particularly the express routes that operate on I-5 as well as the local routes operating on Martin Way, and Route 12 operating in Tumwater.

In the fall, staff met with operators in a focus group, and with their feedback and other data, staff was able to gain a better understanding of the current environment. In addition to on time performance, many routes are routed through the Olympia Transit Center which requires some passengers to travel out of direction. And ridership is low as a result of the express service struggling with on time performance and challenges with congestion.

The Road Trip resulted in a great initial outreach from the public weighing in asking for increased frequency, better reliability or direct service to west Olympia, SPSCC and expanded service into northeast Lacey. Staff is looking into being “resource neutral” meaning what changes can be made now without adjusting fare structure, hire more drivers, or go out for additional tax.

Resource neutral requires balance. To make changes with existing resources, we need to understand the tradeoffs. LaFontaine reviewed the recommended changes:

Currently there are 25 fixed routes and the recommended changes will affect 13 of those routes. Routes were specifically identified for their reliability and on time performance.

**Route 47** would make significant alignment changes to provide **shorter and simpler** service between the Olympia Transit Center and Capital Mall. As a result duplicated bus service on Harrison Avenue would be reduced, and service on a portion of Black Lake Blvd. would be discontinued. New bus service would be introduced on Kaiser Rd. but discontinued on McPhee Rd and Yauger Way.

The tradeoff is this new clockwise loop would extend service to Kaiser Road but remove bi-directional service on Capital Mall Drive requiring passengers to board/alight on the north side of the road.

Warner asked if an analysis was performed about crosswalks to assist people who cross the street. LaFontaine said yes. And that particular segment of Capital Mall Drive has nice cross walks and bus stops in close proximity. Messmer noted that area has a large cross walk area and it may be a long distance to cross. The city may be in a position to help mitigate any issues.

**Route 60** would provide consistent service all day by removing the deviation onto 12<sup>th</sup> Ave. The deviation currently occurs between 10AM & 3PM on weekdays and all trips on the weekends.

The tradeoff is deviations for specific bus stops provide access to the system, but require additional time that often makes it difficult to operate.

**Route 62A/B** schedules would be adjusted to provide **additional time** to mitigate heavy traffic congestion. The expanded schedule would allow a change of alignment to Route 62A introducing new service to a portion of northeast Lacey on Willamette Drive and Marvin Road north of I-5. The change would result in a one-way loop beginning/ending at the intersection of Martin Way and Galaxy Drive.

The tradeoff is this new counter clockwise loop would extend service to NE Lacey but remove bi-directional service on Martin Way requiring passengers to board/alight on the south side of the road.

**Route 94** needs added time in weekend schedule caused by delays from traffic congestion. Hours of Operation would generally remain unchanged; however the number of trips on Saturday & Sunday may be reduced by 1 each day.

The tradeoff is providing additional time in the schedule helps the bus stay on time, but may result in fewer weekend trips between the Olympia Transit Center and Yelm.

Carmody asked if buses can take the by-pass around Yelm Highway. LaFontaine said staff will explore that option. She said construction will begin on the by-pass section in 2019.

**Route 12** would provide new trip options between Tumwater and west Olympia. Frequency would improve to 30 minutes all day and provide more direct access to destinations including SPSCC.

**Route 42** would operate between OTC and the Thurston County Family & Juvenile Court via SPSCC. The **new alignment** would provide bi-directional service on Dr. Nels Hanson Way/29<sup>th</sup> but would remove 5 bus stops on RW Johnson Blvd/21<sup>st</sup> Ave. and Black Lake Blvd between 29<sup>th</sup> Ave and Cooper Point Rd.

The tradeoff is providing direct service to west Olympia will result in the need to transfer if traveling to Capitol Campus.

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Messmer said for public information purposes, will notices be posted on the individual stops. She wants to be sure it's made clear to the public the routes where buses are no longer stopping.

Warner asked where service is being removed is a Title VI analysis being conducted. LaFontaine replied yes.

Melnick asked if staff has had conversations with the cities involved regarding improvements to crosswalks.

**Route 68** would provide new trip options between south Lacey and west Olympia including Capital Mall and SPSCC. **Frequency would increase to 30 minutes all-day** although the route would no longer operate between Tumwater Square and the Olympia Transit Center.

Messmer asked how transfers will work at Tumwater Square. LaFontaine said IT uses a "day pass" system, which costs \$2.50 which allows riders to ride wherever they wish all day.

With these proposed route changes come potential changes to the Dial-A-Lift Boundary area. Those changes include a proposed new alignment to Routes 62A, 42, and 47.

There's a restructure to improve on time performance of the Express Commuter Routes.

**Routes 603, 605 & 612** would be consolidated into one single route (612) with the same stops on each trip providing a shorter, more **efficient trip** overall.

**Route 620** would be left unchanged under the proposal.

### **Increased Frequency**

The schedule would be adjusted to provide service every 15 to 30 minutes during peak periods, and 60-90 minute service midday with an emphasis on weekday trips originating in Pierce county in the morning and returning northbound in the afternoon/evening.

Tradeoff is Express service is expected to be faster and more reliable, but stops at the Hawks Prairie Park-and-Ride, the Lacey Transit Center, and the Tacoma Dome Station, along with several stops in downtown Olympia would be removed.

### **Outreach and Next Steps**

- April 16<sup>th</sup> – CAC Review



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- April 18<sup>th</sup> – Authority approves release for public comment
- April 23<sup>rd</sup> – Public outreach process begins
- May 21<sup>st</sup> – CAC update
- May 23<sup>rd</sup> – Public Hearing
- June 6<sup>th</sup> – Authority update
- June 20<sup>th</sup> – Authority update
- July 16<sup>th</sup> – CAC update
- July 18<sup>th</sup> – ITA consideration of Final Adoption
- July 19<sup>th</sup> to September 22<sup>nd</sup> – Staff prepares for implementation
- September 23<sup>rd</sup> – Service change implementation date

Messmer said it will be helpful for the public to know in advance when the written comment deadline will be, and have that information available a few days after the public hearing. It's important the public is aware of a specific deadline.

**It was M/S/A by Citizen Representatives Warner and Melnick for staff to finalize and release the draft September Service Change Recommendations for public comment.**

### **GENERAL MANAGER'S REPORT**

May is Bicycle Commuter Challenge month all are encouraged to join the Crank IT team. The Earth Day Market Ride is Saturday, April 21.

There are a number of grant application deadlines due to Thurston Regional Planning Council. They include:

- Transportation Alternative Program (TAP) – There are expected funds for 2020/2021/2022. Intercity Transit's proposal is to ask for the Walk N Roll Program for the 2021-2022 and 2022-2023 school year. The Federal ask is \$218,000 plus \$34,023 local match for a total of \$252,023.
- Surface Transportation Program (STP) – Intercity Transit's proposal depends on the outcome of the joint program regarding the Martin Way Corridor project that involves Olympia, Lacey and the County. IT will ask for phase II construction for the Pattison Street Project in the amount of \$950,000.
- Congestion Mitigation Air Quality (CMAC) – IT looks at what is available region-wide and make sure there are projects that can be covered. IT's proposed request is 6 DAL vehicles because they will be powered with propane which fits within this program.

## **Intercity Transit Authority Regular Meeting**

**April 18, 2018**

**Page 8 of 8**

- The Department of Ecology presented a VW grant up to \$500,000 for electric vehicles. Staff is talking with vendors to determine if that works for IT depending on the cost of those electric vehicles. There's a requirement that vehicles under this program must be surplus.

Messmer asked if there is the prospect to use the grant for Dial-A-Lift. Freeman-Manzanares will research this and see what is allowed under this grant.

Freeman-Manzanares is meeting with the General Manager of Pierce Transit to talk about commuter services between Pierce and Thurston County.

### **AUTHORITY ISSUES**

Representing Intercity Transit, Messmer said she gave a presentation at the South Sound Climate Action Convention on Saturday, April 14 held at South Puget Sound Community College. She co-presented with Chris Hawkins with the County Health Department. The focus was on community design and the co-benefits of healthy transportation. That included walking and cycling.

Melnick provided a quick review of the YouTube video entitled "Clean Disruption - Energy & Transportation."

Melnick said Rick Walk from the City of Lacey is pleased with Intercity Transit's long-range planning process, and he appeared interested in going out for the remaining sales tax increase.

