

AGENDA
INTERCITY TRANSIT AUTHORITY
April 3, 2013
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS** **5 min.**
 - A. **Christine Kahana, Accounting Assistant** (*Leslie Williamson*)

- 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 requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** March 6, 2013, Regular Meeting; March 20, 2013, Special Meeting.

 - B. **Accounts Payable:** Warrants dated February 8, 2013, numbers 13360-13424, in the amount of \$235,090.83; warrants dated February 22, 2013, numbers 13425-13553 in the amount of \$762,501.00, for a monthly total of \$997,591.83. Warrants dated March 8, 2013, numbers 13556-13650 in the amount of \$328,464.35; warrants dated March 22, 2013, numbers 13664-13770, in the amount of \$854,956.33, for a monthly total of \$1,183,420.68.

 - C. **Landscape & Grounds Maintenance Services Contract Renewal:**
Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$45,000.00, including taxes. (*Erin Hamilton*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**
 - C. **Thurston Sustainable Task Force** (*Ryan Warner*) **3 min.**
 - D. **Citizen Advisory Committee** (*Meta Hogan*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **General Manager Hiring Process Update** (*Heather Stafford*) **5 min.**
 - B. **2013 Citizen Advisory Committee Recruitment** (*Rhodetta Seward*) **5 min.**
 - C. **Federal Advocacy Services** (*Marilyn Hemmann*) **10 min.**

- 8) **GENERAL MANAGER'S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

- 10) **EXECUTIVE SESSION - None** **0 min.**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
March 6, 2013

CALL TO ORDER

Chair Thies called the March 6, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate)

Members Excused: Labor Representative, Karen Stites.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Erin Hamilton; Marilyn Hemmann; Mark Kallas; Meg Kester; Jim Merrill; Jeff Peterson; Heather Stafford; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member Jill Geyen.

APPROVAL OF AGENDA

It was M/S/A by Mayor Clarkson and Commissioner Valenzuela to approve the agenda as published.

INTRODUCTIONS & RECOGNITIONS

- A. Mark Sandberg introduced **Michael Midstokke, Operations Supervisor.**
- B. Jim Merrill introduced newly hired **Operators Diana Claus; Randy Habakangas; Dennis Pritchard; John Staikos; Jim Bush; Rauf Nayemi; Thomas Brewer; Al Heinemeyer; Greg Parker; and Tamara Cowles.**

APPROVAL OF CONSENT AGENDA ITEMS

Warner asked to pull item C (Surplus Property) from the consent agenda.

Intercity Transit Authority Regular Meeting

March 6, 2013

Page 2 of 7

It was M/S/A by Councilmember Jones and Mayor Clarkson to approve the consent agenda as amended.

- A. **Approval of Minutes:** February 6, 2013, Regular Meeting; February 20, 2013, Work Session.
- B. **Payroll:** January 2013 Payroll in the amount of \$1,788,966.49. February 2013 Payroll in the amount of \$1,778,041.51.
- C. **Surplus Property:** Declared the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items. - *Pulled*
- D. **Cisco Equipment and Annual Maintenance Agreement:** Authorized the General Manager to purchase Cisco equipment from Nexus IS, Inc. in the amount of \$15,527.00, including tax, and enter into a 12-month contract with Nexis IS, Inc. to provide maintenance services for Cisco equipment in the amount of \$12,961, including tax.
- E. **Purchase of Passenger Shelters:** Authorized the General Manager to issue a purchase order to Handi-Hut, Inc. for 14 passenger shelters in the not-to-exceed amount of \$55,987.02, including taxes and freight.

CONSIDERATION OF PULLED ITEM

C. **Surplus Property.** Warner asked why shelters are being surplus. Hemmann explained they are old, outdated shelters. Kallas added they've lived their life expectancy and are replaced with the new green shelters.

Baker asked if the public can bid on surplus property items. Hemmann said the public can register on our website to receive notification when items go to public auction. Staff also sends a list of the surplus items to other jurisdictions and public entities who expressed an interest in purchasing our surplus.

It was M/S/A by Commissioner Valenzuela and Citizen Representative Warner to declare the property listed on Exhibit "A" as surplus.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (TRPC).** Valenzuela reported during the TRPC's meeting on March 1, she approached the TRPC regarding Intercity Transit's right to appoint any member of the Authority to represent the agency on the TRPC. She said the Chair of TRPC selected a small committee to work on an amendment to

Intercity Transit Authority Regular Meeting

March 6, 2013

Page 3 of 7

TRPC's bylaws. The committee consists of Councilmember Jones, Commissioner Valenzuela, and two other members. They are drafting language that calls Intercity Transit out by name in the bylaws and explains Intercity Transit consists of a board made up of both elected officials and citizen representatives, and any one of their members can represent the agency on the TRPC. Valenzuela expects the committee to conclude within the next couple of weeks.

The TRPC also received a presentation by Mark Brown, the Director of Human Resources of JBLM regarding transition programs such as the Cross-Base Highway project.

- B. Transportation Policy Board (TPB).** Hildreth reported the TPB met March 13 and discussed the 2013 Federal Funding Process known as the "use it or lose it" policy. He said there is a hard deadline of August 1 to meet funding requirements, noting funding is lost if it's not obligated by the deadline. The TPB also discussed Intercity Transit's Congestion Mitigation and Air Quality Improvement Program scheduled for obligation in 2013-2014.
- C. TRPC Sustainable Development Task Force.** Warner reported the Task Force met on February 11 where discussion continued on Phase 2 Topic Strategies and focused on the Sustainable Economy. On February 25, staff presented Phase 2 Scenarios and Indicators. Two indicators affect Intercity Transit -- population and employment with access to transit, and the activity density and urban corridors.
- D. Citizen Advisory Committee.** Geyen reported four CAC members appreciated the opportunity to participate in the General Manager Recruitment sessions conducted by Prothman Group on March 4.

NEW BUSINESS

- A. General Manager Recruitment Update:** Stafford reported Lynn Stokesbary, the Project Lead from Prothman Group, was onsite March 4 to meet with Authority members, several CAC members, and staff to determine desired knowledge, skills and abilities of a new General Manager. Mr. Stokesbary was impressed with the caliber of all the individuals he met, and Intercity Transit's great agency and work environment.

Stafford presented the draft General Manager Ideal Candidate Profile which was created out of the interviews and surveys. She asked the Authority to review the draft and provide comments to her by 5 p.m. on March 7. Messmer indicated she would like to include a statement regarding our commitment to sustainability under the Embrace Mission and Vision section of the document.

Intercity Transit Authority Regular Meeting

March 6, 2013

Page 4 of 7

For Authority consideration, Stafford presented the proposed salary range to be advertised. She explained Intercity Transit's General Manager position does not currently have a set range amount or step system. Based on comparable data, Prothman Group recommended advertising this position in the range of \$120,000 to \$135,000. He believes candidates do not have the expectation to be paid at the top amount; however, they want to know there is room to grow financially.

After further discussion and questions, the Authority supported advertising the new General Manager position at the recommended salary range.

Stafford said next steps are to begin advertising the week of March 11 which includes advertising nationally, with a concentrated effort on the northwest and the eleven western states. The first round of applicant screening begins April 28. Prothman Group will review the application packets and begin scheduling in-person or video conference interviews with the top twenty candidates. Staff will provide the Authority with a packet of four to five recommended finalists at the May 15 meeting, with interviews scheduled for the first week in June. Mr. Stokesbary will attend the Authority meeting on March 20 to provide recommendations regarding details of the onsite interview process and finalize the actual dates of those onsite interviews.

B. Marketing & Communications Services Contracts: Hamilton presented two contract awards for consideration; one for Marketing Services and one for Communication Services. She answered questions from the Authority.

In response to a question from Hildreth regarding the scope of work, Hamilton explained the communication services provided are outside the realm of what our staff typically does. For the communication piece, the vendor is an additional resource for things such as heavy public involvement, creating public information like fact sheets for a ballot measure, or anything requiring research. On the marketing end, it's for graphics for items such as the look of our bus passes or for ridership campaigns. Kester added in terms of the marketing scope of work, it's mostly marketing graphic design as well as strategic marketing efforts and primarily based on outreach to our customers, such as rider information and updating the transit guides.

It was M/S/A by Citizen Representative Messmer and Mayor Clarkson to authorize the General Manager to enter into a one-year contract with two, one-year options to extend, with each of the following firms:

- **Eben Design for the provision of Marketing Services in the not-to-exceed amount of \$55,000, including tax.**
- **EnviroIssues for the provision of Communication Services in the not-to-exceed amount of \$10,000, including tax.**

C. Purchase of Solar Lighting Units: Peterson presented the request for the purchase of 15 solar lighting units to be utilized on existing bus shelters. He answered questions from the Authority.

Messmer indicated she would like staff to research less expensive units for the purchase of future solar lights.

Thies wanted to know if Operators or the public provided feedback regarding the solar lights in shelters. Caldwell responded on behalf of the Operators, indicating the lights help Operators by creating a shadow in locations where there are no street lights, because the units light the whole inside of the shelter.

It was M/S/A by Councilmember Hildreth and Councilmember Jones to authorize the General Manager to issue a purchase order to Urban Solar Corporation for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,283.90, including taxes and freight.

D. General Legal Counsel: Hemmann presented the request to award the contract for General Legal Counsel Services. She indicated four proposals were received by the deadline, and two were moved forward for interviews. Based on these interviews and reference checks, the Procurement Team recommends Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S. She answered questions from the Authority.

Jones asked if the agency uses other contracted legal counsel, and if there is a separate budget. Freeman Manzanares responded the agency does use other legal counsel for human resource issues. If needed, we would use specialized legal counsel for matters pertaining to construction matters, etc. Seward noted Human Resources maintain a separate budget for personnel legal counsel, and the remainder of services comes from the general legal counsel budget.

