

AGENDA
INTERCITY TRANSIT AUTHORITY
February 1, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS -** **3 min.**

- 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.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** January 4, 2012.

 - B. **Accounts Payable:** Warrants dated December 2, 2011, numbers 85687-85773 in the amount of \$538,366.36; warrants dated December 16, 2011, numbers 85774-85775; 85781-85910, in the amount of \$1,224,397.80; warrants dated December 30, 2011, numbers 85912-86005 in the amount of \$535,232.23; and warrants dated December 31, 2011, numbers 86011-86117 in the amount of \$314,303.76, for a monthly total of \$2,612,300.15.

 - C. **Payroll:** January 2012 Payroll in the amount of \$1,789,365.39.

 - D. **Copier Contract:** Authorize the General Manager, pursuant to Washington State Contract 03706, to enter into a five year agreement with Pacific Office Automation to provide nine copiers. *(Marilyn Hemmann)*

 - E. **Maintenance Bay Fall Protection System:** Authorize the General Manager to award the purchase and installation of three maintenance bay fall protection systems to Gravitec Systems, Inc., in the not to exceed amount of \$48,887.98, including taxes. *(Erin Hamilton)*

- F. Federal Advocacy Services:** Authorize the General Manager to enter into a one-year contract extension to Gordon Thomas Honeywell Governmental Affairs to provide advocacy services on a retainer basis of \$6,000 per month. *(Marilyn Hemmann)*
- G. Internet Services Agreement:** Authorize the General Manager to enter into a three year agreement with TSS Digital Services, Inc. for provision of internet services in the amount of \$40,063.00. Internet services is not taxes. *(Marilyn Hemmann)*
- H. Contract Extension for General Legal Services:** Authorize the General Manager to execute a one-year contract extension with Tom Bjorgen, PLLC to provide general legal services. *(Marilyn Hemmann)*
- I. Contract Extension for Marketing Services:** Authorize the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$65,000. *(Marilyn Hemmann)*
- J. Fiber Optic Cable:** Authorize the General Manager to enter into a ten-year agreement, with the option of two five-year renewals, with WSDOT to make connections and provide the use of two strands of its fiber optic cable, running from the Pattison Street Facility to Capcom, in the amount of \$43,122.24, including taxes. *(Marilyn Hemmann)*

5)	PUBLIC HEARINGS - None	0 min.
6)	COMMITTEE REPORTS	
	A. Thurston Regional Planning Council <i>(Sandra Romero)</i>	3 min.
	B. Transportation Policy Board <i>(Ed Hildreth)</i>	10 min.
	C. TRPC Sustainable Development Task Force <i>(Karen Messmer)</i>	3 min.
	D. Citizen Advisory Committee <i>(Roberta Gray)</i>	3 min.
	E. Pension Committee <i>(Joe Baker)</i>	3 min.
7)	NEW BUSINESS	
	A. Bus Stop Pad Engineering Contract Award <i>(Marilyn Hemmann)</i>	5 min.
	B. Annual Authority Reorganizing Activities <i>(Rhodetta Seward)</i>	5 min.
	C. Pension Committee Appointment <i>(Mike Harbour)</i>	5 min.
	D. Transit Planning Within the Local Land Use Review Process <i>(Dennis Bloom)</i>	45 min.
	E. Service on Holidays <i>(Mike Harbour)</i>	15 min.
	F. Planning Session Dates <i>(Rhodetta Seward)</i>	5 min.
8)	GENERAL MANAGER'S REPORT	10 min.

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|-----|--------------------------|---------|
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | MEETING EVALUATION | 5 min. |
| 11) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 4, 2012

CALL TO ORDER

Chair Romero called the January 4, 2012, regular meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Thurston County Commissioner Sandra Romero; City of Olympia Councilmember Karen Rogers; City of Lacey Deputy Mayor Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Ryan Warner; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Freeman-Manzanares; Marilyn Hemmann; Meg Kester; Jim Merrill; Carolyn Newsome; Karl Shenkel; Heather Stafford; and Pat Messmer.

Others Present: Legal Counsel Tom Bjorgen and Citizen Advisory Committee (CAC) member Sreenath Gangula.

APPROVAL OF AGENDA

It was M/S/A by Deputy Mayor Clarkson and Councilmember Hildreth to approve the revised agenda as presented.

INTRODUCTIONS & RECOGNITIONS

- A. Chair Romero introduced new Authority Board member, Citizen Representative, Ryan Warner.**
- B. Seward introduced Executive Assistant, Pat Messmer, as the new Recording Secretary.**
- C. Marilyn Hemmann introduced Procurement Coordinator, Jeff Peterson.**

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S by Citizen Representative Messmer and Deputy Mayor Clarkson to approve the consent agenda as presented.

Intercity Transit Authority Regular Meeting

January 4, 2012

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- A. Approval of Minutes:** December 7, 2011, Regular Meeting; December 21, 2011, Special Meeting.
- B. Payroll:** November 2011 in the amount of \$1,740,061.14. December 2011 in the amount of \$1,735,124.73.
- C. Surplus Property:** Declared property listed on Exhibit "A" as surplus.
- D. Purchase One Staff Vehicle:** Authorized the General Manager, pursuant to Washington State Contract 05510, to issue a purchase order to Toyota of Yakima for the purchase of one 4-door hatchback Toyota Prius in the amount of \$25,194.87, including tax.

Staff responded to Authority questions. Clarkson asked why staff selected a dealership in Yakima, and was there any cost associated with transporting the vehicle such a long distance. Hemmann responded this dealership was the lowest bidder on the state contract, and the cost to transport the vehicle was factored into the price. Romero asked why the purchase price of the vehicle was so high. Hemmann said it's the standard price based on the state contract.

Thies asked why vehicle number 287 on the Exhibit "A" Surplus List is being surplused at such a low mileage. Shenkel responded the vehicle was part of the fleet being replaced based on the number of years.

Motion carried unanimously.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Romero reported the TRPC meets on Friday, January 6; she presented the agenda items.
- B. Transportation Policy Board (TPB).** Hildreth reported the TPB met on December 14, 2011. The main agenda included closing out The Urban Corridors Task Force's projects and presenting the information to the TPB. Their recommendations ranged from "modest" to "mighty." Modest recommendations included items to be implemented without policy change. Mighty changes included major changes requiring long-range planning such as an overall committee to form a public/private partnership to look at land use.
- C. TRPC Sustainable Development Task Force.** Harbour reported he attended the meeting on December 12, 2011, on behalf of Karen Messmer. The agenda focused on an energy presentation by Graeme Sackrison and Ramsey Zimmerman with Thurston Energy. They presented a white paper available on the Sustainable Thurston website. They discussed a shift to move towards more natural gas.

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D. Citizen Advisory Committee. Sreenath Gangula reported the CAC did not meet in December.

NEW BUSINESS

A. Vanpool Vehicle Purchase. Hemmann reported the 2012 budget included monies to purchase 46 vanpool vehicles (11 expansion and 35 replacement) in the amount of \$1,288,000. However, the award of Washington State grant funds for the biennium will not support the budgeted number of vehicles for 2012. Vanpool and Maintenance staff evaluated existing vanpool vehicles based on customer needs, the status in the replacement cycle, and overall cost per mile and adjusted the number of vehicles to purchase to maximize the available grant funding.

State grants will provide 80% funding for 11 expansion vehicles and 60% funding for 17 replacement vehicles. To complete the purchase, Intercity Transit proposes to add the required local match plus additional local funds to allow for the purchase total of 30 vehicles – 11 expansion and 19 replacement. Grants will provide \$467,845.20 of the cost and local funds \$227,549.80.

Hemmann also noted \$138,323.20 was received in 2011 from the surplus sale of 35 retired vanpool vehicles; this money is available for agency expenditures.

Clarkson asked why the agenda includes under the Alternatives Section, a repeated statement of the Recommended Action. Seward explained that the Alternative “A” is always staff’s recommended action, and it’s repeated because often, it’s on the second page. Therefore, the Authority member can just state it from the Alternative, if this is the motion they wish to make, rather than having to flip the page back over to the recommended action. Or they can choose another alternative.

It was M/S by Councilmember Hildreth and Deputy Mayor Clarkson to authorize the General Manager, pursuant to Washington State Contracts 04311 and 06310, to issue purchase orders to:

- **Bud Clary Auto Dealerships for the purchase of eleven 12-passenger and one 15-passenger Chevrolet Express vans in the amount of \$300,709.00.**
- **Karmart Automotive Group for the purchase of eighteen 7-passenger vans in the amount of \$394,686.00.**

The total cost of this purchase is \$695,395.00. (Note: Vanpool vehicles are exempt from sales tax.)

Motion carried unanimously.

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GENERAL MANAGER'S REPORT

Last month, Harbour reported one organization, Out of the Woods, did not submit a grant application for the **Discounted Bus Pass Program**. **However, we have now received** an application requesting eight passes per month. Harbour approved the request to begin in January. He didn't feel this request required additional Board action. The Authority concurred.

There is a **Legislative breakfast** scheduled for Friday, January 6, 2012, at 7:30 a.m. at the Intercity Transit administrative office. We expect Senator Fraser, Representatives Reykdal and Wilcox, and aide to Senator Becker to attend. Also attending are SMTA and WSTA lobbyists, and the WSTA Executive Director, along with all ITA members and three staff members.

Harbour met with the **South Capitol Neighborhood Association** and **Department of Enterprise Services** for their semi-annual meeting. Also in attendance were Senator Fraser, Representative Hunt, Mayor Buxbaum, Legislative staff and City of Olympia staff. They discussed issues related to the South Capitol Neighborhood and the state Capitol operations. Intercity Transit was invited to discuss the Dash service.

Ridership was up 4.5% for 2011. This is the highest ever with over 4.5 million fixed route boardings.

An **incident on the bus** was featured on King 5 News December 31, which involved an altercation between three passengers who were asked by another rider to stop using inappropriate language. It led to an argument, and two of the three people involved are barred from riding. The victim made a public records request for video footage and took it to the news.

Dash Shuttle returns to three buses the week of January 9. Communications and marketing are underway for the upcoming Legislative session.

Ridership on Dash increased substantially with the opening of the DES Building and recent special session.

Rider transition from the ORCA pass to a new monthly **Olympia Express pass** began this week. Staff is working closely with Pierce Transit involving rider communications and the sale of Olympia Express passes at Pierce Transit's bus shops.

AUTHORITY ISSUES

Clarkson reported the City of Lacey received an email from a citizen requesting the city include bus routes to events and activities held throughout the city. He met with city staff and suggested they contact Intercity Transit when events are scheduled to find out

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January 4, 2012

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what routes serve a particular venue, and to include the information on the city's website or announcements. Harbour recommended they contact Meg Kester for this type of specific information.

Thies requested staff send out an email communication to the Authority when incidences involving Intercity Transit occur, like the assault ending up on King 5 News last week, and include any web links to the news articles or stories. He said this information keeps the Authority members informed in the event they may be approached by the public.

Romero is concerned these types of incidences could make our buses appear unsafe, and asked if Authority members should respond to such reports. Harbour recommended not responding in most cases. Kester stated she received voice messages from the reporter and responded accordingly; however, it was after-the-fact due to the holiday.

EXECUTIVE SESSION

Chair Romero recessed the meeting at 6:10 p.m. to an executive session to discuss Labor Negotiations for ATU 1765.

ADJOURNMENT

Chair Romero reconvened the meeting at 6:25 p.m.

With there being no further business to come before the Authority, it was M/S/A by Councilmember Baker and Deputy Mayor Clarkson to adjourn the meeting at 6:26 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: February 5, 2012

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

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**EXHIBIT "A"
January 2012 Surplus List**

VEHICLES				
Vehicle #	Type	Mileage		Value
280	2002 Eldorado	219,768		\$3,000
281	2002 Eldorado	193,040		\$3,000
282	2002 Eldorado	214,451		\$3,000
283	2002 Eldorado	245,521		\$3,000
284	2002 Eldorado	259,346		\$3,000
285	2002 Eldorado	174,283		\$3,000
286	2002 Eldorado	219,561		\$3,000
287	2002 Eldorado	153,001		\$3,000
288	2002 Eldorado	232,973		\$3,000
100	2004 Eldorado	206,355		\$1,000
101	2004 Eldorado	196,279		\$3,000
102	2004 Eldorado	223,680		\$3,000
103	2004 Eldorado	239,919		\$2,500
104	2004 Eldorado	244,486		\$1,000
105	2004 Eldorado	197,405		\$1,000
106	2004 Eldorado	183,519		\$1,000
107	2004 Eldorado	212,430		\$2,500
OTHER				
Quantity	Item		Each	Value
1	Clayton 17 series engine dynamometer with cooling tower		\$20	\$20
5	Full sized bus shelters		\$300	\$1,500
1	Extra large bus shelter		\$450	\$450
1	250 gal metal oil tank, last held Delo 400 SAE oil		\$50	\$50
1	250 gal metal tank, last held antifreeze pre-mix		\$20	\$20
1	Tennant Floor Scrubber 5700, with QuiQ 3621 HF/PFC battery charger		\$1,000	\$1,000
2	Elkay water fountain cooler, Model EHF-8-1		\$20	\$40
6	Four-drawer parts cabinets		\$20	\$120
	TOTAL			\$45,200

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/02/2011

Thru Date: 12/02/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085687	12/2/2011	01310	ACCEL PLASTICS	\$3,128.96	
00085688	12/2/2011	01405	ADVANCE GLASS INC	\$950.43	
00085689	12/2/2011	01480	AIR FLOW SYSTEMS INC	\$1,361.14	
00085690	12/2/2011	01640	ALL CITY LOCK & KEY	\$195.66	
00085691	12/2/2011	01660	ALL STAR FORD	\$2,158.80	
00085692	12/2/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,366.22	
00085693	12/2/2011	02060	AMERISAFE	\$38.05	
00085694	12/2/2011	02380	ARAMARK UNIFORM SERVICES	\$725.48	
00085695	12/2/2011	03370	BERGKAMP EMILY	\$500.00	
00085696	12/2/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$280.68	
00085697	12/2/2011	05460	CARQUEST AUTO PARTS-OLY	\$137.74	
00085698	12/2/2011	05740	CED	\$128.17	
00085699	12/2/2011	05945	CENTURY LINK	\$172.03	
00085700	12/2/2011	06040	CITY OF LACEY	\$678.80	
00085701	12/2/2011	06060	CITY OF OLYMPIA	\$693.57	
00085702	12/2/2011	06120	CITY OF OLYMPIA UTILITIES	\$5,350.04	
00085703	12/2/2011	06470	COASTWIDE LABORATORIES - DIV OF STAP	\$89.35	
00085704	12/2/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$97.67	
00085705	12/2/2011	07105	CRAIN'S OFFICE SUPPLY	\$602.24	
00085706	12/2/2011	07220	CUMMINS NORTHWEST INC	\$3,108.66	
00085707	12/2/2011	07520	DAILY JOURNAL OF COMMERCE	\$152.00	
00085708	12/2/2011	07617	DAVID M HOWE TRUSTEE	\$2,048.30	
00085709	12/2/2011	07640	DAY WIRELESS SYSTEMS INC	\$138.60	
00085710	12/2/2011	07780	DELL MARKETING LP	\$3,512.84	
00085711	12/2/2011	07925	DIAMOND MANUFACTURING	\$26.50	
00085712	12/2/2011	08465	DVS ANALYTICS	\$12,323.32	
00085713	12/2/2011	08780	EMERALD RECYCLING SERVICE	\$513.40	
00085714	12/2/2011	09120	EXCEL SUPPLY COMPANY	\$386.49	
00085715	12/2/2011	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00085716	12/2/2011	09820	FLEET-NET CORP	\$1,434.84	
00085717	12/2/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00085718	12/2/2011	10660	GILLIG LLC	\$12,141.50	
00085719	12/2/2011	10878	GRIFFIN MARILEE	\$165.65	
00085720	12/2/2011	11015	HARBOUR MICHAEL S.	\$586.53	
00085721	12/2/2011	11175	HEALTH CARE AUTHORITY	\$288,951.51	
00085722	12/2/2011	11310	HOGAN MFG INC	\$162.09	
00085723	12/2/2011	11325	HOLMAN, BOB	\$137.00	
00085724	12/2/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00085725	12/2/2011	11525	IKON OFFICE SOLUTIONS	\$515.12	
00085726	12/2/2011	11535	ILIUM ASSOCIATES INC	\$5,000.00	
00085727	12/2/2011	11615	INDUSTRIAL HYDRAULICS INC	\$544.65	
00085728	12/2/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$3,866.44	
00085729	12/2/2011	11753	INTERCITY FITNESS	\$592.00	
00085730	12/2/2011	11775	INTERCITY PROJECT ASSISTANCE	\$894.00	
00085731	12/2/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,464.00	
00085732	12/2/2011	11810	INTERSTATE BATTERY	\$1,711.37	
00085733	12/2/2011	11930	JERRYS AUTOMOTIVE TOWING	\$334.80	
00085734	12/2/2011	12375	KALLAS, MARK	\$137.00	
00085735	12/2/2011	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$480.00	
00085736	12/2/2011	13850	MASON COUNTY TRANSIT	\$1,402.00	
00085737	12/2/2011	14160	MCMASTER-CARR SUPPLY CO.	\$301.79	
00085738	12/2/2011	14839	MYERS TIRE SUPPLY	\$97.69	
00085739	12/2/2011	14900	NAPA AUTO PARTS	\$550.75	
00085740	12/2/2011	15385	OFFICE DEPOT	\$254.03	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/02/2011

