

AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
September 19, 2018
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|--|--------------------------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 3) | INTRODUCTIONS – Attendees provide self-introductions | 15 min. |
| 4) | REVISED CONTRACT AMOUNT BUS STOP PAD CONSTRUCTION AND IMPROVEMENTS PROJECT (Tammy Ferris) | 5 min. |
| 5) | CAC SELF-ASSESSMENT (Debbie Sullivan & Sue Pierce) | 20 min. |
| 6) | DRAFT BUDGET (Suzanne Coit & Ann Freeman-Manzanares) | 20 min. |
| 7) | FLEET TECHNOLOGY CONVERSATION (Paul Koleber) | 45 min. |
| 8) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (Sept. 7) (Karen Messmer)
B. Transportation Policy Board (Sept. 12) (Don Melnick) | 3 min.
3 min. |
| 9) | GENERAL MANAGER’S REPORT | 5 min. |
| 10) | AUTHORITY/CAC ISSUES | 15 min. |
| 11) | 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
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 4
MEETING DATE: September 19, 2018**

FOR: Intercity Transit Authority and Community Advisory Committee
FROM: Tammy Ferris, (360) 705-5818
SUBJECT: Revised Contract Amount
Bus Stop Pad Construction and Improvements Project

1) **The Issue:** Approval of a revised total contract amount for Propel Construction Company to complete the Bus Stop Pad Construction and Improvements project.

2) **Recommended Action:** Authorize the General Manager to approve Change Order No. 2 and revise the total construction contract amount with Propel Construction Company to \$234,378.73.

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

4) **Background:** On April 4, 2018, the Authority authorized award of the Bus Stop Pad Construction and Improvements project to Propel Construction Company for \$199,286.00. Construction began June 11, 2018.

Change Order No. 1 was a “no cost change” to the project providing Propel Construction Company the updated Federal Wage Rates.

Change Order No. 2, in the amount of \$35,092.73, provides for the construction of twelve (12) cement concrete bus stop pads, landscaping, and irrigation restoration to support the new service change that goes into effect on September 23, 2018.

With the addition of Change Order No. 2, the total revised contract amount is \$234,378.73, approximately 17.6% of the original contract award amount.

Any additional Change Orders necessary to complete the project will be considered in accordance with procurement policies. The overall project is scheduled to be completed this fall and is currently under budget.

5) **Alternatives:**

- A. **Action:** Authorize the General Manager to approve Change Order No. 2 and revise the total construction contract amount with Propel Construction Company to \$234,378.73.
- B. Do not approve the increased contract amount. This option may put Intercity Transit at risk for contract delays and/or claims, since we directed a portion of this work to be done to support the service change.

6) **Budget Notes:** There are sufficient funds programmed in the Facilities Bus Stop Enhancements budget to complete this project.

7) **Goal References:** **Goal #2:** *"Provide outstanding customer service,"* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 5
MEETING DATE: September 19, 2018**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Debbie Sullivan and Sue Pierce

SUBJECT: CAC Self-Assessment

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- 1) **The Issue:** Review the results of the Community Advisory Committee yearly self-assessment and discuss how the CAC interacts and advises the Authority.
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- 2) **Recommended Action:** Discuss the results of the assessment and how the CAC interacts and advises the Authority.
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- 3) **Policy Analysis:** The CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting.
-
- 4) **Background:** Each May, the Community Advisory Committee conducts a self-assessment and shared the results with the committee at their August meeting, and now with the Authority at the joint meeting held in September.

Twenty members were eligible to complete the assessment and thirteen (65%) members participated.

This joint meeting provides a perfect opportunity to discuss what is working well and what could work better.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Supporting a positive working relationship and open communications between the CAC and the Authority helps the agency achieve all goals.
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- 8) **References:** 2018 CAC Self-Assessment Results.
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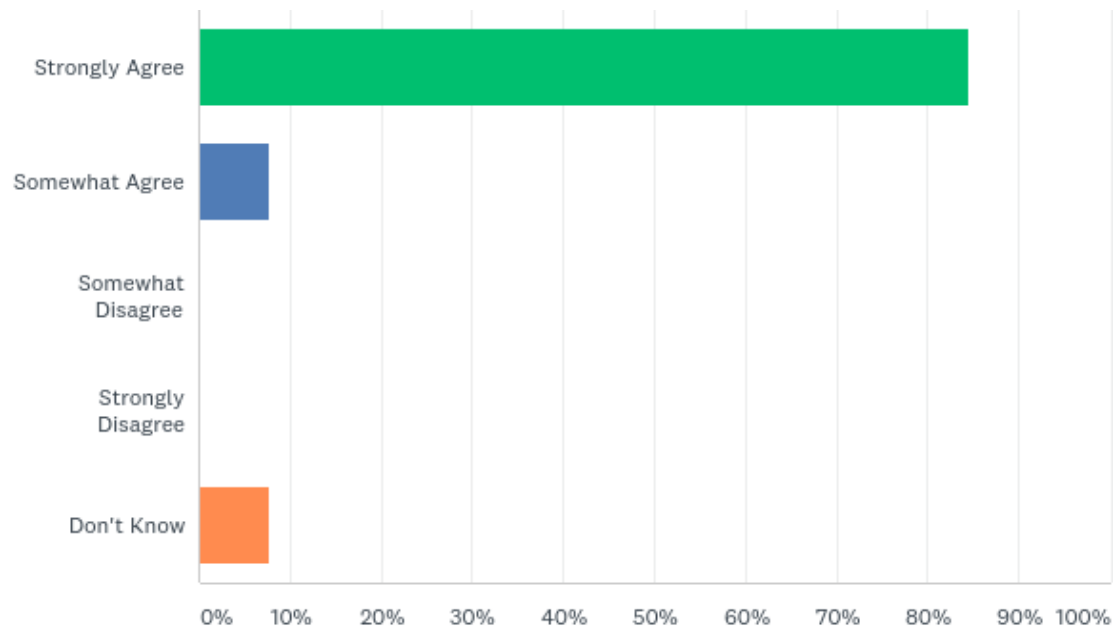
CAC Self-Assessment Survey

Thursday, July 12, 2018

INTERcity
TRANSIT

Q1: We remained faithful to our purpose.