It was M/S/A by Commissioner Valenzuela and Councilmember Jones to authorize the General Manager to execute a contract with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S., to provide general legal counsel services for a period of one year, with options to renew annually for a total contract period not-to-exceed beyond March 31, 2018.

Intercity Transit Authority Regular Meeting

March 6, 2013

Page 6 of 7

GENERAL MANAGER'S REPORT

Freeman-Manzanares asked for Authority's support to proceed with several grant applications due March 21, 2013. The list of projects includes OTC expansion; bus stop ADA enhancement projects; the Walk and Roll project; Tumwater Park-and-Ride Siting study; and Fare Technology Study. Our STP funds are estimated at \$464,548 with a match of \$63,000, and award is anticipated on May 3, 2013.

Hildreth, Clarkson, and staff members, Freeman-Manzanares, Bergkamp, and Seward will attend the **APTA Legislative Conference** in D.C.

Freeman-Manzanares presented the **effects of sequestration**. She noted the highway trust fund is excluded from automatic cuts. Intercity Transit's formula funds, used for Capital Preventative Maintenance, are not impacted by the sequester.

We have 208 **vanpool groups**, up one from February.

Hannah Ausserer is Intercity Transit's new **Employee Transportation Coordinator**.

2013 is a state **Commute Trip Reduction survey year**. In April, employees will be asked to participate in the survey to determine what commute modes they currently use.

KPFF worked with staff to submit an application to the **American Public Works Association** for national and state award consideration for the Hawks Prairie Park-and-Ride.

The Tumwater School Board presented a "You Make the Difference" award to **Maya Heiland**, Youth Education Assistant.

AUTHORITY ISSUES

Warner noted he spent the morning speaking to a group of pre-kindergarten students from a childcare center on the Westside of Olympia, and he was impressed they were so excited about taking the bus to all of their field trips. He said it was heartwarming to see such young people so enthused about transit.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Hildreth to adjourn the meeting at 6:58 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

Rhodetta Seward
**Director of Executive Services/
Clerk to the Authority**

Date Approved: April 3, 2013

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

Exhibit "A"
SURPLUS PROPERTY – March 2013

VEHICLES			
Vehicle #	Type	Mileage	Value
1803	2006 Ford raised top E350 lift-equipped van	68,000	13,000.00
1212	2002 Chevrolet Astro van	52,000	5,000.00
1216	2005 Dodge Caravan van	181,000	4,500.00
OTHER			
	Item		
4	New Miller self-retracting fall limiter packages		1,000.00
140	New 5/8" Sup-R Drop anchors with bolts		70.00
42	Studded snow tires, some with rims		1,228.20
13	Meeting room chairs		65.00
2	Christie wall mounted 12V chargers		80.00
1	Enclosed bike locker with door		100.00
1	32" Apex color television		50.00
1	Television stand		5.00
1	Sansu VCR/DVD player		25.00
1	Bunn-O-Matic coffee maker		25.00
1	General Corporation binding machine		5.00
22	V-Bolts 12" x 16.75" with washers/nuts		220.00
6	Ace full-sized aluminum bus shelters		1,800.00
2	Stihl backpack blower/vacuums		120.00
	TOTAL		27,293.20

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
March 20, 2013

CALL TO ORDER

Chair Thies called the March 20, 2013, special meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Lacey Mayor Virgil Clarkson; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Nathaniel Jones; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate).

Members Excused: Thurston County Commissioner Karen Valenzuela; and Labor Representative Karen Stites.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Jessica Brandt; Ann Bridges; Ben Foreman; Meg Kester; Jim Merrill; Heather Stafford; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Faith Hagenhofer.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Baker and Councilmember Hildreth to approve the agenda as presented.

CITIZEN ADVISORY COMMITTEE REPORT

Hagenhofer reported Seward provided the CAC with an update on the status and activities of other Citizen Advisory Committees around the state. CAC members provided several suggestions about ways the CAC could be more helpful to the Authority. The CAC asked the question, "Are we important enough to the Transit Authority?" They suggested the Authority discuss this at a future work session. The CAC also received updates on Environmental and Sustainability and Village Vans. They also discussed the CAC Youth Position recruitment, and several consumer issues.

Jones asked Hagenhofer her perspective on whether the CAC is important enough to the Authority. Hagenhofer responded the CAC could be more effective by bringing

Intercity Transit Authority Special Meeting

March 20, 2013

Page 2 of 7

awareness of the smaller issues to the Authority. Thies said he attended the CAC meeting and felt Seward's presentation and the CAC's self-reflection around the table was interesting. He rephrased the CAC's question to, "Is the Authority optimizing what the CAC is capable of providing?" He asked Seward to place this on a future work session for further discussion.

Mayor Clarkson arrived.

GENERAL MANAGER HIRING PROCESS

Stafford said as a result of the information gathered from the onsite meetings and completed questionnaires, a list of desired knowledge, skills, abilities and characteristics were identified. She indicated the General Manager position opened last week with a press release, and tonight's presentation focuses on obtaining approval for the next steps in the recruitment process.

Stafford introduced Lynn Stokesbary from the Prothman Group. Stokesbary explained he's seeking the Authority's direction on finalizing dates to conduct the interviews and approval of the selection process. Stokesbary proceeded with several recommendations for the Authority's consideration.

After a question and answer discussion, the Authority selected the dates of May 29-30, 2013. On May 29, the candidates will be given a tour of the service area, and an open-house style reception for employees and external stakeholders will be held at a location to be determined. On May 30, the candidates will be given a tour of the agency facilities, and interviews with the Authority members will commence along with two additional interview panels to help identify the strengths of the candidates.

It was M/S/A by Councilmember Hildreth and Mayor Clarkson to approve the recommended onsite selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group.

VILLAGE VANS PROGRAM 2012 UPDATE

Bridges provided an update on the Village Vans program. She noted in 2012, Village Vans celebrated their 10th anniversary year. She provided a history and several examples of why the Village Vans program is important, and shared two success stories about individuals who participated in the program.

Bridges provided the following statistics:

Intercity Transit Authority Special Meeting

March 20, 2013

Page 3 of 7

- Since 2004, Village Vans enrolled 183 eligible and screened volunteers to drive the vans
- 125 volunteers took full advantage of the program
- 51 volunteers didn't complete the program for various reasons
- 25 dropped out for various factors
- 100 participants fully participated and were successful in completing the program
- From those 100 participants, 97 found permanent jobs
- Of those who found jobs, 41 are driving professionally, and 8 are Operators with Intercity Transit
- 56 obtained employment in other professions depending on experience and skill levels

Bridges answered questions from the Authority. Jones asked if other transit agencies have programs like Village Vans. Bridges said she believes our program is unique. She received inquiries from agencies within nine other states wanting to know about the program; however, she hasn't heard of any which are up and running.

Clarkson asked if we track the progress after the volunteers obtained permanent employment. Bridges responded some volunteers do keep in contact with her. She said unofficially, it looks like approximately 60% were still in the jobs they obtained while in the program.

ENVIRONMENTAL AND SUSTAINABILITY UPDATE

Brandt provided a presentation on the Environmental and Sustainability program. The update included current and upcoming projects; APTA metrics; awards and applications.

Current projects include outreach and education:

- Waste sorting event
- Green meetings
- Sustainable purchasing
- Training
- Communications and Tools

Maintenance, Facilities and Operations:

- Bicycle fleet
- Lighting audit and upgrades
- Continued fuel efficiency program
- Bus shelter solar lights

Intercity Transit Authority Special Meeting

March 20, 2013

Page 4 of 7

- ESMS Action Plans

Brandt noted Intercity Transit maintained its Gold status as of the end of 2012. The annual APTA Sustainability Indicators show criteria air pollutant emissions are down, as are greenhouse gas emissions, energy and fuel usage. Also the composting/recycling programs are doing well.

Brandt reviewed the ESMS focus areas:

- Chemicals and fluids – inventory, storage and emergency preparedness
- Fuel use – vehicle performance
- Stormwater Pollution/Prevention
- Fuel, liquids and chemical deliveries

Coming up next:

- ISO 14001 Certification
- Sustainability Plan Review
- More detailed water use data
- Landscaping to reduce irrigation
- Continue fleet fuel efficiency
- Energy star certification
- Evaluate heating/cooling options at Pattison
- OTC building – LEED

Brandt answered questions from the Authority.

Clarkson asked if staff knows why there is an increase in water usage, and what's being done to counteract it. Brandt said it could be due to a variety of reasons. The Facilities Manager discovered a water leak at the Amtrak station in 2011 which contributed to the increase. As ridership increases, staff washes more fleet vehicles, and increased the cleaning of bus shelters. Clarkson asked if there are plans to utilize rainwater. Brandt said yes, it's just a matter of how to do it. One consideration is collecting rainwater and using it in the trucks used to clean the shelters.

Messmer asked what type of tracking system staff uses to report to APTA. Brandt said data is collected from the various utility bills and the information is tracked on an Excel spreadsheet. Messmer suggested staff check with Puget Sound Energy (PSE) about the Resource Conservation Manager Grant program where grants are given for software and training.

Thies asked if sustainability, in regards to locality, can be built into the Request for Proposal/Purchasing process. Freeman-Manzanares replied utilization of federal

Intercity Transit Authority Special Meeting

March 20, 2013

Page 5 of 7

funding does not allow for local preference; however, issues of importance can be addressed in the project criteria and evaluation process. If there are issues surrounding delivery of services, for instance, those can be addressed in the criteria and each firm would define their service delivery process in their proposal.

WASHINGTON STATE TRANSIT INSURANCE POOL

Foreman provided an update on the Washington State Transit Insurance Pool (WSTIP). He noted WSTIP was formed 25 years ago by eight transit systems, and today serves 25 systems. Each system has a representative on the board, and this year Foreman serves as the President of the WSTIP Board.