Thru Date: 12/02/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085741	12/2/2011	16595	PACIFIC POWER PRODUCTS	\$3,003.74	
00085742	12/2/2011	16765	PETRO CARD	\$104,079.91	
00085743	12/2/2011	16841	PIONEER FIRE & SECURITY INC	\$39.15	
00085744	12/2/2011	17290	PUGET SOUND ENERGY	\$920.40	
00085745	12/2/2011	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$320.53	
00085746	12/2/2011	17560	RE AUTO ELECTRIC INC	\$332.36	
00085747	12/2/2011	17737	ROGERS JUSTIN	\$651.40	
00085748	12/2/2011	17805	ROUTEMATCH	\$7,800.00	
00085749	12/2/2011	17900	SCHETKY NW SALES INC	\$1,105.31	
00085750	12/2/2011	18145	SIX ROBBLEES INC	\$62.26	
00085751	12/2/2011	18473	SPRAGUE	\$45.65	
00085752	12/2/2011	18705	SUNBELT RENTALS	\$315.35	
00085753	12/2/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$202.08	
00085754	12/2/2011	18940	TENNANT COMPANY	\$1,531.19	
00085755	12/2/2011	18990	THERMO KING NORTHWEST	\$1,112.66	
00085756	12/2/2011	21930	TIRES INC	\$6,965.64	
00085757	12/2/2011	21950	TITUS-WILL CHEVROLET	\$864.85	
00085758	12/2/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$52.83	
00085759	12/2/2011	22100	TRANSIT SOLUTIONS, LLC	\$4,755.14	
00085760	12/2/2011	22260	TRI-DIM FILTER CORPORATION	\$692.78	
00085761	12/2/2011	23480	U S DEPT OF EDUCATION	\$206.44	
00085762	12/2/2011	23620	UNITED PARCEL SERVICE	\$238.98	
00085763	12/2/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,719.00	
00085764	12/2/2011	23715	URBAN SOLAR CORPORATION	\$8,978.62	
00085765	12/2/2011	24000	W W GRAINGER INC	\$568.09	
00085766	12/2/2011	24100	WA ST DEPT OF ECOLOGY 1	\$628.00	
00085767	12/2/2011	24215	WA ST DEPT OF L & I	\$332.40	
00085768	12/2/2011	24750	WA ST GET PROGRAM	\$347.50	
00085769	12/2/2011	25670	WAXIE SANITARY SUPPLY	\$992.54	
00085770	12/2/2011	25855	WEST COAST PAPER	\$1,586.94	
00085771	12/2/2011	25920	WEYERHAEUSER COMPANY	\$11,750.00	
00085772	12/2/2011	26005	WILCOX AND FLEGEL	\$148.86	
00085773	12/2/2011	26720	ZEP MANUFACTURING CO	\$897.81	
Total:				\$538,366.36	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/16/2011

Thru Date: 12/16/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00085774	12/16/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$3,866.44	
00085775	12/16/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$3,477.40	
00085781	12/16/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$1,227.69	
00085782	12/16/2011	01405	ADVANCE GLASS INC	\$460.45	
00085783	12/16/2011	01660	ALL STAR FORD	\$4,298.61	
00085784	12/16/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
00085785	12/16/2011	01820	AMERICAN DRIVING RECORDS INC	\$901.17	
00085786	12/16/2011	01960	AMERICAN SEATING COMPANY	\$325.69	
00085787	12/16/2011	02380	ARAMARK UNIFORM SERVICES	\$792.27	
00085788	12/16/2011	02825	AUTO PLUS - OLYMPIA	\$112.54	
00085789	12/16/2011	03240	BATTERIES PLUS	\$51.96	
00085790	12/16/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,472.35	
00085791	12/16/2011	03940	BROWN & BALSLEY SIGN COMPANY	\$301.64	
00085792	12/16/2011	03980	BRUSKE PRODUCTS	\$240.37	
00085793	12/16/2011	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$74.75	
00085794	12/16/2011	04160	BURKE THOMAS K	\$661.40	
00085795	12/16/2011	05340	CAPITOL COURIER SERVICE	\$340.30	
00085796	12/16/2011	05460	CARQUEST AUTO PARTS-OLY	\$164.97	
00085797	12/16/2011	05740	CED	\$299.74	
00085798	12/16/2011	05940	CENTURY LINK	\$3,254.60	
00085799	12/16/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00085800	12/16/2011	06580	COMBUSTION ENGINEERING	\$410.34	
00085801	12/16/2011	06607	COMDATA	\$42,530.45	
00085802	12/16/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$1,121.11	
00085803	12/16/2011	07105	CRAIN'S OFFICE SUPPLY	\$2,246.28	
00085804	12/16/2011	07160	CT SPECIALTIES	\$173.92	
00085805	12/16/2011	07220	CUMMINS NORTHWEST INC	\$2,389.36	
00085806	12/16/2011	07520	DAILY JOURNAL OF COMMERCE	\$256.00	
00085807	12/16/2011	08680	EHRLICH'S OFFICE PRODUCTS	\$54.60	
00085808	12/16/2011	08720	ELECTRONIC RESOURCING INC	\$245.23	
00085809	12/16/2011	08775	EMERALD HILLS COFFEE SERVICE	\$30.59	
00085810	12/16/2011	08780	EMERALD RECYCLING SERVICE	\$415.20	
00085811	12/16/2011	09120	EXCEL SUPPLY COMPANY	\$520.46	
00085812	12/16/2011	09575	FASTENAL COMPANY	\$765.42	
00085813	12/16/2011	10140	FRANSON, GLEN	\$130.43	
00085814	12/16/2011	10630	GFI GENFARE	\$20.77	
00085815	12/16/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00085816	12/16/2011	10660	GILLIG LLC	\$11,081.08	
00085817	12/16/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,024.08	
00085818	12/16/2011	10820	GRAPHIC COMMUNICATIONS	\$144.57	
00085819	12/16/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00085820	12/16/2011	11308	HOFSTETTER SHANNON	\$434.78	
00085821	12/16/2011	11523	IKON OFFICE SOLUTIONS	\$374.64	
00085822	12/16/2011	11525	IKON OFFICE SOLUTIONS	\$351.97	
00085823	12/16/2011	11535	ILIUM ASSOCIATES INC	\$5,490.00	
00085824	12/16/2011	11670	INLAND TECHNOLOGY INC	\$1,414.62	
00085825	12/16/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$1,720.55	
00085826	12/16/2011	11810	INTERSTATE BATTERY	\$1,033.41	
00085827	12/16/2011	11865	ISLAND SUPERIOR AIR FILTER	\$779.18	
00085828	12/16/2011	11930	JERRYS AUTOMOTIVE TOWING	\$1,161.45	
00085829	12/16/2011	12665	KGY INC	\$750.00	
00085830	12/16/2011	12845	KNIGHT FIRE PROTECTION	\$290.00	
00085831	12/16/2011	12875	KPFF CONSULTING ENGINEERS INC	\$1,837.46	
00085832	12/16/2011	13140	L G ISAACSON CO INC	\$172.74	

Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00085833	12/16/2011	13345	LAFROMBOISE COMMUNICATIONS INC	\$109.98	
00085834	12/16/2011	13380	LARSCO INC	\$78.02	
00085835	12/16/2011	13485	LEMAY MOBILE SHREDDING	\$38.90	
00085836	12/16/2011	13510	LES SCHWAB (TUMWATER)	\$96.74	
00085837	12/16/2011	13661	LOOMIS	\$311.50	
00085838	12/16/2011	13700	LUMINATOR HOLDING, L.P.	\$587.99	
00085839	12/16/2011	13793	MARTIN WAY COLLISION INC.	\$7,609.00	
00085840	12/16/2011	14160	MCMASTER-CARR SUPPLY CO.	\$226.45	
00085841	12/16/2011	14440	MICROFLEX	\$759.66	
00085842	12/16/2011	14760	MUNCIE TRANSIT SUPPLY	\$155.70	
00085843	12/16/2011	14839	MYERS TIRE SUPPLY	\$85.66	
00085844	12/16/2011	14900	NAPA AUTO PARTS	\$379.53	
00085845	12/16/2011	15030	NATIONAL SAFETY COUNCIL	\$0.00	<input checked="" type="checkbox"/>
00085846	12/16/2011	15217	NORTHWEST EVENT DEOCRATORS	\$190.22	
00085847	12/16/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$163.59	
00085848	12/16/2011	15300	OAK HARBOR FREIGHT LINES	\$141.72	
00085849	12/16/2011	15385	OFFICE DEPOT	\$335.32	
00085850	12/16/2011	15545	OLYMPIA COPY & PRINTING	\$102.32	
00085851	12/16/2011	15700	OLYMPIAN THE	\$687.12	
00085852	12/16/2011	16490	PACIFIC DISPOSAL INC	\$706.11	
00085853	12/16/2011	16595	PACIFIC POWER PRODUCTS	\$303.64	
00085854	12/16/2011	16608	PACIFIC WALK-IN CLINIC	\$320.00	
00085855	12/16/2011	16695	PATTISON WATER COMPANY	\$175.52	
00085856	12/16/2011	16753	PERTEET INC	\$1,500.00	
00085857	12/16/2011	16765	PETRO CARD	\$126,931.21	
00085858	12/16/2011	16820	PIERCE COUNTY SECURITY	\$11,998.39	
00085859	12/16/2011	17290	PUGET SOUND ENERGY	\$26,567.87	
00085860	12/16/2011	17300	PUGET SOUND MEETING SERVICES	\$762.96	
00085861	12/16/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00085862	12/16/2011	17560	RE AUTO ELECTRIC INC	\$376.99	
00085863	12/16/2011	17760	ROSS AND WHITE COMPANY	\$77.64	
00085864	12/16/2011	17900	SCHETKY NW SALES INC		<input checked="" type="checkbox"/>
00085865	12/16/2011	17900	SCHETKY NW SALES INC	\$847,637.64	
00085866	12/16/2011	17970	SEATTLE MEDIUM	\$342.00	
00085867	12/16/2011	18057	SHENKEL KARL	\$78.00	
00085868	12/16/2011	18068	SHINING EXAMPLE INC	\$303.33	
00085869	12/16/2011	18130	SIR GRAPHICS INC	\$271.75	
00085870	12/16/2011	18145	SIX ROBBLEES INC	\$99.94	
00085871	12/16/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00085872	12/16/2011	18470	SPORTWORKS NORTHWEST INC	\$32.76	
00085873	12/16/2011	18620	STERICYCLE INC	\$10.36	
00085874	12/16/2011	18648	STORAGELAND LLC	\$1,925.00	
00085875	12/16/2011	18705	SUNBELT RENTALS	\$472.98	
00085876	12/16/2011	18711	SUNSET AIR INC	\$1,325.36	
00085877	12/16/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$308.50	
00085878	12/16/2011	18755	S-SQUARE TUBE PRODUCTS	\$1,670.00	
00085879	12/16/2011	18758	SYKES ZACK	\$146.73	
00085880	12/16/2011	18801	TAGS AWARDS & SPECIALTIES	\$1,508.35	
00085881	12/16/2011	18813	TALENTWISE SOLUTIONS LLC	\$184.00	
00085882	12/16/2011	18815	TALEO CORPORATION	\$1,359.84	
00085883	12/16/2011	18990	THERMO KING NORTHWEST	\$2,218.50	
00085884	12/16/2011	21910	THYSSENKRUPP ELEVATOR	\$683.64	
00085885	12/16/2011	21930	TIRES INC	\$18,720.04	
00085886	12/16/2011	21950	TITUS-WILL CHEVROLET	\$1,279.44	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085887	12/16/2011	22010	TOYOTA OF OLYMPIA	\$217.22	
00085888	12/16/2011	22100	TRANSIT SOLUTIONS, LLC	\$4,344.38	
00085889	12/16/2011	22420	TUMWATER PRINTING	\$10,263.57	
00085890	12/16/2011	22440	TUMWATER RENTALS	\$130.44	
00085891	12/16/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$13,373.57	
00085892	12/16/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,735.44	
00085893	12/16/2011	23480	U S DEPT OF EDUCATION	\$206.91	
00085894	12/16/2011	23530	U S POSTMASTER	\$540.00	
00085895	12/16/2011	23620	UNITED PARCEL SERVICE	\$159.23	
00085896	12/16/2011	23820	VERIZON WIRELESS	\$1,409.49	
00085897	12/16/2011	23950	VOSS KENNETH J./SNAP-ON TOOLS	\$18.43	
00085898	12/16/2011	24000	W W GRAINGER INC	\$1,038.66	
00085899	12/16/2011	24030	WA ST AUDITORS OFFICE	\$877.80	
00085900	12/16/2011	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$132.73	
00085901	12/16/2011	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$699.92	
00085902	12/16/2011	24215	WA ST DEPT OF L & I	\$332.31	
00085903	12/16/2011	24750	WA ST GET PROGRAM	\$347.50	
00085904	12/16/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$413.80	
00085905	12/16/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$430.00	
00085906	12/16/2011	25380	WASHINGTON GARDENS	\$314.65	
00085907	12/16/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$100.00	
00085908	12/16/2011	25670	WAXIE SANITARY SUPPLY	\$882.17	
00085909	12/16/2011	25860	WESTERN FLUID COMPONENTS	\$21.53	
00085910	12/16/2011	26720	ZEP MANUFACTURING CO	\$2,187.85	
Total:				\$1,224,397.80	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085912	12/30/2011	01305	ACE ALUMINUM CO	\$55.30	
00085913	12/30/2011	01640	ALL CITY LOCK & KEY	\$158.70	
00085914	12/30/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$12,338.73	
00085915	12/30/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$300.00	
00085916	12/30/2011	01960	AMERICAN SEATING COMPANY	\$13.35	
00085917	12/30/2011	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$42.65	
00085918	12/30/2011	03345	BELL JOE	\$156.00	
00085919	12/30/2011	03370	BERGKAMP EMILY	\$750.00	
00085920	12/30/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,374.91	
00085921	12/30/2011	03705	BNSF RAILWAY COMPANY	\$3,605.00	
00085922	12/30/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$410.00	
00085923	12/30/2011	05460	CARQUEST AUTO PARTS-OLY	\$164.89	
00085924	12/30/2011	05945	CENTURY LINK	\$151.15	
00085925	12/30/2011	06060	CITY OF OLYMPIA	\$695.90	
00085926	12/30/2011	06120	CITY OF OLYMPIA UTILITIES	\$3,897.98	
00085927	12/30/2011	07105	CRAIN'S OFFICE SUPPLY	\$316.88	
00085928	12/30/2011	07150	CROSSROADS COLLISION CENTER	\$1,016.78	
00085929	12/30/2011	07220	CUMMINS NORTHWEST INC	\$2,195.60	
00085930	12/30/2011	07617	DAVID M HOWE TRUSTEE	\$2,048.30	
00085931	12/30/2011	07620	DAVIS WRIGHT TREMAINE LLP	\$2,239.00	
00085932	12/30/2011	07760	DEL CITY WIRE CO INC	\$57.75	
00085933	12/30/2011	08720	ELECTRONIC RESOURCING INC	\$20.24	
00085934	12/30/2011	08780	EMERALD RECYCLING SERVICE	\$690.22	
00085935	12/30/2011	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00085936	12/30/2011	09605	FEDERAL EXPRESS CORP	\$13.55	
00085937	12/30/2011	09820	FLEET-NET CORP	\$1,630.50	
00085938	12/30/2011	10205	FREEMAN-MANZANARES ANN	\$1,840.66	
00085939	12/30/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00085940	12/30/2011	10660	GILLIG LLC	\$10,251.58	
00085941	12/30/2011	11015	HARBOUR MICHAEL S.	\$602.13	
00085942	12/30/2011	11175	HEALTH CARE AUTHORITY	\$289,920.84	
00085943	12/30/2011	11250	HERGUTH LABORATORIES INC.	\$1,612.64	
00085944	12/30/2011	11308	HOFSTETTER SHANNON	\$217.39	
00085945	12/30/2011	11310	HOGAN MFG INC	\$400.87	
00085946	12/30/2011	11340	HONEY BUCKET / PUGET SOUND	\$224.00	
00085947	12/30/2011	11355	HOOSIER CAROL	\$55.39	
00085948	12/30/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00085949	12/30/2011	11525	IKON OFFICE SOLUTIONS	\$481.46	
00085950	12/30/2011	11615	INDUSTRIAL HYDRAULICS INC	\$147.80	
00085951	12/30/2011	11740	INTERCITY ADVANCED TRAVEL	\$1,748.15	
00085952	12/30/2011	11753	INTERCITY FITNESS	\$590.00	
00085953	12/30/2011	11775	INTERCITY PROJECT ASSISTANCE	\$904.00	
00085954	12/30/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,464.00	
00085955	12/30/2011	11810	INTERSTATE BATTERY	\$2,764.62	
00085956	12/30/2011	11905	JANEK CORPORATION	\$445.67	
00085957	12/30/2011	11930	JERRYS AUTOMOTIVE TOWING	\$1,339.19	
00085958	12/30/2011	12845	KNIGHT FIRE PROTECTION	\$363.71	
00085959	12/30/2011	13240	LAB SAFETY SUPPLY INC	\$220.12	
00085960	12/30/2011	13510	LES SCHWAB (TUMWATER)	\$61.14	
00085961	12/30/2011	13900	MAXIM HEALTH SYSTEMS LLC	\$1,620.00	
00085962	12/30/2011	14160	MCMASTER-CARR SUPPLY CO.	\$112.74	
00085963	12/30/2011	14590	MOHAWK MFG & SUPPLY	\$77.20	
00085964	12/30/2011	14760	MUNCIE TRANSIT SUPPLY	\$45,310.21	
00085965	12/30/2011	14900	NAPA AUTO PARTS	\$541.94	