Answered: 13 Skipped: 0



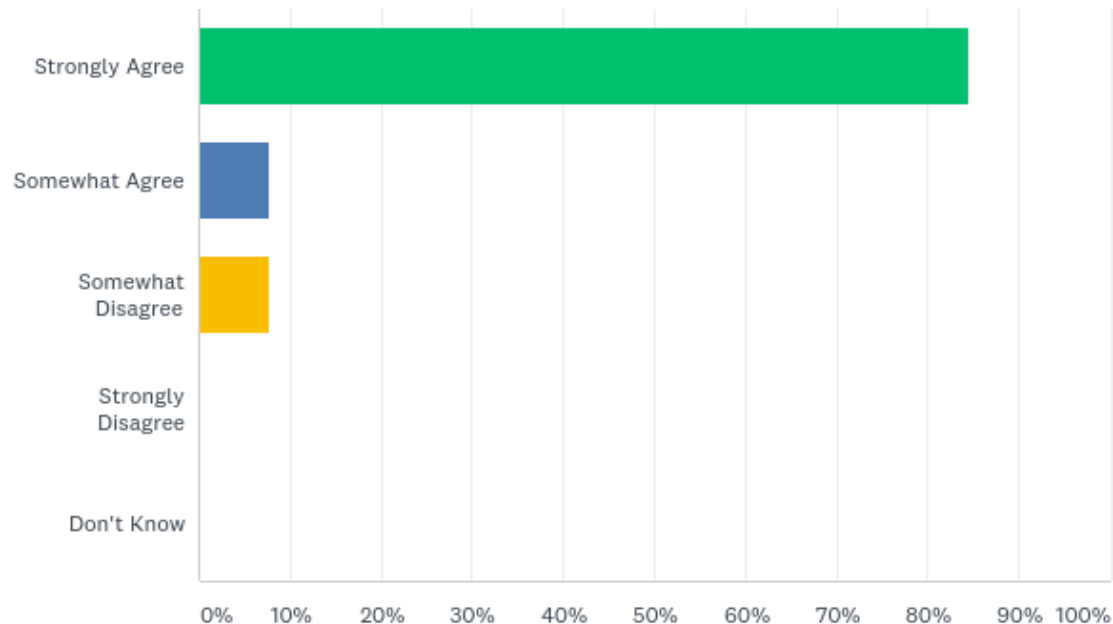
Q1: We remained faithful to our purpose.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	7.69%	1
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	7.69%	1
TOTAL		13

Q2: The Community Advisory Committee represents the community.

Answered: 13 Skipped: 0



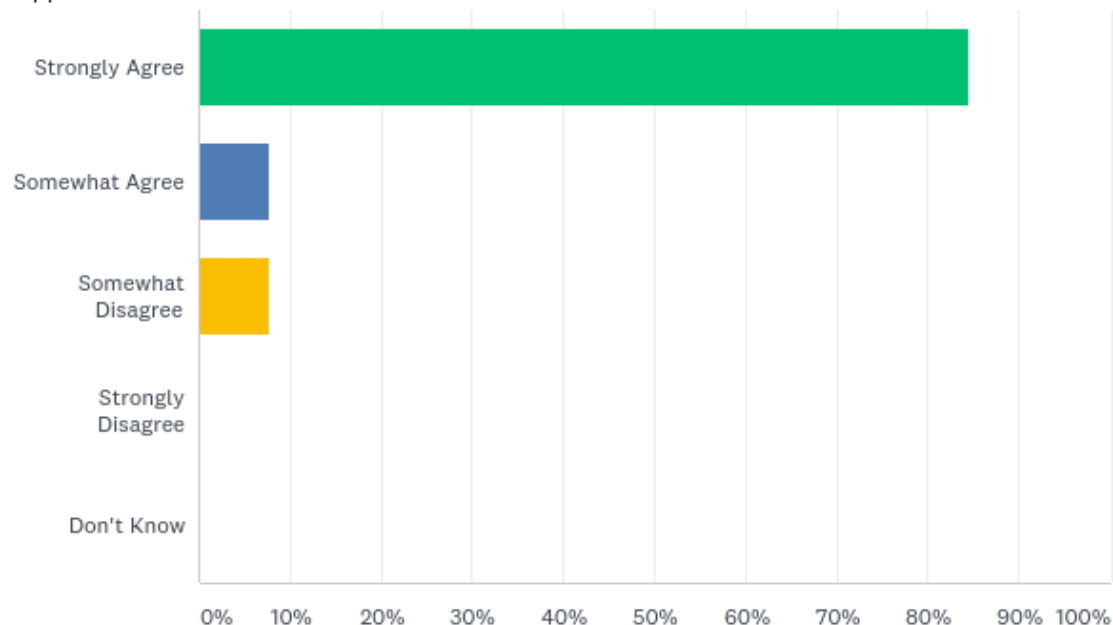
Q2: The Citizen Advisory Committee represents the community.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	7.69%	1
Somewhat Disagree	7.69%	1
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q3: Intercity Transit and the community benefited from our input.

