

AGENDA
INTERCITY TRANSIT AUTHORITY
May 16, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **5 min.**
 - A. **Introduce Operations Supervisors (Sean Barry, Roxy Johnson, Tony Yarber) (Cameron Crass)**
- 3) **PUBLIC COMMENT** **10 min.**

*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. **The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.***

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.
- 4) **PUBLIC HEARING 2019-2022 TIP/POP (Jessica Gould)** **10 min.**
- 5) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (May 4) (Karen Messmer)** **3 min.**
 - B. **Transportation Policy Board (May 9) (Don Melnick)** **3 min.**
- 6) **NEW BUSINESS**
 - A. **Village Vans 2017 Update (Cindy Fisher)** **20 min.**
 - B. **Pattison Street Masterplan/Design Contract (Steve Krueger)** **10 min.**
 - C. **IT Road Trip/Long Range Plan Consultant Contract Amendment (Ann Freeman-Manzanares)** **10 min.**
 - D. **Strategic Plan Goals and End Policies (Ann Freeman-Manzanares)** **25 min.**
- 7) **GENERAL MANAGER'S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**
- 9) **ADJOURNMENT**

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

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4
MEETING DATE: May 16, 2018

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2019-2022 Transportation Improvement Program Public Hearing

1) **The Issue:** Take public testimony on the draft 2019-2022 Transportation Improvement Program (TIP) for anticipated federally funded projects identified for programming into the local, regional and state planning documents prior to proposed ITA adoption on June 6, 2018.

2) **Recommended Action:** Consider public testimony.

3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.

4) **Background:** On April 18, 2018, the ITA scheduled a public hearing on the draft 2019-2022 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's *2017-2022 Transit Development Plan* and the *2018-2023 Strategic Plan*. These documents are published and available on the agency website. The agency's 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). Tonight's scheduled public hearing provides an opportunity to receive public input regarding 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;
- 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.

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.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2019 through 2022 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system. **Goal #4:** “Provide responsive transportation options within financial limitations.”

8) **References:** Exhibit 1 – Draft 2019- 2022 TIP
Exhibit 2 - Published TIP News Release.

IT #	Project	2019	2020	2021	2022	TOTAL 2019-2022	Federal	Type	Local	Total	Project Status	
1 IT 1601	Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$4,400,000	\$4,400,000	\$4,400,000	\$4,400,000	\$17,600,000	\$14,080,000	Sec. 5307 IT Apportionment & PSRC Earned Share	3,520,000	17,600,000	Planned & Secured 5307	Anticipated Formula 5307/5339 Including PSRC Earned Share
2 IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,750,000	\$1,750,000	\$1,000,000	\$1,200,000	\$5,700,000	\$4,560,000	Sec. 5307 & PSRC Earned Share	1,140,000	5,700,000	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)	Secured & Anticipated PSRC 5307 Earned Share Funding
3 IT 1604	Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$195,000	\$185,000	\$0	\$185,000	\$565,000	\$488,725	FHWA (TAP) transfer to FTA	\$76,275	\$565,000	TRPC Awarded and planned Federal Funds	Awarded and Anticipated TRPC federal CMAQ/STP/TAP funds
4 IT 1605	Walk-N-Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$130,000	\$109,827	\$120,000	\$120,000	\$479,827	\$415,050	FHWA (CMAQ in 2016) transfer to FTA	\$64,777	\$479,827	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 20 CMAQ funds
5 IT 1901	Smart Corridors Phase II and Phase III	\$432,000	\$326,000	\$0	\$0	\$758,000	\$655,670	CMAQ - Regional award via TRPC	\$102,330	\$758,000	TRPC Awarded and planned Federal Funds	Awarded TRPC - CMAQ January 2018 and pre-award for 2020
6 IT 1701	Replacement, heavy duty coaches - order in 2019-2020	\$6,000,000	\$5,600,000	\$6,100,000	\$4,000,000	\$21,700,000	\$17,360,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$4,340,000	\$21,700,000	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
8 IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$8,200,000	\$15,900,000	\$0	\$0	\$24,100,000	\$19,280,000	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$4,820,000	\$24,100,000	DESIGN Funded, some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
Total Federal Funded Projects		\$21,107,000	\$28,270,827	\$11,620,000	\$9,905,000	\$70,902,827	\$56,839,445		\$14,063,382	\$70,902,827	Secured and Estimated Federal Funding Sources	

NOTES: Grant type: Sec. 5307/5339 & PSRC* 5307/5339 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council



**INTERCITY TRANSIT AUTHORITY
NOTICE OF PUBLIC HEARING**

**May 16, 2018
5:30 P.M.**

The Intercity Transit Authority (ITA) will hold a public hearing May 16, 2018, at 5:30 p.m., to consider public input on the programming of 2019-2022 federally funded projects. These projects comprise Intercity Transit's Transportation Improvement Program (TIP) for projects with reasonably anticipated federal funding under the Federal Transit Administration's (FTA) grant programs. The hearing will be conducted in the Intercity Transit Board Room at 526 Pattison St SE, Olympia 98501 (ADA accessible). To ensure ITA's consideration, please provide written comments by 4 PM on Wednesday, May 16, 2018.