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Check #	Check Date	Ref #	Name	Amount	Voided
00085966	12/30/2011	16338	ORTIZ, RALPH	\$75.00	
00085967	12/30/2011	16595	PACIFIC POWER PRODUCTS	\$835.32	
00085968	12/30/2011	16760	PETTIT OIL COMPANY	\$20,214.87	
00085969	12/30/2011	16765	PETRO CARD	\$59,895.47	
00085970	12/30/2011	16820	PIERCE COUNTY SECURITY	\$12,504.31	
00085971	12/30/2011	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00085972	12/30/2011	17300	PUGET SOUND MEETING SERVICES	\$645.59	
00085973	12/30/2011	17505	RAINIER DODGE INC	\$229.22	
00085974	12/30/2011	17560	RE AUTO ELECTRIC INC	\$1,162.21	
00085975	12/30/2011	17715	RIKER KATHLEEN LOIS	\$65.00	
00085976	12/30/2011	17900	SCHETKY NW SALES INC	\$279.62	
00085977	12/30/2011	17920	SCHMITT JOE	\$65.00	
00085978	12/30/2011	17970	SEATTLE MEDIUM	\$549.00	
00085979	12/30/2011	18145	SIX ROBBLEES INC	\$506.61	
00085980	12/30/2011	18473	SPRAGUE	\$91.30	
00085981	12/30/2011	18648	STORAGELAND LLC	\$1,875.00	
00085982	12/30/2011	18705	SUNBELT RENTALS	\$940.25	
00085983	12/30/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$53.21	
00085984	12/30/2011	18747	SUTHERBY, BRIAN	\$134.22	
00085985	12/30/2011	18801	TAGS AWARDS & SPECIALTIES	\$228.27	
00085986	12/30/2011	18990	THERMO KING NORTHWEST	\$1,332.76	
00085987	12/30/2011	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00085988	12/30/2011	21950	TITUS-WILL CHEVROLET	\$1,304.47	
00085989	12/30/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$54.35	
00085990	12/30/2011	22010	TOYOTA OF OLYMPIA	\$236.80	
00085991	12/30/2011	22100	TRANSIT SOLUTIONS, LLC	\$1,488.36	
00085992	12/30/2011	22260	TRI-DIM FILTER CORPORATION	\$70.57	
00085993	12/30/2011	23480	U S DEPT OF EDUCATION	\$225.76	
00085994	12/30/2011	23620	UNITED PARCEL SERVICE	\$42.16	
00085995	12/30/2011	23660	UNITED WAY OF THURSTON COUNTY	\$1,751.00	
00085996	12/30/2011	24000	W W GRAINGER INC	\$83.42	
00085997	12/30/2011	24215	WA ST DEPT OF L & I	\$331.39	
00085998	12/30/2011	24590	WA ST DEPT OF TRANSPORTATION	\$256.13	
00085999	12/30/2011	24750	WA ST GET PROGRAM	\$347.50	
00086000	12/30/2011	25670	WAXIE SANITARY SUPPLY	\$1,379.07	
00086001	12/30/2011	25855	WEST COAST PAPER	\$65.14	
00086002	12/30/2011	26405	XIOLOIX LLC	\$15,968.03	
00086003	12/30/2011	26760	ZONES	\$10,516.44	
00086004	12/30/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00086005	12/30/2011	01660	ALL STAR FORD	\$27.53	
Total:				\$535,232.23	

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00086011	12/31/2011	11750	INTERCITY EXECUTIVE IMPREST ACCOUNT	\$1,933.79	
00086012	12/31/2011	01312	ACE INDUSTRIAL SUPPLY, INC	\$149.65	
00086013	12/31/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$2,229.77	
00086014	12/31/2011	01405	ADVANCE GLASS INC	\$1,013.85	
00086015	12/31/2011	01640	ALL CITY LOCK & KEY	\$464.15	
00086016	12/31/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$545.35	
00086017	12/31/2011	02060	AMERISAFE	\$22.83	
00086018	12/31/2011	02380	ARAMARK UNIFORM SERVICES	\$1,224.15	
00086019	12/31/2011	02480	ASE SUPPLY INC	\$113.81	
00086020	12/31/2011	03060	BANK & OFFICE INTERIORS	\$2,131.00	
00086021	12/31/2011	03280	BAYVIEW CATERING	\$6,563.28	
00086022	12/31/2011	03345	BELL JOE	\$190.00	
00086023	12/31/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$300.01	
00086024	12/31/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT		<input checked="" type="checkbox"/>
00086025	12/31/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,849.58	
00086026	12/31/2011	05340	CAPITOL COURIER SERVICE	\$356.92	
00086027	12/31/2011	05460	CARQUEST AUTO PARTS-OLY	\$337.53	
00086028	12/31/2011	05740	CED	\$94.57	
00086029	12/31/2011	05940	CENTURY LINK	\$3,253.07	
00086030	12/31/2011	05945	CENTURY LINK	\$32.82	
00086031	12/31/2011	06040	CITY OF LACEY	\$697.51	
00086032	12/31/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,570.00	
00086033	12/31/2011	06607	COMDATA	\$42,643.77	
00086034	12/31/2011	07105	CRAIN'S OFFICE SUPPLY	\$44.11	
00086035	12/31/2011	07120	CREATIVE OFFICE THE	\$519.59	
00086036	12/31/2011	07220	CUMMINS NORTHWEST INC	\$4,276.15	
00086037	12/31/2011	07780	DELL MARKETING LP	\$16,637.17	
00086038	12/31/2011	08720	ELECTRONIC RESOURCING INC	\$15.98	
00086039	12/31/2011	08840	EMPLOYER RESOURCES NORTHWEST	\$5,810.13	
00086040	12/31/2011	09120	EXCEL SUPPLY COMPANY	\$306.53	
00086041	12/31/2011	09550	FAIRWAY COLLECTIONS LLC	\$1,128.96	
00086042	12/31/2011	09575	FASTENAL COMPANY	\$287.58	
00086043	12/31/2011	09580	FASTSIGNS	\$63.10	
00086044	12/31/2011	10630	GFI GENFARE	\$518.81	
00086045	12/31/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00086046	12/31/2011	10660	GILLIG LLC	\$4,396.56	
00086047	12/31/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,024.65	
00086048	12/31/2011	10820	GRAPHIC COMMUNICATIONS	\$144.57	
00086049	12/31/2011	10947	HJ ARNETT INDUSTRIES LLC	\$187.02	
00086050	12/31/2011	11125	HARTMAN DAVE	\$108.69	
00086051	12/31/2011	11285	HILTI	\$157.86	
00086052	12/31/2011	11525	IKON OFFICE SOLUTIONS	\$434.19	
00086053	12/31/2011	11615	INDUSTRIAL HYDRAULICS INC	\$380.45	
00086054	12/31/2011	11905	JANEK CORPORATION	\$326.10	
00086055	12/31/2011	11930	JERRYS AUTOMOTIVE TOWING	\$1,339.17	
00086056	12/31/2011	12665	KGY INC	\$750.00	
00086057	12/31/2011	12900	KRIER MARSHALL	\$97.82	
00086058	12/31/2011	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,000.00	
00086059	12/31/2011	13380	LARSCO INC	\$78.23	
00086060	12/31/2011	13510	LES SCHWAB (TUMWATER)	\$112.03	
00086061	12/31/2011	13705	M & M PLUMBING	\$3,233.83	
00086062	12/31/2011	13793	MARTIN WAY COLLISION INC.	\$3,024.47	
00086063	12/31/2011	13850	MASON COUNTY TRANSIT	\$1,348.00	
00086064	12/31/2011	14160	MCMMASTER-CARR SUPPLY CO.	\$86.86	

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00086065	12/31/2011	14305	MEDIBAG COMPANY	\$1,600.00	
00086066	12/31/2011	14839	MYERS TIRE SUPPLY	\$105.00	
00086067	12/31/2011	14900	NAPA AUTO PARTS	\$527.49	
00086068	12/31/2011	15030	NATIONAL SAFETY COUNCIL	\$303.32	
00086069	12/31/2011	15110	NEWS TRIBUNE THE	\$376.87	
00086070	12/31/2011	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$79.01	
00086071	12/31/2011	15700	OLYMPIAN THE	\$1,877.24	
00086072	12/31/2011	16490	PACIFIC DISPOSAL INC	\$706.11	
00086073	12/31/2011	16595	PACIFIC POWER PRODUCTS	\$922.90	
00086074	12/31/2011	16608	PACIFIC WALK-IN CLINIC	\$240.00	
00086075	12/31/2011	16660	PARKER PAINT MFG CO INC	\$54.63	
00086076	12/31/2011	16695	PATTISON WATER COMPANY	\$120.00	
00086077	12/31/2011	16765	PETRO CARD	\$120,317.79	
00086078	12/31/2011	16820	PIERCE COUNTY SECURITY	\$12,913.63	
00086079	12/31/2011	17202	PROGRESSIVE GIFTS & INCENTIVES	\$2,697.00	
00086080	12/31/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00086081	12/31/2011	17505	RAINIER DODGE INC	\$18.23	
00086082	12/31/2011	17560	RE AUTO ELECTRIC INC	\$11.19	
00086083	12/31/2011	17712	RIGHT! SYSTEMS INC	\$2,802.98	
00086084	12/31/2011	17760	ROSS AND WHITE COMPANY	\$15.24	
00086085	12/31/2011	17848	SAFETY & HEALTH COUNCIL OF NORTHCAR	\$457.80	
00086086	12/31/2011	17900	SCHETKY NW SALES INC	\$430.17	
00086087	12/31/2011	17920	SCHMITT JOE	\$108.69	
00086088	12/31/2011	18068	SHINING EXAMPLE INC	\$303.33	
00086089	12/31/2011	18200	SMATHERS LARRY J	\$86.37	
00086090	12/31/2011	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00086091	12/31/2011	18470	SPORTWORKS NORTHWEST INC	\$157.43	
00086092	12/31/2011	18473	SPRAGUE	\$45.65	
00086093	12/31/2011	18705	SUNBELT RENTALS	\$720.34	
00086094	12/31/2011	18707	SUNRISE IDENTITY LLC	\$2,458.53	
00086095	12/31/2011	18711	SUNSET AIR INC	\$2,807.48	
00086096	12/31/2011	18720	SUPER BEE WHEEL ALIGNMENT	\$202.08	
00086097	12/31/2011	18801	TAGS AWARDS & SPECIALTIES	\$64.67	
00086098	12/31/2011	18813	TALENTWISE SOLUTIONS LLC	\$46.00	
00086099	12/31/2011	18990	THERMO KING NORTHWEST	\$1,422.43	
00086100	12/31/2011	21930	TIRES INC	\$705.97	
00086101	12/31/2011	21950	TITUS-WILL CHEVROLET		<input checked="" type="checkbox"/>
00086102	12/31/2011	21950	TITUS-WILL CHEVROLET	\$1,682.56	
00086103	12/31/2011	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$148.70	
00086104	12/31/2011	22010	TOYOTA OF OLYMPIA	\$114.83	
00086105	12/31/2011	22055	TRAIL, NANCY	\$106.56	
00086106	12/31/2011	22420	TUMWATER PRINTING	\$586.98	
00086107	12/31/2011	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$18,134.76	
00086108	12/31/2011	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,615.42	
00086109	12/31/2011	23620	UNITED PARCEL SERVICE	\$119.91	
00086110	12/31/2011	23820	VERIZON WIRELESS	\$1,471.51	
00086111	12/31/2011	24000	W W GRAINGER INC	\$890.40	
00086112	12/31/2011	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$133.31	
00086113	12/31/2011	25160	WARK, STEVE	\$172.77	
00086114	12/31/2011	25380	WASHINGTON GARDENS	\$314.65	
00086115	12/31/2011	25670	WAXIE SANITARY SUPPLY	\$1,079.49	
00086116	12/31/2011	26410	XPIO CORPORATION	\$240.00	
00086117	12/31/2011	26720	ZEP MANUFACTURING CO	\$904.06	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2011

