

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**July 6, 2011**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
  - A. **David Krone, Service Worker** (*Dan MacMillan*)
  - B. **Mark Sandberg, Fixed Route Manager** (*Jim Merrill*)
  - C. **Steve Barlow, Operations Supervisor** (*Mark Sandberg*)
  
- 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:** June 1, 2011, Regular Meeting; June 22, 2011, Special Meeting.
  
  - B. **Payroll:** June 2011 Payroll in the amount of \$1,763,629.16. May Payroll in the amount of \$1,741,376.84.
  
  - C. **Accounts Payable:** Warrants dated May 6, 2011, numbers 83814; 83817-83945 in the amount of \$506,922.89; warrants dated May 20, 2011, Numbers 83962-83963; 83965-84090 in the amount of \$711,919.22 for a monthly total of \$1,218,842.11.
  
  - D. **Contract Extension for Janitorial Services:** Authorize the General Manager to execute a one-year contract extension with Coastal for janitorial services in the amount of \$90,840.00, including taxes.  
(*Melody Jamieson*)
  
  - E. **TIP/POP Approval:** Adopt the 2012 Transportation Improvement Program (TIP) for Federal Transit Administration funding. (*Bob Holman*)
  
- 5) **PUBLIC HEARINGS – None** **0 min.**

- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Sandra Romero*) 3 min.
  - B. **Transportation Policy Board** (*Ed Hildreth*) 10 min.
  - C. **Urban Corridors Task Force** (*Ed Hildreth*) 3 min.
  - D. **TRPC Sustainable Development Task Force** (*Karen Messmer*) 3 min.
  - E. **Citizen Advisory Committee** (*Steve Abernathy*) 3 min.
  - F. **Pension Committee** (*Joe Baker*) 3 min.
  
- 7) **NEW BUSINESS**
  - A. **Appointment of Public Records Officer** (*Rhodetta Seward*) 5 min.
  - B. **Purchase of Additional Software Licenses** (*Marilyn Hemmann*) 5 min.
  - C. **Hawks Prairie Park and Ride - Acceptance of Grant Funding**  
(*Marilyn Hemmann*)
  
- 8) **GENERAL MANAGER'S REPORT** 10 min.
  
- 9) **AUTHORITY ISSUES** 10 min.
  
- 10) **MEETING EVALUATION** 5 min.
  
- 11) **EXECUTIVE SESSION - None** 0 min.

**ADJOURNMENT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**June 1, 2011**

**CALL TO ORDER**

Chair Romero called the June 1, 2011, 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 Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

**Staff Present:** Mike Harbour; Rhodetta Seward; Dennis Bloom; Jim Merrill; Meg Kester; Ann Freeman-Manzanares; and Marilyn Hemmann.

**Others Present:** Legal Counsel Tom Bjorgen; Citizen Advisory Committee (CAC) member Jacqueline Reid; and Recording Secretary Tom Gow.

**APPROVAL OF AGENDA**

**It was M/S/A by Councilmember Clarkson and Citizen Representative Messmer. It was noted Jeremy Darby, Vehicle Cleaner will not be introduced this evening.**

**INTRODUCTIONS & RECOGNITIONS**

**A. Jennifer Mooney, Customer Service Representative.** Gerchak introduced Jennifer Mooney, Customer Service Representative.

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S by Councilmember Baker and Deputy Mayor Clarkson to approve the consent agenda as published.**

**A. Approval of Minutes:** May 4, 2011, Regular Meeting; May 18, 2011, Work Session.

**B. Payroll:** April 2011 Payroll in the amount of \$2,424,373.49.

**C. Accounts Payable:** Warrants dated April 8, 2011, numbers 83581 – 83698, in the amount of \$395,419.31; warrants dated April 22, 2011, numbers 83699, 83702-83813 in the amount of \$485,281.43 for a monthly total of \$880,700.74.

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- D. TIP/POP Public Hearing:** Scheduled a public hearing for June 22, 2011, at 5:30 p.m. to receive public comment on the Transportation Improvement Program and the Program of Projects.
- E. Schedule Public Hearing Date for Possible October Service Changes.** Scheduled a special meeting on July 20, 2011, to conduct a public hearing to review and take comments on any proposed service changes to the Dash, Olympia Express, and Route 60 service.
- F. Purchase of Additional Data Storage Capacity and a Disk-based Data Backup System.** Authorized the General Manager to issue a purchase order for \$77,965.78, including tax and freight, to Xiologix LLC, for the purchase of an EMC NS-120 Upgrade (\$50,914) and a DataDomain Backup to Disk De-Duplication Appliance (\$27,051.78).
- G. Surplus Property:** Declared the property listed on Exhibit "A" as surplus.
- H. Maintenance Contract for Telephone System.** Authorized the General Manager to execute a one year contract with Siemens for the maintenance of the agency telephone system for \$32,578.17, including taxes.

A change was requested to the minutes of May 4 on page 7 within the second to last paragraph replacing the last sentence to reflect, "In the long term, the Authority might want to consider what it might entail to designate a high capacity lane on I-5."

**Motion carried as amended.**

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (TRPC).** Romero reported at the May meeting, the Council recommended approval of a grant request from Intercity Transit for \$300,000 for upgrades to bus stops. The Council discussed its state fiscal year work program and received an update on the 2011 legislative session. A bill delivered to the Governor pertained to public transportation in state facility siting. Harbour advised the Governor vetoed that section of the bill. Romero said another bill enables the Washington State Department of Transportation and transit agencies to contract with local vendors at park and ride lots.
- B. Transportation Policy Board (TPB).** Hildreth reviewed a list of pending Intercity Transit projects included within regional plans:

- Expansion of service levels
- New transit facilities
- Regional park and ride lot

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- Park and pool lots
- Express corridor from the Martin Way Park and Ride Lot
- Integrated transit and intercity bus terminal
- Smart Corridor project along Martin Way and Capitol Boulevard
- Funding for Hawks Prairie Park and Ride Lot
- \$520,000 for serving Joint Base Lewis McChord (JBLM). Harbour advised the Legislature allocated those funds for vanpools as well as a study targeted at JBLM traffic congestion.

**C. Citizen Advisory Committee (CAC).** Reid reported members submitted nominations for officer positions with appointments scheduled at the June meeting.

### **NEW BUSINESS**

**A. Citizen Advisory Committee Appointments & Interviews.** Seward reported extensive outreach was completed for the new youth position as well as regular positions. The agency received three applications for reappointments from existing members eligible for reappointment to another three-year term and seven applicants for four vacancies. The Authority should consider new applicants to interview, which could include some or all of the applicants. She shared she is disappointed in the number of youth applications the agency received considering the extent of outreach to the student community. Youth Education Coordinator Erin Scheel assisted with the outreach in conjunction with CAC members. Another student candidate contacted the agency about submitting an application after the application deadline. The applicant was notified of the deadline and was subsequently invited to work with Scheel in other transportation activities geared to youths. Three applications were received for the youth position.

June 8 is the confirmed date for interviews of the applicants. Clarkson, Hildreth, and Messmer volunteered to participate in the interviews.

**It was M/S by Citizen Representative Thies and Citizen Representative Messmer to reappoint Meta Hogan, Rob Workman, and Roberta Gray to terms beginning July 1, 2011, through June 30, 2014.**

Seward, responding to Clarkson's question pertaining to the interest of appointees serving, verified all members expressed a willingness to serve another term, each submitting a letter of interest.

Rogers commented on her disappointment in the limited number of youth applicants especially since she personally contacted Olympia high school principals to encourage students to apply.

**The motion carried.**

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**It was M/S by Citizen Representative Messmer and Councilmember Hildreth to interview all seven candidates and three youth candidates.**

Seward noted it is possible to consider one of the youth applicants for a regular position as well.

**The motion carried.**

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

**Pierce Transit** is considering the elimination of all Express service by October and will conduct a public hearing on the proposal June 13. The Authority may want to consider sending a letter to the Pierce Transit Authority expressing the agency's concerns about the proposal. Clarkson agreed with the suggestion to forward a letter as well as scheduling a discussion on the topic during a work session. Harbour said staff is planning to review some options during a work session in June or July. Messmer suggested sending a representative to the public hearing and conveying the importance of continuing some level of service. Harbour said Pierce Transit's staff propose to preserve the remaining level of service. The Pierce Transit Authority requested options eliminating the least productive services. Express service is one of the least productive services offered by the agency. The proposal eliminates an additional 14 fixed Pierce Transit routes as well. Hildreth asked about the impact to Intercity Transit's service if Pierce Transit eliminates all express service. Harbour said Pierce Transit's proposal eliminates service from Gig Harbor as well as creating some service gaps between Olympia and Tacoma. It also cuts express peak service.

**Sales tax revenue** significantly increased in May. The agency also received \$160,000 in a one-time allocation under the tax amnesty program resulting in a flat sales tax revenue month. Sales tax increased 3.2% year-to-date.

The **2011 legislative session** was status quo in terms of funding. The agency received second phase funding for the Hawks Prairie Park and Ride Lot. Dirt was moved from the first half of the site to the remaining half for compression of the landfill underneath. The agency received special needs funding at the previous level and vanpool funds. Prior to the end of session, a bill passed the House for an additional \$500,000 for the biennium; however, it did not pass the Senate.

The price of **bio-diesel** dropped by over a \$1 a gallon under the state contract. The previous premium of B20 was 40 cents a gallon, which has since dropped to 13 cents a gallon.

**Ridership** continues to increase with May ridership of over 400,000 boardings. This is a three-month record exceeding 400,000 boardings each month, which is a 7% increase over last year.

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August 10 is *Transit Appreciation Day*. We will recognize eight employees for service between 20 and 30 years.

The **Washington State Transit Association** is hosting the annual conference in Kennewick from August 21-23, 2011. Authority members should notify Rhodetta if they are interested in attending.