Answered: 13 Skipped: 0



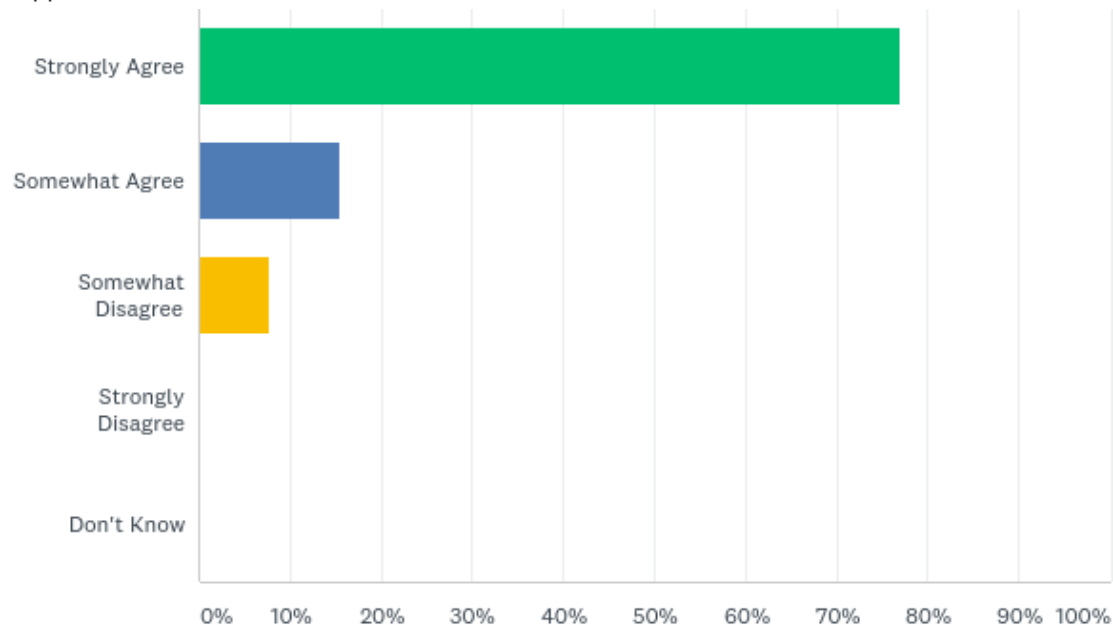
Q3: Intercity Transit and the community benefited from our input.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	7.69%	1
Somewhat Disagree	7.69%	1
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q4: We add value to the Transit Authority's decisions.

Answered: 13 Skipped: 0



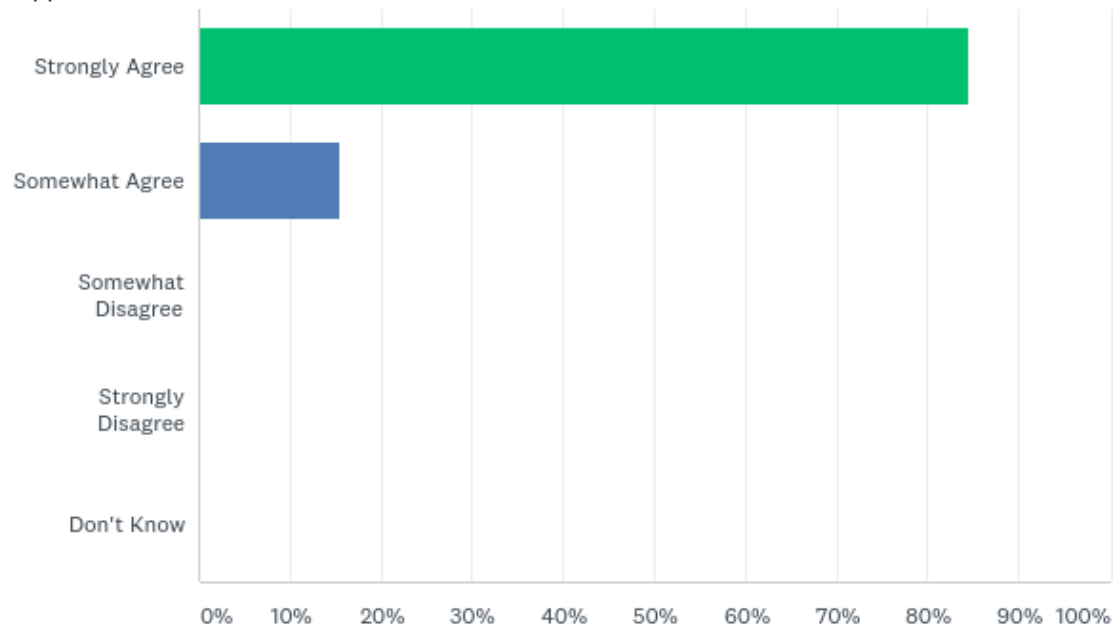
Q4: We add value to the Transit Authority's decisions.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	76.92%	10
Somewhat Agree	15.38%	2
Somewhat Disagree	7.69%	1
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q5: Our meetings are run well.