Thru Date: 12/31/2011

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$314,303.76

PERIOD DATES: 12/18/2011-12/31/2011					PAYDAY 01/06/2012		PERIOD DATES: 1/1-14/2012					PAYDAY 1/20/2012	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		WIRE	67,669.73		3	FIT		WIRE	66,907.33			
4	MT	8812.64	WIRE	17,625.28	85,295.01	4	MT	8847.01	WIRE	17,694.02	84,601.35		
5	AL/34	Life Ins.	Check	869.38	0.00	5	AL/34	Life Ins.	Check	2,071.83	0.00		
6	DI/32	Disability In:	Check	918.87	0.00	6	DI/32	Disability In:	Check	2,193.21	0.00		
7	HI/38	Health In1st	Check	11,707.00	0.00	7	HI/38	Health In1st	Check	277,509.00	0.00		
8	TH/39	Taxed Hlth	Check	860.50	0.00	8	TH/39	Taxed Hlth	Check	860.50	0.00		
9	CC/61	Child Care	Hfstttr/Brgkmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39			
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00			
11	GN/08	Garnish	Manual	2,062.83		11	GN/08	Garnish	Manual	1,993.09			
12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42		
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02		
14	D1/98	D.Dep. #1	WIRE	7,932.60	7,932.60	14	D1/98	D.Dep. #1	WIRE	7,556.37	7,556.37		
15	D2/97	D.Dep. #2	WIRE	20,601.00	20,601.00	15	D2/97	D.Dep. #2	WIRE	20,696.11	20,696.11		
16	GN/08		Check			16	GN/08		Check				
16	GT/63	G.Ed.Tuit	Check	347.50		16	GT/63	G.Ed.Tuit	Check	347.50			
17	HS/59	Health Svgs	Wire	188.46	188.46	17	HS/59	Health Svgs	Wire	188.46	188.46		
18	DC/97	Vgrd Empl	Wire	42,970.58		18	DC/97	Vgrd Empl	Wire	43,801.22			
19	DC/22	Vgrd Emplr	Wire	29,146.77	72,117.35	19	DC/22	Vgrd Emplr	Wire	29,721.71	73,522.93		
20	L2/29	401k Ln#2	Wire	3,399.79		20	L2/29	401k Ln#2	Wire	3,652.88			
20	LN/29	401k Ln #1	Wire	8,590.13	11,989.92	20	LN/29	401k Ln #1	Wire	8,994.90	12,647.78		
22	TTL VNGRD			84,107.27		22	TTL VNGRD			86,170.71			
23	LI/02	L&I	Check	22,805.72		23	LI/02	L&I	Check	22,323.05	0.00		
24	MD/51	Mch.UnDues	Check	1,321.87		24	MD/51	Mch.UnDues	Check	1,368.63			
25	MI/52	Mac.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00			
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	MS/60		Maint.Man.Cks	0.00	0.00	27	R1	Misc. draw	Kaplin	0.00	0.00		
28					0.00	28	R2				0.00		
29	PA/66	Proj.Assist	Direct Dep	451.00		29	PA/66	Proj.Assist	Direct Dep	451.00			
30	PN/04	PERS empl	EFT	31,159.01	0.00	30	PN/04	PERS empl	EFT	31,894.27	0.00		
31	PN/04	PERS emplr	EFT	46,888.71	78,047.72	31	PN/04	PERS emplr	EFT	48,034.05	79,928.32		
32	TTL PERS			78,047.72		32	TTL PERS			79,928.32			
33	R3/20	ICMA Ln#2	WIRE	533.57	0.00	33	R3/20	ICMA Ln#2	WIRE	533.57	0.00		
	RC/24	ICMA Empl	WIRE	5,377.37		34	RC/24	ICMA Empl	WIRE	5,007.14	0.00		
35	RI/23	ICMA Roth	WIRE	492.30	492.30	35	RI/23	ICMA Roth	WIRE	492.30	492.30		
36	RL/21	ICMA Ln#1	WIRE	1,859.92	2,393.49	36	RL/21	ICMA Ln#1	WIRE	1,859.92	2,393.49		
37	RR/25	ICMA emplr	WIRE	3,132.84	8,510.21	37	RR/25	ICMA emplr	WIRE	2,912.07	7,919.21		
38	TTL ICMA			10,903.70	11,396.00	38	TTL ICMA			10,312.70	10,805.00		
39	SD/26	Defr Empl	EFT	9,102.21		39	SD/26	Defr Empl	EFT	9,373.48			
40	SR/27	Defr Emplr	EFT	4,259.68	13,361.89	40	SR/27	Defr Emplr	EFT	4,419.91	13,793.39		
41	UC/45	Un COPE		179.00		41	UC/45	Un COPE					
	UA/44	Un Assess	Check	0.00		42	UA/44	Un Assess	Check	558.00			
	UD/42	Un Dues	Check	4,789.77		43	UD/42	Un Dues	Check	4,826.57			
44	UI/41	Un Initiati	Check	0.00		44	UI/41	Un Initiati	Check	0.00			
45	UT/43	Un Tax	Check	2,101.80		45	UT/43	Un Tax	Check	0.00			
46	UW/62	United Way	Check	884.00		46	UW/62	United Way	Check	863.00			
47	WF/64	Wellness	Direct Dep	294.00		47	WF/64	Wellness	Direct Dep	294.00			
48	NET PAY (dir. Deposit)			403,848.24	403,848.24	48	Net Pay (Dir. Dep.)			403,580.40	403,580.40		
	Paychecks			4,421.24			Paychecks			4,427.57			
50	TOTAL TRANSFER				\$705,943.63	49	TOTAL TRANSFER				\$708,485.55		
51	TOTAL PAYROLL*:			\$760,420.50		50	TOTAL PAYROLL*:			\$1,029,034.89			
52	GROSS EARNINGS:			648,893.97		51	GROSS EARNINGS:			664,449.00			
53	EMPR MISC DED:			102,623.89		52	EMPR MISC DED:			355,738.88			
	EMPR MEDICARE TAX:			8,812.64		53	EMPR MEDICARE TAX:			8,847.01			
54						54							
55	TOTAL PAYROLL*:				\$760,330.50	54	TOTAL PAYROLL*:				\$1,029,034.89		
56						55							
						56	TOTAL PAYROLL FOR MONTH:				\$1,789,365.39		

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Copier Contract

1) **The Issue:** Consideration of entering into an agreement for provision of new copiers.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 03706, to enter into a five year agreement with Pacific Office Automation to provide nine copiers.

3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.

4) **Background:** Intercity Transit has six copiers under the previous State copier contract ready for replacement. In addition, there are three heavily used printers at the end of their useful life. Staff recommends exchanging these printers for copiers as they are more economical, are multi-functional and require less staff time to maintain as the state contract incorporates a maintenance component.

The State of Washington competitively bids their copier contracts awarding to the lowest, responsive and responsible bidder for each class of copiers. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative.

Pacific Office Automation offered the most advantageous pricing. Technological advancements and a competitive marketplace will allow Intercity Transit to obtain nine copiers for slightly lower monthly payments than for our current six copiers.

The Office of State Procurement has confidence in Pacific Office Automation's ability to perform and determined the price to be fair and reasonable. Intercity Transit staff concurs with the State's assessment and believes the copiers are sound products, will serve our staff well and that Pacific Office Automation will provide satisfactory support services.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 03706, to enter into a five year agreement with Pacific Office Automation to provide nine copiers.
- B. Defer action.

6) **Budget Notes:** The yearly cost of the copiers will be \$21,580.25. The State copier contracts have a set per page cost that will vary from month to month depending on total usage. The estimated costs for the copiers and usage for 2012 is \$34,000. These funds have been programmed in the 2012 budget.

7) **Goal Reference:** Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Maintenance Bay Fall Protection System

1) **The Issue:** Consideration of the purchase and installation of three maintenance bay fall protection systems.

2) **Recommended Action:** Authorize the General Manager to award the purchase and installation of three maintenance bay fall protection systems to Gravitec Systems, Inc. in the not to exceed amount of \$48,887.98, including taxes.

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

4) **Background:** Intercity Transit must provide a method to protect technicians from falling while conducting maintenance and repairs to roof-mounted components on transit vehicles. To date, roof maintenance has been minimal or we have opted to contract repair to others. The acquisition of the hybrid coaches, with their roof-mounted batteries and electrical components, requires more frequent roof top inspections and repairs. Staff and our engineering consultants evaluated our needs, the structure and available safety systems to determine a suitable solution. A metal framework containing a monorail-mounted cable and harness fall protection system was determined to be the most effective standard solution, as it allows technicians to move freely about the work area and is compatible with the existing roof structure.

Tetrattech Engineering provided the scope and specifications. Staff issued a Request for Bids for the acquisition, installation, testing, and commissioning of fall protection systems for up to three maintenance bays on November 30, 2011. Four bids were received by the bid submittal deadline of January 4, 2012. Procurement evaluated the bids and determined that Gravitec Systems, Inc. was the responsive, responsible low bidder.

Gravitec Systems, Inc. recently provided the engineering and installation of fall protections systems similar to our requirements for NBC Universal Studios in California, the University of Texas A&M, the Puget Sound Naval Shipyard, and

Boeing. The company provided fall protection services for over 13 years and operates out of Bainbridge Island, WA.

Gravitec demonstrated expertise in construction, installation and commissioning of fall protection systems and their proposed price is fair and reasonable. Staff recommends the award of a contract for the purchase and installation of three maintenance bay fall protection systems to Gravitec Systems, Inc.

5) **Alternatives:**

A. Authorize the General Manager to award the purchase and installation of three maintenance bay fall protection systems to Gravitec Systems, Inc. in the amount of \$48,887.98, including taxes.

B. Defer action.

6) **Budget Notes:** The budget item for this project was \$46,500. The engineer's estimate was \$54,000. The low bid came in at \$48,887.98. Intercity Transit adopts a single line item budget. We do not anticipate the need for a budget amendment to cover this \$2,387.98 difference.

7) **Goal References:** Goal No. 3: *"Maintain a safe and secure operating system."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Federal Advocacy Services

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- 1) **The Issue:** Consideration of a one-year contract extension to Gordon Thomas Honeywell Governmental Affairs for the provision of federal advocacy services.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) Gordon Thomas Honeywell Governmental Affairs (GTHGA) was selected early in 2008 to provide advocacy support services in Washington, D.C. for our federal grant requests. For continued support in 2012, staff proposes to exercise the contract's fourth and final of four option years.

Obtaining federal transit funding is highly competitive. Funds are made available in a dynamic economic and political environment that is ever changing and characterized by uncertainty. The FY 2012 federal appropriations packages approved thus far by Congress does not allocate all anticipated discretionary resources that may become available for grants during the year. In addition, formula programs have only 50 percent funding approved thus far. And the underlying transit authorization (SAFETEA-LU) continues to be extended pending congressional agreement on what to replace it with.

It is a positive factor for Intercity Transit to have a partner in Washington, D.C. to monitor legislation, identify opportunities, and advocate for our best interest. Identifying and staying in touch with appropriate members of Congress, the Senate and their staff is essential to a successful effort to secure funding. This type of advocacy is difficult to do from the outside. One recent example of success in securing federal funding was the award of \$1.5 million under the Clean Fuels program for the purchase of hybrid bio-diesel replacement buses. FTA received 266 applications and awarded 46. Intercity Transit was one

of only three awards in Washington State and received the largest amount. GTHGA was able to secure letters of support from our congressional delegates for these grants. This kind of advocacy is especially important and will remain so since earmarks were suspended.

Other examples of federal funding success from 2008 forward includes funds for replacement buses: \$2.3 million of ARRA stimulus funds awarded in 2009; federal earmarks totaling over \$2.1 million between 2008 and 2010; and 2010 State of Good Repair grant funding from the FTA for \$2 million for replacement buses.

Our past success in securing federal funding cannot solely be directly correlated with GTHGA's advocacy efforts, but they have been working on our behalf in Washington, D.C. since 2008 to help achieve the success we experienced. In the current political and funding climate, opportunities come up more randomly than in the past, with shorter timelines to respond. GTHGA is well positioned to keep Intercity Transit informed and advise us on how to best take advantage of opportunities.

Staff recommends continuing to use the talents and experience of GTHGA in helping to influence decision makers and helping to keep us informed on issues that make us more competitive for future discretionary federal funding.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs for federal advocacy services on a retainer basis of \$6,000 per month.
- B. Decline the option and allow the current contract to lapse. The earmark effort would return to being a staff exercise.

6) **Budget Notes:** The 2012 budget includes \$68,000 for federal advocacy services. This is an oversight and should have been budgeted at \$72,000.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-G
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Internet Services Agreement

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- 1) **The Issue:** Consideration of entering into a new agreement for provision of internet services.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a three year agreement with TSS Digital Services, Inc. for provision of internet services in the amount of \$40,063.00. Internet service is not taxed.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
-

- 4) **Background:** The internet has become increasingly important for Intercity Transit's business needs and communications with our customers. The agency web site receives heavy usage, and Dial-A-Lift is launching an on-line customer portal for scheduling rides. However, as usage and customer expectations have grown, the capacity of our current internet connections remained the same for eight years.

Information Services (IS) staff investigated the options and costs for increasing the speed and capacity of our internet services and consolidating connections. TSS Digital has been our provider for a number of years. Moving to a different provider would require installation of a new \$36,000 firewall as well as a significant dedication of work hours by IS staff to implement the change. TSS Digital is offering competitive pricing for the desired improvements, and IS determined it is most beneficial to Intercity Transit to remain with TSS Digital at this time.

Implementing the proposed connection changes will offer a faster web site and Dial-A-Lift portal experience for customers. It will allow us to consolidate connections and improve our current business uses. It will also position IS to develop other capabilities such as allowing staff full remote access to their electronic work files and viewing of park and ride cameras from Operations at Pattison.

The proposed improvements to our internet service will result in a net increase of \$3,480.00 to our current yearly cost. TSS Digital has been a cost-competitive, responsive and satisfactory provider. Staff has confidence in TSS Digital's ability to perform this contract and determined the price to be fair and reasonable for the product and services proposed.

5) Alternatives:

- A. Authorize the General Manager to enter into a three year agreement with TSS Digital Services Inc. for provision of internet services in the amount of \$40,063.00.
 - B. Defer action.
-

6) Budget Notes: The yearly cost of internet services is included in the IS budget. This expenditure is within the 2012 budget.

7) Goal Reference: Goal 2: *"Provide outstanding customer service;"* Goal 5: *"Align best practices and support agency sustainable technology and activities."*

8) References: N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-H
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Contract Extension for General Legal Counsel

1) **The Issue:** Consideration of a one year contract extension to Bjorgen Bauer for the provision of general legal services.