WSTIP covers our property, crime, pollution, underground storage, liability and public official's liability insurance needs.

Foreman showed a video detailing the WSTIP process and answered questions from the Authority.

AUTHORITY PLANNING SESSION

Seward asked for a determination on whether to conduct an annual planning session. If the Authority wishes to hold a session, she asked they determine the best time for the session (in the spring; after hiring the new General Manager; or in the fall); and to begin identifying topics of interest and possible facilitators.

The Authority agreed to conduct a planning session a few months after hiring the new General Manager. This allows time for the new General Manager to get established and familiar with the agency. The Authority asked staff to revisit this topic at the June work session and provide a list of local facilitators.

UPDATE ON STP AND TAP GRANT APPLICATIONS

Freeman-Manzanares provided details of the Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) grants to be submitted by March 21, 2013. Staff identified possible grant funds and provided specifics on the completed grant application packages.

Freeman-Manzanares explained there potential sources of grant funds.

- The Service Transportation Program which is a formula fund program.
- The Surface Transportation Program for statewide consideration.

Intercity Transit Authority Special Meeting

March 20, 2013

Page 6 of 7

Under the formula portion designated for 2013 and 2014, we are looking to dedicate these funds to the Olympia Transit Center expansion project. In the next several months staff will present the Authority with a request for additional design fees associated with that project. Many of those have to do with the additional dollars spent during the preliminary design phase addressing sea level rise and some of the features of the original facility that needed to be moved out and onto State Avenue, along with the reprogramming of the remaining property.

The total federal dollars available in the STP grant is \$464,592 with a \$72,508 match. The Authority already dedicated these local funds as part of that project.

Staff is looking at the following two projects to be submitted for statewide consideration for 2013:

- The Tumwater Park-and-Ride lot site selection and environmental review. Staff anticipates this study coming in at \$100,000 and the match is \$13,500.
- A fare analysis and technology review study budgeted at \$75,000, with a match of \$10,125.

The other program is the Transportation Alternatives Program (TAP). There is \$360,000 available for the region. Staff is looking at submitting two grant applications. One is for bus stop ADA enhancements at \$185,000 with a local match of \$24,975. The second is to continue our Walk-and-Roll program. This grant is about \$39,300 with a match of about \$5,300.

The Authority agreed with staff's recommendations for grant submittals.

AUTHORITY ISSUES

Hildreth noted the APTA Legislative Conference in D.C. was a pleasure to attend with informative seminars and great speakers.

Warner said he attended a successful and informative workshop along with Pierce Transit, Metro, Sound Transit and Community Transit about transit's role in emergency planning and working with City Managers from an operations standpoint.

Warner shared Sustainable Thurston is conducting two outreach events on March 27 and 28, 2013. The March 27 event is scheduled for South Sound Manor in Tumwater; and the March 28 event will be at Rainier High School.

Intercity Transit Authority Special Meeting

March 20, 2013

Page 7 of 7

Jones asked what impact the changes taking place at Pierce Transit may have on Intercity Transit. Freeman-Manzanares said originally Pierce was only going to serve those vanpools within their TPBA. However, they are reconsidering that decision. If they go forward with their decision, we will provide assistance. Messmer added she understands there was a discussion that any vanpool that didn't start in the Pierce PTBA would either be charged a fee or the service would stop; however, they have not acted on this. Should they act on this, then any vanpools inside our PTBA may end up being cut off or create more demand on us. Manzanares agreed to look into this and apprise the Authority.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 7:57 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved: April 3, 2013

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

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/08/2013 Thru Date: 02/08/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013360	2/8/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$1,505.20	
00013361	2/8/2013	01660	ALL STAR FORD	\$0.00	✓
00013362	2/8/2013	01660	ALL STAR FORD	\$7,237.65	
00013363	2/8/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00013364	2/8/2013	02380	ARAMARK UNIFORM SERVICES	\$668.01	
00013365	2/8/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,240.59	
00013366	2/8/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00013367	2/8/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$6,199.84	
00013368	2/8/2013	05281	CAPITAL MACHINE LLC	\$296.10	
00013369	2/8/2013	05460	CARQUEST AUTO PARTS-OLY	\$78.28	
00013370	2/8/2013	05940	CENTURY LINK	\$2,640.58	
00013371	2/8/2013	05945	CENTURY LINK	\$145.09	
00013372	2/8/2013	06040	CITY OF LACEY	\$569.57	
00013373	2/8/2013	06120	CITY OF OLYMPIA UTILITIES	\$2,000.41	
00013374	2/8/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,107.76	
00013375	2/8/2013	07220	CUMMINS NORTHWEST INC	\$2,948.76	
00013376	2/8/2013	10630	GFI GENFARE	\$1,113.52	
00013377	2/8/2013	10660	GILLIG LLC	\$0.00	✓
00013378	2/8/2013	10660	GILLIG LLC	\$0.00	✓
00013379	2/8/2013	10660	GILLIG LLC	\$14,560.50	
00013380	2/8/2013	10880	GRIMM COLLECTIONS	\$1,387.10	
00013381	2/8/2013	11760	INTERCITY IMPREST ACCOUNT	\$897.87	
00013382	2/8/2013	11810	INTERSTATE BATTERY	\$1,534.08	
00013383	2/8/2013	11865	ISLAND SUPERIOR AIR FILTER	\$97.10	
00013384	2/8/2013	11930	JERRYS AUTOMOTIVE TOWING	\$1,196.79	
00013385	2/8/2013	12910	KRONE, DAVID	\$100.00	
00013386	2/8/2013	13140	L G ISAACSON CO INC	\$104.39	
00013387	2/8/2013	13510	LES SCHWAB TIRE CENTER	\$222.83	
00013388	2/8/2013	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00013389	2/8/2013	14160	MCMASTER-CARR SUPPLY CO.	\$876.61	
00013390	2/8/2013	14900	NAPA AUTO PARTS	\$575.00	
00013391	2/8/2013	15090	NELSON TRUCK	\$354.39	
00013392	2/8/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$1,157.66	
00013393	2/8/2013	16593	PACIFIC OFFICE AUTOMATION	\$3,033.40	
00013394	2/8/2013	16595	PACIFIC POWER PRODUCTS	\$555.73	
00013395	2/8/2013	16695	PATTISON WATER COMPANY	\$93.00	
00013396	2/8/2013	16760	PETTIT OIL COMPANY	\$3,786.90	
00013397	2/8/2013	16765	PETRO CARD	\$123,203.23	
00013398	2/8/2013	16874	PITNEY BOWES PURCHASE POWER	\$1,000.00	
00013399	2/8/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,065.26	
00013400	2/8/2013	17505	RAINIER DODGE INC	\$166.32	
00013401	2/8/2013	17560	RE AUTO ELECTRIC INC	\$924.73	
00013402	2/8/2013	17900	SCHETKY NW SALES INC	\$652.67	
00013403	2/8/2013	18068	SHINING EXAMPLE INC	\$303.33	
00013404	2/8/2013	18100	SIGN PROJECT	\$38.05	
00013405	2/8/2013	18195	SMALL & MID SIZED TRANSIT	\$6,235.00	
00013406	2/8/2013	18465	SPOLTMAN JEROME	\$75.00	
00013407	2/8/2013	18470	SPORTWORKS NORTHWEST INC	\$954.52	
00013408	2/8/2013	18473	SPRAGUE	\$94.04	
00013409	2/8/2013	18711	SUNSET AIR INC	\$478.28	
00013410	2/8/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$56.47	
00013411	2/8/2013	18755	S-SQUARE TUBE PRODUCTS	\$1,159.00	
00013412	2/8/2013	18990	THERMO KING NORTHWEST	\$1,065.58	
00013413	2/8/2013	21930	TIRES INC	\$2,915.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/08/2013

Thru Date: 02/08/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013414	2/8/2013	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00013415	2/8/2013	21950	TITUS-WILL CHEVROLET	\$3,205.14	
00013416	2/8/2013	22010	TOYOTA OF OLYMPIA	\$115.61	
00013417	2/8/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$25,369.22	
00013418	2/8/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,898.98	
00013419	2/8/2013	23530	U S POSTAL SERVICE	\$200.00	
00013420	2/8/2013	23620	UNITED PARCEL SERVICE	\$244.74	
00013421	2/8/2013	23820	VERIZON WIRELESS	\$1,188.09	
00013422	2/8/2013	24750	WA ST GET PROGRAM	\$372.50	
00013423	2/8/2013	25380	WASHINGTON GARDENS	\$314.65	
00013424	2/8/2013	25858	WESTCARE CLINIC LLC PS	\$150.00	
Total:				\$235,090.83	