Cox thanked staff for hosting the new Board member orientation.

### **ADJOURNMENT**

**It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to adjourn the meeting at 6:43 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: May 2, 2018.**

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

0	3/18/18-3/31/18			PAYDATE	4/6/2018	PERIOD DATES:	04/01/2018-04/14/2018			PAYDATE	4/20/2018
	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	61,719.86		IRS	FIT		EFT	66,701.84	
	MT		EFT	21,783.40	83,503.26		MT Medicare		EFT	22,551.82	88,253.66
	A2/35	Life Ins.		0.00	0.00		AL/35	Life Ins.		0.00	0.00
INS	D3/DI	Disability Ins		2,400.07	0.00	INS	DI/31	Disability Ins		2,428.10	0.00
HEALTH	HE/37HI/38	Health In1stN2ND		179,354.00	0.00	HEALTH	HE/37HI/38	Health In1stN2ND		179,778.68	0.00
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	SP & TB	Spousal Surcharge/Tobac		500.00	0.00
CHILD CARE	CC/61	Child Care	Hfstttr	0.00		CHILD CARE	CC/61	Child Care	Hfstttr	0.00	
GARNISHMENT	GN/08	Garnish	CHECK last	619.13		GARNISHMENT	GN/08	Garnish	CHECK last	502.09	
CHILD SUPPORT	CS/09	DSHS	EFT	3,008.46	3,008.46	CHILD SUPPORT	CS/09	DSHS	EFT	3,253.02	3,253.02
	CS/09	ExpertPay	EFT	0.00	0.00					0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	9,785.00	9,785.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,539.69	10,539.69
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,385.48	15,385.48	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	15,520.48	15,520.48
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	43,087.04		401K	DC/97	Vgrd EE	Wire	45,182.32	
VANGUARD	DC/22	Vgrd ER	Wire	29,967.56	73,064.60	VANGUARD	DC/22	Vgrd ER	Wire	30,934.18	76,116.50
LOAN	L2/29	401k Ln#2	Wire	5,006.22		LOAN	L2/29	401k Ln#2	Wire	5,418.01	
LOAN	LN/29	401k Ln #1	Wire	8,462.30	13,468.52	LOAN	LN/29	401k Ln #1	Wire	8,462.30	13,880.31
	TTL VNGRD			86,523.12			TTL VNGRD			89,996.81	
LABOR INS	LI/02	L&I	EFT Quarterly	30,181.11		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,079.32	
MACHINISTS	MD/51	Mch.UnDues	Check last	1,528.83		MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,529.17	
UNION DUES	MI/52	Mac.Inltion	Check last	0.00		UNION DUES	MI/52	Mac.Inltion	Check last	0.00	
	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	461.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	467.00	
PENSION	PN/04	PERS EE	EFT	56,531.52	0.00	PENSION	PN/04	PERS EE	EFT	57,650.97	0.00
STATE	PN/04	PERS ER	EFT	97,399.66	153,931.18	STATE	PN/04	PERS ER	EFT	99,345.83	156,996.80
PERS	TTL PERS			153,931.18		PERS	TTL PERS			156,996.80	
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	5,635.89		ICMA	RC/24	ICMA EE	WIRE	5,567.51	
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	1,488.78	1,771.18
ICMA	RR/25	ICMA ER	WIRE	2,976.29	8,612.18	ICMA	RR/25	ICMA ER	WIRE	2,962.86	8,530.37
	TTL ICMA			10,347.03	10,697.03		TTL ICMA			10,301.55	10,651.55
457 STATE	SD/26	457 ST EE	EFT	15,711.82		457 STATE	SD/26	457 ST EE	EFT	16,795.88	
DEFERRED	SR/27	457 ST ER	EFT	8,310.56	24,022.38	DEFERRED	SR/27	457 ST ER	EFT	8,855.93	25,651.81
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	5,017.08	5,017.08	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	5,033.57	5,033.57
ATU	UC/45	Un COPE	Check 1st	253.00		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	636.00	
	UD/42	Un Dues	Check last	6,069.01			UD/42	Un Dues-BOTH PP	Check last	6,104.91	
	UI/41	Un Initlatn	Check last	160.00			UI/41	Un Initlatn- 100.00 PEREE	Check last	160.00	
	UT/43	Un Tax	Check last	3,203.20			UT/43	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW/62	United Way	Check last	327.50		UNITED WAY	UW/62	United Way	Check last	319.50	
WELLNESS	WF/64	Wellness	Check last	332.00		WELLNESS	WF/64	Wellness	Check last	329.50	
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		487,009.60	487,009.60	DIRECT DEP.	NP NET PAY (dir. Deposit)	ACH Wire every		506,464.92	506,464.92
LIVE CHECKS	Paychecks			1,085.53		LIVE CHECKS	Paychecks - LIVE CHECKS			4,192.21	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$879,147.59		TOTAL TRANSFER (tie to Treasurer Notifications)				\$912,627.31
	TOTAL PAYROLL*:			\$1,105,221.97			TOTAL PAYROLL*:			\$1,139,753.79	
GROSS WAGE	GROSS EARNINGS:			777,668.59		GROSS WAGE	GROSS EARNINGS:			807,357.13	
ER AMOUNT	EMPR MISC DED:			316,661.68		ER AMOUNT	EMPR MISC DED:			321,120.75	
MEDICARE TAX	EMPR MEDICARE TAX:			10,891.70		MEDICARE TAX	EMPR MEDICARE TAX:			11,275.91	
										0.00	
	TOTAL PAYROLL FOR FEB 2018				\$1,105,221.97		TOTAL PAYROLL*:			\$1,139,753.79	
							TOTAL				\$2,244,975.76
DIRECT DEP.	ACH WIRE TOTAL			512,445.08		DIRECT DEP.	ACH WIRE TOTAL			532,790.09	

\$0.00

\$0.00

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/6/2018

Thru Date: 4/6/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24598	4/6/2018	24755	WA ST HEALTH CARE AUTHORITY	\$364,368.59	
Total:				\$364,368.59	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/13/2018

Thru Date: 4/13/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24603	4/13/2018	01295	ACCEL PLASTICS	\$422.82	
24604	4/13/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$357.73	
24605	4/13/2018	02060	AMERISAFE	\$99.10	
24606	4/13/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$145.58	
24607	4/13/2018	02380	ARAMARK UNIFORM SERVICES	\$964.80	
24608	4/13/2018	02580	ASSOCIATED PETROLEUM	\$46,990.89	
24609	4/13/2018	03250	BATTERY SYSTEMS, INC	\$2,284.91	
24610	4/13/2018	03608	BLAKE, WALTER T	\$279.00	
24611	4/13/2018	04120	BUILDERS HARDWARE CO	\$565.55	
24612	4/13/2018	05305	CAPITOL ALARM INC	\$303.92	
24613	4/13/2018	06560	COLUMBIA FORD MERCURY LINCOLN	\$37,960.60	
24614	4/13/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$463.36	
24615	4/13/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24616	4/13/2018	07220	CUMMINS NORTHWEST INC	\$21,475.43	
24617	4/13/2018	07619	DAVID S FOSTER	\$1,750.00	
24618	4/13/2018	08560	ECOLIGHTS NORTHWEST LLC	\$135.00	
24619	4/13/2018	08780	EMERALD SERVICES INC	\$618.15	
24620	4/13/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$7,345.66	
24621	4/13/2018	09820	FLEET-NET CORP	\$2,176.00	
24622	4/13/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24623	4/13/2018	10477	GALLS, LLC	\$2,360.61	
24624	4/13/2018	10605	GENFARE	\$84.31	
24625	4/13/2018	10607	GENUINE AUTO GLASS OF LACEY	\$678.02	
24626	4/13/2018	10642	GHA Technologies, Inc	\$846.19	
24627	4/13/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24628	4/13/2018	10660	GILLIG LLC	\$13,746.38	
24629	4/13/2018	10758	GORDON THOMAS HONEYWELL LLP	\$12,000.00	
24630	4/13/2018	10759	GORDON TRUCK CENTERS INC	\$2,017.98	
24631	4/13/2018	10863	GRAYS HARBOR TRANSIT	\$228.00	
24632	4/13/2018	11765	INTERCITY TRANSIT PETTY CASH	\$312.35	
24633	4/13/2018	11892	J ROBERTSON AND COMPANY	\$5,250.00	
24634	4/13/2018	11943	JOANNA GRIST	\$1,750.00	
24635	4/13/2018	12474	KBA INC	\$49,314.01	
24636	4/13/2018	12922	KTA	\$13,563.00	
24637	4/13/2018	13366	LANDAU ASSOCIATES INC	\$160.17	
24638	4/13/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,050.45	
24639	4/13/2018	13661	LOOMIS	\$2,578.31	
24640	4/13/2018	13750	MAILBOX OF OLYMPIA	\$800.00	
24641	4/13/2018	13793	MARTIN WAY COLLISION INC.	\$1,817.07	
24642	4/13/2018	13850	MASON TRANSIT AUTHORITY	\$662.00	
24643	4/13/2018	14590	MOHAWK MFG & SUPPLY	\$437.47	
24644	4/13/2018	14750	MULLINAX FORD	\$293.89	
24645	4/13/2018	14760	MUNCIE TRANSIT SUPPLY	\$109.90	
24646	4/13/2018	14900	NAPA AUTO PARTS	\$429.45	
24647	4/13/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$7,260.68	
24648	4/13/2018	15140	NISQUALLY TOWING SERVICE	\$1,167.01	
24649	4/13/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$407.12	
24650	4/13/2018	16820	PIERCE COUNTY SECURITY	\$30,852.72	
24651	4/13/2018	17290	PUGET SOUND ENERGY	\$18,286.62	
24652	4/13/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
24653	4/13/2018	17560	RE AUTO ELECTRIC INC	\$396.28	
24654	4/13/2018	17683	REMIX SOFTWARE INC	\$13,520.00	
24655	4/13/2018	17741	ROGNLIN'S INC	\$534,738.47	
24656	4/13/2018	17795	ROUTEMATCH SOFTWARE INC	\$18,172.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/13/2018