2) **Recommended Action:** Authorize the General Manager to execute a one year contract extension with Tom Bjorgen, PLLC, to provide general legal services.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.

4) **Background:** Intercity Transit advertised a Request for Qualifications and Proposals for General Legal Counsel November 2007. The Intercity Transit Authority awarded the contract to provide general legal services in February 2008. The contract was approved for a period of one year with options to renew annually through February 28, 2013. This proposed extension represents the final one year extension available under this Agreement.

Tom Bjorgen served as Intercity Transit's General Legal Counsel for fourteen years. In addition, he has experience working with Pierce Transit, Pierce County, Lewis County, the Washington State Association of Counties, University Place, City of Tumwater, Evergreen State College and the Lakehaven Utility District.

Prior to entering private practice, Tom was the Senior Deputy Prosecuting Attorney for Thurston County, Legislative Counsel for the State House of Representatives, Special Deputy Prosecuting Attorney for Pacific County and Assistant Attorney General for the State of Washington.

Staff's recommendation of Tom Bjorgen reflects his strong credentials and our good working relationship over the past fourteen years.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one year contract extension with Tom Bjorgen, PLLC, to provide general legal services.
- B. Defer award pending further review.

- 6) **Budget Notes:** General Legal Counsel is required on an “as needed” basis. With that in mind, a total not-to-exceed contract cost cannot be predetermined. In 2011, we expended approximately \$26,180. The 2012 budget identifies \$38,000 specifically for general legal services. Legal services are also charged to specific project budgets.

The contract remained at the original rate of \$210 an hour for the first two years. In 2009, the Authority approved an increase to \$220 an hour. The hourly rate is proposed to remain at \$220 for this contract year.

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- 7) **Goal Reference:** N/A

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-I
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Contract Extension for Marketing Services

1) **The Issue:** Consideration of a one-year contract extension with Ilium Associates for Marketing Services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$65,000.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** In February 2010, Intercity Transit awarded a one-year contract to Ilium Associates for the provision of marketing services. The contract included the option of two, one-year extensions. This extension represents the second one-year extension available under this contract.

Ilium provides graphic design, promotions and marketing support to complement Intercity Transit's broad external marketing efforts. This contract directly supports Intercity Transit's ability to maintain and increase ridership as well as support marketing to the agency's important youth, commuter and other target audiences. Activities that may require Ilium's assistance under this contract include:

- Rider information (such as transit guides and brochures)
- Publications (such as the Interchange newsletter)
- Implementation of Intercity Transit's strategic marketing plan
- Agency ridership and marketing campaigns
- Service and corporate branding
- Web page enhancement
- College marketing and youth education materials
- Fare media design

Intercity Transit negotiates scope of work, timeframes and associated costs with Ilium on a project basis. The hourly rates utilized in this process will remain the same as originally proposed.

Ilium Associates has great expertise in transit marketing and a solid national reputation in the transportation industry. The skills, expertise and knowledge Ilium brings to Intercity Transit's marketing efforts will enhance our ability to maintain existing successful programs while also supporting new initiatives. Considering the fair and reasonable cost and Ilium's performance, staff recommends we exercise the option to extend the Marketing Services contract to Ilium for one year.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$65,000.
- B. Defer the contract extension pending further review.

6) **Budget Notes:** Funds for this contract are included in the 2012 budget.

7) **Goal Reference:** This agenda item meets Goal 2: *"Provide outstanding customer service."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-J
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Fiber Optic Cable

1) **The Issue:** Consideration of entering into an agreement with the Washington State Department of Transportation (WSDOT) for the installation and use of fiber optic cable from the Pattison Street Facility to Capcom.

2) **Recommended Action:** Authorize the General Manager to enter into a ten-year agreement, with the option of two five-year renewals, with WSDOT to make connections and provide the use of two strands of its fiber optic cable, running from the Pattison Street Facility to Capcom, in the amount of \$43,122.24, including taxes.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.

4) **Background:** The communications link between the Pattison Street Facility and the Olympia Transit Center (OTC) is vital for maintaining transit and customer service operations. While Intercity Transit's electronic network, communication and emergency data backup needs have grown and will continue to grow, the existing link between these facilities is already saturated and vulnerable to disruption. Due to the narrow bandwidth available, it is becoming increasingly challenging to resolve performance issues within the OTC network.

Strong technological solutions to narrow bandwidth and link vulnerability are now available. Staff researched options including larger bandwidth telecommunications connections as well fiber optic cable. Fiber provides the most robust solution as it offers ample bandwidth to cover current and predicted usage as well as capacity for future expansion. Fiber is installed underground and is much less vulnerable to disruption.

Intercity Transit remained in contact with WSDOT as it developed its fiber network in the Olympia area. WSDOT is now offering Intercity Transit the opportunity to participate in its network to connect the Pattison Street Facility to Capcom. Staff investigated, and there is no other fiber optic cable available to Intercity Transit in Olympia. The connection between

Pattison and Capcom represents the first phase of connecting Pattison to the OTC. Completing the second phase connection from Capcom to the OTC would occur under a separate agreement with WSDOT.

WSDOT competitively procured the installation services and based on staff evaluation of fiber optic cable costs, WSDOT is offering its fiber at fair and reasonable costs. It would be extremely costly and time prohibitive for Intercity Transit to consider installing its own fiber optic cable.

Staff recommends Intercity Transit avail itself of this opportunity and enter into an agreement with WSDOT for the first phase of the fiber connection to the OTC.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a ten-year agreement, with the option of two five-year renewals, with WSDOT to make connections and provide the use of two strands of its fiber optic cable, running from the Pattison Street Facility to Capcom, in the amount of \$43,122.24, including taxes.
- B. Defer award pending further review. The WSDOT contract for installation services expires February 29, 2012.

6) **Budget Notes:** The 2012 budget includes \$70,000 to connect the Pattison Street Facility to the OTC via fiber optic cable. The Pattison to Capcom connection falls well within budget. Staff will remain in contact with WSDOT staff as they continue to develop their fiber network linking Capcom to downtown Olympia. Staff anticipates completing the link within the next two years.

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

8) **References:** N/A

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Stephen Buxbaum

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Ed Stanley

City of Yelm
Robert Isom

Town of Bucoda
Alan Vanell

Thurston County
Cathy Wolfe

Intercity Transit
Sandra Romero

LOTT Clean Water Alliance
Cynthia Pratt

Thurston PUD
Paul Pickett

Olympia School District
Allen Miller

North Thurston Public Schools
Chuck Namit

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Willie Frank
James Slape

Associate Members

TCOMM 9-1-1
Karen Valenzuela

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
vacant

The Evergreen State College
Paul Smith

Timberland Regional Library
Michael Crose



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, February 3, 2012 8:30-11:00 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 – January 6, 2012
- b. Approval of Vouchers
- c. 2011 Financial Report

Port of Olympia Update

INFORMATION

The Port of Olympia has several large Port enhancement projects planned for the near future. These projects will be presented by the Port for informational purpose and to allow for questions and answers from the Council.

TRPC 2012 Meeting Calendar

ACTION

Council Members will review and approve the 2012 Meeting Calendar.

Orientation Packet

INFORMATION

As has been discussed at previous TRPC meetings, a brief presentation on the "TRPC Orientation Packet" will be given by the Director. This agenda item will provide newly appointed TRPC member representatives a first look at the Packet and existing members an update. New members will be urged to meet (setting up an appointment at their convenience) with the Director for a detailed review.

Transportation Annual Report – "Journeys"

INFORMATION

This recap of key transportation program activities from 2011 reflects on Council accomplishments last year, updates new members on our activities and sets the stage for the Council's transportation activities in 2012.

2012 State Legislative Session

UPDATE

The Council will continue its discussion on Legislative plans and strategies.

Appointment of Executive Director's Evaluation Committee

ACTION

The chair will appoint Council Members to the Executive Director Evaluation Committee.

2012 Officer Elections

ACTION

Regional Council Members hold elections for Chair, Vice-chair and Secretary for a one-year term, each year in February.

Regional Stewardship Topics

DISCUSSION

"Aging Population": The Council has asked to schedule an agenda item each month to allow for open discussion among members on various issues that are currently, or will in the future, impact our region. These monthly "Regional Stewardship Topics" were defined at the Council retreat in July. This month's topic is "Aging Population".

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
January 9, 2012**

CALL TO ORDER

Chair Stephen Abernathy called the January 9, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:32 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Valerie Elliott; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Joan O'Connell; Carl See; and Michael Van Gelder.

Absent: Matthew Connor; Meta Hogan; Julie Hustoft; Don Melnick; Charles Richardson; Kahlil Sibree; Rob Workman

Staff Present: Mike Harbour, Rhodetta Seward, Carolyn Newsome, Kris Fransen, Dennis Bloom, and Shannie Jenkins.

Others Present: Ryan Warner, new ITA Citizen Representative.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Board member, Marty Thies, Citizen Representative, was introduced.

MEETING ATTENDANCE

A. **January 18, 2012, Work Session** - Wilfred Collins.

B. **February 1, 2012, Regular Meeting**- Don Melnick.

APPROVAL OF MINUTES - November 21, 2011, Minutes

It was M/S/A by Gray and Elliott to approve the minutes of November 21, 2011, as presented.

CAC MEETING MINUTES

January 9, 2012

Page 2 of 6

NEW BUSINESS

A. **2011 Vanpool Program Update** - Newsome reported, in 2011 Intercity Transit received money from Department of Transportation for replacement vans for the vanpool program. Staff requested the Authority approve \$30,000 local money for an incentive program. In 2011, we branded the vanpool program with "Vanpool Your Commute Only Better," conducted a year-long promotion, and tested a vanpool incentive program. We offered riding a Vanpool for one week; riders received a \$5.00 coffee card. If someone rode for two months, the third month they received a \$25.00 gift card. If a person stayed in the program, they were entered in a drawing for an iPad. These rewards also applied to people who recruited vanpool riders.

Fransen reported prior to the incentive program, 21 vans were empty; now only one van is empty. The incentive program targeted Joint Base Lewis McCord (JBLM) to relieve the I-5 congestion. Approximately 30% of JBLM employees live in Thurston County. Because they are federal employees, they are eligible to vanpool free with a federal subsidy. We started out advertising by word of mouth, as this was the least expensive, easiest, and most effective way to promote. We then promoted by inviting existing vanpool members to refer people, contacted Employee Transportation Coordinators (ETC), advertised with Save Cash posters on all vanpools, and used print, web, radio, and social media.

Hagenhofer arrived.

With this recruitment, we reached a milestone of 200 vanpools. We have 484 new vanpoolers and 32 new vanpool groups. When surveyed, 99% of the riders plan to continue vanpooling.

The Thurston Regional Planning Counsel received a grant to work on I-5 congestion. Bloom, Fransen, and Newsome are working with regional partners to work on this problem, focusing on ridesharing as part of the solution. Currently 89 vanpools travel the I-5 corridor. Presently 44 vanpools travel to JBLM, 31 of them are Intercity Transit. Those 89 vanpools take approximately 650 cars off the I-5 corridor every day.

This is the 30th "Vanniversary" of the Vanpool Program. Ten new vehicles will arrive this year. Our goal is to fill empty seats in existing vans and renew the incentive program. There is \$10,000 in the 2012 budget which will be used to refresh the program and get the new vans on the road.

CAC MEETING MINUTES

January 9, 2012

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Thies asked what the statistic number is of people per vanpool. Newsome reported the total average is 8.23. We have smaller vans than most transit agencies. Elliott commented she has not heard any news on JBLM about the benefits to employees for vanpools. Newsome commented when the program is refreshed, she will contact the ETC at JBLM to make sure information is getting to employees. Van Gelder congratulated Vanpool and asked if there are other activities planned for other large work sites in Thurston County. Fransen responded she works with the TRPC on commute trip reduction in Thurston County. There is an ETC assigned to each large work site in the County, and they work as a liaison between the TRPC and their employees. Information is provided to the ETC and we ask them to forward it to their employees. With relocation of agencies such as DES, we work on attending Transit Fairs during lunch time to provide employees with information on alternative commute information.

Hagenhofer suggested attending a Transit Fair at the Red Wind Casino. Gray asked what about turnout at Transit Fairs and how information is provided. Fransen commented she works with the ETC at the site. It is the ETC's job to promote the Fair. Some type of food is provided along with a treasure chest of prizes. Gray shared when she did fairs in the past, local reporters were contacted and they were successful. Collins asked if a person who is not in a vanpool refers a vanpool rider, will they receive a free gift. Newsome confirmed yes, when the program is refreshed and running again, people referring others are eligible for prizes.

B. Transit Planning Within the Local Land Use Review Process – Bloom provided a brief overview of Intercity Transit's current role in the local land use process. Staff has been involved with local jurisdictions and the land use review process in Thurston County for many years. Some questions to consider include:

1. What role should the Authority members play in the process?
2. What role should the representative of a particular jurisdiction have if there is a conflict between Intercity Transit and the jurisdiction or developer?
3. How can Intercity Transit play a larger role in long-term land-use decisions?
4. Is the current approach to Intercity Transit's involvement in land use review acceptable and/or should staff return to the Authority for additional discussion?

Each jurisdiction developed its own set of appropriate regulations based on local, state, and federal laws. The review and approval process is a five to six step process.

Step 1: Review items that may be applicable to the project

Step 2: A site plan review committee

Step 3: Formal application

Step 4: Application distributed

CAC MEETING MINUTES

January 9, 2012

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Step 5: Formal review

Step 6: Decision

Thurston County is one of the fastest growing counties in Washington State. The number of proposed developments reduced considerably the last few years. Previously, we received close to 1,900 notices per year from the jurisdictions for proposed land use changes. Staff reviewed 700-900 of those proposals annually for potential transit impacts. In 2010, staff reviewed 209 preliminary development proposals generating nine submitted comments about transit impacts. The number increased in 2011 to 282 reviewed proposals, generating 12 responses from staff. Intercity Transit's intent in the review process is to consider whether there may be options for transit service improvements and to ensure these locations are accessible to public transit users. Our typical transit request is for one bus stop or a series of stops to be located near or within a new development. The cities put obligations on the developers to put in sidewalks, curbs, and public services. This is the time transit agencies can request the developers to put in accessible bus stops.

Bloom reported who the members of the Intercity Transit Stops and Zones Committee are, and what role they play to make a new bus stop happen. He shared visual results from the beginning to end of several bus stops in the different jurisdictions.

- Olympia: Cherry Street Plaza
- Lacey: Horizon Point
- Tumwater: Office Building/Linderson Way

See asked how long an approval decision lasts. Property owners can take as long as they want but normally it is two years. O'Connell asked if most contractors/developers are positive about adding bus stops and/or shelters. Bloom responded each jurisdiction has specific wants for transit use and bus stops. The City of Olympia encourages alternative transportation by not providing much parking at new buildings. The cost to put in a parking space is approximately \$8,000 - \$9,000 per space, \$50,000 per space for underground parking.

C. Service on Holidays - CAC requested staff research the requirements to provide service for three holidays currently not served. The holidays include Thanksgiving Day, Christmas Day, and New Year's Day. To implement service on these three days would require a decision by the Authority for the service and for allocation of the funds. Harbour reported the cost for holiday service would be the same as Sunday level of service. It is best to stay with a service already in place for ease of explanation to the public. This level of service is 255 revenue hours of service with 20 buses for 12-13 hours each. We would also operate a complimentary Dial-A-Lift service, and

CAC MEETING MINUTES

January 9, 2012

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maintenance personnel would be required to work. The basic estimate is \$30,000 per day, with a total annual cost of \$90,000 for the three holidays. Ridership on Sunday is generally 1/3 of weekday ridership, but estimated less for a holiday.