The umbrella contract for the **Amtrak Centennial Station** was distributed to local jurisdictions and the Port for review. The provision allowing a jurisdiction to withdraw based on budget constraints" which was in only two jurisdiction's contracts, was eliminated, so now all jurisdictions would operate under the same contractual language.

The **Gold (Growth, Opportunity, Leadership, and Development) Program** under Seward's leadership is accepting applications until Friday, June 3, for the Operations Supervisor position. The program is an element of the agency's succession planning efforts.

Intercity Transit's **2010/2011 Fact Card**, a pocket card, was recently released.

New **Transit Guides** with June 12 service changes are scheduled for distribution next week. A copy was provided to each Authority member.

A new program, *Rolling Classroom*, at North Thurston Schools, which included over 800 middle school students was very well received.

Success is continuing in the **vanpool marketing program**, with 201 new vanpool customers and 12 vanpools since the beginning of 2011.

May ended with the conclusion of **Bicycle Commuter Month**. We had a record of 1,000 students participating in *Bike to School Day* from nine participating schools. Over 300 bicyclists visited *Bike to Work Stations*. The *Bicycle Commuter Contest* attracted 1,353 participants and 50 sponsors. All events were well attended.

The agency continues to coordinate ***Dump the Pump*** activities through July beginning with Earth Day as part of the outreach marketing effort.

### **AUTHORITY ISSUES**

Romero reported on the establishment of the TRPC's Regional Plan for Sustainable Development Task Force and the request to appoint a member and an alternate to serve on the task force and attend six meetings. She recommended appointing Messmer as the primary member because of her background. Clarkson offered to serve as the

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alternate. Romero recommended including a standing topic on the meeting agenda to provide feedback to the Authority's representative.

Hildreth reported on his recent appointment by the Governor to the State Public Works Commission as a representative of the Association of Washington Cities. He recently attended a two-day retreat of the Commission.

Messmer commented positively on the success of the Bicycle Commuter Contest and the number of people who participated this year. A state federation of bicyclists sponsored and supplied food for some events. The contest is becoming a tradition for many different groups, which is also providing several opportunities to celebrate different bicycle events. The commuter stations were located where people were riding into the urban area of Olympia with sponsors providing coffee, sweet rolls, and energy bars. The month-long event has become a great tradition for the community. She logged 22 days with 163 miles.

Johnson asked about the bus stop on Capitol Way and 18<sup>th</sup> and the prospect of adding a bus shelter. She asked why the stops on both sides of the street have no shelters. Harbour said shelters are determined based on the number of passengers. Bloom added the stop doesn't meet the criteria at this time for a bus shelter.

**ADJOURNMENT**

**It was M/S/A by Citizen Representative Thies and Councilmember Hildreth to adjourn the meeting at 6:21 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Sandra Romero, Chair**

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

**Date Approved: July 6, 2011**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services



**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Special Meeting**  
**June 22, 2011**

**CALL TO ORDER**

Chair Romero called the June 22, 2011, special meeting of the Intercity Transit Authority to order at 5:32 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 Councilmember Jeff Gadman (Alternate); City of Yelm Councilmember Joe Baker; Citizen Representative Martin Thies; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

**Excused:** City of Tumwater Councilmember Ed Hildreth and Citizen Representative Eve Johnson.

**Staff Present:** Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Jim Merrill; Bob Holman; Marc Jones; Duncan Green; and Kris Fransen.

**Others Present:** Citizen Advisory Committee (CAC) members Gerald Abernathy and Don Melnick and Recording Secretary Valerie Gow.

**APPROVAL OF AGENDA**

**It was M/S/A by Citizen Representative Messmer and Councilmember Rogers to approve the agenda as published.**

**PUBLIC HEARING**

**A. Transportation Improvement Program & Program of Projects.** Holman reported the Transportation Improvement Program (TIP) and Program of Projects (POP) are required each year by the Federal Transit Administration (FTA) to ensure projects conform to both state and federal regulations. The draft plans were released and advertised for public comments with no comments received. The Authority is scheduled to take action on the proposals at its July 6 meeting.

Gadman asked whether the listing of seven replacement buses was changed after the Authority added two Olympia express routes. Holman advised the agency's program for bus replacement is not affected by the addition of two express routes. Romero opened and closed the public hearing at 5:36 p.m. There was no public testimony.

## **2011 BICYCLE COMMUTER CONTEST UPDATE**

Green provided an update on the 2011 Bicycle Commuter Contest (BCC). The 24<sup>th</sup> annual event set new records with more people participating and an increase in the number of bicycle trips. The region experienced below normal temperatures with rain on 17 days. Despite the weather, 1,452 individuals registered with 1,109 returning mileage logs. Approximately 14,000 bicycle trips were recorded in May. Since Intercity Transit began hosting the event in 2006, participation increased with more focus on participant reporting using a combination of internet communication tools, incentives, and rewards. The BCC experienced a 76% mileage log return rate, the highest ever recorded.

Single occupancy vehicle travel is taking a toll on the environment and physical inactivity is the leading cause for many health problems prevalent today. Using a bike as transportation is a great way to address both issues.

BCC goals include:

- encouraging people of all ages and abilities to try bicycling as a means of transportation
- to reward and celebrate those making that choice by connecting new practical cyclists to available education, resources, and support;
- conveying bicyclist feedback to local jurisdictions on bicycle infrastructure need;
- engaging employers and agencies by encouraging them to support transportation choices;
- connecting the local cycling community with others around the country; and
- stimulating and supporting the local economy through partnerships with sponsors.

The BCC partners with local jurisdictions to promote National Bicycle Month.

Over the last six years, participants logged over half a million miles, completed 70,000 commute trips, and prevented the release of over 270 tons of carbon dioxide. The BCC operates on a small budget augmented by registration fees, T-shirt sales, and sponsorship contributions. This year, 57 sponsors and supporters contributed over \$23,000 in cash, services, gift cards, coupons, merchandise, and prizes. Over 25 volunteers led neighborhood rides on Earth Day, repaired bikes during the Wrencher's Ball event, and will assist at the annual awards ceremony at the Olympia Farmer's Market on June 25.

Messmer described her participation in the program and the importance of involving local businesses in the program. She complimented Green on the blog and the photos as it engaged participants during the contest. Thies commented on how the contest

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helped encourage his 12-year old son to ride his bike more often and to view it as a “cool” way to travel. More and more people are participating than ever before.

Romero referred to the statistic on reduction in carbon dioxide and asked about the timeline associated with that reduction. Green replied the reduction is based on records available when Intercity Transit began hosting the contest. The amount is based on industry information, which approximates one pound per mile in a single occupancy vehicle.

### **PRELIMINARY OCTOBER SERVICE CHANGES**

Bloom and Jones reviewed three service route adjustments proposed in October.

Route 60 operates between Olympia Transit Center (OTC) and Lacey Transit Center serving medical facilities along Lilly Road and Panorama City in Lacey. Issues over the last several years include timing and on-time performance. The main delays experienced by the route are Panorama City and St. Francis House off 12<sup>th</sup> Street. Panorama City experienced some construction activity in recent years, installed speed bumps, and allows parking along streets creating significant delays in bus service through the area. Service to St. Francis House is provided through a deviation on private property. The proposal eliminates service through deviation and reduces service to Panorama City.

Gadman offered an alternative of changing the route direction in Panorama City to enable the bus to serve passengers on the same street side. Bloom indicated it is an option staff is considering. The issue however, is the pedestrian pathway along Golf Road, as there is no path on the Panorama City side. Some type of scenario would need to be considered for adding bus stops if route direction changed.

Messmer noted Panorama City also has a strong network of transportation providers (volunteers) who provide transportation services. Melnick added Panorama City has a corporate call-up system operated by resident volunteers providing transportation services for residents. The difficulty is the return trip, as there currently is no way to contact the dispatcher. Parking on the streets was previously a problem when Panorama was building its nursing care facility. However, that issue has since been resolved. There could be a collaborative effort between the on campus service the corporation subsidizes and Intercity Transit’s bus stop.

Romero asked about public outreach to Panorama City on the proposed changes. Bloom advised staff communicated with Panorama staff by email. The intent is meeting with Panorama staff and reviewing the proposed changes.

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Jones reviewed time of travel delays impacting Route 60. Route times are factored on guaranteeing connections at transit centers and driver recovery times. When establishing a roundtrip running time, approximately 85% can be consumed before serious timing issues begin to occur. Much of the delay on Route 60 is caused by the wandering aspect of the route which is proposed for streamlining by avoiding private property. Over the years, the route experienced heavier volumes of traffic in Lacey. In 2002, service to St. Francis House was not an issue with traveling times worsening over the ensuing years. Route 60 serves Lilly Road, Pacific Avenue, and Sleater-Kinney, which is very congested in the PM. The proposal is using Martin Way in both directions to serve both transit centers. A combination of three elements of eliminating service to St. Francis House, providing service in Panorama City along Sleater-Kinney and, and rerouting part of the route reduces the average roundtrip by six to eight minutes.

Bloom reviewed the recent action by Pierce Transit to eliminate all eight express trips from Tacoma creating additional service gaps during peak and off peak hours. Some options to fill the gaps are carpools and vanpools. He outlined impacted areas. Two popular park and ride lots serving I-5 are the 512 and the Lakewood Station lots. Options for filling the gaps are adding trips at 8:15 a.m. and 4:15 p.m. from Olympia and southbound, adding trips at 2:35 p.m. and 3:50 p.m.

Messmer asked about other Pierce Transit reductions or changes that may impact service connections in both directions. Bloom said staff reviewed existing ridership patterns to determine how to fill service gaps. Pierce Transit hasn't announced its final reductions and cuts in service, but indicated a preference to reduce a specific number of hours and some specific routes. It is likely Pierce Transit will retain schedules for local service during peak hours. A meeting is scheduled with Pierce Transit to review the proposed service changes. Pierce Transit is aware of Intercity Transit's existing schedule. Sound Transit is not impacted and connections are provided at both park and ride lots.