Thru Date: 4/13/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24657	4/13/2018	17824	S & A SYSTEMS INC	\$224.62	
24658	4/13/2018	17893	SCHEDULE MASTERS	\$9,016.80	
24659	4/13/2018	17900	SCHETKY NW SALES INC	\$10,080.92	
24660	4/13/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,370.89	
24661	4/13/2018	18145	SIX ROBBLEES INC	\$118.33	
24662	4/13/2018	18197	SMART TALENT LLC	\$1,840.00	
24663	4/13/2018	18470	SPORTWORKS NORTHWEST INC	\$221.24	
24664	4/13/2018	18683	SULLIVAN, DEBBIE	\$279.00	
24665	4/13/2018	18895	TECHNOLOGY UNLIMITED	\$1,462.22	
24666	4/13/2018	21790	THURSTON COUNTY PUBLIC WORKS	\$228.75	
24667	4/13/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,703.50	
24668	4/13/2018	21930	TIRES INC	\$4,165.14	
24669	4/13/2018	21950	TITUS-WILL CHEVROLET	\$1,505.62	
24670	4/13/2018	22010	TOYOTA OF OLYMPIA	\$647.89	
24671	4/13/2018	22325	TTL PARTNERS LLC	\$3,363.00	
24672	4/13/2018	22420	TUMWATER PRINTING	\$359.37	
24673	4/13/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$36,708.82	
24674	4/13/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$35.00	
24675	4/13/2018	26800	ZUMAR INDUSTRIES INC	\$889.16	
Total:				\$943,105.87	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/16/2018

Thru Date: 4/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24682	4/16/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
<del>24683</del>	<del>4/16/2018</del>	<del>17965</del>	<del>SEATTLE AUTOMOTIVE DIST.</del>	<del>\$3,293.21</del>	<input checked="" type="checkbox"/> void
24684	4/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24685	4/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$102,876.03	
24686	4/16/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$12,282.16	
Total:				\$118,451.40	

*Approved*  
*4/16/18*

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/27/2018

Thru Date: 4/27/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24690	4/27/2018	01405	ADVANCE GLASS INC	\$519.89	
24691	4/27/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$253.00	
24692	4/27/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24693	4/27/2018	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$310.08	
24694	4/27/2018	01960	AMERICAN SEATING COMPANY	\$64.93	
24695	4/27/2018	02060	AMERISAFE	\$173.21	
24696	4/27/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$42.56	
24697	4/27/2018	02380	ARAMARK UNIFORM SERVICES	\$959.52	
24698	4/27/2018	02580	ASSOCIATED PETROLEUM	\$5,742.23	
24699	4/27/2018	02825	AUTO PLUS - OLYMPIA	\$470.53	
24700	4/27/2018	02990	B&B SIGN COMPANY LLC	\$195.84	
24701	4/27/2018	05610	CAYAN LLC	\$173.69	
24702	4/27/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,583.84	
24703	4/27/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,466.23	
24704	4/27/2018	07105	CRAIN'S OFFICE SUPPLY	\$5.43	
24705	4/27/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24706	4/27/2018	07220	CUMMINS NORTHWEST INC	\$14,536.01	
24707	4/27/2018	08060	DON SMALL AND SONS OIL	\$2,530.10	
24708	4/27/2018	08780	EMERALD SERVICES INC	\$680.98	
24709	4/27/2018	09045	EVERGREEN FINANCIAL SERVICES, INC.	\$2,975.58	
24710	4/27/2018	09660	FERGUSON ENTERPRISES, INC	\$342.16	
24711	4/27/2018	09820	FLEET-NET CORP	\$6,113.20	
24712	4/27/2018	09885	FMNA LLC	\$1,059.36	
24713	4/27/2018	10477	GALLS, LLC	\$666.92	
24714	4/27/2018	10605	GENFARE	\$124.06	
24715	4/27/2018	10607	GENUINE AUTO GLASS OF LACEY	\$1,728.83	
24716	4/27/2018	10621	GERBER - BOYD GROUP U S INC	\$1,253.21	
24717	4/27/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24718	4/27/2018	10660	GILLIG LLC	\$17,538.65	
24719	4/27/2018	10759	GORDON TRUCK CENTERS INC	\$1,261.04	
24720	4/27/2018	10863	GRAYS HARBOR TRANSIT	\$305.00	
24721	4/27/2018	11615	INDUSTRIAL HYDRAULICS INC	\$160.46	
24722	4/27/2018	11905	JANEK CORPORATION	\$1,278.40	
24723	4/27/2018	12474	KBA INC	\$34,007.05	
24724	4/27/2018	12620	KEYBANK NATIONAL ASSOCIATION	\$32.93	
24725	4/27/2018	12875	KPFF CONSULTING ENGINEERS INC	\$5,481.52	
24726	4/27/2018	13850	MASON TRANSIT AUTHORITY	\$725.00	
24727	4/27/2018	14750	MULLINAX FORD	\$731.51	
24728	4/27/2018	14900	NAPA AUTO PARTS	\$438.93	
24729	4/27/2018	15109	NEW WEST TECHNOLOGIES	\$1,921.19	
24730	4/27/2018	15140	NISQUALLY TOWING SERVICE	\$320.46	
24731	4/27/2018	15203	NORTHWEST CASCADE INC	\$14,286.69	
24732	4/27/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$168.00	
24733	4/27/2018	16841	PIONEER FIRE & SECURITY INC	\$179.53	
24734	4/27/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
24735	4/27/2018	16966	POINT & PAY	\$1,533.99	
24736	4/27/2018	17420	R&R TIRE COMPANY, INC.	\$2,625.95	
24737	4/27/2018	17505	RAINIER DODGE INC	\$1,425.06	
24738	4/27/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,792.26	
24739	4/27/2018	18075	SIEGEL OIL COMPANY	\$218.03	
24740	4/27/2018	18197	SMART TALENT LLC	\$1,840.00	
24741	4/27/2018	18470	SPORTWORKS NORTHWEST INC	\$274.93	
24742	4/27/2018	18510	SRG PARTNERSHIP INC	\$64,781.64	
24743	4/27/2018	18651	STORMANS (LICENSING)	\$47.75	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/27/2018