Staff researched if we received requests for this service. Looking at the last market research, we found no request for holiday service in the survey. When we did the 30th anniversary survey, we had not received any requests for service for these three days. Staff then researched what comparable transit systems are doing. Smaller urban systems, comparable to Intercity Transit, do not provide service on these three days. Pierce, Sound, and King County Metro do provide service. With reductions in service, some agencies are not providing Sunday service at all. Harbour suggested CAC members discuss what they would like to see and if they want to make a recommendation to the Authority.

Hagenhofer asked if we can provide Dial-A-Lift on a request basis only. O'Connell would like to see service provided on these holidays. Golding feels we would get a lot of business on the Thanksgiving and Christmas holidays. G. Abernathy asked if we could do a market analysis to find out what the ridership would be. Harbour guessed approximately 3,000 riders. Gray feels the three holidays should be looked at separately. Van Gelder feels Intercity Transit is an important service to the community and is a good symbolism for us to provide this service. See feels it is good public relations and possibly provide service on a trial basis. See asked if there would be push back from staff to work on the holidays. S. Abernathy asked what the pilot would look like. Harbour responded it would be identical to what we have now. Intercity Transit added back three of the six holidays we previously offered before 2001. O'Connell suggested fun opportunities on the buses for these days, and to provide time slots instead of service the entire day. Harbour noted it is hard to provide anything less than Sunday service.

There was a general consensus to have Harbour bring this item to the Authority for consideration as a pilot at the January 18 work session. Seward received an email from Richardson stating he would like to see holiday service provided.

REPORTS

- A. **December 7, 2011, Regular Meeting** - Highlights attached.
- B. **December 21, 2011, Special Meeting** - Geyen gave a brief report on the highlights of the special meeting. She shared a Success Magazine from North Thurston Public Schools showing Connor was selected to participate in the National Leadership

CAC MEETING MINUTES

January 9, 2012

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Program in Economics for Leaders Program at the University of Washington in July. He was one of 35 students from around the country selected to participate.

C. January 4, 2012 - Regular Meeting - Gangula gave a brief report on the highlights of the regular meeting. He introduced Ryan Warner, new Citizen Representative to the Authority Board.

D. Meeting Schedule - Seward provided a schedule for CAC members to attend the Authority meetings through the 2012 year. If for any reason a member cannot attend the meeting selected, please let Seward know and she will try to switch dates with another member. Also, she will put together an updated member roster and get that out to members soon.

PUBLIC COMMENT -

- Golding commented on the noise level of buses when they lower the lifts. She asked if it is possible to lower the frequency. Staff will check with maintenance.
- Golding asked about stops considered as transfer points. She was told the only transfer points are the Olympia Transit Center and Westfield Mall, and thought a transfer point is when two buses cross paths. Bloom responded if they do not have a connection, it is not considered a transfer point. However, what she described at Harrison and Division should have been a place she could have transferred. Staff will contact Customer Service, as it could be they may not be aware of what is considered a "station" versus a transfer point.
- Golding likes the new System Maps and requested they be available in larger print for site impaired and elderly passengers. Staff will ensure Marketing is aware of her request.

NEXT MEETING: February 13, 2012.

ADJOURNMENT

It was M/S/A by Van Gelder and Gray to adjourn the meeting at 7:20 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Bus Stop Pad Engineering Contract Award

1) **The Issue:** Consideration of an award for bus stop pad engineering.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with an engineering firm, in an amount, to be announced at the February 1, 2012, Authority meeting.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.

4) **Background:** A Request for Qualifications and Proposals was issued November 29, 2011, for engineering services for ADA-compliant bus stop pad improvements for 46 current bus stop locations. Eight proposals were received by the submittal date of December 22, 2011. A team from Planning, Facilities and Procurement reviewed the proposals, determined the competitive range and selected four firms to interview.

Following the interviews and reference checks, the team selected an engineering firm and directed Procurement to negotiate the proposed costs. The firm will provide engineering design and technical assistance through the permitting and bid process, as well as contract administration services.

Procurement will complete an independent cost analysis of the firm's proposed costs prior to the Authority meeting to determine, if based on the scope of work and the number of hours estimated to complete this phase of the project, staff feels the price to be fair and reasonable.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with an engineering firm, in an amount, to be announced at the February 1, 2012, Authority meeting.
 - B. Defer award pending further review.
-

6) **Budget Notes:** Intercity Transit received \$467,185 from the Federal Transit Administration for this project. Funds are programmed in the 2012 budget for engineering services related to the bus stop pad improvement project.

7) **Goal References:** Goal 2: *“Provide outstanding customer service;”* Goal 3: *“Maintain a safe and secure operating system;”* and Goal 4: *“Provide responsive transportation options.”*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair and appointment of committee assignments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit's Pension Committee; and
 - Thurston Regional Policy Committee sustainable Development Task Force.
-

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

4. **Background:** Officers serve a one year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), Intercity Transit's Pension Committee, and most recently the addition of the Thurston Regional policy Committee Sustainable Development Task Force. The Urban Corridors Task Force concluded its work.

5. **Alternatives:**
- A. Elect officers and approve committee assignments.
 - B. Defer elections and assignments. The current Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Vice Chair is absent, the most senior member would serve as the presiding officer. Our most senior officer is Councilmember Baker.
-

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

7. **Goal Reference:** The Authority and its officers represent the agency in all aspects of the communities we serve. Representation to the jurisdictions, TRPC, and TPB enable the Authority to share its goals, gain support and partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V and Article VI. Officers - Chair and Vice Chair.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
March 2011**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Sandra Romero
(Alternate: Karen Messmer)

Thurston Regional Policy Committee Sustainable Development Task Force: General responsibilities include attendance at the monthly task force meetings and providing a monthly report to the full Authority.

Karen Messmer
(Alternate: Sandra Romero)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Ed Hildreth
(Alternate: Eve Johnson)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Joe Baker

Washington State Transit Association: General responsibilities include attending WSTA board meetings, an annual meeting, and providing a report to the full Authority. Meetings generally do not exceed 3 per year. The annual meeting is generally scheduled for November.

N/A

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority
FROM: Mike Harbour, 705-5855
SUBJECT: Pension Committee Appointment

1) **The Issue:** Whether to make an appointment to the Pension Committee.

2) **Recommended Action:** Approve the General Manager's recommendation to make appointment to the Intercity Transit Pension Committee for a four year term to end January 31, 2016. He will make his recommendation at the meeting.

3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

4) **Background:** The Pension Committee consists of seven members. The Finance and Administration Director and the Finance Manager serve as permanent members. The Authority appoints one Authority member. Four employees serve on the committee. Employees are recommended by the General Manager and are subject to the Authority's approval.

Employee representatives serve 4-year terms. The terms are staggered, so one position is available for appointment each year. Francine Gagne, Transportation Supervisor, completes her term February 2012. Fran Gorman, Scheduler will serve through February 2013; Dave Kapaun, Human Resources Specialist, will serve through February 2014; and Tom Burke, Auto Technician will serve through February 2015.

Employees were asked to submit letters of interest with a deadline of January 27, 2012, and based on those letters, Mike Harbour make a recommendation to the Authority at the February 1, 2012, meeting.

5) **Alternatives:**

A. Approve the General Manager's recommendation for appointment to the Intercity Transit Pension Committee for a four year term to end January 31, 2016.

B. Request the General Manager make a different recommendation.

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

7) **Goal Reference:** N/A

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Dennis Bloom (705-5832)

SUBJECT: Transit Planning Within the Local Land Use Review Process

1) **The Issue:** Staff will present the current process utilized for improvements to service and passenger amenities, which are a part of a local jurisdictional land use review process.

2) **Recommended Action:** For information and discussion only.

3) **Policy Analysis:** The land use review process may result in changes to existing service or may affect plans for future service changes. In either case, the Intercity Transit Authority may approve significant service changes.

4) **Background:** Intercity Transit staff has been involved with local jurisdictions and the land use review process in Thurston County for many years. Up until 2007, we received close to 1,900 notices per year from the jurisdictions within Thurston County for proposed land use changes. Approximately 700 - 900 proposals were reviewed annually by staff for potential transit impacts. An average of 40 comments were submitted each year to the local jurisdictions concerning bus stops or items dealing with impacts to transit service. These comments were in response to proposals from private sector land use developments, public sector roadway improvements or other similar capital facilities construction efforts that might affect Intercity Transit service.

Over the past few years, the number of proposed developments shrunk considerably. In 2010, Intercity Transit staff reviewed 209 preliminary development proposals generating nine submitted comments about transit impacts back to the local jurisdictions. During 2011, that number increased to 282 reviewed proposals, which generated 12 responses from staff. It appears we may be seeing signs of a potential recovery in the local economy for new construction as land use proposals to local jurisdictions continue to increase.

In the public land use review process, local jurisdictions provide property owners a way to develop or improve their property within given codes and laws while also providing a means to address a variety of environmental issues or impacts. Whether mitigation is needed to lessen those impacts to the surrounding area or not, Intercity Transit's intent in

the review process is to consider whether there may be options for transit service improvements and to ensure these locations are accessible to public transit users.

In areas where new development is set to occur, we consider the potential for future service improvements. Our “typical” transit request is for one bus stop or a series of stops to be located near or within a new development. This also provides a basis for future service provisions and can reduce the additional expense of retrofitting a given location with a stop once transit service is implemented in that location or area.

With the change of land areas into commercial or residential use, transportation options, like fixed route transit, should be considered a vital part of an urban growth services package, just as streets, lighting and other common utilities are now required. Transit is an integral part of the larger public infrastructure provided to the communities we serve, and we try to make the best of the opportunity to be “pro-active” in this process.

Issues may arise where Intercity Transit’s staff views differ from that of a jurisdiction or developer. Potential questions include:

- What role should Authority members play in this process?
- What role should the representative of a particular jurisdiction have if there is a conflict between Intercity Transit and the jurisdiction or developer?
- How can Intercity Transit play a larger role in long-term land-use decisions?
- Is the current approach to Intercity Transit’s involvement in land use review acceptable and/or should staff return to the Authority for additional discussion?

5) **Alternatives:** N/A

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

7) **Goal Reference:** Goal#4: *“Provide responsive transportation options.”* Ends Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.

8) **References:** “Transit Planning & Land Use” Presentation. A brief overview of Intercity Transit’s current role in the local land use process.

Transit Planning & Land Use

**A brief overview of
Intercity Transit's current role
in the local land use process.**

Intercity Transit Development Dept. – Planning, January 2012

Example: Local Requirements

Each jurisdiction has developed its own set of appropriate regulations based on local, state and federal laws.

In general, if you are planning a:

- commercial development,
- an industrial development,
- a public building,
- a multi-family development of greater than two (2) dwelling units,
- expansion, remodel of existing structure,
- a change of land use

Review & Approval process: 5 - 6 steps

Example: local requirements

Step 1: Review items that may be applicable to the project:

- City's zoning code (zoning map)
- Sewer and water availability (including capacity and costs)
- Location of fire hydrants
- Flood hazard
- Any other land use regulations which may apply to the development (proximity to water bodies, traffic, environmental sensitive areas or buffers, etc.)
- A change of occupancy or a change in land use that results in an intensification of use and requires conditions comply with existing regulations.

Jurisdiction Planning and/or Public Works staff can assist.

Example: local requirements

Step 2: A Site Plan Review Committee

- Municipal Code requires committee review and approve site plans before issuing building permits.

Applicant Requests Pre-submission Meeting (Development Dept.)

- Complete a pre-sub application: includes preliminary project outline (site drawing and vicinity map).
- Pre-sub forwarded to other city departments and to other affected public entities to review and comment (about 1 week to respond).




*Shaping
our community
together*

P.O. Box 3400
Lacey, WA 98509-3400
360-491-5642

<input type="checkbox"/> City Manager	<input type="checkbox"/> Fire Dept
<input type="checkbox"/> Dir. Pub. Af.	<input type="checkbox"/> School Dist.
<input type="checkbox"/> Dir. Comm. Dev.	<input type="checkbox"/> Intercity Transit
<input type="checkbox"/> Building	<input type="checkbox"/> Doug Kramer
<input type="checkbox"/> Dir. Public Works	<input type="checkbox"/> Cindy Zielinski
<input type="checkbox"/> City Engineer	<input type="checkbox"/> Angeles Miller, PW
<input type="checkbox"/> Traffic Eng.	<input type="checkbox"/> Water Quality Eng.
<input type="checkbox"/> Project Eng.	<input type="checkbox"/> City Shop, Troy Oestreich
<input type="checkbox"/> Parks Dept.	<input type="checkbox"/> City Clerk
<input type="checkbox"/> Adj. Jurisdictions	<input type="checkbox"/> Applicant/Owner
<input type="checkbox"/> Peter Brooks PW	

Example: local requirements – Step 2



City of Olympia | Capital of Washington State
601 4th Avenue E. | P.O. Box 1967, Olympia, WA 98507-1967

COMMUNITY PLANNING AND DEVELOPMENT Telephone: 360.753-8314 FAX: 360.753.8087 cpdinfo@ci.olympia.wa.us

SITE PLAN REVIEW AGENDA

Wednesday, January 11, 2012

8:15 a.m. Agenda Review

Note: All agenda items and specific times listed below are subject to change during agenda review.