Gadman asked about the financial impact to the agency to add the four trips. Harbour said the cost is \$155,000. Adding four trips doesn't force the agency to make any immediate decisions, but it will have budget impacts in the long-term.

Messmer asked about the option of readjusting trip times to fill gaps and reduce service intervals.

Romero commented on existing budget capacity and potential budget impacts to local citizens.

The Authority offered input on the proposal with Stites agreeing with the suggestion of adjusting trip times, as many people depend on the service. Baker offered no suggestion other than the agency should provide as much local service as possible.

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Messmer said it's difficult for the public to consider the future budget. She prefers sharing the cost of providing the service and/or sharing information on other local service options because either option represents additional service by the agency.

Gadman suggested examining ridership levels to help align route times. He favored filling the gaps to the extent possible. Rogers personally favored filling the gaps and noted the Olympia City Council likely wouldn't support the proposal. Thies noted regional transportation is an issue. It's not entirely the agency's responsibility to fill gaps. However, express service is utilized often with standing room only conditions. He preferred not rendering a decision at this time because of so many unknowns. Romero expressed doubts as to whether it's beneficial to the agency to fill Pierce Transit service gaps.

Harbour suggested because of some support and some uncertainty, it would be beneficial to present the proposal to the public for feedback. Messmer acknowledged the difficulty of communicating the issue to the public. She prefers sharing the cost and outlining the hours of service it represents and how it might impact long-term abilities to provide local service to some areas. Gadman suggested presenting a 'do-nothing option' as well as how the proposal of \$155,000 affects the entire system. Government agencies are effective at reducing service impacts to citizens despite dire predictions. It should be clarified if the agency expends \$155,000 to fill express service gaps, what those consequences will be. Romero expressed doubts of presenting the proposal to the public without providing all information.

The Authority discussed how to present the information. Messmer suggested another option of adjusting the number of trips to minimize service gaps. Bloom conveyed reluctance of the approach because of impacts to established riders. Most individuals who use Olympia express are commuters who have consistent schedules. There are fewer casual riders who use the service to attend events other than on the weekend. Most users are attending school or commuting to work.

Messmer commented that if there is an established ridership relying on specific timelines, it might be possible to time the routes to provide a six-month period to enable commuters to adjust to any time changes. Harbour pointed out the proposal primarily serves Thurston County residents.

Romero suggested clarifying the graphs for the public presentation, clarifying routes eliminated by Pierce Transit, outlining the routes Intercity Transit proposes to add, and provide a budget forecast to the Authority. Harbour added for the February service change, staff plans an exercise of examining express service with a clean slate. Part of that exercise includes an option of turning some buses in at Lakewood. That discussion is scheduled in November.

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Bloom reviewed Dash service. The service began in 2006 through joint efforts with the City of Olympia, Olympia Downtown Association, and the South Capitol Neighborhood. At that time, parking was provided at the Wheeler parking lot off Jefferson providing I-5 users easy access to Dash. Most of the boardings occur between 9:30 a.m. and 4:00 p.m. with higher ridership during lunch. Boardings increase during the legislative session. After the session ends, boardings decrease to 40 passengers per hour for two buses and the proposal is to determine how to increase efficiencies through reducing service or eliminating the span of service. Additionally, with the recent opening of the new Department of Information Services building, there may be an increase in the number of boardings.

Bloom reviewed nine service scenarios ranging from elimination of Dash to retaining existing service, annual hours with each option, and change in annual cost for each scenario. Harbour added the Authority is scheduled to receive specific recommendations from staff based on feedback.

Thies commented on the availability of ridership data since 2006 and suggested providing information on the level of ridership that likely could be retained under each of the scenarios based on previous ridership data.

Gadman asked if the proposed scenarios satisfy the intent of the agency's mission. Bloom said the intent is creating efficiencies during non-session. During the legislative session, Dash service is essential. The service provides an introduction to people who have never used public transit. The service is frequent, attractive, and receives considerable promotion. Gadman favored a combination of changes of trimming service during off-session times, shortening span of service of the third bus during the legislative session, and eliminating Saturday service during least productive time frames.

Messmer said any adjustment to Dash should retain the same value and consistency of service currently in place. Some of the scenarios have the potential of providing consistent service.

Rogers commented on the Council's desire to retain existing service. Dash provides local downtown service to different groups of people who depend on the service.

Members discussed the options and potential impacts to citizens who rely on the service.

Harbour commented on the difficulty of anticipating any increases or changes in service levels caused by the new Jefferson Building, consolidation of several state agencies to the Department of Enterprise Services, and consolidation of state employee training provided in the Jefferson Building. Romero asked Harbour to initiate a discussion with

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officials from the Department of Enterprise Services for possible funding support for Dash.

Messmer reminded the Authority of other bus options available in downtown Olympia.

Rogers commented on the likelihood state employees using Dash as part of their commute might utilize local downtown parking if Dash service is reduced thereby reducing parking availability to other customers. She expressed concerns about impacting access to downtown businesses and restaurants. Many state employees working on Capitol Campus will not visit downtown if they have to walk an extra five or ten minutes to catch a fixed route bus.

Harbour referred to Olympia City Council's questions concerning criteria used to determine possible changes. Criteria include route productivity, duplication of service, service to vulnerable populations, and marketing and other benefits. The agency adopted standards for levels of ridership in the Strategic Plan. There is a variation on the standards depending on the category of the route. Marginal service is considered to be 10 boardings or less per hour of service.

Rogers said the Olympia Council is struggling with the criteria in terms of providing Dash service to Lacey or Tumwater. The question is what the Authority considers acceptable if either Lacey or Tumwater received Dash service. The issue is determining the acceptable level of service parameters if Dash was a new service offered to each jurisdiction. Messmer noted although the Strategic Plan includes service parameters, Dash doesn't have a comparable measure. It would be difficult to produce because of its uniqueness. Harbour added performance measures are provided for the Authority to determine if changes are necessary. He's unsure why the Authority would pursue a similar exercise for Dash when there has been no discussion to expand Dash to other jurisdictions.

Romero said during the urban corridors discussion there was some discussion on expanding Dash service along the corridor.

Baker offered it's not logical to offer fixed route service along Capitol Way when Dash service is also offered. He questioned the reason for providing free passes to state employees when free Dash service is also available. No one in the Yelm community uses Dash. Rogers said Dash brings commerce downtown. Although there is some duplication at the beginning and end of each day, there are unique uses for Dash of either commuting or traveling downtown for lunch or shopping.

Gadman commented on future needs for service in northeast Lacey. Romero acknowledged the Authority's discussions concerning future service to northeast Lacey as well as to the urban corridors.

Bloom reported the materials provided at the open houses on July 13 and 14 include proposed options. Romero asked for the Authority to receive the information prior to the open houses. Harbour recommended forwarding the materials by email to the Authority for comment prior to the open houses.

### **CITIZEN ADVISORY COMMITTEE APPOINTMENTS**

Seward reported the Authority previously reappointed three current CAC members to another term filling three of the eight vacant positions. The ad hoc committee interviewed the candidates and provided an unanimous recommendation. Three youth applicants were interviewed along with the other applicants. Two applicants were unable to attend for various reasons.

The committee recommends appointing *Charles Richardson* to the youth position and also recommends filling a regular position for one year with one of the youth applicants. *Matthew Connor* is recommended for appointment to a one-year term because of his unavailability to serve a three-year term pending attendance to Stanford. The third recommendation is appointment of *Michael Van Gelder* to a term beginning July 1, 2011 through June 30, 2013 completing a term vacated by Seema Gupta, who recently resigned because of family commitments. The final recommendation is appointment of *Carl See* and *Sreenath Gangula* to three-year terms beginning July 1, 2011 through June 30, 2014.

Messmer asked about the potential benefits or possible drawbacks of appointing two youths to the CAC. Abernathy said the major reason for the recommended appointments of two youth is to enable some transition time for them while serving on a committee comprised of adults.

Gadman and several others commented on the caliber of Matthew Connor.

**It was M/S/A by Citizen Representative Messmer and Councilmember Rogers to appoint Charles Richardson and Matthew Connor to 1-year terms as youth members of the CAC, with terms beginning July 1, 2011, and ending June 30, 2011; appoint Michael Van Gelder to a term beginning July 1, 2011, ending June 30, 2013; and appoint Carl See and Sreenath Reddy Gangula to three-year terms beginning July 1, 2011, and ending June 30, 2014.**

Abernathy remarked on the caliber of the applicants and the difficulty in making the selections. Romero suggested referring non-selected applicants to other jurisdictions for other volunteer opportunities.



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**MEMBER COMMENTS**

Baker shared he attended the last CAC meeting and was very impressed with CAC members.

Thies commented on his recent New York trip and how the city changed its bicycle pathways and added another thoroughfare painted green for pedestrians, rollerbladers, and others as well as adding tables and chairs in specific areas of the City.

Romero shared information about her recent trip to China. Her first impression was air pollution, which is primarily caused by coal-fired plants serving electrical demands. The transportation system is incredible. One card provides access to any type of transportation system. In Hong Kong, cars are limited because of the astronomical cost associated with license plates. Gadman added that in Tokyo, it's not possible to purchase a car unless a parking space is available. Parking spots can cost as high as \$100,000.