Thru Date: 4/27/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24744	4/27/2018	21830	THURSTON COUNTY SOLID WASTE	\$2.00	
24745	4/27/2018	21930	TIRES INC	\$8,314.04	
24746	4/27/2018	21950	TITUS-WILL CHEVROLET	\$1,615.06	
24747	4/27/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$63.97	
24748	4/27/2018	22100	TRANSIT SOLUTIONS, LLC	\$372.96	
24749	4/27/2018	23740	USSC LLC	\$511.59	
24750	4/27/2018	24000	W W GRAINGER INC	\$210.06	
24751	4/27/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24752	4/27/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$17,499.19	
24753	4/27/2018	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$23,763.45	
24754	4/27/2018	24750	WA ST GET PROGRAM	\$100.00	
24755	4/27/2018	24755	WA ST HEALTH CARE AUTHORITY	\$364,460.85	
24756	4/27/2018	25380	WASHINGTON GARDENS	\$315.52	
24757	4/27/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$1,380.00	
24758	4/27/2018	25858	WESTCARE CLINIC LLC PS	\$935.00	
<b>Total:</b>				<b>\$624,207.85</b>	

# 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
<b>02080 AMMANN KARL</b>										
00	travel 4/8-4/13/18	DI	4/27/2018			50.00	50.00	50.00		50.00
<b>03345 BELL JOE</b>										
00	ADV TRAVEL 5/4-5/9	DI	4/27/2018			238.00	238.00	238.00		288.00
<b>04232 BUSH, JAMES L</b>										
00	ADV TRAVEL 5/4-5/9	DI	4/27/2018			238.00	238.00	238.00		526.00
<b>07110 Crass, Cameron</b>										
00	ADV TRAVEL 5/2-5/4	DI	4/27/2018			86.00	86.00	86.00		612.00
<b>07935 Dickens, Gene</b>										
00	TRAVEL 3/25-3/29	DI	4/27/2018			57.23	57.23	57.23		669.23
<b>08430 DUDEK DAVID</b>										
00	ADV TRAVEL 5/4-5/9	DI	4/27/2018			349.18	349.18	349.18		1,018.41
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	travel 4/5-4/6/18	DI	4/27/2018			820.36	820.36	820.36		1,838.77
<b>10635 GERCHAK AMANDA JOY</b>										
00	TRAVEL 4/5/18-4/6/18	DI	4/27/2018			78.00	78.00	78.00		1,916.77
<b>11375 HOWELL, GERALD</b>										
00	TRAVEL 3/25-3/28	DI	4/27/2018			497.83	497.83	497.83		2,414.60
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2018APR	DI	4/27/2018			3,058.00	3,058.00	3,058.00		5,472.60
<b>12013 JOHNSON, ROXANNA</b>										
00	TRAVEL 4/5/18-4/6/18	DI	4/27/2018			78.00	78.00	78.00		5,550.60
<b>12455 KARKOSKI, KEVIN</b>										
00	ADV TRAVEL 5/2-5/4	DI	4/27/2018			96.00	96.00	96.00		5,646.60
00	travel 3/25/18	DI	4/27/2018			28.89	28.89	124.89		5,675.49
<b>14292 MEADOR, STEPHANIE C.</b>										
00	TRAVEL 03/28/18	DI	4/27/2018			87.20	87.20	87.20		5,762.69
00	TRAVEL 04/05/18	DI	4/27/2018			139.63	139.63	226.83		5,902.32
<b>14308 MEDINA, BREEZY</b>										
00	ADV TRAVEL 4/28-4/30	DI	4/27/2018			98.00	98.00	98.00		6,000.32
<b>18218 SMITH, HEATHER</b>										
00	travel 4/5-4/6/18	DI	4/27/2018			78.00	78.00	78.00		6,078.32
<b>18749 SWIDECKI GRANT</b>										
00	ADV TRAVEL 5/4-5/9	DI	4/27/2018			238.00	238.00	238.00		6,316.32
<b>22055 TRAIL, NANCY</b>										
00	TRAVEL ON 04/04/18	DI	4/27/2018			16.69	16.69	16.69		6,333.01
<b>23714 UPSON, NICOLA J</b>										
00	Travel 4/12-4/13	DI	4/27/2018			34.00	34.00	34.00		6,367.01
<b>26206 WOOD, ROBERT D.</b>										
00	TRAVEL 5/4/18-5/9/18	DI	4/27/2018			224.18	224.18	224.18		6,591.19

**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
<b>03370 BERGKAMP EMILY</b>										
00	adv trav 5/5/18	DI	4/13/2018			208.00	208.00	208.00		208.00
<b>06270 CLAUS-SHARWARK, DIANA</b>										
00	adv trav 4/22/18	DI	4/13/2018			95.00	95.00	95.00		303.00
<b>07225 Cunningham, Katie</b>										
00	adv travel 4/16/18	DI	4/13/2018			500.16	500.16	500.16		803.16
<b>09667 FERRIS, TAMMY</b>										
00	adv trav 4/15/18	DI	4/13/2018			540.75	540.75	540.75		1,343.91
<b>09750 FISKNESS, SCOTT</b>										
00	adv trav 4/22/18	DI	4/13/2018			95.00	95.00	95.00		1,438.91
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	Trav 03/16-03/20/18	DI	4/13/2018			2,369.00	2,369.00	2,369.00		3,807.91
<b>11375 HOWELL, GERALD</b>										
00	adv trav 4/22/18	DI	4/13/2018			95.00	95.00	95.00		3,902.91
<b>12455 KARKOSKI, KEVIN</b>										
00	adv trav 4/22/18	DI	4/13/2018			95.00	95.00	95.00		3,997.91
<b>13343 LAFONTAINE, ROBERT</b>										
00	adv trav 03/29/18	DI	4/13/2018			69.00	69.00	69.00		4,066.91
<b>18031 SERRIANNE MICHAEL</b>										
00	adv trav 4/22/18	DI	4/13/2018			95.00	95.00	95.00		4,161.91
<b>26063 Wilson, Kerri</b>										
00	Adv travel 4/29	DI	4/13/2018			181.00	181.00	181.00		4,342.91

## 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, May 4, 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](http://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.

- Approval of Minutes – March 2, 2018
- Approval of Vouchers – April 2018
- Approval of SFY UPWP
- Approval of Indirect Cost Proposal

### Discuss Secretary Millar's Presentation

### DISCUSSION

Washington State Department of Transportation Secretary, Roger Millar, presented to the Council in April about the state of the transportation system. The Secretary's presentation was filled with information that Council members had limited time to discuss in April. Chair Jones will lead the members in an open discussion about the presentation and how members feel it relates to the Thurston Region. To aid in the discussion, Executive Director Daily will prepare a memo for council members that summarizes some of the key messages from the Secretary's presentation.

### Hirst Decision and Legislative Action

### PRESENTATION

The Washington State Supreme Court made a ruling on "water rights" and the State Legislature approved a "Hirst fix" to address it. Thurston County staff will provide some context for these issues (from the county perspective), describe measures that were adopted earlier this year by the Board of County Commissioners and how they impact rural landowners, and discuss how this legislation will continue to affect countywide planning going forward.

### Coordinated Human Services Transportation Plan Update

### PRESENTATION

Every four years, Regional/Metropolitan Planning Organizations across the state must update these plans, which identify transportation options, gaps, needs, and potential opportunities to coordinate to serve the community, especially those who may – because of age, income, or ability – face transportation challenges.

### Bylaws Recommendation

### 1<sup>st</sup> REVIEW

The Bylaws and Agreement Subcommittee met on April 9th and reviewed the Bylaws and Council Agreement. The subcommittee will present their recommended changes to the documents and ask for further input from the Council. The documents will be presented for adoption in June.

### Community Design Workshop Results

### PRESENTATION

In March, TRPC, Thurston Thrives, and Thurston County Public Health & Human Services hosted a workshop for jurisdictional staff and others to share successes and challenges in creating communities that encourage walking, biking, and other forms of physical activity. Staff will provide an overview of this successful event.

### Thurston Here to There Overview

### PRESENTATION

[www.thurstonheretothere.com](http://www.thurstonheretothere.com) provides information on the many ways to travel in and around the Thurston Region. TRPC has funding to update the site and reach out to the community, especially those who may – because of age, income, or ability – face transportation challenges. Members will discuss additions to the site and community groups and individuals to contact.