PRESUBMISSION CONFERENCES WITH APPLICANTS				
TIME	MEETING TYPE	FILE	PROJECT INFORMATION	APPLICANT INFORMATION
9:00 a.m.	Presubmission Major	11-0174	<u>HARRISON BUILDING REDEVELOPMENT</u> 2411 HARRISON AVENUE NW Renovate existing building and add new building totaling 5,533 sq. ft. with 96 new parking stalls.	Bailey General Contractors LLC 8270 28th Court NE #201 Lacey, WA 98516 (360) 704-4486
PLANNER- Shawn Burgett, (360) 570-3776, sburgett@ci.olympia.wa.us				
9:45 a.m.	Presubmission Major	11-0175	<u>MC PHEE MEDICAL BUILDING</u> 420 MCPHEE ROAD SW Demolish existing building and add a new two-story building totaling 9,760 sq. ft. and 40 parking stalls.	Greg Bailey 8270 28 th Court NE #201 Lacey, WA 98516 (360) 704-4486
PLANNER- Shawn Burgett, (360) 570-3776, sburgett@ci.olympia.wa.us				

PROJECT REVIEW MEETINGS

NONE SCHEDULED

Example: local requirements – Step 2

➤ Intercity Transit “Stops & Zones Committee” reviews proposals weekly:

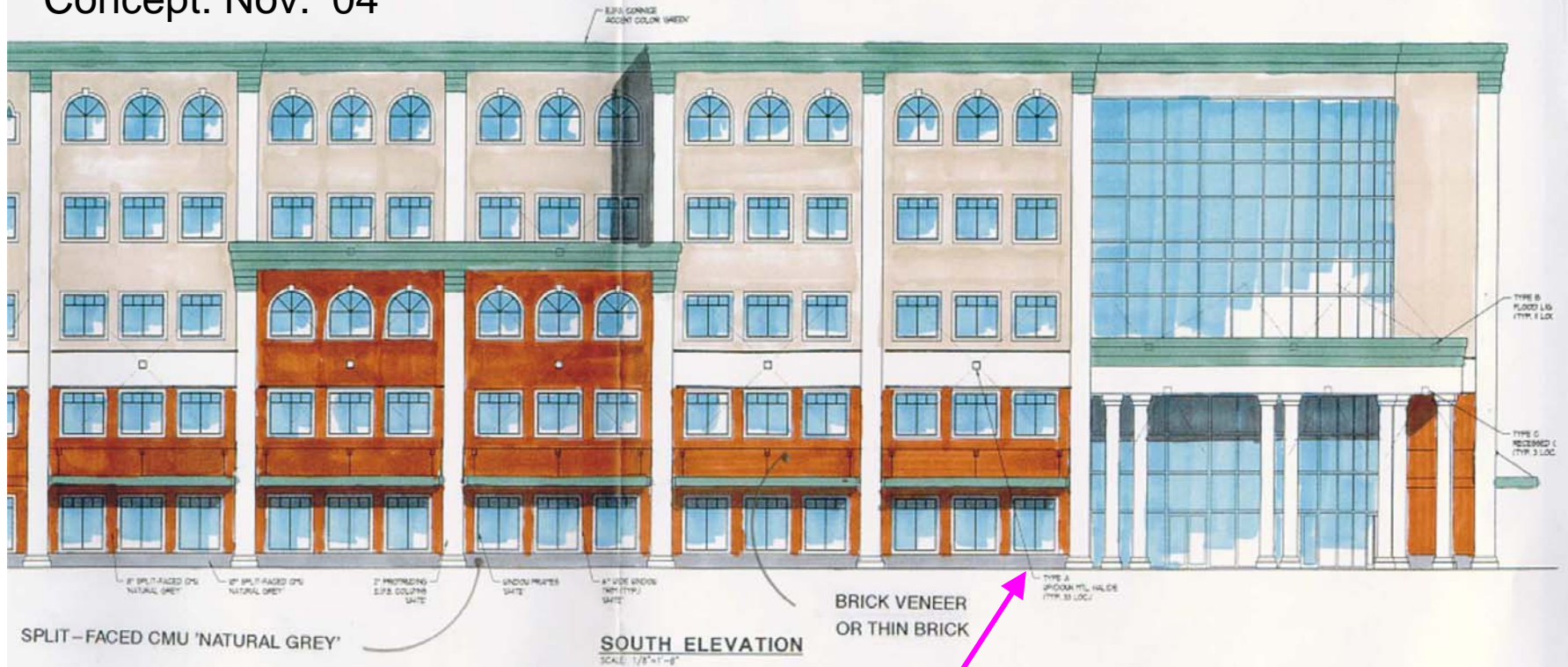
- 2011 received 1,047 documents: pre-sub, plats, DNS, MDNS, SEPA
- Reviewed 282 project land use proposals for transit considerations
- Submitted comments/requests on 12 specific projects



Mark	Dennis	Fran	Mark	Cheryl	Marc
Fixed Rt Manager	Planning Manager	Scheduler	Facilities Manager	Systems Coord.	Senior Planner

Olympia: Cherry Street Plaza

Concept: Nov. '04



Intercity Transit Request:

- ADA accessible stop (minimum: 5'w x 8' d)
- Limited set-back of building so utilize building canopy and bench to accommodate 4 people.



Thurston Co: Glenmore Village

Yelm Hwy/Rich Rd



Development: 17.5 acres

- Mixed use: 39 single family units
- 40,000 sq/ft store
- 2 other 6-12,000 sq/ft office/commercial buildings.

Development review is currently active with proposed mitigation:

- Schools, Traffic, Habitat (Mazama Pocket Gopher)

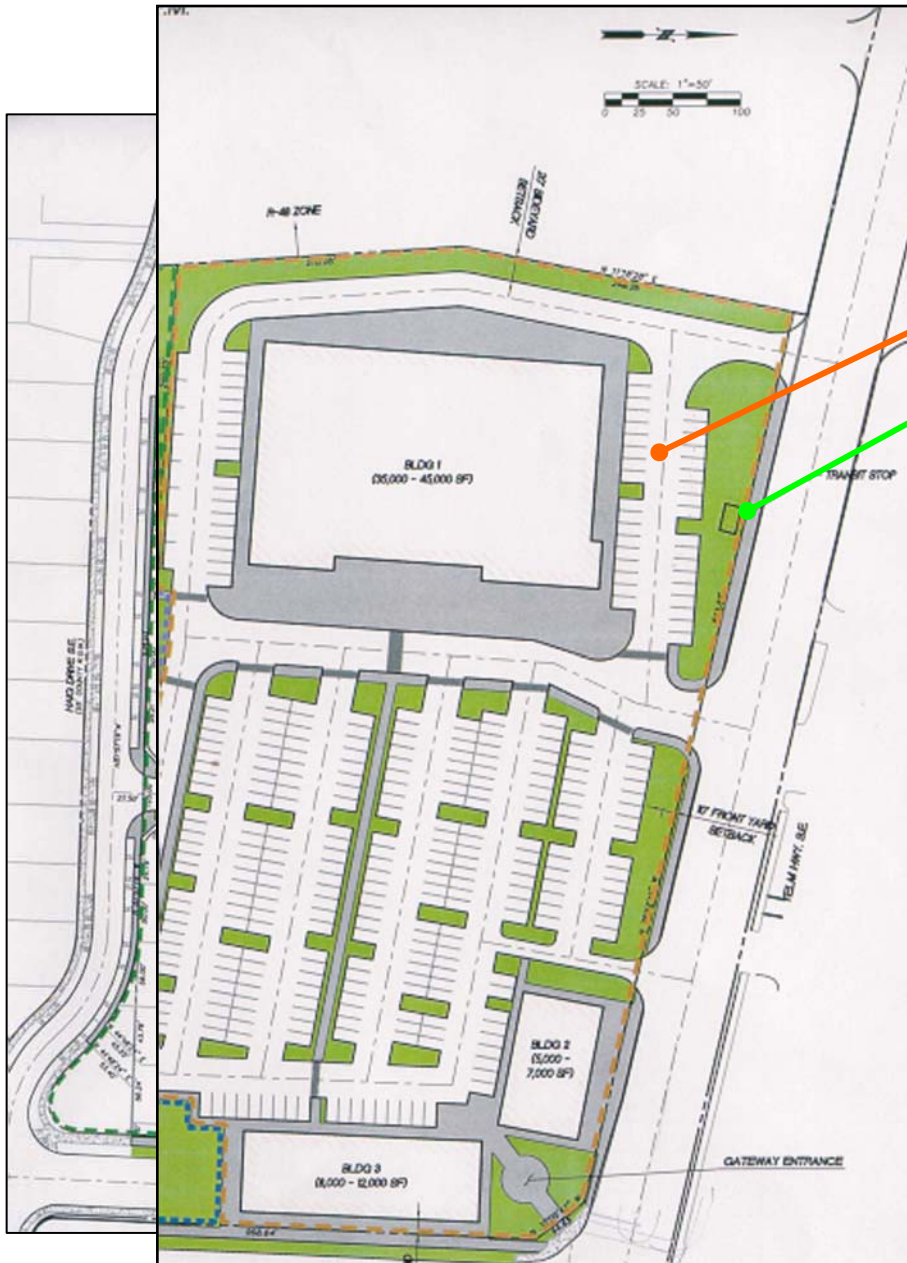


Route 68

- In-bound
- Out-bound

Thurston Co: Glenmore Village

Yelm Hwy/Rich Rd



Developer is proposing:

- Park & Ride Lot
- Bus stop – but only on property

Our request:

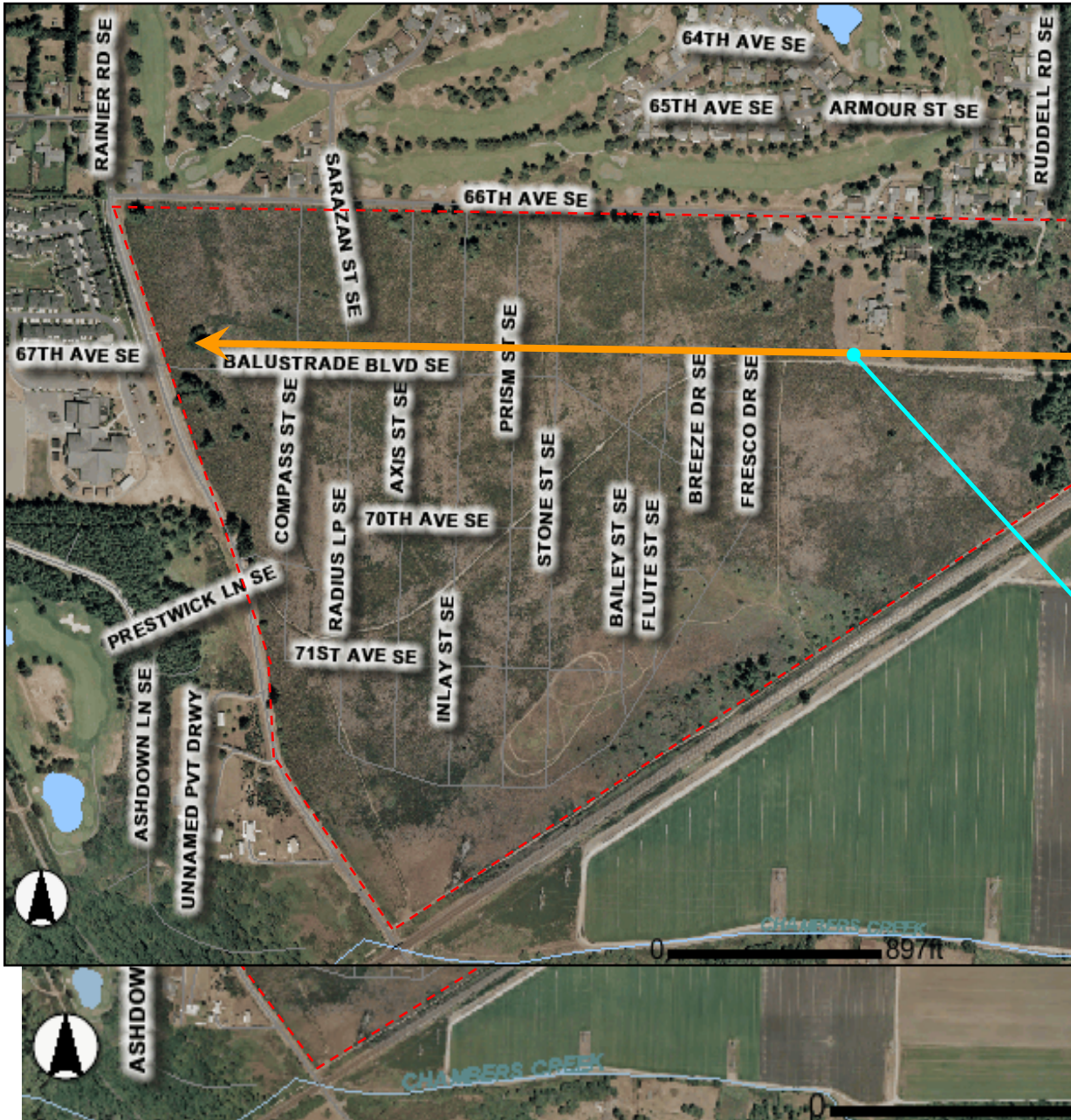
- ADA accessible stops on both sides of the road (ped crossing and island?).
- Improve pedestrian connection to the P&R.

{IT also participating with County on Yelm Hwy improvements: 5 lanes, bus stops}

Lacey: Horizon Point

Rainier Road (first entrance)

Yelm Hwy (intersection improvements built 2009)



Our proposal:

- Proposed route through development (2008).

Requested:

- ADA accessible stops.
- Near side stops, due to limited intersection clearance, every few blocks.

Example: local requirements – Step 2

- **Pre-Sub meeting with jurisdiction's affected department staff:**
 - Provides comments on preliminary plans, including:
 - identifying the standards that need to be complied with
 - provides any concerns with the project or property (roads, environment, etc.)
 - provides comments from others who have reviewed the proposed project

Example: local requirements

Step 3: Formal Application

- Submit formal application and fees for site plan review to Development Dept.
- Fees are variable based on estimated cost of the project.
- Application generally requires:
 - Site plan drawing
 - Location and size of existing and proposed uses,
 - Buffers, easements, utilities, storm drainage systems, access design, parking areas, and topography of site
 - Environmental (SEPA) checklist when required
 - Vicinity map, showing property in relation to neighboring streets

Example: local requirements

Step 4: Application Distributed

- Department sends map and application to affected city and county departments and interested agencies for their review and comments.
 - Intercity Transit staff reviews and comments again, if needed.

Step 5: Formal Review

- Site Plan Review results in either approval, conditional approval, or denial of detailed site plans.
- A decision is made within 15 working days of receipt of the completed application unless:
 - Applicant agrees to an extension of time; or
 - State Environmental Policy Act (SEPA) regulations are found to be applicable. Environmental Impact Statement (EIS) preparation and distribution time does not get included in the 15-day time period.

Example: local requirements

Step 6: Decision

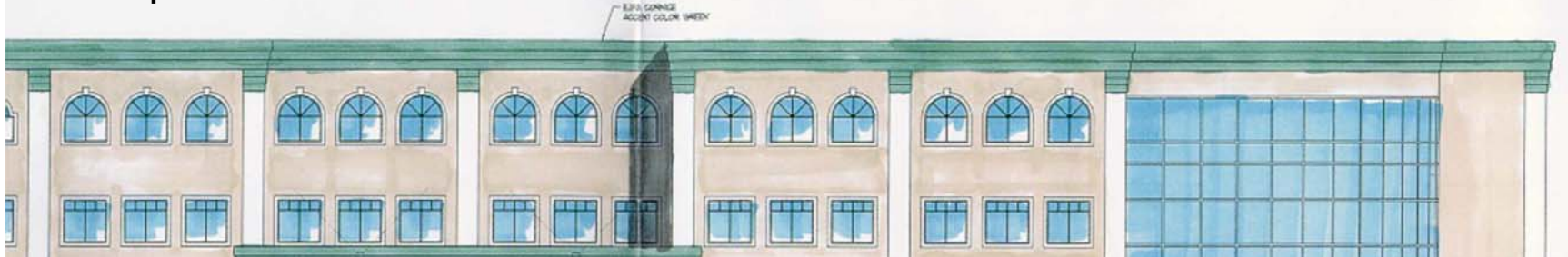
(example: City of Lacey)

- “The decision of the Site Plan Review Committee (SPRC) shall be final unless appealed to the Hearings Examiner within fifteen (15) days of the SPRC decision.”
- “The applicant may appeal the Hearings Examiner's decision to the City Council. The Council must review the request on the record.”