The list of programmed project(s) summarized in the Draft TIP is anticipated to become final, unless modified, following the public hearing and a final review by the ITA. A copy of the Draft TIP listing projects proposed to utilize federal funding is available during normal business hours at Intercity Transit's offices at 526 Pattison St SE, Olympia or may be requested by phone from the Grants Program Administrator at (360) 705-5808. Written comments may be submitted to the Development Department, Intercity Transit, PO Box 659, Olympia, WA 98507.

Some *Capital Preventive Maintenance* projects and capital projects are funded with the Federal Transit Administration's apportions through the Puget Sound Regional Council's "*earned share*" program by formula. Other project funding is based on estimated, potentially available federal discretionary funding, available through both formula distributions and competitive processes.

TIP projects as currently identified total more than \$70,902,827 in combined federal and local funds for the 2019-2022 period. A summary of the projects for which IT has programmed potential funding for the 2019-2022 period include:

- Preventive maintenance of vehicles in IT's fleet during the years 2019-2022;
- Purchasing of heavy duty coaches to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or bicycle forms of transportation;
- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources;
- Pattison Maintenance, Operations & Administration Facility Expansion and Rehabilitation – Phase 2 Construction; and
- Funding the operation of services with PSRC "*earned share*" for activities supporting vanpool vans and commuter coach operations.

#

**PUBLISH: Monday, April 30, 2018
Legal Section**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: May 16, 2018

FOR: Intercity Transit Authority

FROM: Cindy Fisher (360) 705-5831

SUBJECT: Village Vans 2017 Program Update

-
- 1) **The Issue:** Provide a 2017 Status Report.
-
- 2) **Recommended Action:** Information only.
-
- 3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.
-
- 4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Administrative Assistants who receive current work experience, job search coaching and skill building instruction. Passengers are able to travel to employment related resources and volunteers receive significant support in advancing their professional development in reaching their employment goals.

Through an on-going assessment of transportation needs of low income citizens, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

6) **Budget Notes:** Intercity Transit was one of 17 agencies in the nation to receive the Innovative Public Transportation Workforce Development Grant (Ladders of Opportunity Initiative) for \$200,000. This is a 50% matching grant.

7) **Goal Reference:** **Goal 1:** *Assess the transportation needs of our community throughout the Public Transportation Benefit Area.* **Goal 2:** *Provide outstanding customer service.* **Goal 3:** *Maintain a safe and secure operating system.* **Goal 4:** *Provide responsive transportation options within financial limitations.* **Goal 6:** *Encourage use of our services.* **Goal 7:** *Build partnerships to address and jointly find solutions to the mobility needs and demand in our community.*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: May 16, 2018

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Pattison Street Masterplan/Design Contract

1) **The Issue:** Consideration of awarding a contract to Stantec Architecture Inc. (Stantec) to update the Master Plan for the Pattison Maintenance, Operations and Administrative (MOA) Rehabilitation and Expansion Project.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Stantec to update the Master Plan for the Pattison MOA Rehabilitation and Expansion Project for a total amount not-to-exceed \$411,751.

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

4) **Background:** The Master Plan and Phase I design for the Pattison MOA Rehabilitation and Expansion project were 30% complete in 2010. Elimination of Federal Bus and Bus Facility dollars, which historically funded 80% of the cost of construction and bus purchases, resulted in pausing the design process pending funding availability. Dedication of local, state and federal funds allowed us to proceed with a small portion of the original Phase I, which primarily addressed the replacement of old Underground Storage Tanks. The project is scheduled to be complete this June. Before proceeding with Phase II, the Master Plan needs to be updated to reflect change in code requirements, growth targets, current operations and facility constraints, long-term service and program space needs and a phasing plan to complete both the expansion and rehabilitation the work.

In February, Intercity Transit entered into an Interagency Agreement with the Department of Enterprise Services (DES) to serve as our project manager. On February 9, 2018, DES published a Request for Qualifications to update the Master Plan. On March 1, 2018, responses were received from KPFF and Stantec. After a thorough evaluation of the proposals and reference checks, Stantec received the highest overall score from a five member panel which included a representative from the City of Olympia, two representatives from DES and two staff members from Intercity Transit.

Stantec has designed over 150 municipal transit MOA facilities over the last 35 years. Reference checks gave Stantec favorable reviews and together with their A+ credit rating, staff determined Stantec to be a responsible firm as required by the Federal Transit Administration.

Stantec's project schedule shows the updated Master Plan will be complete by September 28, 2018. Staff anticipates returning to the Authority August 2018 to request authorization to proceed with Phase II design work. Final design must be complete no later than June 30, 2019, to comply with Regional Mobility Grant funding requirements. Stantec's proposed rates, and the total number of hours for each discipline to complete this phase of the work, is comparable to the development the Master Plan completed in 2010. Accordingly, staff has determined their fee for this phase of the work to be fair and reasonable. Follow-on design work will be negotiated and presented to the Authority for approval after the satisfactory completion of the updated Master Plan. All indicators suggest that Stantec possesses the experience, talent pool and resources necessary to ensure a successful outcome and therefore staff recommend Stantec be awarded the contract to update our Master Plan.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Stantec to update the Master Plan for the Pattison MOA Rehabilitation and Expansion Project for a total amount not-to-exceed \$411,751.
- B. Defer action. Doing so may impact Intercity Transit's ability to complete the final design by June 30, 2019, in accordance with our grant requirements.