Answered: 13 Skipped: 0



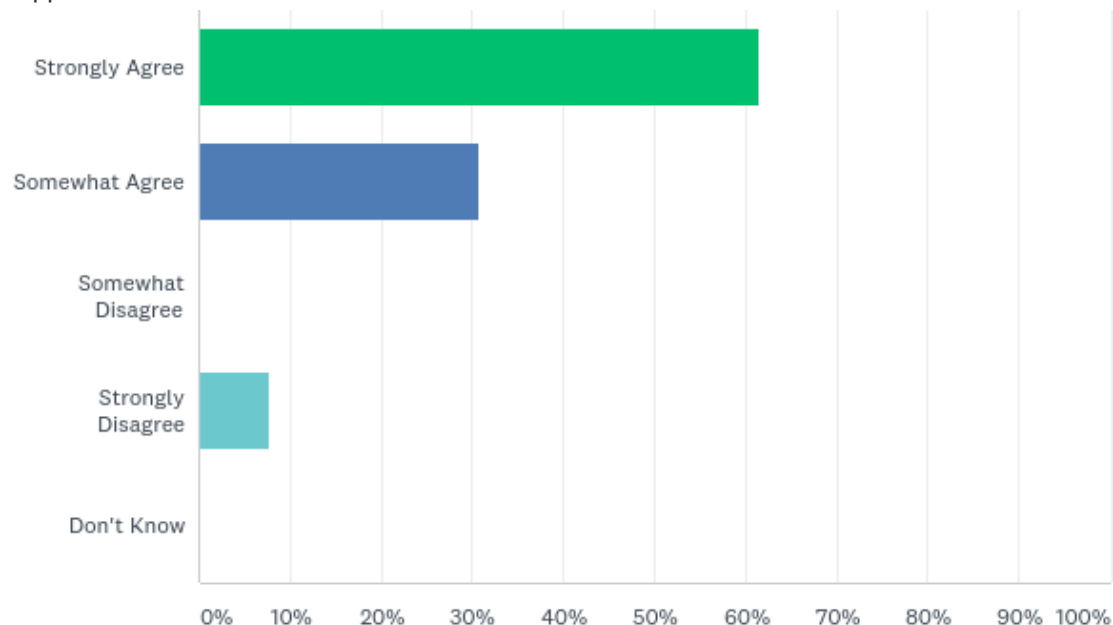
Q5: Our meetings are run well.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	84.62%	11
Somewhat Agree	15.38%	2
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q6: I feel satisfied with my participation level within the Citizen Advisory Committee.

Answered: 13 Skipped: 0



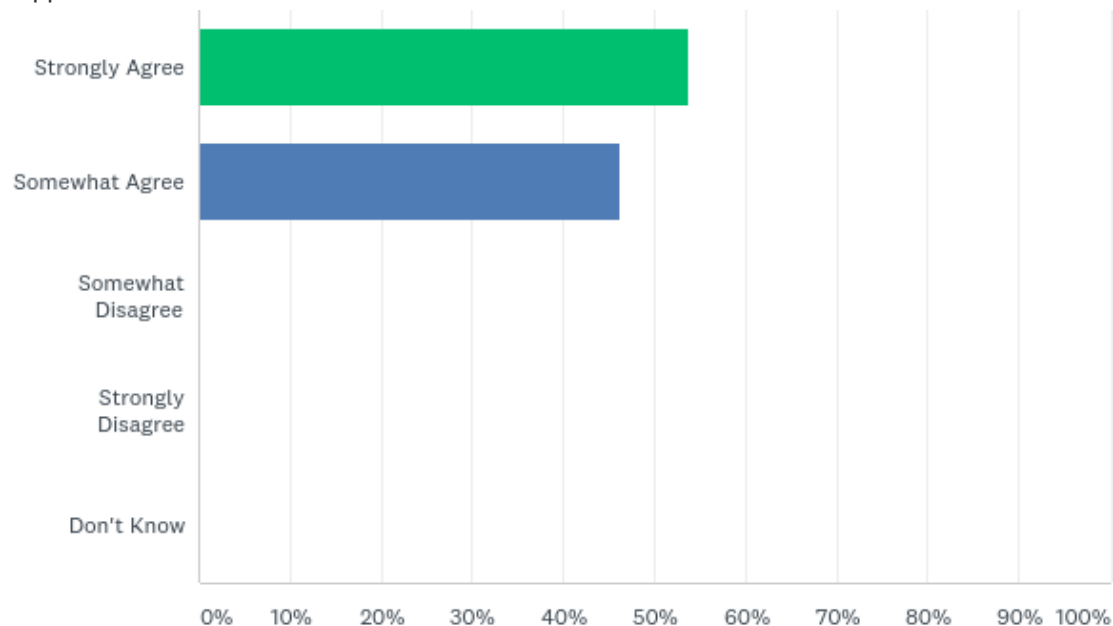
Q6: I feel satisfied with my participation level within the Citizen Advisory Committee.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	61.54%	8
Somewhat Agree	30.77%	4
Somewhat Disagree	0.00%	0
Strongly Disagree	7.69%	1
Don't Know	0.00%	0
TOTAL		13

Q7: I am prepared for meetings.