**ADJOURNMENT**

**It was M/S/A by Councilmember Gadman and Councilmember Baker to adjourn the meeting at 7:41 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Sandra Romero, Chair**

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

**Date Approved: July 6, 2007**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services

| PERIOD DATES: 05/22 -06/04/2011 |                        |                  |                      |                  | PAYDAY 06/10/2011   |                     | PERIOD DATES: 06/05 - 18/2011 |                  |                      |                  |                       | PAYDAY 6/24/2011    |  |
|---------------------------------|------------------------|------------------|----------------------|------------------|---------------------|---------------------|-------------------------------|------------------|----------------------|------------------|-----------------------|---------------------|--|
|                                 | 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                 | 72,909.30        |                     | 3                   | FIT                           |                  | WIRE                 | 66,150.46        |                       |                     |  |
| 4                               | MT                     | 9034.48          | WIRE                 | 18,068.96        | 90,978.26           | 4                   | MT                            | 8453.06          | WIRE                 | 16,906.12        | 83,056.58             |                     |  |
| 5                               | AL/34                  | Life Ins.        | Check                | 947.82           | 0.00                | 5                   | AL/34                         | Life Ins.        | Check                | 2,273.76         | 0.00                  |                     |  |
| 6                               | DI/32                  | Disability In:   | Check                | 1,237.10         | 0.00                | 6                   | DI/32                         | Disability In:   | Check                | 3,022.79         | 0.00                  |                     |  |
| 7                               | HI/38                  | Health In1st     | Check                | 8,627.50         | 0.00                | 7                   | HI/38                         | Health In1st     | Check                | 280,584.50       | 0.00                  |                     |  |
| 8                               | TH/39                  | Taxed Hlth       | Check                | 721.50           | 0.00                | 8                   | TH/39                         | Taxed Hlth       | Check                | 721.50           | 0.00                  |                     |  |
| 9                               | CC/61                  | Child Care       | Hfstttr/Brngkmp      | 467.39           |                     | 9                   | CC/61                         | Child Care       | Hfstttr/brngkmp      | 467.39           |                       |                     |  |
| 10                              | GN/08                  | Garnish          | Manual               | 0.00             |                     | 10                  | GN/08                         | Garnish          | Manual               | 0.00             |                       |                     |  |
| 11                              | GN/08                  | Garnish          | Manual               | 1,709.96         |                     | 11                  | GN/08                         | Garnish          | Manual               | 1,595.16         |                       |                     |  |
| 12                              | CS/09                  | DSHS             | EFT                  | 1,586.75         | 1,586.75            | 12                  | CS/09                         | DSHS             | EFT                  | 1,586.75         | 1,586.75              |                     |  |
| 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                 | 7,129.75         | 7,129.75            | 14                  | D1/98                         | D.Dep. #1        | WIRE                 | 6,752.67         | 6,752.67              |                     |  |
| 15                              | D2/97                  | D.Dep. #2        | WIRE                 | 21,796.79        | 21,796.79           | 15                  | D2/97                         | D.Dep. #2        | WIRE                 | 21,480.49        | 21,480.49             |                     |  |
| 16                              | GN/08                  |                  | Check                |                  |                     | 16                  | GN/08                         |                  | Check                | 0.00             |                       |                     |  |
| 16                              | GN/08                  |                  | Check                |                  |                     | 16                  | GN/08                         |                  | Check                | 0.00             |                       |                     |  |
| 17                              | GT/63                  | G.Ed.Tuit        | Check                | 327.50           |                     | 17                  | GT/63                         | G.Ed.Tuit        | Check                | 327.50           |                       |                     |  |
| 18                              | DC/97                  | Vgrd Empl        | Wire                 | 44,195.87        |                     | 18                  | DC/97                         | Vgrd Empl        | Wire                 | 41,993.02        |                       |                     |  |
| 19                              | DC/22                  | Vgrd Emplr       | Wire                 | 29,884.23        | 74,080.10           | 19                  | DC/22                         | Vgrd Emplr       | Wire                 | 28,400.71        | 70,393.73             |                     |  |
| 20                              | L2/29                  | 401k Ln#2        | Wire                 | 3,193.18         |                     | 20                  | L2/29                         | 401k Ln#2        | Wire                 | 2,794.83         |                       |                     |  |
| 20                              | LN/29                  | 401k Ln #1       | Wire                 | 8,702.16         | 11,895.34           | 20                  | LN/29                         | 401k Ln #1       | Wire                 | 8,385.96         | 11,180.79             |                     |  |
| 22                              | TTL VNGRD              |                  | 85,975.44            |                  |                     | 22                  | TTL VNGRD                     |                  | 81,574.52            |                  |                       |                     |  |
| 23                              | LI/02                  | L&I              | Check                | 24,352.68        |                     | 23                  | LI/02                         | L&I              | Check                | 24,856.51        | 0.00                  |                     |  |
| 24                              | MD/51                  | Mch.UnDues       | Check                | 1,178.87         |                     | 24                  | MD/51                         | Mch.UnDues       | Check                | 1,179.13         |                       |                     |  |
| 25                              | MI/52                  | Mac.Inition      | Check                | 78.00            |                     | 25                  | MI/52                         | Mch.Inition      | Check                | 0.00             |                       |                     |  |
| 26                              | MS/60                  |                  | Check                | 0.00             | 0.00                | 26                  | MS/60                         |                  | Check                | 0.00             | 0.00                  |                     |  |
| 27                              | MS/60                  |                  | draw check           | 0.00             | 0.00                | 27                  | R1                            | Misc. draw       | draw                 | 0.00             | 0.00                  |                     |  |
| 28                              |                        |                  |                      |                  | 0.00                | 28                  | R2                            |                  |                      |                  | 0.00                  |                     |  |
| 29                              | PA/66                  | Proj.Assist      | Direct Dep           | 399.00           |                     | 29                  | PA/66                         | Proj.Assist      | Direct Dep           | 397.00           |                       |                     |  |
| 30                              | PN/04                  | PERS emple       | EFT                  | 27,471.87        | 0.00                | 30                  | PN/04                         | PERS emple       | EFT                  | 25,837.86        | 0.00                  |                     |  |
| 31                              | PN/04                  | PERS emplr       | EFT                  | 35,300.31        | 62,772.18           | 31                  | PN/04                         | PERS emplr       | EFT                  | 33,233.16        | 59,071.02             |                     |  |
| 32                              | TTL PERS               |                  | 62,772.18            |                  |                     | 32                  | TTL PERS                      |                  | 59,071.02            |                  |                       |                     |  |
| 33                              | R3/20                  | ICMA Ln#2        | WIRE                 | 296.72           | 0.00                | 33                  | R3/20                         | ICMA Ln#2        | WIRE                 | 296.72           | 0.00                  |                     |  |
|                                 | RC/24                  | ICMA Emple       | WIRE                 | 6,269.99         |                     | 34                  | RC/24                         | ICMA Emple       | WIRE                 | 6,070.20         | 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                 | 1,234.72         | 1,531.44            | 36                  | RL/21                         | ICMA Ln#1        | WIRE                 | 1,867.84         | 2,164.56              |                     |  |
| 37                              | RR/25                  | ICMA emplr       | WIRE                 | 3,141.42         | 9,411.41            | 37                  | RR/25                         | ICMA emplr       | WIRE                 | 2,996.95         | 9,067.15              |                     |  |
| 38                              | TTL ICMA               | <u>10,942.85</u> | <b>11,435.15</b>     |                  |                     | 38                  | TTL ICMA                      | <u>11,231.71</u> | <b>11,724.01</b>     |                  |                       |                     |  |
| 39                              | SD/26                  | Defr Empl        | EFT                  | 9,871.01         |                     | 39                  | SD/26                         | Defr Empl        | EFT                  | 9,388.55         |                       |                     |  |
| 40                              | SR/27                  | Defr Emplr       | EFT                  | 4,288.82         | 14,159.83           | 40                  | SR/27                         | Defr Emplr       | EFT                  | 4,157.61         | 13,546.16             |                     |  |
| 41                              | UC/45                  | Un COPE          |                      | 180.00           |                     | 41                  | UC/45                         | Un COPE          |                      |                  |                       |                     |  |
| 42                              | UA/44                  | Un Assess        | Check                |                  |                     | 42                  | UA/44                         | Un Assess        | Check                | 567.00           |                       |                     |  |
| 43                              | UD/42                  | Un Dues          | Check                | 4,723.92         |                     | 43                  | UD/42                         | Un Dues          | Check                | 4,848.89         |                       |                     |  |
| 44                              | UI/41                  | Un Initiatn      | Check                | 80.00            |                     | 44                  | UI/41                         | Un Initiatn      | Check                | 250.00           |                       |                     |  |
| 45                              | UT/43                  | Un Tax           | Check                | 2,020.20         |                     | 45                  | UT/43                         | Un Tax           | Check                | 0.00             |                       |                     |  |
| 46                              | UW/62                  | United Way       | Check                | 836.00           |                     | 46                  | UW/62                         | United Way       | Check                | 804.00           |                       |                     |  |
| 47                              | WF/64                  | Wellness         | Direct Dep           | 288.00           |                     | 47                  | WF/64                         | Wellness         | Direct Dep           | 288.00           |                       |                     |  |
| 48                              | NET PAY (dir. Deposit) |                  |                      | 421,192.14       | 421,192.14          | 48                  | Net Pay (Dir. Dep.)           |                  |                      | 391,059.70       | 391,059.70            |                     |  |
|                                 | Paychecks              |                  |                      | 3,045.37         |                     |                     | Paychecks                     |                  |                      | 2,668.99         |                       |                     |  |
| 50                              | TOTAL TRANSFER         |                  |                      |                  |                     | <b>\$717,370.31</b> | 49                            | TOTAL TRANSFER   |                      |                  |                       | <b>\$670,195.92</b> |  |
| 51                              | TOTAL PAYROLL*:        |                  |                      |                  | <b>\$768,586.12</b> |                     | 50                            | TOTAL PAYROLL*:  |                      |                  |                       | <b>\$995,043.04</b> |  |
| 52                              | GROSS EARNINGS:        |                  |                      | 666,479.07       |                     | 51                  | GROSS EARNINGS:               |                  |                      | 635,740.54       |                       |                     |  |
| 53                              | EMPR MISC DED:         |                  |                      | 93,072.57        |                     | 52                  | EMPR MISC DED:                |                  |                      | 350,849.44       |                       |                     |  |
|                                 | EMPR MEDICARE TAX:     |                  |                      | 9,034.48         |                     | 53                  | EMPR MEDICARE TAX:            |                  |                      | 8,453.06         |                       |                     |  |
| 54                              |                        |                  |                      |                  |                     |                     |                               |                  |                      |                  |                       |                     |  |
| 55                              | TOTAL PAYROLL*:        |                  |                      |                  | <b>\$768,586.12</b> |                     | 54                            | TOTAL PAYROLL*:  |                      |                  |                       | <b>\$995,043.04</b> |  |
| 56                              |                        |                  |                      |                  |                     | 55                  |                               |                  |                      |                  |                       |                     |  |
|                                 |                        |                  |                      |                  |                     | 56                  | TOTAL PAYROLL FOR MONTH:      |                  |                      |                  | <b>\$1,763,629.16</b> |                     |  |