Intercity Transit

Accounts Payable Check Disbursement List

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ACCOUNTS PAYABLE WARRANTS

From Date: 02/22/2013 Thru Date: 02/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013425	2/22/2013	01230	A WORKSAFE SERVICE INC	\$642.00	
00013426	2/22/2013	01311	ACCESS INFORMATION MANAGEMENT	\$281.84	
00013427	2/22/2013	01380	ADA WORKSHOP	\$500.00	
00013428	2/22/2013	01405	ADVANCE GLASS INC	\$0.00	<input checked="" type="checkbox"/>
00013429	2/22/2013	01405	ADVANCE GLASS INC	\$1,941.76	
00013430	2/22/2013	01640	ALL CITY LOCK & KEY	\$215.01	
00013431	2/22/2013	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00013432	2/22/2013	01660	ALL STAR FORD	\$2,372.94	
00013433	2/22/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$12,045.17	
00013434	2/22/2013	01805	AMB TOOLS AND EQUIPMENT CO INC	\$552.76	
00013435	2/22/2013	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00013436	2/22/2013	01820	AMERICAN DRIVING RECORDS INC	\$457.06	
00013437	2/22/2013	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$300.00	
00013438	2/22/2013	02060	AMERISAFE	\$66.85	
00013439	2/22/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$443.10	
00013440	2/22/2013	02380	ARAMARK UNIFORM SERVICES	\$665.68	
00013441	2/22/2013	02680	ASSOCIATION OF WASHINGTON CITIES	\$13,625.00	
00013442	2/22/2013	02825	AUTO PLUS - OLYMPIA	\$321.77	
00013443	2/22/2013	03065	BANK OF AMERICA OR SCARSELLA	\$1,007.12	
00013444	2/22/2013	03250	BATTERY SYSTEMS, INC	\$467.22	
00013445	2/22/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$562.52	
00013446	2/22/2013	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$57.54	
00013447	2/22/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,885.72	
00013448	2/22/2013	03940	BROWN & BALSLEY SIGN COMPANY	\$131.11	
00013449	2/22/2013	05340	CAPITOL COURIER SERVICE	\$358.87	
00013450	2/22/2013	05460	CARQUEST AUTO PARTS-OLY	\$17.87	
00013451	2/22/2013	05740	CED	\$113.21	
00013452	2/22/2013	05940	CENTURY LINK	\$81.37	
00013453	2/22/2013	06060	CITY OF OLYMPIA	\$708.74	
00013454	2/22/2013	06607	COMDATA	\$45,043.70	
00013455	2/22/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,192.61	
00013456	2/22/2013	06830	CONSOLIDATED PRESS	\$10,535.40	
00013457	2/22/2013	06940	COREX LLC	\$911.45	
00013458	2/22/2013	07105	CRAIN'S OFFICE SUPPLY	\$822.58	
00013459	2/22/2013	07150	CROSSROADS COLLISION CENTER	\$1,003.60	
00013460	2/22/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00013461	2/22/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00013462	2/22/2013	07220	CUMMINS NORTHWEST INC	\$12,263.64	
00013463	2/22/2013	07617	DAVID M HOWE TRUSTEE	\$1,361.68	
00013464	2/22/2013	08680	EHRLICH'S OFFICE PRODUCTS	\$634.90	
00013465	2/22/2013	08780	EMERALD RECYCLING SERVICE	\$703.06	
00013466	2/22/2013	08785	EMERGENCY TRAINING ASSOCIATES	\$750.00	
00013467	2/22/2013	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$1,309.17	
00013468	2/22/2013	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00013469	2/22/2013	09805	FLEET PRIDE	\$48.08	
00013470	2/22/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013471	2/22/2013	10660	GILLIG LLC	\$10,114.22	
00013472	2/22/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,024.20	
00013473	2/22/2013	11048	HARGIS ENGINEERS INC	\$575.00	
00013474	2/22/2013	11175	HEALTH CARE AUTHORITY	\$290,956.66	
00013475	2/22/2013	11185	HEALTHFORCE PARTNERS INC	\$93.00	
00013476	2/22/2013	11308	HOFSTETTER SHANNON	\$384.60	
00013477	2/22/2013	11310	HOGAN MFG INC	\$103.44	
00013478	2/22/2013	11414	HULTZ BHU ENGINEERS INC	\$295.09	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/22/2013

Thru Date: 02/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013479	2/22/2013	11535	ILIUM ASSOCIATES INC	\$1,875.00	
00013480	2/22/2013	11740	INTERCITY ADVANCED TRAVEL	\$5,000.00	
00013481	2/22/2013	11753	INTERCITY FITNESS	\$590.00	
00013482	2/22/2013	11760	INTERCITY IMPREST ACCOUNT	\$1,000.00	
00013483	2/22/2013	11775	INTERCITY PROJECT ASSISTANCE	\$759.00	
00013484	2/22/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,720.25	
00013485	2/22/2013	11810	INTERSTATE BATTERY	\$544.32	
00013486	2/22/2013	11865	ISLAND SUPERIOR AIR FILTER	\$313.68	
00013487	2/22/2013	11930	JERRYS AUTOMOTIVE TOWING	\$1,096.80	
00013488	2/22/2013	12450	KAPAUN JR DAVID J	\$65.88	
00013489	2/22/2013	12725	KINGS III OF AMERICA INC	\$216.15	
00013490	2/22/2013	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00013491	2/22/2013	12845	KNIGHT FIRE PROTECTION	\$420.40	
00013492	2/22/2013	12875	KPFF CONSULTING ENGINEERS INC	\$3,705.72	
00013493	2/22/2013	13140	L G ISAACSON CO INC	\$390.23	
00013494	2/22/2013	13324	LACEY SPRING FUN FAIR	\$500.00	
00013495	2/22/2013	13440	LAW, LYMAN, DANIEL, KAMERRER BOGDAN	\$445.15	
00013496	2/22/2013	13510	LES SCHWAB TIRE CENTER	\$423.03	
00013497	2/22/2013	13661	LOOMIS	\$413.81	
00013498	2/22/2013	13700	LUMINATOR HOLDING, L.P.	\$480.00	
00013499	2/22/2013	13714	MAC TOOLS	\$10.53	
00013500	2/22/2013	13900	MAXIM HEALTH SYSTEMS LLC	\$1,655.00	
00013501	2/22/2013	14160	MCMASTER-CARR SUPPLY CO.	\$73.07	
00013502	2/22/2013	14590	MOHAWK MFG & SUPPLY	\$288.76	
00013503	2/22/2013	14900	NAPA AUTO PARTS	\$162.80	
00013504	2/22/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$630.64	
00013505	2/22/2013	15385	OFFICE DEPOT	\$482.23	
00013506	2/22/2013	16250	ON-HOLD CONCEPTS INC	\$288.06	
00013507	2/22/2013	16490	PACIFIC DISPOSAL INC	\$640.13	
00013508	2/22/2013	16595	PACIFIC POWER PRODUCTS	\$332.61	
00013509	2/22/2013	16685	PART WORKS INC THE	\$521.68	
00013510	2/22/2013	16760	PETTIT OIL COMPANY	\$147.85	
00013511	2/22/2013	16765	PETRO CARD	\$131,933.74	
00013512	2/22/2013	16874	PITNEY BOWES PURCHASE POWER	\$61.71	
00013513	2/22/2013	17290	PUGET SOUND ENERGY	\$25,180.77	
00013514	2/22/2013	17505	RAINIER DODGE INC	\$68.26	
00013515	2/22/2013	17560	RE AUTO ELECTRIC INC	\$1,511.23	
00013516	2/22/2013	17755	ROOD DAVID	\$80.00	
00013517	2/22/2013	17824	S & A SYSTEMS INC	\$369.63	
00013518	2/22/2013	17891	SCARSELLA BROTHERS	\$19,135.21	
00013519	2/22/2013	17900	SCHETKY NW SALES INC	\$49,195.27	
00013520	2/22/2013	18145	SIX ROBBLEES INC	\$158.17	
00013521	2/22/2013	18210	SME SOLUTIONS	\$2,280.34	
00013522	2/22/2013	18315	SORIAGA, ULYSSES	\$195.65	
00013522	2/22/2013	18315	SORIAGA, ULYSSES	(\$195.65)	<input checked="" type="checkbox"/>
00013523	2/22/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00013524	2/22/2013	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$150.00	
00013525	2/22/2013	18420	SOUTHGATE FENCE INC	\$1,351.93	
00013526	2/22/2013	18470	SPORTWORKS NORTHWEST INC	\$335.04	
00013527	2/22/2013	18651	STORMANS (LICENSING)	\$47.25	
00013528	2/22/2013	18711	SUNSET AIR INC	\$582.37	
00013529	2/22/2013	18767	TACOMA SCREW PRODUCTS	\$583.19	
00013530	2/22/2013	18801	TAGS AWARDS & SPECIALTIES	\$118.43	
00013531	2/22/2013	18813	TALENTWISE SOLUTIONS LLC	\$106.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 02/22/2013

Thru Date: 02/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013532	2/22/2013	18990	THERMO KING NORTHWEST	\$109.29	
00013533	2/22/2013	21850	THURSTON COUNTY TREASURER	\$1,592.67	
00013534	2/22/2013	21910	THYSSENKRUPP ELEVATOR	\$1,134.16	
00013535	2/22/2013	21930	TIRES INC	\$455.00	
00013536	2/22/2013	21950	TITUS-WILL CHEVROLET	\$1,758.56	
00013537	2/22/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$161.20	
00013538	2/22/2013	22010	TOYOTA OF OLYMPIA	\$284.46	
00013539	2/22/2013	22100	TRANSIT SOLUTIONS, LLC	\$8,266.59	
00013540	2/22/2013	22260	TRI-DIM FILTER CORPORATION	\$197.30	
00013541	2/22/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00013542	2/22/2013	22420	TUMWATER PRINTING	\$942.98	
00013543	2/22/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,422.00	
00013544	2/22/2013	24000	W W GRAINGER INC	\$4,569.37	
00013545	2/22/2013	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$88.86	
00013546	2/22/2013	24440	WA ST DEPT OF PERSONNEL	\$450.00	
00013547	2/22/2013	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$35,322.50	
00013548	2/22/2013	24750	WA ST GET PROGRAM	\$372.50	
00013549	2/22/2013	25130	WALTER E NELSON CO OF WESTERN WA	\$1,918.63	
00013550	2/22/2013	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$210.00	
00013551	2/22/2013	25858	WESTCARE CLINIC LLC PS	\$525.00	
00013552	2/22/2013	26720	ZEP MANUFACTURING CO	\$183.71	
00013553	2/22/2013	26800	ZUMAR INDUSTRIES INC	\$1,071.89	
Total:				\$762,501.00	