Answered: 13 Skipped: 0



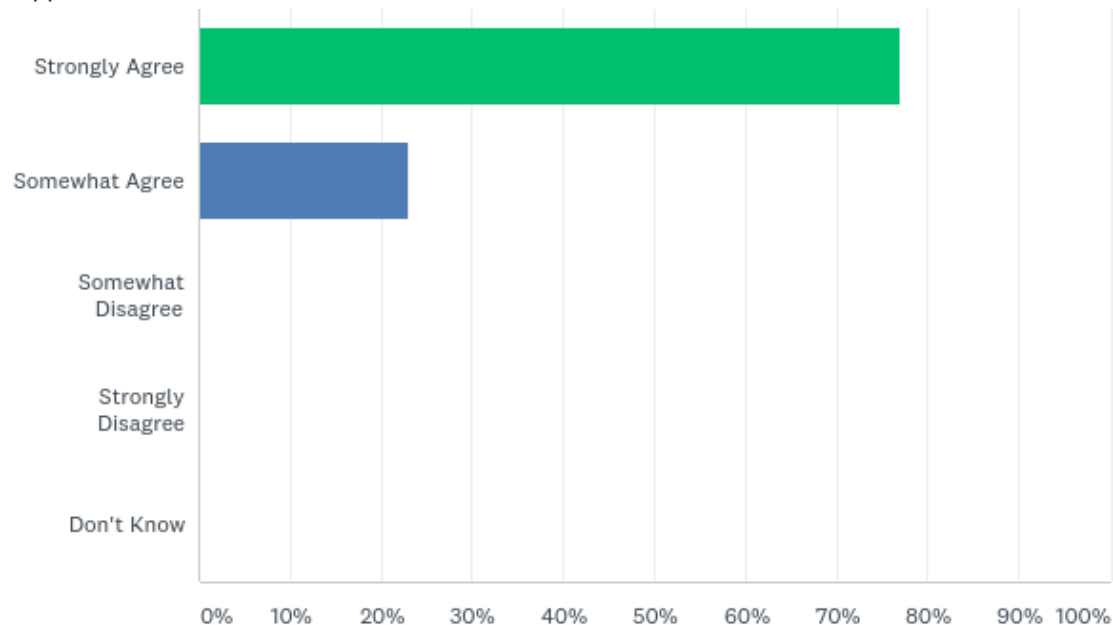
Q7: I am prepared for meetings.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	53.85%	7
Somewhat Agree	46.15%	6
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Q8: I feel comfortable contributing at meetings.

Answered: 13 Skipped: 0



Q8: I feel comfortable contributing at meetings.

Answered: 13 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly Agree	76.92%	10
Somewhat Agree	23.08%	3
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Don't Know	0.00%	0
TOTAL		13

Additional Comments:

- I have enjoyed the meetings and being able to give some input. Thank you we are doing a great job
- I am very happy to be a part of this committee. I sometimes wish I could be more helpful but am limited by my mobility. Nevertheless, I feel I do make a contribution and look for ways to promote the great work of the Intercity Transit.
- It has been a difficult year so far, mostly because of my job. I have not had as much time to devote to CAC as would have liked.
- I believe we represent the community well. What an opportunity we have - bringing the voice of the 'public' to our board. We tend to get off track sometimes and there seem to be occasional side conversations that occur without first being recognized by the chair. I don't ALWAYS have time to get completely through the agenda and the attachments. Very happy to be serving on this committee. There is value in what we do and the fact that Intercity Transit.
- I am not sure the CAC members understand how vulnerable current service levels are if new funding does not come through. But perhaps this is just my (wrong) impression. I wished we had more of those on the committee that could be riding the bus, and are not, so we can get their input. After all, we are trying to attract them and increase ridership. I know I sound like a broken record: new crowd-sourcing technology could be beneficial to a bus service company as well. Could we hear more on that?
- It would be great if we could get the committee around a table group so there is less distance across, a more personal setting. Some meeting agendas are so full we don't get to fully discuss/ explore a topic or issue. It is important to work at meeting the 7:30 end time to meet the dial a lift and bus times. Members should feel comfortable suggesting we table a topic for continued discussion at next meeting, or ask that we offer additional comments in a different format, (written list or notes submitted for distribution at a later meeting or via email, for example) not sure how that works with public meeting requirements or public info records? Maybe members could list topics issue to discuss at a meeting pre-set just for brainstorm, roundtable discussion, letting conversation tangents flow with fewer time restraints than standard meeting. What about a potluck dinner or dessert meeting, or something similar, casual (one time event).

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6
MEETING DATE: September 19, 2018**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Suzanne Coit, 705-5816
Ann Freeman-Manzanares, 705-5838

SUBJECT: 2019 Draft Budget

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- 1) **The Issue:** Introduce the Draft 2019 Budget and schedule a public hearing.
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- 2) **Recommended Action:** Set the public hearing for the 2019 draft budget for Wednesday, October 17, 2018. Final adoption is proposed for November 7, 2018.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2019.
-
- 4) **Background:** Staff will present elements of the draft 2019 budget to include capital projects, new projects, new staff, on-going projects from the previous budget and operational expenses. Staff will also discuss potential grant opportunities, which align with the strategic plan, and their impact on the budget.

The Authority will review the draft budget at their September 19, 2018, meeting and schedule a public hearing for Wednesday, October 17, 2018. The Budget document will be available for public comment on September 21, 2018. The budget is scheduled for adoption at the November 7, 2018, Authority meeting.

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- 5) **Alternatives:**
- A) Set the public hearing for the 2019 draft budget for Wednesday, October 17, 2018, with subsequent adoption proposed for November 7, 2018.
 - B) Direct staff to revise the proposed 2019 budget calendar and set the public hearing for a different date.
-
- 6) **Budget Notes:** N/A.

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

8) **References:** Draft 2019 Budget.