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/06/2011

Thru Date: 05/06/2011

| Check #  | Check Date | Ref # | Name                                  | Amount       | Voided                              |
|----------|------------|-------|---------------------------------------|--------------|-------------------------------------|
| 00083814 | 5/6/2011   | 09960 | FOREMAN BENJAMIN T III                | \$1,654.01   |                                     |
| 00083817 | 5/6/2011   | 23530 | U S POSTMASTER                        | \$10,136.02  |                                     |
| 00083818 | 5/6/2011   | 01315 | ACS TRANSPORT SOLUTIONS INC           | \$104.32     |                                     |
| 00083819 | 5/6/2011   | 01405 | ADVANCE GLASS INC                     |              | <input checked="" type="checkbox"/> |
| 00083820 | 5/6/2011   | 01405 | ADVANCE GLASS INC                     | \$2,601.59   |                                     |
| 00083821 | 5/6/2011   | 01640 | ALL CITY LOCK & KEY                   | \$106.52     |                                     |
| 00083822 | 5/6/2011   | 01660 | ALL STAR FORD                         |              | <input checked="" type="checkbox"/> |
| 00083823 | 5/6/2011   | 01660 | ALL STAR FORD                         |              | <input checked="" type="checkbox"/> |
| 00083824 | 5/6/2011   | 01660 | ALL STAR FORD                         | \$11,871.63  |                                     |
| 00083825 | 5/6/2011   | 01780 | AMALGAMATED TRANSIT UNION 1765        | \$16,772.84  |                                     |
| 00083826 | 5/6/2011   | 01805 | AMB TOOLS AND EQUIPMENT CO INC        | \$252.91     |                                     |
| 00083827 | 5/6/2011   | 01885 | AMERICAN LANDSCAPE SERVICES, LLC      | \$1,000.51   |                                     |
| 00083828 | 5/6/2011   | 01960 | AMERICAN SEATING COMPANY              | \$105.45     |                                     |
| 00083829 | 5/6/2011   | 02060 | AMERISAFE                             | \$19.57      |                                     |
| 00083830 | 5/6/2011   | 02320 | APPLIED INDUSTRIAL TECHNOLOGIES       | \$143.89     |                                     |
| 00083831 | 5/6/2011   | 02380 | ARAMARK UNIFORM SERVICES              | \$773.71     |                                     |
| 00083832 | 5/6/2011   | 02425 | ARONSON SECURITY GROUP INC            | \$1,582.28   |                                     |
| 00083833 | 5/6/2011   | 02580 | ASSOCIATED PETROLEUM                  | \$215,700.80 |                                     |
| 00083834 | 5/6/2011   | 03123 | BARLOW ELIZABETH                      | \$100.00     |                                     |
| 00083835 | 5/6/2011   | 03350 | BERNIE'S CUSTOM PAINT, INC.           | \$1,160.80   |                                     |
| 00083836 | 5/6/2011   | 03680 | BLUMENTHAL UNIFORMS & EQUIPMENT       | \$829.51     |                                     |
| 00083837 | 5/6/2011   | 03940 | BROWN & BALSLEY SIGN COMPANY          | \$90.22      |                                     |
| 00083838 | 5/6/2011   | 04260 | BUSINESS EXAMINER                     | \$795.00     |                                     |
| 00083839 | 5/6/2011   | 05283 | CAPITAL MEDICAL CENTER - SPECIALTY    | \$910.00     |                                     |
| 00083840 | 5/6/2011   | 05460 | CARQUEST AUTO PARTS-OLY               | \$34.58      |                                     |
| 00083841 | 5/6/2011   | 05740 | CED                                   | \$339.60     |                                     |
| 00083842 | 5/6/2011   | 06035 | CITRIX SYSTEMS INC                    | \$856.02     |                                     |
| 00083843 | 5/6/2011   | 06040 | CITY OF LACEY                         | \$736.60     |                                     |
| 00083844 | 5/6/2011   | 06060 | CITY OF OLYMPIA                       | \$1,904.97   |                                     |
| 00083845 | 5/6/2011   | 06120 | CITY OF OLYMPIA UTILITIES             | \$2,891.08   |                                     |
| 00083846 | 5/6/2011   | 06470 | COASTWIDE LABORATORIES - DIV OF STAPL | \$94.21      |                                     |
| 00083847 | 5/6/2011   | 06610 | COMMERCIAL BRAKE & CLUTCH             | \$1,958.41   |                                     |
| 00083848 | 5/6/2011   | 07105 | CRAIN'S OFFICE SUPPLY                 | \$704.49     |                                     |
| 00083849 | 5/6/2011   | 07115 | CREATIVE INK & EMBROIDERY             | \$491.87     |                                     |
| 00083850 | 5/6/2011   | 07120 | CREATIVE OFFICE THE                   | \$218.20     |                                     |
| 00083851 | 5/6/2011   | 07220 | CUMMINS NORTHWEST INC                 | \$3,847.51   |                                     |
| 00083852 | 5/6/2011   | 07617 | DAVID M HOWE TRUSTEE                  | \$1,341.69   |                                     |
| 00083853 | 5/6/2011   | 07760 | DEL CITY WIRE CO INC                  | \$211.52     |                                     |
| 00083854 | 5/6/2011   | 07780 | DELL MARKETING LP                     | \$60,600.47  |                                     |
| 00083855 | 5/6/2011   | 09120 | EXCEL SUPPLY COMPANY                  | \$433.71     |                                     |
| 00083856 | 5/6/2011   | 09575 | FASTENAL COMPANY                      | \$365.22     |                                     |
| 00083857 | 5/6/2011   | 09820 | FLEET-NET CORP                        | \$1,434.84   |                                     |
| 00083858 | 5/6/2011   | 10205 | FREEMAN-MANZANARES ANN                | \$66.40      |                                     |
| 00083859 | 5/6/2011   | 10460 | GAGNE FRANCINE                        | \$70.00      |                                     |
| 00083860 | 5/6/2011   | 10630 | GFI GENFARE                           | \$377.53     |                                     |
| 00083861 | 5/6/2011   | 10650 | GILLESPIE GRAPHICS                    | \$2,945.28   |                                     |
| 00083862 | 5/6/2011   | 10660 | GILLIG LLC                            |              | <input checked="" type="checkbox"/> |
| 00083863 | 5/6/2011   | 10660 | GILLIG LLC                            |              | <input checked="" type="checkbox"/> |
| 00083864 | 5/6/2011   | 10660 | GILLIG LLC                            | \$12,290.29  |                                     |
| 00083865 | 5/6/2011   | 10695 | GISLER MARVIN                         | \$81.50      |                                     |
| 00083866 | 5/6/2011   | 10758 | GORDON THOMAS HONEYWELL GOV AFFAIR    | \$6,041.01   |                                     |
| 00083867 | 5/6/2011   | 10820 | GRAPHIC COMMUNICATIONS                | \$1,609.82   |                                     |
| 00083868 | 5/6/2011   | 11185 | HEALTHFORCE PARTNERS INC              | \$50.00      |                                     |
| 00083869 | 5/6/2011   | 11205 | HEATHCO INTERNATIONAL                 | \$759.17     |                                     |