-
- 6) **Budget Notes:** The Pattison Base Expansion and Rehabilitation Project budget includes \$4.1 million in the 2018 budget for final design work which includes updating the Master Plan. Additional State and Federal funds have been secured for this project. The proposed contract with Stantec for an amount not-to-exceed \$411,751 is well within this scope.

-
- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service,"* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #6:** *"Encourage use of our services."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: May 16, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: IT Road Trip/Long Range Plan Consultant Contract Amendment

-
- 1) **The Issue:** Consideration of a contract amendment for additional support services with Jason Robertson and Co. for the Long Range Plan and IT Road Trip project.
-
- 2) **Recommended Action:** Authorize the General Manager to increase the total contract not-to-exceed amount with Jason Robertson and Co. by an additional \$60,000 to provide professional services related to the Long Range plan and IT Road Trip project.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit determined a need to hire a consultant to assist in engaging the community to help define the future of public transportation in our region. After a competitive selection process, the Authority approved a contract with Jason Robertson and Company in November 2016. The initial contract amount was \$65,000 to pursue and complete the first round of public engagement and reporting of what we branded as the IT Road Trip. This was supplemented by a \$20,000 amendment to complete a very robust public outreach process.

Since November 2016, Jason has provided direct support for the strategic planning and public participation plan developed as part of the short and long range planning process. This included the agency's most successful outreach effort and resulted in significant community participation including 3,500 participants and over 10,000 unique comments related to the future of public transportation services. Jason's support with developing the plan, reporting to the community and facilitating the ITA's review of goals, objectives and strategies has been extremely valuable in working the planning process.

Since the outcome of the initial phase of community engagement was unknown, staff had intended to come back to the Authority requesting additional funding for further phasing. This was anticipated and included in the 2018 budget.

This request is to support the next phases of the community engagement “IT Road Trip” and the long range plan. The estimated cost of the additional support services is estimated not-to-exceed \$60,000.

The next round of engagement is expected to reach a large number of community participants and the response to future service options is expected to be a major component of finalizing the long-term strategies for Intercity Transit’s Long Range Plan.

5) **Alternatives:**

- A. Authorize the General Manager to increase the total contract not-to-exceed amount with Jason Robertson and Co. by an additional \$60,000 to provide professional services related to the Long Range plan and IT Road Trip project.
- B. Defer action. This would result in a delay of community conversations.

6) **Budget Notes:** The current contract for Jason Robertson and Co. is \$85,000. The 2018 budget includes \$60,000 for additional work necessary to pursue long range planning and continued public engagement.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide Responsive Transportation Options within Financial Limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: May 16, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Strategic Plan - Goals and End Policies

-
- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2018–2023 strategic plan to determine if they remain relevant or need updating for the 2019-2024 Strategic Plan.
-
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
-
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** This is an opportunity to review the Goals and End Policies in our current strategic plan and determine if they remain relevant or if they need updating for the 2019-2024 strategic plan.

Two years ago, the Authority amended and added statements to focus on accessing transportation needs throughout the PTBA, insuring the agency was addressing needs within financial limitations, defining success based on satisfaction levels as opposed to increased ridership, and explicitly stating that a goal is to encourage youth participation.

Last year the Authority amended and added to the statements to focus on reflecting social and environmental sustainability impacts; and to educate, encourage and work with community members, partners and stakeholders to explore and appreciate the benefits of public transportation. Also, Goal 7 was added which focuses on building community partnerships to jointly address the mobility needs and demands in our community.

This is a transitional time for the Authority and the agency as we move through the final stages of the long range planning process and contemplate community directed service initiatives and our financial future.

The following are the 2018-2023 goals and end policy’s for your consideration:

Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

End Policy: Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

Goal 2: Provide outstanding customer service.

End Policy: Customers and the community will report a high level of satisfaction.

Goal 3: Maintain a safe and secure operating system.

End Policy: Focus on the continual improvement for the safety and security of all customers, employees and facilities.

Goal 4: Provide responsive transportation options within financial limitations.

End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability focused on serving the mobility needs and demands of our community.

Goal 5: Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.

End Policy: Resources will be used efficiently with minimal “negative” impact on the environment “and the community.”

Goal 6: Encourage use of our services.

End Policy: Educate and encourage community members to explore and appreciate the benefits of our services and programs.

Goal 7: Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.

End Policy: Work with governmental, private, for profit and not-for-profit community partners to understand our joint responsibility to insure great mobility options and opportunities in our community.

5) **Alternatives:**

- A. For consideration and discussion.
- B. Delay review and discussion associated with these items.

6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority’s goals.

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