	Capital -New	Capital -Rollover	Operating	Operating -New Project	Operating - Rollover Project	Salaries & Benefits	Salaries & Benefits related	Salaries&Ben- new FTEs	Grand Total
2019	4,947,320	50,560,735	12,585,263	502,000	8,451,500	31,308,990	204,350	1,148,194	109,708,352
Administrative Services	92,000		3,155,597	32,000	5,435,000	1,880,287	7,000	251,828	10,853,712
Finance			1,590,500	20,000		445,606		251,828	2,307,934
Human Resources			381,600			851,380	7,000		1,239,980
Information Systems	92,000		1,183,497	12,000	5,435,000	583,301			7,305,798
Development	155,000	42,860,485	973,739	435,000	50,000	2,186,245			46,660,469
Development		42,860,485	67,830	300,000	50,000	348,860			43,627,175
Marketing			763,089	55,000		549,104			1,367,193
Planning	155,000		111,735	80,000		472,128			818,863
Procurement			31,085			816,153			847,238
Executive			508,394			541,616			1,050,010
Executive			508,394			541,616			1,050,010
Maintenance	4,055,000	7,215,750	7,475,489	35,000	2,966,500	5,074,186	65,000		26,886,925
Facilities		1,940,750	1,306,650	35,000	1,166,500	689,996	15,000		5,153,896
Fleet	4,055,000	5,275,000	6,140,089		1,800,000	3,557,406	50,000		20,877,495
Maintenance Admin			28,750			826,784			855,534
Operations	645,320	484,500	472,044			21,626,656	132,350	896,366	24,257,236
Dial A Lift			30,425			1,361,776			1,392,201
Operations			11,425			245,839			257,264
Transportation			334,200			18,554,318	132,350	785,517	19,806,385
Vanpool	645,320	484,500	64,300			588,221			1,782,341
Village Vans			5,360			200,072			205,432
Customer Service			26,334			676,430		110,849	813,613
Grand Total	4,947,320	50,560,735	12,585,263	502,000	8,451,500	31,308,990	204,350	1,148,194	109,708,352
H:\Budget\Budget_2019\Reports_queries\[Priority Report v3_09.14.18.xlsm]Rolled Up			updated 9/14/18						

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital -New	Administrative Services	Information Systems	IS-021	POS Replacement	20,000
			IS-022	Network for new OTC building	40,000
			IS-023	Fleet-Net Financial Data Warehou	32,000
	Development	Planning	PL-013	Bus Stop Facility Improvements	155,000
	Maintenance	Fleet	VM-029	Replace Facilities Truck #1294	80,000
			VM-030	Replace Ops Vehicle #1225	50,000
			VM-033	Replace Coach Tire Machine	25,000
			VM-034	Replacement Buses (6)	3,900,000
	Operations	Vanpool	VP-007	Vanpool Vehicles (20)	645,320
Capital -New Total					4,947,320
Capital -Rollover	Development	Development	DEV-004	Pat Final Design/Future Enhance	4,100,000
			DEV-005	Olympia Transit Center Expansion	8,492,282
			DEV-012	Fare Collection system upgrades	1,500,000
			DEV-013	OTC furn, fixtures, equip	600,000
			DEV-014	Pattison Rehab & Expan (grant)	27,463,203
			DEV-015	Transit Signal Priority	705,000
	Maintenance	Facilities	FAC-035	Pattison Admin HVAC Engineering	25,750
			FAC-036	Repaint Interior Amtrak	10,000
			FAC-040	Bus Stop Enhancements/Solar	0
			FAC-058	Ops Dispatch Repairs/Upgrades	40,000
			FAC-066	Admin Window Replacement	103,000
			FAC-067	Interior Facility Painting	290,000
			FAC-068	Pattison Carpet Replacement	78,000
			FAC-070	Maint Repl Boiler/Controls/HRUs	412,000
			FAC-078	Fall Protection In Maint Bays	115,000
			FAC-083	Pattison Roof Replacement	425,000
			FAC-084	Pattison Glass Block/Soffit Rep	412,000

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital -Rollover	Maintenance	Facilities	FAC-092	Install Propane Tank Fuel System	30,000
		Fleet	VM-010	Replace Staff Car #1217	45,000
			VM-013	Replace Staff Car #1215	30,000
			VM-028	Replacement Coaches (8) (grant)	5,200,000
	Operations	Vanpool	VP-004	Vanpool Vehicles (15) (grant)	484,500
Capital -Rollover Total					50,560,735
Operating	Administrative Services	Finance	FIN-002	Division Administration	58,000
			FIN-003	Training and Development	15,000
			FIN-004	Annual Audit	47,000
			FIN-005	Subscriptions	1,000
			FIN-006	Purchase Passes/Tickets	37,000
			FIN-007	General Agency Insurance	1,310,500
			FIN-008	Pension Committee	5,000
			FIN-009	Cut Commute Committee	35,000
			FIN-010	Loomis services	50,000
			FIN-012	Credit Card Processing Fees	32,000
		Human Resources	HR-002	Division Administration	135,300
			HR-003	Training and Development	15,000
			HR-004	Safety/Accident Mitigation	3,000
			HR-005	Legal Services	65,000
			HR-006	Employment Medical Programs	23,500
			HR-007	Drug & Alcohol Program	27,900
			HR-008	Non-Represented Tuition	2,700
			HR-012	Organizational Development	25,800
			HR-013	Agency Wellness Activities	10,500
			HR-014	Recruitment & Selection	47,900
			HR-016	Active Threat Mitigation	25,000