### Report from Outside Committee Assignments

### INFORMATION

### Member Check In

### DISCUSSION

### Executive Director's Report

### INFORMATION

**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**April 16, 2018**

**CALL TO ORDER**

Chair Pierce called the April 16, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:33 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Sue Pierce; Scott Paris; Carla Dawson; Linda Vail; Marie Lewis; Jonah Cummings; Denise Clark; Marilyn Scott; Walter Smit; Victor VanderDoes; Ursula Euler; Jan Burt; Denise Clark; Peter Diedrick; Billie Clark; and Michael Van Gelder.

**Absent:** Lin Zenki; Vice-Chair Austin Wright; Justin Belk; and Joan O'Connell.

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

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

Pierce introduced Authority member, ART DELANCY.

**MEETING ATTENDANCE**

- A. April 18, 2018, Work Session – Peter Diedrick
- B. May 2, 2018, Regular Meeting – Marilyn Scott
- C. May 16, 2018, Work Session – Tim Horton
- D. June 6, 2018, Regular Meeting – Marie Lewis

**APPROVAL OF MINUTES**

It was M/S/A by DIEDRICK and VAN GELDER to approve the minutes of the March 19, 2018, meeting, as amended to indicated Clark, D. was in attendance.

**NEW BUSINESS**

- A. **2108 BCC UPDATE** – (*Duncan Green*) Green introduced himself and indicated this was his 10<sup>th</sup> year coordinating the Bicycle Commuter Challenge (BCC) and the event is celebrating its 31<sup>st</sup> year. He shared a video that is running on the IT website, Pandora and local television stations. IT has hosted the event for 13 years. This year's theme is "The World Looks Different When you Ride." Green held a contest for participants to choose a theme this year. The world does look different from the seat of a bicycle. You see more things and you see things differently than driving in a car. The BCC is a program of IT and reflects the agency's mission. The BCC has grown into a series of events From February through June. The winter BCC is in February; the Earth Day Market Ride in April (this Saturday); the BCC

runs the month of May; the school bike challenge (via the Walk n Roll program) runs in May; Bike to Work day is in May; and the prize hoopla is in June.

Green shared that the winter BCC had 214 riders, riding almost 1800 total days, logging over 15k miles. This was all done during a cold and icy February where the temperatures were about 5 degrees below normal for the month. Some brave souls biked to work every day. Green shared photos that participants submitted for a bike to work photo contest. There were a lot of prizes for riding in the Pedal Power Bike Expo. BCC tabled at the event and shared info about the contest, demonstrated how to put your bike on the bus, provided information about vanpool, bus buddies and the pace car pledge. This Saturday is the Earth Day Market Ride starting in six different neighborhoods and meeting at the Heritage Park fountain. There will be prizes and treats and then everyone bikes to the Farmer's Market.

Green indicated the BCC has some new things to share this year including an updated website with new features including separate pages for each team, a form that can link to the website reporting hazards for bicyclists, and a new grand prize a bike vacation. There is also a video ad running on Pandora and local TV stations. Later that day DOT organizes the interagency bike ride and contributes prizes. The BCC culminates at the prize hoopla in June where accomplishments are celebrated, prizes are handed out and this year that includes the bike vacation grand prize. People can create an account and log rides now. If someone has an account from last year simply re-join the team. The Earth Day ride counts toward the BCC total. All participants receive coupons from local retailers. Riding more than 10 days gets you entered to win the grand prize. He shared this year's t-shirts which are available at the OTC for \$10 ea.

*Freeman-Manzanares* - remarked that CAC members are more than welcome to join Team Crank IT, which is Intercity Transit's team.

- B. BUS PROCUREMENT UPDATE -** (*Paul Koleber*) introduced himself as the new Director of Maintenance and shared information on the federal standard for the useful life of a coach is 12 years. IT runs them a minimum of 15 years. The technicians are just that good. They put a lot of effort into finding a product that will serve the agency well. IT has eight (8) 2004 35' buses and they all have 15 years on them and 3/4 of a million miles. Some still have their original engines. Also, some of the 2005's are coming due and Ann asked Gillig if we could proceed with a dual order and place both at the same time with two separate production schedules, and they agreed. The first batch will be here mid- 2019 and the second in 2020.

Koleber continued explaining the strategy for the design and indicated that as always safety is first, and that bus designs haven't change much in 40 years. IT is transitioning away from the hybrids and embracing the latest clean diesel technology. Repairs for the hybrid buses are very expensive. The new buses have the latest green technologies with composite flooring. The process includes a bus build team with representation from marketing, procurement, coach technicians, and inventory. Several team members attended the APTA Annual Expo in Atlanta to see the latest and greatest in bus technology. One of the issues the team was aware of is the driver's seats. They have been the same since 1996. They also looked at three position bike racks, as well as passenger hand hold straps in the front portion of the bus. Mirrors are mounted low so drivers can test them. The ADA amenities are always a big thing and the new buses will have dual restraint systems. Disc brakes are now standard on buses. This change means better use of resources because an old brake job would take six (6) hours and for the disc brakes only two (2). HVAC units have some new

efficiencies and technologies that make them function better. They are powered to run clean and maximize power more efficiently. The new buses will feature a Recaro driver's seat, low-maintenance vinyl seats, vinyl hand hold straps, and a digital dash module. The window frames will not be curved helping to eliminate reflection at night. Headlights are located in a better position in relation to the bike racks. Manufacturers are trying to make the buses look more stylish by softening the edges to make it look more like a train. Changing out a window in the new buses is simplified and takes less time equating to a significant reduction in labor costs. The windshield is shaped differently which allows for great visibility. Allison transmission has the market for this industry and has had it since WWII. IT purchased two in '93 and those transmissions lasted the life of the buses. When buses sit on a hill now they roll backwards, and since they don't have back windows, that's a problem. The new transmissions lock two gears together, which unloads the load from the engine. The transmissions have a 15% fuel mileage improvement. Oil changes are also easier and will save on labor costs, and because those components are located on top and as such they won't lose any oil. The ride quality is far superior.

Koleber shared that these buses also have new ADA technology. There are a lot of different types of mobility devices out there. The new technology allows drivers to easily tie down devices by releasing a handle that has its own clutch and ratchet down the 4 restraints. There is a lap belt and shoulder belt that take less time and the driver won't have to get on the floor. The mobility devices will also be facing forward. The design will accommodate two chairs with one on each side of the bus. The bonus with the new Recaro seats is they have heaters in them. The three (3) position bike racks have previously been an issue blocking headlights. They also offload towards the curb and roll off keeping people out of the adjoining lane of traffic. The digital dashboards have 52 indicator lights that will no longer be located above the windshield. They are configurable and can change intensity. Just like in a car it is right in front of the drivers.

*Koleber* answered questions.

*Smit* – inquired about the elevated mirrors.

*Koleber* – indicated drivers didn't like them.

*Cummings* – inquired about the new HVAC efficiencies and whether they will help the circulation on the buses.

*Koleber* – responded that it is a variable system so it provides cooling only when it is needed. He added that they used more fuel last summer because it was warmer.

*Delancy* – asked about the transmission's cycle time and the gears lock up.

*Koleber* – indicated from the time you move your foot from one pedal to another. Staff took a road test and the ride quality was much smoother with less winding up.

*Pierce* – asked for more information on the change to vinyl seats.

*Koleber* – indicated IT spent a lot of labor maintaining the cloth seats. Once a month they need shampooing. These are a new technology vinyl. They have silicone pads that will retain comfort and won't break down like foam. If there is a spill it can quickly be wiped

off. Now they have to go out of service, come back to the shop and have them cleaned. Koleber shared the three seat sample patterns that staff voted on.

*Phillips* – asked Koleber to share about the new clean diesel technology and why the agency is no longer buying hybrid buses.

*Koleber* – stated that the hybrids include battery packs and small diesel engines. It is the same engine in a new Dodge truck. The engine is actually too small for the vehicle so has to work much harder than it should. Because of that they are not as efficient or clean. At some point the battery technology has to be replaced and it is approximately \$300k to replace. The agency has been extremely fortunate in getting about half a million miles out of them. King County Metro reports getting about 160 thousand miles. Some of IT's hybrids are run on the freeway and because the engine is small it ends up putting out more emissions and defeating the purpose.