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/06/2011

Thru Date: 05/06/2011

| Check #  | Check Date | Ref # | Name                             | Amount      | Voided |
|----------|------------|-------|----------------------------------|-------------|--------|
| 00083870 | 5/6/2011   | 11308 | HOFSTETTER SHANNON               | \$217.39    |        |
| 00083871 | 5/6/2011   | 11310 | HOGAN MFG INC                    | \$342.08    |        |
| 00083872 | 5/6/2011   | 11523 | IKON OFFICE SOLUTIONS            | \$253.05    |        |
| 00083873 | 5/6/2011   | 11525 | IKON OFFICE SOLUTIONS            | \$767.47    |        |
| 00083874 | 5/6/2011   | 11535 | ILIUM ASSOCIATES INC             | \$1,112.50  |        |
| 00083875 | 5/6/2011   | 11730 | INSTRUMENT SALES AND SERVICE INC | \$450.83    |        |
| 00083876 | 5/6/2011   | 11740 | INTERCITY ADVANCED TRAVEL        | \$3,062.02  |        |
| 00083877 | 5/6/2011   | 11753 | INTERCITY FITNESS                | \$851.00    |        |
| 00083878 | 5/6/2011   | 11770 | INTERCITY PETTY CASH             | \$385.54    |        |
| 00083879 | 5/6/2011   | 11775 | INTERCITY PROJECT ASSISTANCE     | \$1,211.00  |        |
| 00083880 | 5/6/2011   | 11810 | INTERSTATE BATTERY               | \$619.43    |        |
| 00083881 | 5/6/2011   | 11930 | JERRYS AUTOMOTIVE TOWING         | \$1,214.17  |        |
| 00083882 | 5/6/2011   | 12550 | KENT-MOORE DIVISION              | \$133.54    |        |
| 00083883 | 5/6/2011   | 12560 | KESTER MEG                       | \$195.98    |        |
| 00083884 | 5/6/2011   | 12725 | KINGSIII EMERGENCY COMM          | \$213.15    |        |
| 00083885 | 5/6/2011   | 12845 | KNIGHT FIRE PROTECTION           | \$473.93    |        |
| 00083886 | 5/6/2011   | 13240 | LAB SAFETY SUPPLY INC            | \$219.78    |        |
| 00083887 | 5/6/2011   | 13380 | LARSCO INC                       | \$141.96    |        |
| 00083888 | 5/6/2011   | 13445 | LAWTON PUBLICATIONS              | \$1,060.00  |        |
| 00083889 | 5/6/2011   | 13465 | LEADERSHIP THURSTON COUNTY       | \$500.00    |        |
| 00083890 | 5/6/2011   | 13510 | LES SCHWAB (TUMWATER)            | \$61.14     |        |
| 00083891 | 5/6/2011   | 13555 | LIBBY ENVIRONMENTAL, LLC         | \$210.00    |        |
| 00083892 | 5/6/2011   | 13850 | MASON COUNTY TRANSIT             | \$1,449.00  |        |
| 00083893 | 5/6/2011   | 14590 | MOHAWK MFG & SUPPLY              | \$158.38    |        |
| 00083894 | 5/6/2011   | 14760 | MUNCIE TRANSIT SUPPLY            | \$271.15    |        |
| 00083895 | 5/6/2011   | 14767 | MUNHOLLON PHIL                   | \$65.00     |        |
| 00083896 | 5/6/2011   | 14900 | NAPA AUTO PARTS                  | \$491.19    |        |
| 00083897 | 5/6/2011   | 15150 | NISQUALLY VALLEY NEWS            | \$109.98    |        |
| 00083898 | 5/6/2011   | 15193 | NORTH THURSTON HS JOURNALISM     | \$75.00     |        |
| 00083899 | 5/6/2011   | 15255 | NORTHWEST PUMP & EQUIP CO        | \$645.55    |        |
| 00083900 | 5/6/2011   | 15560 | OLYMPIA DOWNTOWN ASSOC           | \$500.00    |        |
| 00083901 | 5/6/2011   | 15600 | OLYMPIA HIGH SCHOOL              | \$90.00     |        |
| 00083902 | 5/6/2011   | 15645 | OLYMPIA POWER AND LIGHT          | \$828.00    |        |
| 00083903 | 5/6/2011   | 16595 | PACIFIC POWER PRODUCTS           | \$5,644.70  |        |
| 00083904 | 5/6/2011   | 16695 | PATTISON WATER COMPANY           | \$173.52    |        |
| 00083905 | 5/6/2011   | 17300 | PUGET SOUND MEETING SERVICES     | \$1,283.90  |        |
| 00083906 | 5/6/2011   | 17393 | QUICKSTART INTELLIGENCE          | \$2,956.00  |        |
| 00083907 | 5/6/2011   | 17394 | QWEST                            | \$253.03    |        |
| 00083908 | 5/6/2011   | 17395 | QWEST                            | \$3,218.92  |        |
| 00083909 | 5/6/2011   | 17900 | SCHETKY NW SALES INC             | \$829.38    |        |
| 00083910 | 5/6/2011   | 18068 | SHINING EXAMPLE INC              | \$303.33    |        |
| 00083911 | 5/6/2011   | 18145 | SIX ROBBLEES INC                 | \$268.54    |        |
| 00083912 | 5/6/2011   | 18310 | SOO RON                          | \$70.00     |        |
| 00083913 | 5/6/2011   | 18473 | SPRAGUE                          | \$91.30     |        |
| 00083914 | 5/6/2011   | 18510 | SRG PARTNERSHIP                  | \$15,545.44 |        |
| 00083915 | 5/6/2011   | 18705 | SUNBELT RENTALS                  | \$616.68    |        |
| 00083916 | 5/6/2011   | 18711 | SUNSET AIR INC                   | \$2,482.74  |        |
| 00083917 | 5/6/2011   | 18720 | SUPER BEE WHEEL ALIGNMENT        | \$101.04    |        |
| 00083918 | 5/6/2011   | 18748 | SWARNER COMMUNICATIONS           | \$750.00    |        |
| 00083919 | 5/6/2011   | 18940 | TENNANT COMPANY                  | \$10,947.77 |        |
| 00083920 | 5/6/2011   | 18970 | TETRA TECH INC                   | \$17,207.26 |        |
| 00083921 | 5/6/2011   | 18990 | THERMO KING NORTHWEST            | \$222.73    |        |
| 00083922 | 5/6/2011   | 21930 | TIRES INC                        | \$1,371.94  |        |
| 00083923 | 5/6/2011   | 21950 | TITUS-WILL CHEVROLET             | \$1,260.50  |        |

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/06/2011

Thru Date: 05/06/2011

| Check #       | Check Date | Ref # | Name                                 | Amount              | Voided |
|---------------|------------|-------|--------------------------------------|---------------------|--------|
| 00083924      | 5/6/2011   | 22010 | TOYOTA OF OLYMPIA                    | \$67.44             |        |
| 00083925      | 5/6/2011   | 22260 | TRI-DIM FILTER CORPORATION           | \$67.21             |        |
| 00083926      | 5/6/2011   | 22400 | TUMWATER HIGH SCHOOL                 | \$90.00             |        |
| 00083927      | 5/6/2011   | 23400 | U S BANK CORPORATE PAYMENT SYSTEMS   | \$17,171.20         |        |
| 00083928      | 5/6/2011   | 23405 | U S BANK or CORPORATE PAYMENT SYSTEM | \$10,098.19         |        |
| 00083929      | 5/6/2011   | 23480 | U S DEPT OF EDUCATION                | \$212.29            |        |
| 00083930      | 5/6/2011   | 23620 | UNITED PARCEL SERVICE                | \$73.82             |        |
| 00083931      | 5/6/2011   | 23660 | UNITED WAY OF THURSTON COUNTY        | \$2,536.00          |        |
| 00083932      | 5/6/2011   | 23820 | VERIZON WIRELESS                     | \$2,328.12          |        |
| 00083933      | 5/6/2011   | 24000 | W W GRAINGER INC                     | \$1,438.07          |        |
| 00083934      | 5/6/2011   | 24180 | WA ST DEPT OF GENERAL ADMINISTRATION | \$100.00            |        |
| 00083935      | 5/6/2011   | 24205 | WA ST DEPT OF INFORMATION SERVICES   | \$164.60            |        |
| 00083936      | 5/6/2011   | 24440 | WA ST DEPT OF PERSONNEL              | \$1,895.00          |        |
| 00083937      | 5/6/2011   | 24590 | WA ST DEPT OF TRANSPORTATION         | \$98.93             |        |
| 00083938      | 5/6/2011   | 24740 | WA ST EMPLOYMENT SECURITY DEPARTME   | \$14,074.85         |        |
| 00083939      | 5/6/2011   | 24750 | WA ST GET PROGRAM                    | \$252.00            |        |
| 00083940      | 5/6/2011   | 25150 | WANCHA, JAMES                        | \$65.00             |        |
| 00083941      | 5/6/2011   | 25380 | WASHINGTON GARDENS                   | \$314.65            |        |
| 00083942      | 5/6/2011   | 25440 | WASHINGTON MUNICIPAL CLERK ASSOCIATI | \$225.00            |        |
| 00083943      | 5/6/2011   | 25560 | WASHINGTON STATE TRANSIT ASSOCIATION | \$95.00             |        |
| 00083944      | 5/6/2011   | 25670 | WAXIE SANITARY SUPPLY                | \$723.04            |        |
| 00083945      | 5/6/2011   | 26720 | ZEP MANUFACTURING CO                 | \$1,386.98          |        |
| <b>Total:</b> |            |       |                                      | <b>\$506,922.89</b> |        |