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating	Administrative Services	Information Systems	IS-002	Maintenance & Upkeep of IS	566,000
			IS-003	Training and Development	19,500
			IS-004	Telephone and Comm Systems	98,580
			IS-005	Replace Aging Equipment	437,000
			IS-006	RF Tower Lease	62,417
	Development	Development	DEV-002	Service and Community	500
			DEV-003	Training and Development	19,880
			DEV-007	Office Rental	47,450
		Marketing	MC-002	Produce Agency Info	142,150
			MC-003	Training and Development	22,439
			MC-004	Support Agency Services	218,310
			MC-007	Implement Bicycle Programs	25,000
			MC-008	Youth Education Program	55,190
			MC-014	Web Site Enhancement	50,000
			MC-021	Vanpool grant promotion (grant)	250,000
		Planning	PL-002	Monitor System Services	85,000
			PL-003	Training and Development	22,935
			PL-005	Park and Pool Project	3,000
			PL-006	Planning Projects	800
		Procurement	PRO-002	Operating Supplies	6,000
			PRO-003	Training and Development	25,085
	Executive	Executive	EX-002	Division Administration	10,600
			EX-003	Training and Development	31,518
			EX-004	Service & Community	3,350
			EX-005	Authority Planning Session	9,000
			EX-006	WSTA/Legislative Events	3,060
			EX-007	CAC/Authority Support	11,875

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating	Executive	Executive	EX-009	Legal Notices	4,000
			EX-010	Legal Services	38,000
			EX-011	Dues	130,000
			EX-012	Employee/Volunteer Recognition	31,150
			EX-014	ITA/CAC Training & Development	22,141
			EX-015	Advocacy Services	118,000
			EX-016	Transit Appreciation Day	17,500
			EX-017	Annual Recognition Banquet	12,700
			EX-024	ISO 14001 Certification	9,000
			EX-025	Sustainability Committee	6,500
			EX-026	Grants Consultant	40,000
			EX-027	ESMS Auditor Training	10,000
	Maintenance	Facilities	FAC-002	Service Contracts	241,000
			FAC-003	Training and Development	4,000
			FAC-004	Buildings/Grounds Maintenance	482,000
			FAC-005	Amtrak Expenses	72,150
			FAC-006	Utilities	500,000
			FAC-099	Elevator Maintenance Contract	7,500
		Fleet	VM-002	Vehicle Fleet Support	316,758
			VM-003	Training and Development	60,000
			VM-004	Village Vans	23,570
			VM-005	Dial A Lift Vans	731,463
			VM-006	Coaches	3,818,268
			VM-007	Staff Vehicles	82,000
			VM-008	Vanpool Vans	1,054,930
			VM-011	Internal Staff Development	10,100
			VM-031	Towing Services Contract	18,000

Budget Year	2019				updated 9/14/18	
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Operating	Maintenance	Fleet	VM-032	Uniform Contract	25,000	
		Maintenance Admin	MA-002	Division Administration	6,500	
			MA-003	Training and Development	20,000	
			MA-004	Other Benefits	2,250	
	Operations	Dial A Lift	DAL-002	Division Adminstration	9,900	
			DAL-003	Training and Development	18,125	
			DAL-004	Travel Training Support	2,400	
		Operations	OP-002	Division Administration	4,600	
			OP-003	Training and Development	6,825	
		Transportation	TM-002	Division Administration	27,700	
			TM-003	Training and Development	23,500	
			TM-004	Administer Security Contract	280,000	
			TM-006	IT Rodeo	3,000	
		Vanpool	VP-002	Division Administration	21,400	
			VP-003	Training and Development	16,900	
			VP-006	Vanpool Incentive Program	26,000	
		Village Vans	VV-002	Division Administration	3,160	
			VV-003	Training and Development	2,200	
		Customer Service	CS-002	Division Administration	16,700	
			CS-003	Training and Development	3,884	
			CS-004	Reduced Fare Program	5,500	
			CS-005	Pass By Mail	250	
		Operating Total				12,585,263
Operating -New Project		Administrative Services	Finance	FIN-018	NTD audit	20,000
	Information Systems		IS-025	New Workspace Equipment	12,000	
	Development	Development	DEV-016	OTC customer info navigation	300,000	
		Marketing	MC-022	Fixed Route Promotions	30,000	

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating -New Project	Development	Marketing	MC-023	Outreach Education Services	25,000
		Planning	PL-015	Fixed Route Transfer Study	80,000
	Maintenance	Facilities	FAC-098	Catch Basin Cleaning Contract	35,000
Operating -New Project Total					502,000
Operating -Rollover Project	Administrative Services	Information Systems	IS-007	Web Professional Services	50,000
			IS-008	Operator Payroll Optimization	35,000
			IS-012	Replace ACS Orbital/Radio System	5,350,000
	Development	Development	DEV-008	Traffic Engineering Services	50,000
	Maintenance	Facilities	FAC-071	Engineer Concrete Slab Replace	352,000
			FAC-073	Exterior Paint Consultant	50,000
			FAC-074	Amtrak Tree Replacement	21,000
			FAC-082	Engineer Pat Repl Fire/Alarm Sys	26,000
			FAC-085	Pattison Exterior Painting	325,000
			FAC-086	LTC and OTC Ext Painting	360,000
			FAC-094	Safety Beacons at Bus Wash Exits	7,500
			FAC-095	Relocate Fuel Island Heaters	10,000
			FAC-100	Amtrak Exterior Painting	15,000
			Fleet	VM-025	2010 Hybrid Mid-Life Rebuild (6)
	Operating -Rollover Project Total				
Salaries & Benefits	Administrative Services	Finance	FIN-001	Salaries/Wages & Benefits	445,606
		Human Resources	HR-001	Salaries/Wages & Benefits	851,380
		Information Systems	IS-001	Salaries/Wages & Benefits	583,301
	Development	Development	DEV-001	Salaries/Wages & Benefits	348,860
		Marketing	MC-001	Salaries/Wages & Benefits	549,104
		Planning	PL-001	Salaries/Wages & Benefits	472,128
		Procurement	PRO-001	Salaries/Wages & Benefits	816,153
	Executive	Executive	EX-001	Salaries/Wages & Benefits	541,616