*Vail*- inquired about the difference in fuel usage.

*Koleber* – responded that the hybrids get slightly better mileage, but they cost more to purchase and then the agency must spend \$300k at mid-life to rehab them. Plus they are pumping out a lot of emissions on the freeway so it doesn't make sense. Hybrids are getting about 6.2 mpg, and the non-hybrids are getting high 5's so it is really close.

*VanderDoes* – asked who manufactures the engines.

*Koleber* – replied Cummins and that they are the only transit engine on the market.

*Smit* – inquired if there were any significant changes to the fuel going into the buses.

*Koleber* – responded we run bio-diesel currently. The buses will be able to run on R-99 and it is renewable diesel plant based fuel. It will be available to purchase off the state contract hopefully in the near future.

*Delancy* – asked about fuel costs.

*Koleber* – indicated it will cost slightly more but will have twice the heat energy so it won't use as much.

*Smit* – asked Freeman-Manzanares if IT is trying to get grants for green technology.

*Freeman-Manzanares* – responded part of the issue is there are concerns about whether or not the technology is ready. As an agency, we haven't felt as though we should utilize taxpayer dollars on technology that isn't proven yet for big buses. We are hearing there are significant performance issues which remain troubling. We have opted, with what funds we have, to go with proven technology that continues to get "greener" as well. IT is buying 14 vehicles with federal matching dollars and will be shy about 11 buses. Not having federal matching funds for 11 buses is really significant monetarily. The agency will apply for grants where it makes sense then focus on the additional local sales tax to pay for equipment. Staff was thinking the DASH vehicles might be the best routing to try electric buses but since they are lower mileage, it makes sense to keep them longer.



Some agencies with electric buses are now running dual fleets because the electric buses aren't reliable enough to provide service.

*Clark, D.* – inquired about connecting with ORCA passes.

*Freeman-Manzanares* – indicated the systems up north are studying a new fare system so it wouldn't make sense to buy into the old system. It is unfortunate in that the timing of their new system and our need to replace our failing system won't likely sync up well. There is some conversation about the possibility of a pilot project to test a pre-paid system to speed up service and provide access to all. This concept has worked in Missoula and Chapel Hill.

- C. SHORT TERM PLANNING RECOMMENDATIONS UPDATE -** (*Rob LaFontaine & Steve Swan*) LaFontaine indicated last month staff shared an update on conceptual changes that were provided by the agency's consultants Nelson Nygaard and Thomas Whittman. Staff has had a few weeks to review the changes and is prepared to share with the Authority and launch the public outreach and public comment process. Staff appreciates the CAC's input. There is some data that shows there are challenges with on time performance. Odds are some have experienced some routes being late; Express service and local routes 62, 60 and 12 in particular. Throughout this process staff has had a lot of conversation with operators and are learning a lot from their very valuable input that has helped craft a lot of these recommendations. There was an extensive outreach process branded as the Road Trip. Last summer and fall staff collected comments that are consistent with these recommended changes. There is more direct service, reliability, and expansion to NE Lacey. These are short term changes that can be implemented without new resources. Staff would like to make changes as soon as September, without increase to fares, with no new operators, and being resource neutral is the goal. To be resource neutral, changes to routes will often require a trade. If staff is making a change on a route that will benefit some people and they will say things like I no longer have to transfer, by contrast some will now have a two seat ride. Also if staff is introducing service to new areas which is a good thing, but in order to achieve that they have to create some out of direction travel. One of the things passengers want is to get to their destinations more quickly however; they might trade a bus stop that would have to be removed. The system will operate better on time and with that comes more reliable transfers. Some of the changes would increase frequency.

LaFontaine shared that of the 25 routes 13 are in some way being impacted by these changes. Increasing on time performance is a big goal to enable staff to do a better job of achieving what's in the printed schedule. A handful of routes with proposed changes to increase on-time performance as with route 47 – will have fewer bus stops, and staff is proposing it provide service on Kaiser Road. The key takeaway is the new alignment operates in a clockwise loop and that loop has the advantage of providing service to Kaiser. Only stops on the north side of the road can be accessed.

LaFontaine indicated route 60 has a relatively simple change – with the goal to improve consistency and on-time performance. It will eliminate the stop at St. Francis House and use the same pattern on the weekends. The stop on the street is close and data indicates people utilize both stops. The problem with going on-site is vehicles get stuck and they cannot remain on schedule.

LaFontaine continued with information on routes 62A and 62B with on-time performance being an issue. Staff is suggesting a loop. Route 62A beginning at the east end of the intersection of Martin and Marvin introducing a new expanded schedule including service to a portion of NE Lacey on Willamette Drive and Marvin Road north of I-5. The trade-off would result in a one way loop beginning/ending at the intersection of Martin Way and Galaxy Drive. This would include a loop around the Providence Health Care facility. The other change will be making adjustments to the schedule. This change of alignment is the result of lengthening the schedule giving the route more time so it can meet its schedule. The route has been heavily impacted by congestion so it cannot routinely make schedule.

LaFontaine provided an update on route 94 and that it has on-time performance issues. The proposal is to make a schedule adjustment to provide more time to make the schedule so passengers will have more reliability in the system. Getting through Yelm on a weekend afternoon is hard because it is so congested. The tradeoff is the route might not be able to make the same amount of trips. At this time the proposal is to have one less trip on the weekends.

LaFontaine continued with updates on routes 12, 42 & 68. These have less to do with on-time performance and more to do with shifting their direction so they follow demand of where riders would like to go. Routes 12 and 42 from the Capital Mall and SPSCC have one area under the proposed change that would be left without bus service. There are five (5) stops in that area that would be affected. The tradeoff or gain is the opportunity for more direct trips. It may now mean that some people will have a transfer if they are going to the Capitol Campus. Route 68 has some relatively significant changes in that it won't be going out of the OTC. It is one of two that won't be servicing OTC. This route has the benefit of providing more direct access to SPSCC, coming out of south Lacey. Making the trip to downtown or the Capitol Campus would now require a transfer. Route 12 and 68 will be increasing frequency from 60 minute to 30 minute service all day. Route 42 will do the same thing and will run steadily throughout the day without the existing gaps.

LaFontaine discussed the changes as they relate to paratransit service. He reviewed the PTBA map and identified that route 62A changes would increase DAL  $\frac{3}{4}$  mile by way of extending fixed route. Research shows this equates to approximately 1 square mile and about 1,000 residential homes. Route 47 changes from McPhee to Kaiser is a net increase of about  $\frac{1}{4}$  of a square mile or about 128 residential parcels in the service area. Route 42 on RW Johnson and Black Lake Blvd will no longer have bus service. This will create a slight reduction in DAL just south of Ken Lake and includes about 81 DAL eligible parcels. Current data indicates there are no existing DAL clients.

LaFontaine relayed information on Express service changes. These are to simplify the service and make it faster. Lower ridership is likely because the buses are not Express but stop at too many locations. In addition, they are stuck in traffic with everyone else as opposed to traveling in a HOV lane. We need to be more competitive with single car travel and to do so will need to simplify the route. There are no new bus stops proposed and 14 would be removed. In terms of speed and reliability that is significant, however if one of the 14 is someone's preferred stops that could be impactful. These changes could mean driving, walking, taking a bike or riding a bus to access the express service. Under the proposal schedule would increase to 15 minute peak time frequency.

LaFontaine indicated staff is getting ready to share these recommendations with the Authority on Wednesday to ask them for approval so it can go out for public comment. Staff will continue working on the transfers to build the schedules.

Lafontaine reviewed the upcoming project milestones and next steps. September 23 is the intended implementation date. The public hearing is set for May 23 and staff will be busy engaging with the public at open houses and the information will be available via the website. Staff will come back on May 21 and provide an update. Final recommendations will go to the Authority on July 18.

*LaFontaine & Swan* answered questions.

*Pierce* – commented on the Express service to Tacoma. She understands that ridership is low and that the idea is to improve on-time performance. Keep in mind a lot of those factors are out of IT's control. The offering of vanpools is appreciated, but that doesn't work for everyone. Some of the changes for the 600's are not going to encourage new ridership because getting to the service will be harder for people. It is difficult to get to the Martin Way Park and Ride without a long walk. Adding time on the rider's end prior to the trip will prevent people from considering Express service.