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/20/2011

Thru Date: 05/20/2011

| Check #  | Check Date | Ref # | Name                                  | Amount       | Voided                              |
|----------|------------|-------|---------------------------------------|--------------|-------------------------------------|
| 00083962 | 5/20/2011  | 23530 | U S POSTMASTER                        | \$1,000.00   |                                     |
| 00083963 | 5/20/2011  | 06560 | COLUMBIA FORD MERCURY LINCOLN         | \$365,453.00 |                                     |
| 00083965 | 5/20/2011  | 01405 | ADVANCE GLASS INC                     | \$1,804.61   |                                     |
| 00083966 | 5/20/2011  | 01480 | AIR FLOW SYSTEMS INC                  | \$812.42     |                                     |
| 00083967 | 5/20/2011  | 01640 | ALL CITY LOCK & KEY                   | \$119.57     |                                     |
| 00083968 | 5/20/2011  | 01660 | ALL STAR FORD                         |              | <input checked="" type="checkbox"/> |
| 00083969 | 5/20/2011  | 01660 | ALL STAR FORD                         | \$1,281.79   |                                     |
| 00083970 | 5/20/2011  | 01780 | AMALGAMATED TRANSIT UNION 1765        | \$141.00     |                                     |
| 00083971 | 5/20/2011  | 01805 | AMB TOOLS AND EQUIPMENT CO INC        | \$117.40     |                                     |
| 00083972 | 5/20/2011  | 01820 | AMERICAN DRIVING RECORDS INC          | \$346.40     |                                     |
| 00083973 | 5/20/2011  | 01920 | AMERICAN PUBLIC TRANSIT ASSOCIATION   | \$670.00     |                                     |
| 00083974 | 5/20/2011  | 01960 | AMERICAN SEATING COMPANY              | \$365.23     |                                     |
| 00083975 | 5/20/2011  | 02320 | APPLIED INDUSTRIAL TECHNOLOGIES       | \$75.54      |                                     |
| 00083976 | 5/20/2011  | 02380 | ARAMARK UNIFORM SERVICES              | \$991.44     |                                     |
| 00083977 | 5/20/2011  | 02480 | ASE SUPPLY INC                        | \$69.32      |                                     |
| 00083978 | 5/20/2011  | 02580 | ASSOCIATED PETROLEUM                  | \$140,435.58 |                                     |
| 00083979 | 5/20/2011  | 02825 | AUTO PLUS - OLYMPIA                   | \$77.37      |                                     |
| 00083980 | 5/20/2011  | 03350 | BERNIE'S CUSTOM PAINT, INC.           | \$573.94     |                                     |
| 00083981 | 5/20/2011  | 03370 | BERGKAMP EMILY                        | \$500.00     |                                     |
| 00083982 | 5/20/2011  | 03680 | BLUMENTHAL UNIFORMS & EQUIPMENT       | \$935.78     |                                     |
| 00083983 | 5/20/2011  | 03940 | BROWN & BALSLEY SIGN COMPANY          | \$347.84     |                                     |
| 00083984 | 5/20/2011  | 04120 | BUILDERS HARDWARE CO                  | \$547.36     |                                     |
| 00083985 | 5/20/2011  | 04160 | BURKE THOMAS K                        | \$86.53      |                                     |
| 00083986 | 5/20/2011  | 05125 | CAMPBELL BRENT                        | \$68.26      |                                     |
| 00083987 | 5/20/2011  | 05260 | CAPITAL INDUSTRIAL INC                | \$15.16      |                                     |
| 00083988 | 5/20/2011  | 05320 | CAPITOL CITY PRESS INC                | \$15,109.10  |                                     |
| 00083989 | 5/20/2011  | 05340 | CAPITOL COURIER SERVICE               | \$337.51     |                                     |
| 00083990 | 5/20/2011  | 05460 | CARQUEST AUTO PARTS-OLY               | \$453.89     |                                     |
| 00083991 | 5/20/2011  | 05740 | CED                                   | \$53.68      |                                     |
| 00083992 | 5/20/2011  | 06060 | CITY OF OLYMPIA                       | \$713.40     |                                     |
| 00083993 | 5/20/2011  | 06440 | COASTAL BUSINESS SERVICES GROUP INC   | \$7,515.00   |                                     |
| 00083994 | 5/20/2011  | 06470 | COASTWIDE LABORATORIES - DIV OF STAPL | \$35.86      |                                     |
| 00083995 | 5/20/2011  | 06607 | COMDATA                               | \$43,567.91  |                                     |
| 00083996 | 5/20/2011  | 06610 | COMMERCIAL BRAKE & CLUTCH             | \$466.79     |                                     |
| 00083997 | 5/20/2011  | 07105 | CRAIN'S OFFICE SUPPLY                 | \$14.12      |                                     |
| 00083998 | 5/20/2011  | 07120 | CREATIVE OFFICE THE                   | \$365.54     |                                     |
| 00083999 | 5/20/2011  | 07220 | CUMMINS NORTHWEST INC                 | \$2,818.87   |                                     |
| 00084000 | 5/20/2011  | 07566 | DARBY JEREMY                          | \$97.82      |                                     |
| 00084001 | 5/20/2011  | 07620 | DAVIS WRIGHT TREMAINE LLP             | \$215.00     |                                     |
| 00084002 | 5/20/2011  | 07660 | DAYTECH LIMITED                       | \$4,600.00   |                                     |
| 00084003 | 5/20/2011  | 07760 | DEL CITY WIRE CO INC                  | \$48.08      |                                     |
| 00084004 | 5/20/2011  | 07780 | DELL MARKETING LP                     | \$9,369.47   |                                     |
| 00084005 | 5/20/2011  | 08720 | ELECTRONIC RESOURCING INC             | \$34.63      |                                     |
| 00084006 | 5/20/2011  | 08755 | ELSHOFF LISA                          | \$430.00     |                                     |
| 00084007 | 5/20/2011  | 09180 | EXPRESS SERVICES INC                  | \$677.20     |                                     |
| 00084008 | 5/20/2011  | 09575 | FASTENAL COMPANY                      | \$261.14     |                                     |
| 00084009 | 5/20/2011  | 09615 | FELICIANO DONNA                       | \$525.40     |                                     |
| 00084010 | 5/20/2011  | 10510 | GARCIA CRUZ                           | \$80.00      |                                     |
| 00084011 | 5/20/2011  | 10630 | GFI GENFARE                           | \$593.99     |                                     |
| 00084012 | 5/20/2011  | 10660 | GILLIG LLC                            | \$6,888.18   |                                     |
| 00084013 | 5/20/2011  | 10820 | GRAPHIC COMMUNICATIONS                | \$2,021.11   |                                     |
| 00084014 | 5/20/2011  | 11215 | HEIMAT LLC / MADRONA MORTGAGE         | \$3,092.00   |                                     |
| 00084015 | 5/20/2011  | 11308 | HOFSTETTER SHANNON                    | \$217.39     |                                     |
| 00084016 | 5/20/2011  | 11310 | HOGAN MFG INC                         | \$608.95     |                                     |

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/20/2011

Thru Date: 05/20/2011

| Check #  | Check Date | Ref # | Name                                | Amount      | Voided |
|----------|------------|-------|-------------------------------------|-------------|--------|
| 00084017 | 5/20/2011  | 11523 | IKON OFFICE SOLUTIONS               | \$1,887.76  |        |
| 00084018 | 5/20/2011  | 11525 | IKON OFFICE SOLUTIONS               | \$59.16     |        |
| 00084019 | 5/20/2011  | 11535 | ILIUM ASSOCIATES INC                | \$1,532.75  |        |
| 00084020 | 5/20/2011  | 11735 | INTELIUS SCREENING SOLUTIONS LLC    | \$582.75    |        |
| 00084021 | 5/20/2011  | 11750 | INTERCITY EXECUTIVE IMPREST ACCOUNT | \$757.98    |        |
| 00084022 | 5/20/2011  | 11760 | INTERCITY IMPREST ACCOUNT           | \$739.75    |        |
| 00084023 | 5/20/2011  | 11810 | INTERSTATE BATTERY                  | \$619.43    |        |
| 00084024 | 5/20/2011  | 11865 | ISLAND SUPERIOR AIR FILTER          | \$412.09    |        |
| 00084025 | 5/20/2011  | 11905 | JANEK CORPORATION                   | \$1,758.77  |        |
| 00084026 | 5/20/2011  | 11930 | JERRYS AUTOMOTIVE TOWING            | \$761.98    |        |
| 00084027 | 5/20/2011  | 12080 | JONES DALTON                        | \$65.00     |        |
| 00084028 | 5/20/2011  | 12502 | KEELAND DANA                        | \$65.00     |        |
| 00084029 | 5/20/2011  | 12665 | KGY INC                             | \$830.00    |        |
| 00084030 | 5/20/2011  | 12825 | KIRK'S AUTOMOTIVE INCORPORATED      | \$200.00    |        |
| 00084031 | 5/20/2011  | 13140 | L G ISAACSON CO INC                 | \$54.86     |        |
| 00084032 | 5/20/2011  | 13334 | LACEY CHAMBER OF COMMERCE           | \$745.00    |        |
| 00084033 | 5/20/2011  | 13510 | LES SCHWAB (TUMWATER)               | \$380.19    |        |
| 00084034 | 5/20/2011  | 13661 | LOOMIS                              | \$388.55    |        |
| 00084035 | 5/20/2011  | 14160 | MCMMASTER-CARR SUPPLY CO.           | \$413.62    |        |
| 00084036 | 5/20/2011  | 14325 | MEEKS, LARRY                        | \$65.00     |        |
| 00084037 | 5/20/2011  | 14590 | MOHAWK MFG & SUPPLY                 | \$645.29    |        |
| 00084038 | 5/20/2011  | 14900 | NAPA AUTO PARTS                     | \$149.66    |        |
| 00084039 | 5/20/2011  | 15110 | NEWS TRIBUNE THE                    | \$500.09    |        |
| 00084040 | 5/20/2011  | 15150 | NISQUALLY VALLEY NEWS               | \$640.80    |        |
| 00084041 | 5/20/2011  | 15255 | NORTHWEST PUMP & EQUIP CO           | \$40.00     |        |
| 00084042 | 5/20/2011  | 15269 | NORTHWEST TRUCK & INDUSTRIAL INC    | \$229.03    |        |
| 00084043 | 5/20/2011  | 15585 | OLYMPIA FOOD CO-OP                  | \$75.00     |        |
| 00084044 | 5/20/2011  | 15600 | OLYMPIA HIGH SCHOOL                 | \$90.00     |        |
| 00084045 | 5/20/2011  | 15700 | OLYMPIAN THE                        | \$2,223.28  |        |
| 00084046 | 5/20/2011  | 16490 | PACIFIC DISPOSAL INC                | \$716.44    |        |
| 00084047 | 5/20/2011  | 16595 | PACIFIC POWER PRODUCTS              | \$382.44    |        |
| 00084048 | 5/20/2011  | 16600 | PACIFIC TORQUE                      | \$5,978.50  |        |
| 00084049 | 5/20/2011  | 16608 | PACIFIC WALK-IN CLINIC              | \$320.00    |        |
| 00084050 | 5/20/2011  | 16680 | PARTSMASTER                         | \$439.86    |        |
| 00084051 | 5/20/2011  | 16761 | PETTIT LEROY                        | \$275.65    |        |
| 00084052 | 5/20/2011  | 16820 | PIERCE COUNTY SECURITY              | \$12,874.63 |        |
| 00084053 | 5/20/2011  | 16841 | PIONEER FIRE & SECURITY INC         | \$332.75    |        |
| 00084054 | 5/20/2011  | 16888 | PLATT ELECTRIC SUPPLY               | \$82.04     |        |
| 00084055 | 5/20/2011  | 17290 | PUGET SOUND ENERGY                  | \$19,974.70 |        |
| 00084056 | 5/20/2011  | 17392 | QUALITY PARKING LOT SERVICES LLC    | \$902.21    |        |
| 00084057 | 5/20/2011  | 17394 | QWEST                               | \$189.67    |        |
| 00084058 | 5/20/2011  | 17505 | RAINIER DODGE INC                   | \$27.18     |        |
| 00084059 | 5/20/2011  | 17560 | RE AUTO ELECTRIC INC                | \$27.78     |        |
| 00084060 | 5/20/2011  | 17760 | ROSS AND WHITE COMPANY              | \$318.27    |        |
| 00084061 | 5/20/2011  | 17818 | RUSTY'S AUTOBODY                    | \$1,096.24  |        |
| 00084062 | 5/20/2011  | 17900 | SCHETKY NW SALES INC                | \$931.47    |        |
| 00084063 | 5/20/2011  | 18104 | SILVERSTONE GROUP INC               | \$6,750.00  |        |
| 00084064 | 5/20/2011  | 18145 | SIX ROBBLEES INC                    | \$252.83    |        |
| 00084065 | 5/20/2011  | 18420 | SOUTHGATE FENCE INC                 | \$263.18    |        |
| 00084066 | 5/20/2011  | 18470 | SPORTWORKS NORTHWEST INC            | \$27.29     |        |
| 00084067 | 5/20/2011  | 18620 | STERICYCLE INC                      | \$10.36     |        |
| 00084068 | 5/20/2011  | 18720 | SUPER BEE WHEEL ALIGNMENT           | \$255.29    |        |
| 00084069 | 5/20/2011  | 18801 | TAGS AWARDS & SPECIALTIES           | \$17.94     |        |
| 00084070 | 5/20/2011  | 18990 | THERMO KING NORTHWEST               | \$514.22    |        |