Budget Year	2019				updated 9/14/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Salaries & Benefits	Maintenance	Facilities	FAC-001	Salaries/Wages & Benefits	689,996
		Fleet	VM-001	Salaries/Wages & Benefits	3,557,406
		Maintenance Admin	MA-001	Salaries Wages & Benefits	826,784
	Operations	Dial A Lift	DAL-001	Salaries/Wages & Benefits	1,361,776
		Operations	OP-001	Salaries/Wages & Benefits	245,839
		Transportation	TM-001	Salaries/Wages & Benefits	18,554,318
		Vanpool	VP-001	Salaries/Wages & Benefits	588,221
		Village Vans	VV-001	Salaries/Wages & Benefits	200,072
		Customer Service	CS-001	Salaries/Wages & Benefits	676,430
Salaries & Benefits Total					31,308,990
Salaries & Benefits related	Administrative Services	Human Resources	HR-009	ATU Tuition	5,000
			HR-010	IAM Tuition	2,000
	Maintenance	Facilities	FAC-000	Extra Help	15,000
		Fleet	VM-009	Contract Benefits	40,000
			VM-000	Extra Help	10,000
	Operations	Transportation	TM-005	Uniforms Supervisor/Operator	132,350
Salaries & Benefits related Total					204,350
Salaries&Ben-new FTEs	Administrative Services	Finance	FIN-014	General Wage Increase	251,828
	Operations	Transportation	TM-007	New Operators	785,517
		Customer Service	CS-006	New CSR Position	44,659
			CS-007	Customer Service Supervisor	66,190
Salaries&Ben-new FTEs Total					1,148,194
Grand Total					109,708,352
H:\Budget\Budget_2019\Reports_queries\[Priority Report v3_09.14.18.xlsm]Detail					

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 7
MEETING DATE: September 19, 2018**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Paul Koleber, 705-5884

SUBJECT: Fleet Technology Conversation

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- 1) **The Issue:** Provide an overview of current, new and future fleet technology.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** The purchase and maintenance of vehicles is a major expense significantly impacting our budget. The technology type purchased is at the Authority's discretion.
-
- 4) **Background:** This is an opportunity to learn more about our current fleet and associated technological advances, get an overview of our most recent DAL and bus purchases as well as get an update on new technology.
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- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** **Goal # 2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."*
-
- 8) **References:** N/A.

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
September 10, 2018

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

REMINDER: THE OCTOBER 5TH TRPC MEETING WILL BE HELD AT THE RAINIER SENIOR CENTER.

Complete Count Committee Request – US Census Bureau (Public Comment item)

During public comment, Samantha Herriot from the US Census Bureau encouraged the Council and Council members to form a Complete Count Committee to prepare for the 2020 Census. Executive Director Daily mentioned that he had received a powerpoint presentation from Samantha and would provide it to Council (attached). Her email is samantha.herriot@2020census.gov.

Building a Modern Work Environment

Melissa Wideman, Workforce Planning and Performance Section Chief from the State's Office of Financial Management (OFM), briefed Council on the State's efforts regarding building a modern work environment to attract, support and retain their workforce. OFM's website provides tools to help with this endeavor that focus on changing agency culture, using space to its full potential, and supporting a mobile workforce (<https://ofm.wa.gov/facilities/building-modern-work-environment>).

Intercity Transit (IT) – Road Trip Update – Moving Forward Together

Ann Freeman-Manzanaaras, Intercity Transit's General Manager, briefed Council on IT's current facilities and programs, and public outreach efforts relating to short- and long-range planning. Through their outreach, IT has learned that there is strong support for increasing service through a variety of programs. Ann's presentation can be found here: https://www.trpc.org/DocumentCenter/View/5951/A7_TRPC---September-2018.

Draft 2019-2022 Regional Transportation Improvement Program (RTIP).

Senior Planner Holly Gilbert briefed Council on the draft RTIP. The RTIP contains 46 transportation projects that will be included in the State Transportation Improvement Program, and 135 transportation projects included in Appendix A. The RTIP is a critical step in getting federal transportation funding to local projects. The draft RTIP is on TRPC's website: <https://www.trpc.org/306/Regional-Transportation-Improvement-Prog>.

Deschutes Watershed Lead Entity Fiscal Agent

Executive Director Marc Daily briefed Council regarding the opportunity to take on the role of Lead Entity for the Deschutes Watershed. Marc explained that he had received letters from the six initiating members of the Deschutes Lead Entity, Squaxin Island Tribe, Thurston County, Lacey, Olympia, Rainier, and Tumwater, requesting that TRPC take on the role of coordinating the program. Funding for restoration projects is administered through the Washington Recreation and Conservation Office (RCO). Three of the initiating members, Thurston County, Tumwater, and Rainier have already passed resolutions. The others are expected to take action by the end of September. Council approved hosting the Deschutes Watershed Lead Entity and authorized Marc to begin negotiations with the RCO pending adoption of the remaining resolutions. Next steps are for TRPC to hire a part-time Lead Entity Coordinator. Marc's presentation can be found here: https://www.trpc.org/DocumentCenter/View/5949/A9_LeadEntity09072018.