*Clark, D.* – inquired about the number of riders who would be impacted by eliminating the stops on the Express service.

*LaFontaine* – responded staff could provide that information, but looking at the ridership data doesn't necessarily translate to individual people. It could be different people at the stop or the same person. That is where input from our Operators is really helpful and we will monitor that.

*Dawson* – indicated she can't picture in her mind the loops on the 47 and inquired if that means she'll have to cross the street.

*LaFontaine* – responded it would be the same bus stop whether you are coming or going.

*Paris* – added that major transfer points should have more weight.

*Smit* – indicated he felt that stopping at the LTC should be prioritized above frequency.

*Euler* – asked if the goal was to increase ridership.

*Phillips* – indicated the original recommendation from the consultant was to eliminate Express service entirely. The reality is they can't do anything about traffic but they can reduce the delay on the front and the back end. This is kind of a 'Hail Mary' because until there is an alternative HOV lane it is going to be difficult to have a service that works for commuters. The Hawks Prairie Park & Ride is more of a vanpool site and the Martin Way Park and Ride has better access. The total trip time has a reduction of about 10-12 minutes. By reducing the time and reshaping the service the agency will try to build a new market and attract new riders. WSDOT helped staff revise the grant agreement to refocus the grant for this proposal. The changes proposed are somewhat revenue neutral. Staff recognizes the commuter type market is better served by door to door. Hopefully the agency will be able to add in the local service somewhere down the road.

*Van Gelder* – asked if staff had looked at express service by zip code. LTC is a major transfer from south or southwest and they would find it difficult with a more direct service and faster time would generate more out of downtown which also is a focus point for transfers.

*Phillips* - Ridership is so low it really doesn't paint into the picture boarding in the downtown area which is more of a regional destination.

*Delancy* – added that as a driver who has driven for a while he supports the change. The bulk of the boardings are downtown and at the Martin Way Park and Ride. With the reduction of LTC it will improve the duration dramatically and that will spur additional riders. In the driver's seat there are a lot of the complaints about delay and if they didn't have to go into Lacey it would be a straight shot. The ridership should increase by decreasing the travel time.

*Cummings* – indicated he is excited about the NE Lacey expansion. There is a large private sector employer in that area and it will really help employees. He also indicated he was having trouble envisioning where the 47 would now turn.

*Swan* – responded at the 24 Hour Fitness.

*Vail* – remarked if stops on Yauger Way are eliminated DAL will have to service those medical offices.

*Lewis* – indicated in the afternoon route 94 doesn't serve the Centennial Station. The 94 gets folks downtown faster on a more direct route especially those going to Greyhound. It would be nice to have a designated area for the 94 because people end up having to waive their hands to get the driver's attention.

*LaFontaine* – added it will be more consistent.

*Van Gelder* – inquired about the 47 making a bigger loop being a tradeoff.

*Swan* – indicated there are a few large subdivisions west of Kaiser and single family homes and the Affinity complex is in the area.

*LaFontaine* – added that McPhee is undeveloped and there is density on the other.

*Delancy* – There are existing stops that will still have service.

*Diedrick* – shared that he likes the tradeoffs on the 68. He lives over by the YMCA and rides downtown frequently. If he gets done at the Capitol at noon or one it is easier to leave his car downtown. More people need the 68 to get to SPSCC instead of his trip which is more unique.

*Vail* – inquired about loss of service on route 44.

*LaFontaine* – indicated routes 43 and 44 will have their entire route absorbed by route 12 and route 68. Under the proposed changes there would be service but provided by a different

route number. When route 42 leaves SPSCC and heads down to RW Johnson around Family Court heading north to 21st over to Black Lake and then on Cooper Point. Under the route 42 change it would no longer operate on that section of Cooper Pont, but would be served by route 68.

*Pierce* – remarked that the next chance for public to comment is on May 23<sup>rd</sup>.

*Phillips* – added that staff is putting information together to go out next week on the open houses, and it will be out on the normal platforms including the website. Following the formal hearing comment opportunity staff will continue to take comments until July.

## **CONSUMER ISSUES**

- *Lewis* – shared that the Centennial Station is celebrating their 25<sup>th</sup> Anniversary on May 5 from 10 -1 all are invited for and refreshments.

## **REPORTS**

- **March 21, Work Session** – Cummings provided the report indicating a presentation on the service change, new coaches, long range process, and ESMS. The ITA wanted to add a discussion on potential fare free system as a regular agenda item going forward. There were some comments against expansion of rural service.
- **April 4, 2018, Regular Meeting** – Clark, D. provided the report indicating the ITA agreed to cancel the July 4 meeting, set a public meeting for the service change on May 23, and there was some discussion to make that meeting a bit later but it got quashed. IT will engage in the Economic Alliance, and they introduced 4 new staff members. A contract was awarded for \$199k for 63 bus stop pads. There was a BCC update; DAL update, and dates for the planning session were discussed. They announced the agency received a \$1.3M grant.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report indicating that we received \$1,375,000 grant from the FTA Bus and Bus Facility program. We applied for \$12 million and that would have completed the funding package for the Pattison Street facility. There was over \$2B ask for the Bus and Bus Facility grants with approximately \$200M available nationwide. It was disappointing the agency didn't get the Pattison project fully funded but it was highly competitive and at least our project was deemed worthy of consideration. Staff will continue to go after funding opportunities.

The UST project is close to completion and will hopefully be substantially done my mid-May and completely done by the beginning of June. Fueling will begin with the being new tanks soon.

Transit systems in Washington state are required to hold a composition review meeting every 4 years to review the board composition. Last time the meeting took about 5 minutes, to complete with the board composition remaining the same. The meeting is scheduled for 5:00 pm on May 16.

There have been some complaints about camping at the Martin Way Park and Ride. Staff is monitoring it and one has been towed away by the state patrol as it was noticed and they determined abandoned.

The third long range steering committee was held last week. Stakeholders were interested in transformational changes to place us in the best position to address growth in the area. They are also helping staff develop community useful outreach mechanisms. The summer fun schedule includes the Pride Parade on June 10; the local Rodeo on June 10; the Yelm Prairie Days Parade on June 23; the Tumwater 4<sup>th</sup> of July Parade; and the Lakefair Parade is on July 14.

Transit Appreciation day is August 10, changing the date to Friday this year. Hope to see everyone there. The program begins at 12:04 pm. Staff likes to announce those CAC members in attendance.

**NEXT MEETING: MAY 21, 2018.**

## **ADJOURNMENT**

**It was M/S/A by CLARK D. and VAN GELDER to adjourn the meeting at 7:33 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180416.docx

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: May 2, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Security Services Contract Amendment

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- 1) **The Issue:** Consideration of a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year in an amount not-to-exceed \$208,922.
- 
- 3) **Policy Analysis:** The Procurement policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** In May 2015, Pierce County Security won the contract for transit center security services. The initial contract term was for one year, with three one-year renewal options. This item represents the third and final one-year renewal.

Under this renewal, Pierce County Security will continue to provide one (1) security officer at each facility as follows:

	<u>Olympia Transit Center</u>	<u>Lacey Transit Center</u>
Weekdays	6:00AM – 12:00AM	7:30AM – 11:30PM
Saturdays	8:00AM – 12:00AM	12:00PM – 10:00PM
Sundays	8:00AM – 9:00PM	9:00AM – 7:00PM

In accordance with contract terms, rates under the proposed renewal reflect a 4.7 percent increase. This rate increase is in alignment within the Seattle Consumer Price Index increase of 4.7 percent for services over the past year, and is expected to assist with a reduction in security officer turnover at our transit centers. Pierce County Security's labor ratio will remain the same as during the previous terms, and market research indicates the new rates are fair and reasonable.

Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence and customer service at the Olympia and Lacey Transit Centers, and therefore recommends the contract be renewed.

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5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year in an amount not-to-exceed \$208,922.
- B. Defer action. This alternative would result a lapse in security guard coverage at the Lacey and Olympia Transit Centers.

- 
- 6) **Budget Notes:** Intercity Transit allocated \$208,790 in the 2018 budget for Security Services. The adjusted rate will not result in an overage to the 2018 budget. The 2019 security services budget allocation will be adjusted to accommodate the rate increase.