Intercity Transit

Accounts Payable Check Disbursement List

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ACCOUNTS PAYABLE WARRANTS

From Date: 03/08/2013

Thru Date: 03/08/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013556	3/8/2013	18315	SORIAGA, ULYSSES	\$195.65	
00013557	3/8/2013	01230	A WORKSAFE SERVICE INC	\$191.00	
00013558	3/8/2013	01405	ADVANCE GLASS INC	\$748.81	
00013559	3/8/2013	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00013560	3/8/2013	01660	ALL STAR FORD	\$3,332.60	
00013561	3/8/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00013562	3/8/2013	01805	AMB TOOLS AND EQUIPMENT CO INC	\$1,042.95	
00013563	3/8/2013	02060	AMERISAFE	\$109.79	
00013564	3/8/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$113.80	
00013565	3/8/2013	02380	ARAMARK UNIFORM SERVICES	\$665.68	
00013566	3/8/2013	02825	AUTO PLUS - OLYMPIA	\$564.79	
00013567	3/8/2013	03250	BATTERY SYSTEMS, INC	\$747.69	
00013568	3/8/2013	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$46.65	
00013569	3/8/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00013570	3/8/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,307.85	
00013571	3/8/2013	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$46.35	
00013572	3/8/2013	05167	CANNON, ERIC	\$52.46	
00013573	3/8/2013	05460	CARQUEST AUTO PARTS-OLY	\$32.39	
00013574	3/8/2013	05940	CENTURY LINK	\$2,903.28	
00013575	3/8/2013	05945	CENTURY LINK	\$155.08	
00013576	3/8/2013	06040	CITY OF LACEY	\$583.22	
00013577	3/8/2013	06120	CITY OF OLYMPIA UTILITIES	\$3,803.76	
00013578	3/8/2013	06607	COMDATA	\$43,291.61	
00013579	3/8/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$2,493.77	
00013580	3/8/2013	07150	CROSSROADS COLLISION CENTER	\$1,396.14	
00013581	3/8/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00013582	3/8/2013	07220	CUMMINS NORTHWEST INC	\$14,258.17	
00013583	3/8/2013	07520	DAILY JOURNAL OF COMMERCE	\$422.10	
00013584	3/8/2013	07560	DATAQUEST	\$43.00	
00013585	3/8/2013	08680	EHRLICH'S OFFICE PRODUCTS	\$21.73	
00013586	3/8/2013	08720	ELECTRONIC RESOURCING INC	\$88.94	
00013587	3/8/2013	08780	EMERALD RECYCLING SERVICE	\$971.72	
00013588	3/8/2013	09660	FERGUSON ENTERPRISES, INC	\$25.44	
00013589	3/8/2013	09820	FLEET-NET CORP	\$1,641.37	
00013590	3/8/2013	10290	FUSION GRAPHIX	\$7,494.41	
00013591	3/8/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013592	3/8/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013593	3/8/2013	10660	GILLIG LLC	\$20,377.94	
00013594	3/8/2013	10975	HAMILTON, ERIN	\$350.01	
00013595	3/8/2013	11212	HEILAND, MAYA I	\$159.50	
00013596	3/8/2013	11285	HILTI	\$95.54	
00013597	3/8/2013	11308	HOFSTETTER SHANNON	\$192.30	
00013598	3/8/2013	11422	HUNG RIGHT DOORS LLC	\$3,279.21	
00013599	3/8/2013	11615	INDUSTRIAL HYDRAULICS INC	\$269.23	
00013600	3/8/2013	11770	INTERCITY PETTY CASH	\$400.49	
00013601	3/8/2013	11810	INTERSTATE BATTERY	\$217.29	
00013602	3/8/2013	11930	JERRYS AUTOMOTIVE TOWING	\$416.32	
00013603	3/8/2013	13750	MAILBOX OF OLYMPIA	\$600.00	
00013604	3/8/2013	13850	MASON COUNTY TRANSIT	\$1,672.00	
00013605	3/8/2013	14160	MCMASTER-CARR SUPPLY CO.	\$136.20	
00013606	3/8/2013	14590	MOHAWK MFG & SUPPLY	\$51.52	
00013607	3/8/2013	14760	MUNCIE TRANSIT SUPPLY	\$1,271.29	
00013608	3/8/2013	14900	NAPA AUTO PARTS	\$394.77	
00013609	3/8/2013	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$5,887.15	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/08/2013

Thru Date: 03/08/2013

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00013610	3/8/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$694.78	
00013611	3/8/2013	15265	NORTHWEST SALES GROUP INC	\$1,534.84	
00013612	3/8/2013	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$343.50	
00013613	3/8/2013	15385	OFFICE DEPOT	\$355.73	
00013614	3/8/2013	16593	PACIFIC OFFICE AUTOMATION	\$1,798.34	
00013615	3/8/2013	16595	PACIFIC POWER PRODUCTS	\$834.92	
00013616	3/8/2013	16680	PARTSMASTER	\$335.05	
00013617	3/8/2013	16695	PATTISON WATER COMPANY	\$86.74	
00013618	3/8/2013	16760	PETTIT OIL COMPANY	\$1,036.06	
00013619	3/8/2013	16765	PETRO CARD	\$70,599.90	
00013620	3/8/2013	16820	PIERCE COUNTY SECURITY	\$13,667.82	
00013621	3/8/2013	17505	RAINIER DODGE INC	\$79.49	
00013622	3/8/2013	17560	RE AUTO ELECTRIC INC	\$2,418.35	
00013623	3/8/2013	17805	ROUTEMATCH SOFTWARE INC	\$10,350.00	
00013624	3/8/2013	17811	RR DONNELLEY COMPANY	\$459.14	
00013625	3/8/2013	17824	S & A SYSTEMS INC	\$4,490.61	
00013626	3/8/2013	17894	SCHEEL, ERIN	\$159.50	
00013627	3/8/2013	17900	SCHETKY NW SALES INC	\$900.30	
00013628	3/8/2013	17970	SEATTLE MEDIUM	\$324.00	
00013629	3/8/2013	18068	SHINING EXAMPLE INC	\$303.33	
00013630	3/8/2013	18145	SIX ROBBLEES INC	\$4,945.56	
00013631	3/8/2013	18470	SPORTWORKS NORTHWEST INC	\$146.48	
00013632	3/8/2013	18695	SUMMIT LAW GROUP PLLC	\$2,063.00	
00013633	3/8/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$110.77	
00013634	3/8/2013	18767	TACOMA SCREW PRODUCTS	\$25.70	
00013635	3/8/2013	18990	THERMO KING NORTHWEST	\$1,633.26	
00013636	3/8/2013	21830	THURSTON COUNTY SOLID WASTE	\$1.00	
00013637	3/8/2013	21930	TIRES INC	\$11,694.75	
00013638	3/8/2013	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00013639	3/8/2013	21950	TITUS-WILL CHEVROLET	\$2,477.33	
00013640	3/8/2013	22010	TOYOTA OF OLYMPIA	\$296.02	
00013641	3/8/2013	22100	TRANSIT SOLUTIONS, LLC	\$456.70	
00013642	3/8/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$57,122.98	
00013643	3/8/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,415.95	
00013644	3/8/2013	23820	VERIZON WIRELESS	\$1,285.05	
00013645	3/8/2013	24000	W W GRAINGER INC	\$24.98	
00013646	3/8/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$245.00	
00013647	3/8/2013	24640	WA ST DEPT OF TRANSPORTATION	\$3,997.31	
00013648	3/8/2013	24750	WA ST GET PROGRAM	\$372.50	
00013649	3/8/2013	25380	WASHINGTON GARDENS	\$314.65	
00013650	3/8/2013	25540	WASHINGTON STATE RIDESHARING ORG	\$350.00	
Total:				\$328,464.35	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/22/2013

Thru Date: 03/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013664	3/22/2013	01311	ACCESS INFORMATION MANAGEMENT	\$750.72	
00013665	3/22/2013	01405	ADVANCE GLASS INC	\$449.81	
00013666	3/22/2013	01480	AIR FLOW SYSTEMS INC	\$417.39	
00013667	3/22/2013	01640	ALL CITY LOCK & KEY	\$164.79	
00013668	3/22/2013	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00013669	3/22/2013	01660	ALL STAR FORD	\$6,862.57	
00013670	3/22/2013	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00013671	3/22/2013	01820	AMERICAN DRIVING RECORDS INC	\$477.39	
00013672	3/22/2013	01960	AMERICAN SEATING COMPANY	\$705.53	
00013673	3/22/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$121.37	
00013674	3/22/2013	02380	ARAMARK UNIFORM SERVICES	\$665.68	
00013675	3/22/2013	02825	AUTO PLUS - OLYMPIA	\$138.17	
00013676	3/22/2013	03250	BATTERY SYSTEMS, INC	\$14,105.91	
00013677	3/22/2013	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$93.30	
00013678	3/22/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00013679	3/22/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,435.46	
00013680	3/22/2013	03940	B&B SIGN CO LLC	\$65.22	
00013681	3/22/2013	04040	BUD CLARY CHEVROLET	\$303,058.00	
00013682	3/22/2013	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$95.70	
00013683	3/22/2013	05340	CAPITOL COURIER SERVICE	\$313.41	
00013684	3/22/2013	05460	CARQUEST AUTO PARTS-OLYMPIA	\$54.33	
00013685	3/22/2013	05740	CED	\$296.12	
00013686	3/22/2013	06060	CITY OF OLYMPIA	\$1,284.49	
00013687	3/22/2013	06120	CITY OF OLYMPIA UTILITIES	\$2,322.42	
00013688	3/22/2013	06270	CLAUS, DIANA	\$150.00	
00013689	3/22/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$2,014.87	
00013690	3/22/2013	07105	CRAIN'S OFFICE SUPPLY	\$178.12	
00013691	3/22/2013	07150	CROSSROADS COLLISION CENTER	\$696.12	
00013692	3/22/2013	07220	CUMMINS NORTHWEST INC	\$5,035.66	
00013693	3/22/2013	08550	EASY SPEAKERS CLUB	\$528.00	
00013694	3/22/2013	08780	EMERALD RECYCLING SERVICE	\$389.52	
00013695	3/22/2013	09660	FERGUSON ENTERPRISES, INC	\$27.29	
00013696	3/22/2013	09805	FLEET PRIDE	\$48.25	
00013697	3/22/2013	09960	FOREMAN BENJAMIN T III	\$715.23	
00013698	3/22/2013	10290	FUSION GRAPHIX	\$275.81	
00013699	3/22/2013	10630	GFI GENFARE	\$141.11	
00013700	3/22/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013701	3/22/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00013702	3/22/2013	10660	GILLIG LLC	\$15,187.77	
00013703	3/22/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00013704	3/22/2013	10820	GRAPHIC COMMUNICATIONS	\$572.58	
00013705	3/22/2013	11175	HEALTH CARE AUTHORITY	\$282,625.41	
00013706	3/22/2013	11308	HOFSTETTER SHANNON	\$192.30	
00013707	3/22/2013	11310	HOGAN MFG INC	\$0.00	<input checked="" type="checkbox"/>
00013708	3/22/2013	11310	HOGAN MFG INC	\$996.28	
00013709	3/22/2013	11414	HULTZ BHU ENGINEERS INC	\$95.76	
00013710	3/22/2013	11615	INDUSTRIAL HYDRAULICS INC	\$434.12	
00013711	3/22/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,720.25	
00013712	3/22/2013	11810	INTERSTATE BATTERY	\$217.29	
00013713	3/22/2013	11905	JANEK CORPORATION	\$190.23	
00013714	3/22/2013	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00013715	3/22/2013	13440	LAW, LYMAN, DANIEL, KAMERRER BOGDAN	\$3,332.00	
00013716	3/22/2013	13485	LEMAY MOBILE SHREDDING	\$40.00	
00013717	3/22/2013	13661	LOOMIS	\$353.90	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/22/2013