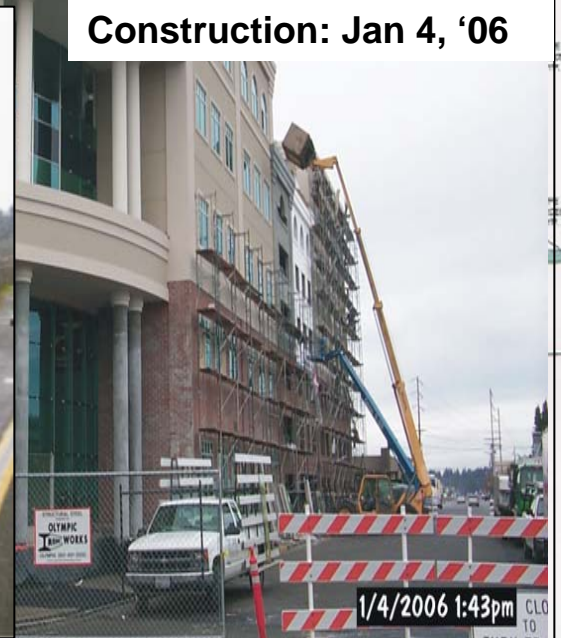
**Results of Intercity Transit
participating in local land use reviews:**

Olympia: Cherry Street Plaza

Concept: 2004



Construction: Jan 4, '06



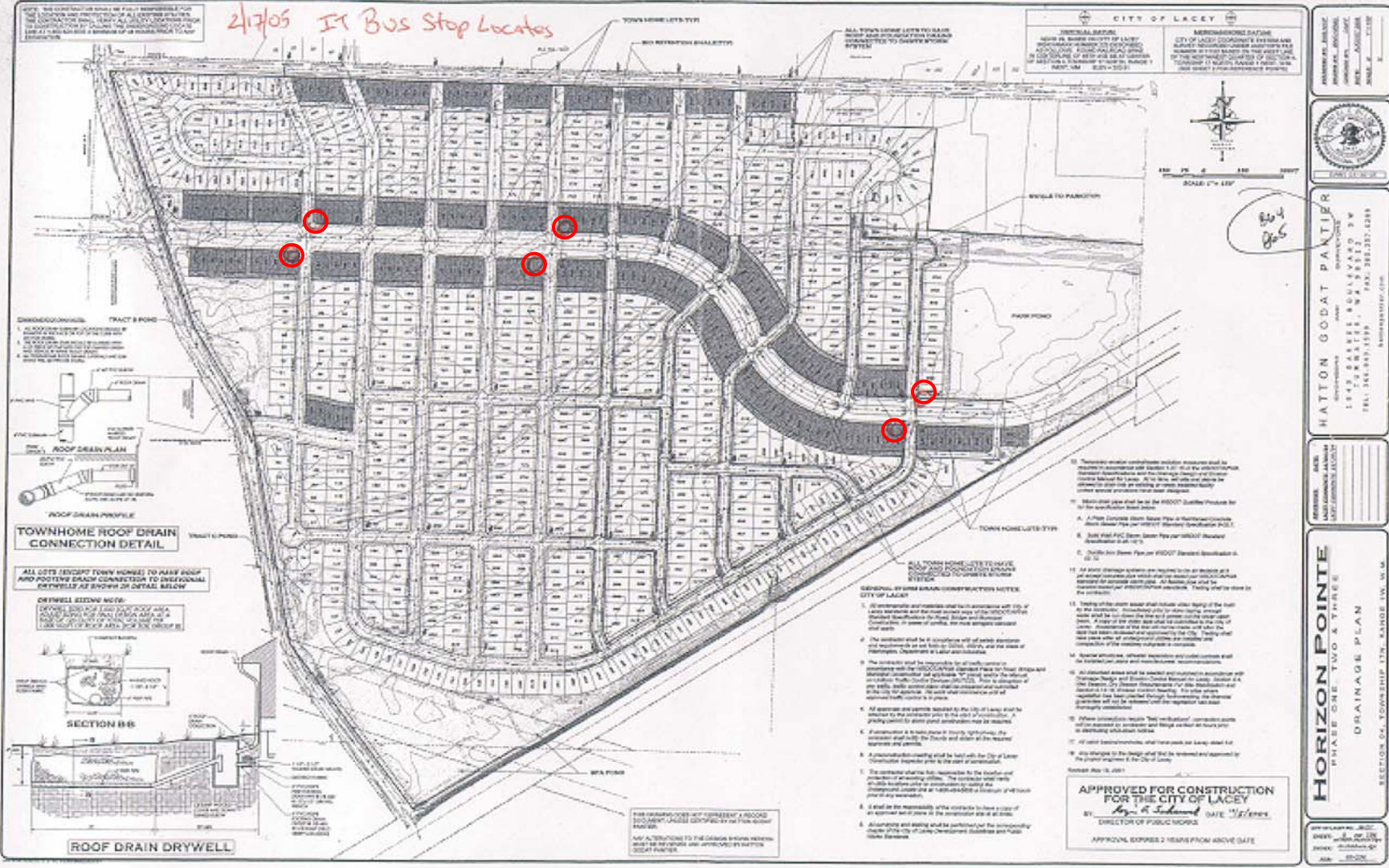
Intercity Transit Request Approved '05:

- ADA accessible stop
- Utilize building canopy and bench to be installed by developer

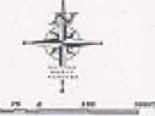
Lacey: Horizon Point

64TH AVE SE

21705 IT Bus Stop Locates

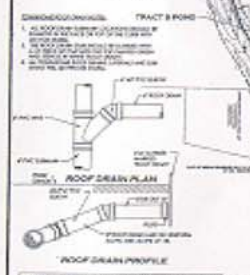


CITY OF LACEY
 MUNICIPAL OFFICE
 1000 COMMERCIAL AVENUE SE
 LACEY, WA 98503
 TEL: 360-801-1519 FAX: 360-801-4285



HATTON GODAT PATTER
 ENGINEER
 1545 BATES BOULEVARD SW
 LACEY, WA 98503
 TEL: 360-801-1519 FAX: 360-801-4285

Bus Stop



TOWNHOME ROOF DRAIN CONNECTION DETAIL

ALL LOTS (EXCEPT TOWNHOMES) TO HAVE ROOF AND POSTERS BRACH CONNECTION TO DRAINAGE NETWORK AS SHOWN ON DETAIL ABOVE



SECTION B-B

ROOF DRAIN DRYWELL

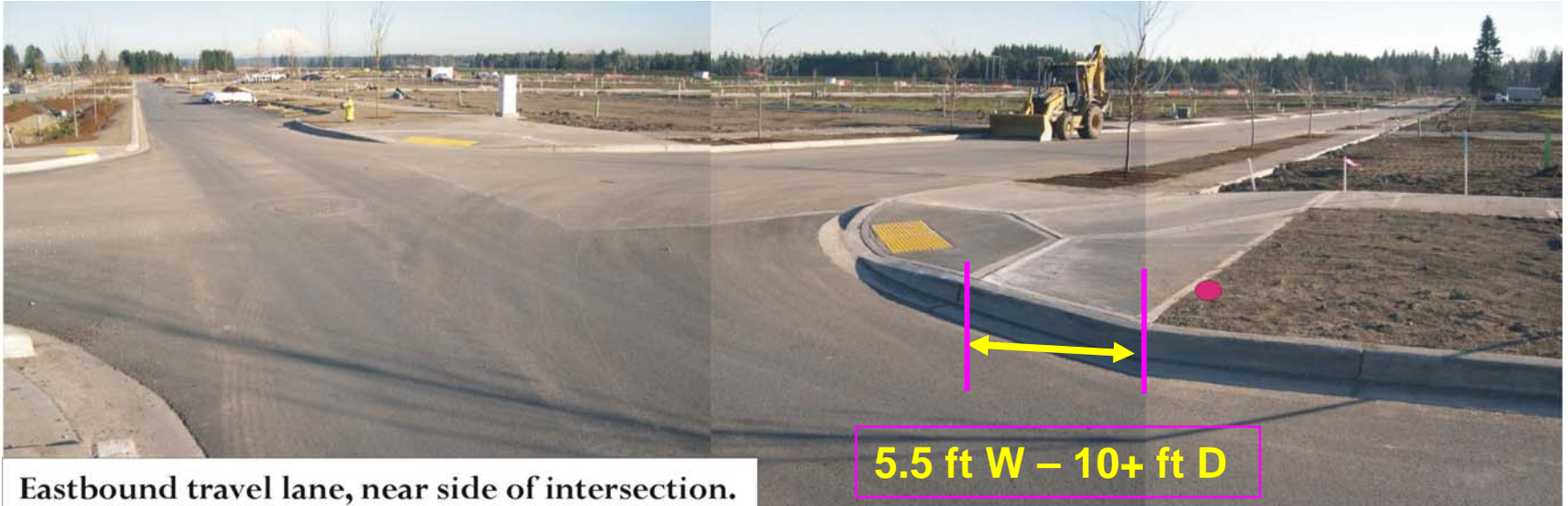
1. The contractor shall be responsible for obtaining all necessary permits from the City of Lacey and the Washington State Department of Ecology. The contractor shall be responsible for obtaining all necessary permits from the City of Lacey and the Washington State Department of Ecology.
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19. The contractor shall be responsible for obtaining all necessary permits from the City of Lacey and the Washington State Department of Ecology.
20. The contractor shall be responsible for obtaining all necessary permits from the City of Lacey and the Washington State Department of Ecology.

APPROVED FOR CONSTRUCTION FOR THE CITY OF LACEY
 BY: *[Signature]* DATE: 10/15/10
 DIRECTOR OF PUBLIC WORKS
 APPROVAL EXPIRES 2 YEARS FROM ABOVE DATE

HORIZON POINT
 PHASE ONE, TWO & THREE
 DRAINAGE PLAN
 SECTION 06, TOWNSHIP 17N, RANGE 14W, W.M.

Lacey: Horizon Point

Bus Stop Locates





January 2012

Tumwater Office Building: Linderson Way

- State: WSDOT & Corrections – 1,300 employees
- Occupancy September 2005

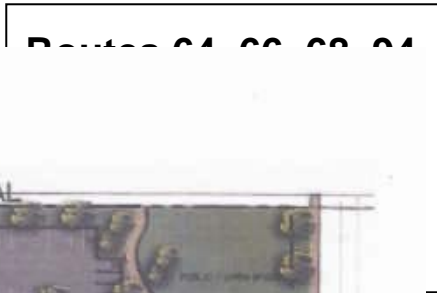
Routes 12 & 13

● Bus Stops



Stop opened mid-July '05

City of Lacey (2004)- Yelm Hwy. Roadway Improvement Project





Pre-submittal: January 11, 2012

City of Tumwater: Bus Stop Pullout

S 7th Ave/W I St.

Route 43

-  In-bound
-  Out-bound



Recent Land Use - Bus Stop Improvements



224 Unit Apartment Complex (submittal/review process: 2007 – 2009)

Recent Land Use - Bus Stop Improvements

Stage 4



Rt 601(PT) and 603 (IT)

Option for detour routing during construction Stages 2 -5. Jefferson St from 14th to Maple Park, will be

◀.....▶ Suggested routing

Stages 2, 4 & 5 (5/24 - 11/13)

to Oly:

Regular route on Union...continue to C
L on Capitol Way
L on Maple Park (eastbound)
U turn at Jefferson, back on Maple Pa
R on Capitol Way and back on regul

to Tacoma

reverse of above

Different views of the same location

Stage 2 Traffic Detours

*Local
Jefferson St. traffic
between
14th & 16th Ave.
will be detoured
to Capitol Way
via
14th Ave. &
Maple Park Dr.*

*7 Week Duration
Begin: 5/24/2010
Complete: 7/27/2010*



North-bound Jefferson St



Now - 2012

Transit Planning & Land Use



**Questions or
Comments?**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Service on Holidays

1) **The Issue:** The Citizen Advisory Committee (CAC) requested a discussion of Intercity Transit service on holidays. The outcome of the CAC discussion of January 9 will be shared with the Intercity Transit Authority at the February 1 meeting.

2) **Recommended Action:** This is an information item.

3) **Policy Analysis:** The addition of service hours will require approval by the Authority.

4) **Background:** The Intercity Transit Authority discontinued service on three holidays - New Year's Day, Thanksgiving and Christmas in 2001 in coordination with the service reductions required by the loss of the Motor Vehicle Excise Tax funding. Prior to this time, a Sunday level of service operated on these days.

The Sunday level of service is minimal level of service operating from approximately 8:30 a.m. to 9:00 p.m. The service requires approximately 255 hours of fixed-route service. In addition, Dial-A-Lift service must be offered as well as Supervisory personnel would be required. We also close the Maintenance facility on these three holidays; therefore, Maintenance personnel would also be required when service is operated. It is estimated the cost of each of these holidays would be \$30,000, with a total annual cost of \$90,000 for the three holidays.

Staff searched customer comments to see if there had been a significant number of requests for operating service on these three holidays. No requests were found. This does not necessarily mean there is no demand for service on these days.

A review of transit systems of comparable size shows most systems of our size are closed on six holidays per year - New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving, and Christmas.

Larger transit systems such as Pierce Transit, King County Metro and Sound Transit generally operate a Sunday level of service on these holidays.

- 5) **Alternatives:** This is an information item. The Authority may direct staff to bring this item back for action if there is an interest in further considering service on these holidays.

- 6) **Budget Notes:** Adding a Sunday level of service on these three holidays would cost approximately \$90,000 per year.

- 7) **Goal Reference:** This item addresses Goal 1: *“Assess the transportation needs of the community;”* and Goal 2: *“Provide Outstanding Customer Service.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: February 1, 2012

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Annual Planning Session

1) **The Issue:** Whether to conduct a planning session and to identify a date.

2) **Recommended Action:**

- A. Agree to conduct a spring planning session;
 - B. Identify possible dates;
 - C. Identify possible facilitators; and
 - D. Begin identifying topics of interest for the session.
-

3) **Policy Analysis:** Annually, the Authority conducts at least one planning session to review issues identified by members of the Transit Authority.

4) **Background:** The Authority typically meets in April or May. Staff recommends considering moving this to as early as late March or April. In the recent past, the Authority was unable to meet due to conflict with schedules in late April and May.

Authority members and staff present discussion topics. The Authority Chair, Vice Chair, General Manager and Executive Services Director then meet with a facilitator to finalize the agenda. The Authority identifies facilitators and staff will make contact to determine availability and cost. In order for all members to be able to fully participate, we recommend the use of a facilitator and the budget includes the cost for these services.

Past experience demonstrates Fridays work better for the session versus a Saturday; however, the Authority's composition has changed recently. Trying to hold a retreat past early May has not proven successful either. The following Fridays are options for your consideration:

Fridays	Space
March 23	Off Site
March 30	Off Site
April 6	Intercity Transit Boardroom
April 20	Intercity Transit Boardroom
April 27	Intercity Transit Boardroom

May 4
May 11

Off Site
Intercity Transit Boardroom

Holding the session in Intercity Transit's boardroom saves costs; however, if one of the other dates is better, we will find a location elsewhere. A continental breakfast would be provided, along with a buffet lunch.

Consultant, Rick Kramer, facilitated the past several annual Transit Authority planning sessions. We did not meet last year due to time constraints. Mr. Kramer has done an excellent job facilitating the planning sessions, knows the transit language somewhat and knows some of our board members. However, staff can also search for a new facilitator if members have other consultants they would like to recommend. Everything is subject to the date you select and consultant availability.

-
- 5) **Alternatives:**
- A. Determine if a planning session is needed, and if yes, direct staff to work with the Authority to identify a date and facilitator.
 - B. Determine if a planning session is needed, and if yes, identify a date at this meeting, and direct staff to find a facilitator.
 - C. Determine if a planning session is needed and if yes, identify a date and the Authority identify the facilitator.
 - D. Determine no planning session is needed.
-
- 6) **Budget Notes:** The annual planning session costs are included in the 2012 budget.
-
- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs and future plans for the agency and community supports all goals of the agency.
-
- 8) **References:** N/A
-