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- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: May 2, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Rena Shawver, 705-5837  
Marketing, Communications and Outreach Manager

**SUBJECT:** AmeriCorps Youth-in-Service Placement

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1) **The Issue:** Whether or not to partner with Americorps Youth-in-Service for placement with Intercity Transit's Youth Education Program.

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2) **Recommended Action:**

- A. Authorize the General Manager to accept a three year grant from Serve Washington, administered through Community Youth Services, for an AmeriCorps Youth-in-Service member to assist with our Youth Education Program.
  - B. Authorize the General Manager to accept a second Youth-in-Service member if grant funding becomes available during the three year grant cycle.
- 

3) **Policy:** Although the dollar value of this expenditure is far below Authority limits, the possibility of partnering with AmeriCorps Youth-in-Service was not specifically identified in the strategic plan or budget. Staff wishes to assure this action supports Authority direction to pursue efforts to coordinate service with local school districts and pursue grant funded positions and other opportunities to assist in implementing youth education activities.

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4) **Background:** Staff is seeking approval to expand our reach to youth in our service area through a partnership with AmeriCorps Youth-in-Service program. This opportunity will allow us to better support youth programming and expand into new school locations to educate youth and their families about walking, biking and taking the bus as economical and healthy transportation alternatives.

Community Youth Services, which administers the AmeriCorps Youth-in-Service program locally, notified us that we've been awarded one position for three years and that we may be awarded a second position if they were to receive additional funding. Intercity Transit would be responsible for approximately 25% of the cost of supporting the position. This equates to approximately \$8,250, or \$825 per month, per position for the service term of September through June.

Whether or not to continue or expand the program is completely within our discretion.

Staff is excited about the opportunity to expand our education program in this very economical manner as well as provide valuable training opportunities for program participants.

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5) **Alternatives:**

- A. Authorize the General Manager to accept a three year grant from Serve Washington, administered through Community Youth Services, for an AmeriCorps Youth-in-Service member to assist with our Youth Education Program.
- B. Authorize the General Manager to accept a second Youth-in-Service member if grant funding were to become available during the three year grant cycle.
- C. Decline the grant award.

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- 6) **Budget Notes:** The cost of the program for one participant is \$8,250, or \$825 per month, per AmeriCorps member, for a full program year September through June. This expense is not included in the 2018 budget. The cost per volunteer would be \$825 per month.

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- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of services."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: May 2, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Rena Shawver, 705-5837  
Marketing, Communications and Outreach Manager

**SUBJECT:** Marketing and Communication Services Contract Amendment

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- 1) **The Issue:** Consideration of a contract amendment with JayRay Ads & PR, Inc. (JayRay) to support our recently awarded Commute Trip Innovation Grant Award for a Vanpool Awareness Campaign.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a contract amendment with JayRay Ads & PR, Inc. to support our Vanpool Awareness Campaign in an amount not-to-exceed \$200,000.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any contract over \$100,000.
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- 4) **Background:** Intercity Transit awarded a Marketing and Communication Services contract to JayRay Ads & PR in February 2017. The contract was for one year with four, one-year options to extend.

Intercity Transit was awarded a Commute Trip Innovation Grant in March 2018. The Innovation Grant is a pilot program established by the Washington State Legislature in the 2017-2019 biennium to reduce traffic congestion on our major highway systems. There were three grants awarded state-wide. Our grant, which was entitled "Business to Business Vanpool Promotion", proposed to deliver a broad vanpool awareness campaign, customize materials and outreach strategies for employers/employees, as well as "sales training" for staff utilizing the connections and expertise of business associations such as the Thurston County Chamber of Commerce.

This contract amendment with JayRay will include developing a social marketing campaign strategy utilizing the expertise of a University of Washington Evans School faculty member, as well as developing a marketing campaign utilizing a media buyer to raise awareness of the program and change commuter behavior. It will include market research with business and business

associations to test messaging and approach. Our intention is to produce a social marketing model replicable throughout the state of Washington. As a result of this work, our goal is to start 25 new vanpool groups by June 30, 2019, which is the end of the legislative biennium. The ultimate goal is by educating the public, particularly employers and employees who are unfamiliar with the program, to utilize vanpooling to a greater extent thus reducing congestion, enhancing our business environment, decreasing investments required to expand roadways and improving our environment.

Staff is confident that JayRay will provide significant valuable services and recommends that this work for the Vanpool Awareness Campaign be approved.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract amendment with JayRay Ads & PR, Inc. to support our Vanpool Awareness Campaign in an amount not-to-exceed \$200,000.
- B. Defer action. The Commute Trip Innovation grant was awarded in March 2018 and must be complete by June 30, 2019. Delaying this work jeopardizes our ability to fulfill the requirements of this grant. The firm will be instrumental in our Vanpool Awareness Campaign.

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- 6) **Budget Notes:** The costs associated with this contract will be funded through a \$250,000 grant awarded through the Washington State Department of Transportation Commute Trip Innovation program. There is a \$25,000 local match required for this program. Transit will negotiate scope and cost with JayRay for each element of the Vanpool Awareness Campaign, ensuring that project costs do not exceed the total not-to exceed contract amount.

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- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of services."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: May 2, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Rena Shawver, 705-5842  
Marketing, Communications & Outreach Manager

**SUBJECT:** Youth Education Support Space

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- 1) **The Issue:** Whether or not to pursue a different rental space, and commit additional resources, to support and grow the Youth Education program.
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- 2) **Recommended Action:**
- A. Discuss and determine if the Authority wishes to pursue a new rental space, and commit additional resources in support of the Youth Education program.
- B. Authorize the General Manager to pursue a lease agreement and commit approximately \$25,000 a year in additional resources to support and grow the Youth Education program.
- 
- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Currently, Intercity Transit rents approximately 700 square feet in a machine shop on Thurston Avenue near the Olympia Transit Center for the Earn-A-Bike program. Adult volunteers currently work at the location, but as the leased space is interior to the main building which is an active machine shop, the space is not as accessible as we would like for the program volunteers and staff. While the current shop works for bicycle repair work, the facility is not appropriate for youth engagement. In order to compensate for the lack of space in the machine shop, the program maintains two storage units on Pattison Street for bikes and supplies associated with the program. A fourth storage area has been under consideration. The three existing spaces cost approximately \$1,115 a month. The downtown space was selected approximately three years ago because of its proximity to the OTC and because it was one of few spaces available. Since the existing space was leased in 2015, Intercity Transit has been successful at securing a higher level of grant funding to continue the Youth Education Program (currently thru the 2020-2021 school year with additional grants under review).

Recently we learned space on Washington Street, directly across from OTC customer service, is becoming available. The new space would provide 6,140 square feet and allow us to locate all of our Youth Education operation – staff, volunteers, storage and youth activities – in one central, accessible area. This would leverage staff time in a more efficient manner and provide a safer and more visible workspace to recruit and engage volunteers of all ages. As program participation has grown, including the number of active volunteers, the access and security of the workspace has become increasingly important. The space on Washington Street offers more security in support of the program and offers room to expand program functions into the shop area, an option currently not feasible in the current shop. From an overall risk management perspective we believe a change in the shop location is timely as we work to expand both our outreach and continue to engage volunteers into the program.

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

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6) **Budget Notes:** The budget currently covers \$13,380 annually which includes \$8,700 a year for the bike shop and \$4,680 a year for storage space to support the program. The new Youth Education Program location would cost approximately \$27,600 annually, plus utilities. The annual rental is anticipated to cost approximately \$20,220 more annually than what we currently pay for rent and utilities. An additional one-time expense of \$5,000 is estimated to outfit the new shop for expanded use.

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7) **Goal References:** **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: May 2, 2018**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** 2018 Community Advisory Committee Recruitment

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- 1) **The Issue:** Present timeline and process information for the 2018 CAC recruitment.
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- 2) **Recommended Action:** The Authority will be asked to select an ad-hoc committee to participate with the CAC in the interview and selection process.
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- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.
- 
- 4) **Background:** The Community Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications will be available October 1 and due October 30. Interviews are scheduled for November 14. The Authority is scheduled to make appointments December 5, 2018.

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5)     **Alternatives:** N/A.

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6)     **Budget Notes:** N/A.

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7)     **Goal References:** An engaged Community Advisory Committee members supports all agency goals.

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8)     **References:** N/A.