Thru Date: 03/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00013718	3/22/2013	13700	LUMINATOR HOLDING, L.P.	\$35.40	
00013719	3/22/2013	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00013720	3/22/2013	13850	MASON COUNTY TRANSIT	\$1,933.00	
00013721	3/22/2013	14120	MCI SERVICE PARTS INC	\$44.67	
00013722	3/22/2013	14590	MOHAWK MFG & SUPPLY	\$342.87	
00013723	3/22/2013	14760	MUNCIE TRANSIT SUPPLY	\$1,688.33	
00013724	3/22/2013	14900	NAPA AUTO PARTS	\$557.29	
00013725	3/22/2013	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$68.70	
00013726	3/22/2013	15300	OAK HARBOR FREIGHT LINES INC	\$471.17	
00013727	3/22/2013	15530	OLYMPIA AUTOBODY, INC.	\$2,558.37	
00013728	3/22/2013	15545	OLYMPIA COPY & PRINTING	\$569.78	
00013729	3/22/2013	15700	OLYMPIAN THE	\$3,443.38	
00013730	3/22/2013	16263	ORACLE AMERICA INC	\$586.98	
00013731	3/22/2013	16490	PACIFIC DISPOSAL INC	\$646.71	
00013732	3/22/2013	16593	PACIFIC OFFICE AUTOMATION	\$0.00	<input checked="" type="checkbox"/>
00013733	3/22/2013	16593	PACIFIC OFFICE AUTOMATION	\$2,080.04	
00013734	3/22/2013	16595	PACIFIC POWER PRODUCTS	\$821.18	
00013735	3/22/2013	16660	PARKER PAINT MFG CO INC	\$140.97	
00013736	3/22/2013	16765	PETRO CARD	\$96,102.06	
00013737	3/22/2013	16820	PIERCE COUNTY SECURITY	\$12,939.79	
00013738	3/22/2013	17216	PROTHMAN	\$8,833.34	
00013739	3/22/2013	17290	PUGET SOUND ENERGY	\$22,626.19	
00013740	3/22/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,065.26	
00013741	3/22/2013	17505	RAINIER DODGE INC	\$394.17	
00013742	3/22/2013	17560	RE AUTO ELECTRIC INC	\$2,494.76	
00013743	3/22/2013	17900	SCHETKY NW SALES INC	\$1,125.29	
00013744	3/22/2013	18145	SIX ROBBLEES INC	\$322.20	
00013745	3/22/2013	18210	SME SOLUTIONS	\$625.00	
00013746	3/22/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00013747	3/22/2013	18705	SUNBELT RENTALS	\$540.00	
00013748	3/22/2013	18767	TACOMA SCREW PRODUCTS	\$96.69	
00013749	3/22/2013	18801	TAGS AWARDS & SPECIALTIES	\$275.00	
00013750	3/22/2013	18813	TALENTWISE SOLUTIONS LLC	\$46.00	
00013751	3/22/2013	18990	THERMO KING NORTHWEST	\$780.43	
00013752	3/22/2013	21750	THURSTON COUNTY CHAMBER	\$2,000.00	
00013753	3/22/2013	21790	THURSTON COUNTY PUBLIC WORKS	\$131.53	
00013754	3/22/2013	21910	THYSSENKRUPP ELEVATOR	\$377.94	
00013755	3/22/2013	21930	TIRES INC	\$7,969.94	
00013756	3/22/2013	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00013757	3/22/2013	21950	TITUS-WILL CHEVROLET	\$1,482.27	
00013758	3/22/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$91.63	
00013759	3/22/2013	22000	TOYOTA LIFT NORTHWEST	\$109.88	
00013760	3/22/2013	22055	TRAIL, NANCY	\$98.07	
00013761	3/22/2013	22100	TRANSIT SOLUTIONS, LLC	\$380.56	
00013762	3/22/2013	22260	TRI-DIM FILTER CORPORATION	\$50.72	
00013763	3/22/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00013764	3/22/2013	22420	TUMWATER PRINTING	\$163.05	
00013765	3/22/2013	23740	USSC LLC	\$652.51	
00013766	3/22/2013	24000	W W GRAINGER INC	\$94.18	
00013767	3/22/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$738.51	
00013768	3/22/2013	24750	WA ST GET PROGRAM	\$372.50	
00013769	3/22/2013	25858	WESTCARE CLINIC LLC PS	\$300.00	
00013770	3/22/2013	26700	ZEIGLER'S WELDING	\$28.67	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/22/2013

Thru Date: 03/22/2013

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$854,956.33

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: April 3, 2013

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Landscape & Grounds Maintenance Services Contract Renewal

1) **The Issue:** Consideration of a one-year renewal contract for landscape and grounds maintenance services.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$45,000.00, including taxes.

3) **Policy Analysis:** Procurement policy states the Authority must approve contracts over \$25,000.

4) **Background:** Intercity Transit awarded a one-year contract to Sound Landscape Professionals for landscape and ground maintenance services in April 2011. The contract included the option of two, one-year extensions. This proposed extension represents the last extension option available under this Agreement.

Sound Landscape currently provides landscape and ground maintenance services for the Pattison Street facility, the Amtrak station, Olympia and Lacey Transit Centers and the Martin Way Park-and-Ride. Service will also be provided for the Hawks Prairie Park-and-Ride beginning late 2013. Staff is satisfied with Sound Landscape Professional's current performance and recommends this renewal.

The contract remains the same in 2013 as it was in 2012, \$45,000.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$45,000.00, including taxes.

B. Defer action. Deferring action will require us to extend the contract with the current provider, Sound Landscape Professionals until a decision is made.

6) **Budget Notes:** The 2013 landscape and grounds maintenance services budget is \$45,000.

7) **Goal References:** Goal No. 2: *"Provide outstanding customer service."*

8) **References:** N/A

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Willie Frank
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Sandra Romero

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Karen Valenzuela

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
George Barner

PUD No. 1 of Thurston County
Chris Stearns

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

TCOMM 9-1-1
Jim Cooper

The Evergreen State College
Paul Smith

Timberland Regional Library
Jeff Kleingartner



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, April 5, 2013 8:30 a.m. – 10:30 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – March 1, 2013
- b. Approval of Vouchers

Local Food Systems 101

PRESENTATION / DISCUSSION

This month, the Council kicks off a multi-part Local Food Systems 101 series. Building off the Sustainable Thurston work, the first presentations will provide information on what we grow here and what we could grow here, as well as the role of local food systems in our economy.

Retreat Subcommittee Report

DISCUSSION

The 2013 TRPC Retreat Subcommittee met to begin to put shape to the Council retreat agenda. The retreat will be held on June 7th at the Thurston County Emergency Operations Center on Tilley Road. Subcommittee members will give a brief update on the progress.

TRPC By-laws Update

ACTION

At the February TRPC meeting Councilmember Valenzuela raised an issue with the TRPC membership by-laws. She pointed out that Intercity Transit has citizen members on their Board and they should have the opportunity to serve on the TRPC representing Intercity Transit. Currently the by-laws prohibit that. She requested that a subcommittee be appointed to review that section of the by-laws and make a recommendation to the full Council. This work has been done and a revised draft will be presented by the subcommittee.

2013 Legislative Session

DISCUSSION

Staff will provide additional information on issues of potential interest to the Council that require state legislative assistance and support.

Future Agenda Topics

DISCUSSION

Discussion of possible topics the membership would like to see on upcoming agendas.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 18, 2013**

CALL TO ORDER

Chair Abernathy called the March 18, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Wilfred Collins; Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Dani Burger; Joan O'Connell; and Mackenzie Platt.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Jessica Brandt; Ann Bridges; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Van Gelder and Elliott to approve the agenda.

INTRODUCTIONS - Marty Thies, Citizen Representative, Authority Member was introduced.

MEETING ATTENDANCE

A. March 20, 2013, Work Session - Faith Hagenhofer

B. April 3, 2013, Regular Meeting - Meta Hogan

Hagenhofer arrived.

APPROVAL OF MINUTES - It was M/S/A by Melnick and VanderDoes to approve the minutes of February 11, 2013, as presented. Melnick noted a change to the minutes on page 5, paragraph 4 noting the minutes should state "Melnick would like to see Intercity Transit do more to encourage ridership."

Gangula arrived.

CAC MEETING MINUTES

March 18, 2013

Page 2 of 7

CONSUMER ISSUES CHECK-IN -

- Melnick - *Follow up work on ridership.*
- See - *Follow up from meetings he attended.*

Hustoft arrived.

Freeman-Manzanares handed out a sample Middle East Awareness Campaign advertisement that will be in 12 Intercity Transit buses soon. The advertisement says "Equal Rights for Palestinians, The Way to Peace." The ad is sponsored by SeaMac. King County Metro had a similar advertisement in the past, received hate mail and ended up with a lawsuit.

Sibree arrived.

Geyen asked if we anticipate hate mail because of this new advertisement. Freeman-Manzanares commented that she does not know. If someone wants to pay for an advertisement on a vehicle, the ad must designate who is paying for the ad. Our policy does not allow advertising of alcohol, tobacco, and any X-rated ads. Our current advertising contract is through 2017 and brings in approximately \$250,000 annually in revenue. Thies commented it is a matter of constitution rights, either we do advertising or we don't. Hagenhofer asked if the Authority will look plans to review the advertising guidelines in the future. Thies replied issues have come up before but usually regarding pro-choice ads. Thies asked about the ad King County Metro pulled and if this ad is different. Freeman-Manzanares stated the art is different on our ad and the ads will be inside the bus, whereas King County Metro placed the ad on the exterior.

Gray asked if King County Metro canceled all their advertising or just this particular one ad. Freeman-Manzanares responded it was just the one ad. Gray asked if they used the safety of the driver as a mitigating factor. Freeman-Manzanares commented, King County Metro's mission is to provide safe transportation, and this was harming their ability to do ensure safe transportation. Elliott suggested the item be brought up at the next CAC meeting to get a report of how things went. Hogan asked if we've had any similar ads besides pro-choice ads. Freeman-Manzanares replied we advertised for the Hemp Festival and had some anti-smoking campaigns which created controversy. If Marketing feels an ad is questionable, it is brought to the CAC and the Authority. Our contract states advertisement to sell political or noncommercial advertisement must include, in visual letters (72 pt for exterior and 24 pt for interior,) who paid for the ad.

CAC MEETING MINUTES

March 18, 2013

Page 3 of 7

Abernathy reported he and three other members met with Prothman Group to discuss the qualities desired in a new General Manager. Geyen appreciated how the different employee groups provided input, and it is a testament to Intercity Transit.

NEW BUSINESS

- A. How Advisory Committees From Other Transit Systems Operate** - Over the past couple of years, the subject of an annual statewide Citizen Advisory Committee conference was discussed. At the January CAC meeting, there was interest in gathering input from other CAC committees on things they are doing; identifying how other advisory committees from various transit agencies operate; and bringing groups together on a regional basis to hear how they may differ from Intercity Transit. Seward contacted 24 systems around the region and received feedback. The outcome of her findings is included in member packets. Out of the 24 systems contacted:
- 13 - Do not have a CAC.
 - 9 - Have a CAC.
 - 1 - Has a CAC but is preparing to disband it.
 - 1 - One has a blend - the CAC is not theirs.

See thanked Seward for researching and putting together the information. He would like to have Kitsap Transit and Pierce Transit visit our system to talk about commuter issues, urban versus rural areas, and other issues we can relate to. He would like to see us meet with other advisory regional committees such as the TRPC to get ideas on land use that have connection to transit, and get views on legislative issues. See reported Community Transit's website advertises Transit Lobby Day, and wondered if there is interest for members going to the Capitol to talk about transit issues. Van Gelder would like to get the TRPC Transportation Planner to make a presentation at a CAC meeting. They are in the process of developing their regional transportation plan and the corridor plan.

WSTA will host a transportation conference this year in Spokane. Van Gelder feels there could possibly be a forum to stimulate conversation and regrowth about advisory committees. A suggestion was possibly a session could be put together on the benefits of CAC committees throughout the state. There is a Washington State Ridesharing Organization Conference in Vancouver and maybe we can send a CAC member to that conference.

Melnick thanked Seward for all her work, and asked if our Authority feels the CAC is providing important information to them. Thies feels Intercity Transit is a community asset and is here for the community. It is nice having a body of people from the

CAC MEETING MINUTES

March 18, 2013

Page 4 of 7

community, and the Authority is conscious of representation of people with different interests. It is critical for an agency whose sole purpose is to serve the community at large. He thinks there is great communication and representation when the CAC and the Authority members go to each other's meetings. Thies feels the self-evaluations from the CAC members provide great information, and all types of continued communication are important. He suggests adding the subject to a work session agenda to ask Authority members if they are providing enough information. Collins believes what makes us strong is our diversity, and being from all parts of the community. Chair Abernathy feels we are structured and our roles and responsibilities are laid out very clearly.

B. Environmental and Sustainability Update - Brandt presented an update on Intercity Transit's Environmental and Sustainability plan. Sustainability is more than about the environment, it's also about society and economics. Brandt's focus with the agency is environmental sustainability. It is made up of the policy, plan, a sustainability committee, and APTA metrics to measure how the agency is doing, and the ESMS.

Current Projects include:

I. Outreach and Education projects:

- Waste Sorting Event
- Green Meetings
- Sustainable Purchasing
- Training
- Communication Tools-new and existing

II. Maintenance, Facilities and Operations projects:

- Bicycle Fleet
- Lighting Audit and Upgrades - PSE Grant Program
- Continue Fuel Efficiency Program, upgrades, fleet, no idling
- Bus Shelter Solar Lights - 24 with 15 more in the budget
- ESMS Action Plans

Indicators reported to APTA include:

- Energy Use
- Water Use
- Fuel Consumption

CAC MEETING MINUTES

March 18, 2013

Page 5 of 7

- Waste
- Green House Gas Emissions

Brandt shared indicator percentage change from 2008 – 2011. She is pulling the 2012 numbers currently and hopefully staff can apply for the platinum level this year. Water use is up +25%, but Brandt is working with facilities to figure out why. It might be a possible water leak or irrigation problems. All other indicators are positive. The Environmental and Sustainability Management System is the tool we use to prioritize, track, measure and continually improve. Our goal is to conform to ISO14001 Standards for Certification.

ESMS focus areas are:

- Chemical and fluids- *amounts and storage.*
- Fuel use – *fuel economy.*
- Storm water – *pollution prevention.*
- Fuel, liquids, and chemical deliveries – *spill prevention, preparedness and response.*

Coming up next:

- ISO14001 Certification – Auditor here in July.
- Sustainability Plan Review.
- More detailed water use data – sub meters.
- Landscaping to reduce irrigation – LTC.
- Continue fleet fuel efficiency program.
- Energy Star Certification.
- Evaluate heating/cooling options at Pattison.
- OTC Building – LEED.

Sustainability Awards and Application:

- Thurston Green Business.
- League of American Bicyclists – Bike Friendly Business Designation.
- APTA Sustainability – maintain GOLD level.

Gray asked for more information on the no idling policy. Brandt reported the no idling applies to coaches, Dial-A-Lift vehicles, Village Van vehicles, and vanpools. The general policy is to not run the vehicle for over one minute during start up and warm up time. Collins asked if the increase in water usage is verifiable or has our usage increased over the 2008-2011 period. Brandt reported we are busier over the last few years and some leaks were detected. Looking at 2012 data, water numbers leveled off and decreased. We are trying to reduce irrigation and not washing buses as often. Gangula asked if the goal for the ISO certification is just something nice to have or is

CAC MEETING MINUTES

March 18, 2013

Page 6 of 7

funding dependent upon it. Brandt says we decided we want to be a leader in this area and having an ISO certification helps define the leadership. It is pushing us into formalizing what we are already doing. The training has been going on for four years; Intercity Transit was in the third group with 10-12 agencies. In the transit world, it is somewhat new. Welter asked if we collect rainwater. Brandt responded we do not; however, it is on the list to look into.

C. Village Vans Program 2012 Update – Bridges provided an update on the Village Vans Program. She invited members to check out the new vehicle parked out front. Village Vans celebrated their 10th anniversary in 2012, which was a very good year. The program had more trips provided, but also became more efficient on scheduling the rides. Bridges shared several stories of people and families the program helped.

It is the volunteers who make the program work. Since 2004, 183 participants enrolled in the program. Of those 51 didn't stay in the program, leaving 125 people enrolled (7 currently enrolled). Twenty-five dropped out and did not finish the curriculum; 100 fully participated and took full advantage of what we offer; 97 participants were successful in finding jobs in or right after the program; 41 are driving professionally and 8 are operators at Intercity Transit; and 56 were hired in a wide range of careers.

In 2012, 15 participants found good jobs while in the program. It's hard to measure the impact the agency has on individuals' lives. The ripple effect from this program touches every part of our community. Chair Abernathy reported in the Washington State Transportation Plan, the Village Vans program scored 60% in effectiveness and should be mirrored. The program is definitely changing lives.

D. CAC Youth Position Recruitment – Seward informed the committee they need to make a decision on the timing to recruit for the youth position. Platt's position is up in June. Several months ago, the committee talked about possibly waiting until September to recruit, after kids go back to school. If we wait until the fall, students schedules are in place by August, applications would be posted in September, recruitment closed in October, interviews in November, and then the position wouldn't start until late November or later. Members agreed to a spring recruitment. Elliott feels if we don't find anyone in the spring recruitment, then go for the September recruitment. She would like to see the youth recruitment advertised at the same time as the adult recruitment. Richardson feels the agency's Facebook page is not well advertised, and needs to be better known. Chair Abernathy asked Richardson if he would be willing to help out our marketing group to provide ideas on how to improve the Facebook page to attract youth.

CAC MEETING MINUTES

March 18, 2013

Page 7 of 7

E. CONSUMER ISSUES -

- *Geyen - The old transit guides were removed from the bus 2-3 weeks before the new schedules came out. Freeman-Manzanares reported we ran out of transit guides. Marketing is being more sustainable and not ordering as many but will try to plan better in the future. Gray suggested a card in the empty space letting passengers know where to go to find information, such as website, Facebook, or a number to call.*
- *Van Gelder - is concerned for pedestrians at the bus stop on 5th by Sylvoester. The stop is inbound on the Southside of 5th and stops at the crosswalk. Freeman-Manzanares told him the City required them to put the stop there. Van Gelder's concerns are about lack of visibility.*
- *Melnick - Promoting ridership amongst seniors - add to next future agenda.*
- *See - Follow up from meetings he attended. He encourages members to participate in land use meeting opportunities as transit advocates, to express opinions about land use issues and ridership. Van Gelder suggested going to www.trpc.org for a sustainability forum survey for feedback into sustainability planning activities occurring. Meetings occur in the fall, but this is the time to get your input before plans are signed.*

REPORTS

- A. **February 20, 2013, Work Session** - no report given.
- B. **March 6, 2013, Regular Meeting** - Geyen shared highlights from the regular meeting.

OTHER ISSUES:

NEXT MEETING: April 15, 2013.

ADJOURNMENT

It was M/S/A by Hagenhofer and Melnick to adjourn the meeting at 7: 38 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 3, 2013

FOR: Intercity Transit Authority

FROM: Heather Stafford, Human Resources Director, 705-5861

SUBJECT: General Manager Hiring Process Update

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- 1) **The Issue:** Staff will present an update on the General Manager hiring process.
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- 2) **Recommended Action:** Information only.
-
- 3) **Policy:** Per Authority Chair direction, staff will provide an update regarding the status of the General Manager recruitment and selection process.
-
- 4) **Background:** The recruitment for the agency's General Manager opened the week of March 11, 2013. The first review of application packets will occur on April 28.

At the March 20, 2013, meeting, the Authority approved the on-site selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group. As approved, the on-site process will include a reception, two interview panels, an interview with the full Authority, and a tour. Details regarding the aspects of the selection process, in addition to an application count will be presented at the April 3, 2013, meeting.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.
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- 8) **References:** N/A
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: April 3, 2013

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: 2013 Citizen Advisory Committee Recruitment

1) **The Issue:** Provide an update on the recruitment process.

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

3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. It is the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.

4) **Background:** The Citizen Advisory Committee members serve three year terms, and may serve no more than two consecutive 3-year terms. Each April/May, staff conducts a recruitment to fill vacancies which may occur throughout the year or through expiration of terms.

The CAC is comprised of up to 20-members, representing the diversity of our community. There are nine positions available. Three members left the Authority during the year: *Catherine Golding and Rob Workman*, both of whom left our community. Another member, *Dani Burger* recently let us know she cannot continue due to her employment which requires her to work Monday evenings. As of March 25, 2013, she will no longer serve on the CAC. And member *Steve Abernathy*, will complete his term limit June 30, 2013. The remaining five members, *Don Melnick, Julie Hustoft, Michael Van Gelder, Jill Geyen and Kahlil Sibree* are eligible for reappointment. They've been notified that if they wish to be reappointed they need to submit a letter to the Authority seeking reappointment.

Staff will advertise the CAC openings in the *Olympian, Nisqually Valley News, and Business Examiner*. We will notify our riders in the Rider Alert in April as the March Rider Alert is completed. Currently, we are advertising for the Youth position in all local high schools throughout Thurston County, local service organizations catering to youth, home school consortiums, and are working closely with our two younger CAC members to help identify ideas for reaching

out to youth. We've contacted TOGETHER! to ask for their assistance in helping share the application with those participating in their Voices of Youth program as well which has representation from most of the high schools in Thurston County.

The application packet is posted on our website and Facebook. We are delivering it to the libraries, to the YMCA, to ROOF (in Rochester for youth), and school counselors in the local schools. We have copies at the Olympia Transit Center. We will also ensure you each receive the materials electronically, so you can share them with people you come in contact with you feel would be good candidates for the CAC and persons who express an interest. We also mail the application packet to those who've expressed an interest since the last recruitment as we maintain an ongoing list.

Catherine and Rob, both DAL clients brought specific issues to our attention throughout their term(s) on the CAC. With their loss, we have a gap on the CAC at this time. Seward reached out to DAL Manager Emily Bergkamp for assistance who will find ways to get the application in the hands of DAL clients.

Applications are due Friday, May 24, 2013. A timeline for the complete process is attached.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** The recruitment cost is approximately \$1,800 for artwork, design and ad placements, youth recruitment poster, and ads in the high school papers.
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- 7) **Goal References:** Maintaining an active, interested Citizen Advisory Committee supports all five goals.
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- 8) **References:** Recruitment Timeline.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
2013

Date	Process	Who
March 20-25, 2013	Update Application Materials/ Assemble Packets.	Rhodetta
March 20-22, 2013	Contact current members with terms expiring to determine who wishes to be considered for reappointment.	Rhodetta
April 3, 2013	Update Authority On Timeline & Process.	Rhodetta
April 4, 2013	Discuss w/ Brad Wright ad design; develop and approve. (<i>Olympian/Nisqually Valley News/Rider Alert/W1bsite/</i>)	Rhodetta/ Brad
April 10-April 28	Place ads strategically on weekends; local media.	Brad
April 15, 2013 Seek volunteer for ad hoc committee	Update CAC on timeline. Also apprise them of status on Youth recruitment	Rhodetta
April 17, 2013	Seek volunteers for ad hoc committee for interviews. (1 st week in June)	Rhodetta
April 10-May16, 2013	Packets will continue to go out electronically - mailed if requested.	Rhodetta
May 24, 2013	Applications Due.	Rhodetta
May 24-29, 2013	Reviewed for eligibility.	Rhodetta
May 29, 2013	Final list of applicants go to Authority for Authority review.	Rhodetta
June 5, 2013	Authority reviews applications for interviewing. Provides staff feedback.	Rhodetta
June 10-14, 2013 or June 17-21; however students may be out of school.	Identifies date for CAC and ITA members to conduct interviews - sets up interviews - approximately 15 minutes for each and 5 minutes in between. Staff schedules; confirms.	Rhodetta
July 3, 2013	Makes appointments	Authority
July 8-12, 2013	Schedules orientation with new members,	Rhodetta

	Citizen Advisory Committee officers, General Manager.	
July 15, 2013	First meeting for new members.	New Members

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 3, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Federal Advocacy Services

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- 1) **The Issue:** Consideration of award of contract to obtain the services of a federal advocacy firm.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year agreement, with the option of four one-year options to extend, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** A Request for Proposals (RFP) for the provision of federal advocacy services was released on February 20, 2013. Beyond the usual advertising in The Olympian, Journal of Commerce and The Seattle Medium, it was also advertised for two weeks in Roll Call, the Capital Hill newspaper and trade publication. One proposal was received by the submittal deadline of March 12, 2013.

The proposal received was from Gordon Thomas Honeywell Governmental Affairs (GTHGA). This firm provided federal advocacy services for Intercity Transit for the last five years and desires to be awarded the new contract. Procurement contacted eight other federal advocacy firms that indicated initial interest in the RFP to learn why they had not proposed. While there were several factors, the most common explanation was that there is a wide-spread assumption in the federal transit advocacy business that an agency will remain with the advocacy firm it has been employing if the relationship has been satisfactory. Firms cited GTHGA has good relationships with the Washington State Federal delegation, and they saw little incentive to compete with GTHGA for this contract.

The procurement review team consisting of the Interim General Manager, Grants Program Administrator, Marketing and Communications Manager and Procurement Manager reviewed the proposal, the agency's experience with GTHGA and the current federal transit funding climate.

MAP-21, the new two year federal transportation authorization legislation which became effective October 1, 2012, shifted funding assistance to population and ridership driven "formula funding." However, uncertainties remain with MAP-21 and details for current and future appropriations need to be worked out. The Federal Transit Administration (FTA) is currently going through a rule making process relative to MAP-21 and is welcoming and encouraging industry input. Debates continue inside and outside Congress on federal transportation issues and policies related to current administration and future legislation.

The ongoing benefits of federal advocacy services would likely be less direct over the short term compared to the past five years. Yet it will remain beneficial to have an advocate in Washington D.C. to ensure our priorities and points of view are taken into account as legislation and regulations are developed and implemented. Identifying and staying in touch with appropriate members of both houses of Congress and their staff is essential to successful early identification of means to secure funding. This type of advocacy is difficult to do from the outside.

Intercity Transit has been satisfied with GTHGA's representation of its interests and advocacy for several successful federal funding applications. Procurement surveyed peer transit agency's costs for federal advocacy services and believes the proposed retainer is fair and reasonable. Staff recommends award of contract to Gordon Thomas Honeywell Governmental Affairs as funding, policy rules and regulations remain uncertain and the need for Intercity Transit interests to stay engaged in Washington D.C. continues.

5) Alternatives:

- A. Authorize the General Manager to enter into a one-year agreement, with the option of four one-year options to extend, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- B. Choose not to obtain federal advocacy services at this time. All monitoring and advocating would be a staff exercise.

6) Budget Notes: The 2013 budget includes \$72,000 for federal advocacy services.

7) Goal Reference: Securing grant funds for the development of capital projects and the purchase of vehicles supports Goal No. 2: *"Provide outstanding Customer Service."* It also supports Goal No. 4: *"Provide Responsive Transportation Options."*

8) References: N/A