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/20/2011

Thru Date: 05/20/2011

| Check #       | Check Date | Ref # | Name                                 | Amount              | Voided |
|---------------|------------|-------|--------------------------------------|---------------------|--------|
| 00084071      | 5/20/2011  | 21750 | THURSTON COUNTY CHAMBER              | \$2,000.00          |        |
| 00084072      | 5/20/2011  | 21800 | THURSTON COUNTY RESOURCE STEWARDS    | \$100.00            |        |
| 00084073      | 5/20/2011  | 21910 | THYSSENKRUPP ELEVATOR                | \$739.20            |        |
| 00084074      | 5/20/2011  | 21930 | TIRES INC                            | \$9,175.14          |        |
| 00084075      | 5/20/2011  | 21950 | TITUS-WILL CHEVROLET                 | \$2,862.56          |        |
| 00084076      | 5/20/2011  | 22010 | TOYOTA OF OLYMPIA                    | \$273.43            |        |
| 00084077      | 5/20/2011  | 22260 | TRI-DIM FILTER CORPORATION           | \$528.32            |        |
| 00084078      | 5/20/2011  | 22420 | TUMWATER PRINTING                    | \$1,663.12          |        |
| 00084079      | 5/20/2011  | 23480 | U S DEPT OF EDUCATION                | \$208.08            |        |
| 00084080      | 5/20/2011  | 23530 | U S POSTMASTER                       | \$1,200.40          |        |
| 00084081      | 5/20/2011  | 23620 | UNITED PARCEL SERVICE                | \$91.23             |        |
| 00084082      | 5/20/2011  | 24000 | W W GRAINGER INC                     | \$1,354.72          |        |
| 00084083      | 5/20/2011  | 24030 | WA ST AUDITORS OFFICE                | \$196.50            |        |
| 00084084      | 5/20/2011  | 24205 | WA ST DEPT OF INFORMATION SERVICES   | \$128.97            |        |
| 00084085      | 5/20/2011  | 24750 | WA ST GET PROGRAM                    | \$327.50            |        |
| 00084086      | 5/20/2011  | 25220 | WASHINGTON ARCHIVES MANAGEMENT       | \$253.42            |        |
| 00084087      | 5/20/2011  | 25560 | WASHINGTON STATE TRANSIT ASSOCIATION | \$745.00            |        |
| 00084088      | 5/20/2011  | 25580 | WASHINGTON STATE TRANSIT INSURANCE P | \$200.00            |        |
| 00084089      | 5/20/2011  | 25670 | WAXIE SANITARY SUPPLY                | \$1,590.33          |        |
| 00084090      | 5/20/2011  | 26280 | WRIGHT COMMUNICATIONS INC            | \$360.00            |        |
| <b>Total:</b> |            |       |                                      | <b>\$711,919.22</b> |        |

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: July 6, 2011**

**FOR:** Intercity Transit Authority

**FROM:** Melody Jamieson, 705-5878

**SUBJECT:** Contract Extension for Janitorial Services

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1) **The Issue:** Consideration of a one-year extension with Coastal for janitorial services.

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2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Coastal for janitorial services in the amount of \$90,840.00, including taxes.

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

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4) **Background:** Intercity Transit awarded a one-year contract to Coastal for janitorial services in August 2010. The contract included the option of two, one-year extensions. This proposed extension represents the first option to renew.

Coastal provides janitorial services at the Amtrak Depot, the Lacey and Olympia Transit Centers and the Pattison Street facility. Facilities' staff are satisfied with Coastal's performance. Coastal continues to provide a qualified cleaning and management team and have strong program administration practices.

The annual contract price will increase \$55.00 per month due to the \$0.12 per hour increase in prevailing wages. This increases the cost by \$660.00 per year; bringing the total one year extension to \$90,840.00.

Considering the fair and reasonable cost and Coastal's good performance, staff recommends exercising the option to extend the janitorial contract for one year.

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5) **Alternatives:**

A. Authorize the General Manager to execute a one-year contract extension with Coastal for janitorial services in the amount of \$90,840.00, including taxes.

B. Defer the contract extension pending further review.

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6) **Budget Notes:** There are sufficient funds in the 2011 budget to cover this year's expenditures. Funding for the remainder of the contract will be proposed for the 2012 budget.

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7) **Goal Reference:** Goal #2: *"Providing outstanding customer service."*

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8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-E**  
**MEETING DATE: July 6, 2011**

**FOR:** Intercity Transit Authority  
**FROM:** Bob Holman, 705-5885  
**SUBJECT:** Transportation Improvement Program Adoption

- 
- 1) **The Issue:** Whether to adopt the 2012 draft transportation improvement program (TIP) for Federal Transit Administration funding.
- 
- 2) **Recommended Action:** Adopt the 2012 Transportation Improvement Program (TIP) for Federal Transit Administration funding.
- 
- 3) **Policy Analysis:** Grant guidelines require this program be adopted by the governing body.
- 
- 4) **Background:** The draft Transportation Improvement Program (TIP) and Program of Projects (POP) for Federal Transit Administration funding reflect projects from Intercity Transit's 2011-2016 Transportation Development Plan (TDP). A public hearing was held on June 22, 2011. There were no public comments, nor were there written or other comments received before or since the hearing.

Project elements in the draft TIP/POP plan are:

- Capital Preventive Maintenance for 2012, 2013 and 2014. This is for planning purposes pending adoption of the federal budget for federal fiscal years 2012 through 2014.
- Seven replacement buses: For planning purposes, anticipating funds from one or more FTA grant applications to replace the balance of 1998 coaches still in service.
- Final Engineering & Construction for transit maintenance and operations facility expansion in 2012-2014: This project is for planning purposes in the event that a funding request from one or more FTA grant applications is successful.
- TRPC awards of federal 2011 Surface Transportation Program (STP) funding for Bus Stop Enhancements (TE or Transportation Enhancement component of STP) and STP funding for a portion of construction funding for the Olympia Transit Center expansion project.

Following Authority adoption, Thurston Regional Planning Council will move Intercity Transit's proposed, federally funded projects through their annual process for updating the Regional Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP). The STIP then gets approved by the state and federal transportation agencies as the final step in this programming process.

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5) **Alternatives:**

- A. Adopt the 2012 Transportation Improvement Program (TIP) for Federal Transit Administration funding. This will meet our local requirement for Federal Transit Administration grant guidelines.
- B. Reject the programs. This will prevent or delay federal grant funding.

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6) **Budget Notes:** The TIP reflects projects in the current Transit Development Plan.

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7) **Goal Reference:** The project elements supports Goal 2, *"Provide outstanding customer service;"* Goal #3, *"Maintain a safe and secure operating system;"* and Goal #4, *"Provide responsive transportation options."*

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8) **References:** TIP legal notice.

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**Date Submitted:** May 24, 2011

**Contact:** Rhodetta Seward, Intercity Transit  
(360) 705-5856

*Please bill Intercity Transit at the above address for publication of the following notice in the legal section of The Olympian.*

**INTERCITY TRANSIT AUTHORITY  
NOTICE OF PUBLIC HEARING & SPECIAL MEETING  
JUNE 22, 2011  
5:30 P.M.**

The Intercity Transit Authority has scheduled a special meeting for June 22, 2011, to conduct a public hearing at 5:30 p.m., on the 2011, 2012 and 2013 elements of the Transportation Improvement Program (TIP) for US Department of Transportation projects for funding under Federal Transit Administration grant programs. The hearing will be conducted at the Intercity Transit administrative office, in the Board Room at 526 Pattison St SE, Olympia 98501 (ADA accessible).

These are projects programmed or anticipated to be funded by the U.S. Department of Transportation. Copies of the draft Transportation Improvement Program for federally funded programs are available during normal business hours at Intercity Transit's offices (360-705-5885) at 526 Pattison St SE, Olympia. Written comments may be submitted to the Grants Program Administrator, Development Dept., Intercity Transit, PO Box 659, Olympia, WA 98507-0659.

The proposed 2012-2014 TIP elements will be final unless modified.

The Capital Preventive Maintenance items are proposed for grant activities under Section 5307, Urbanized Area Formula grant program of the Federal Transit Administration. For this program, the State of Washington is the designated recipient, and Intercity Transit the grantee.

| PROJECT DESCRIPTION  | LOCAL       | FEDERAL      | TOTAL        |
|--|-------------|--------------|--------------|
| I. Capital Projects (80:20 funding)  |             |              |              |
| 1. Capital Preventive Maintenance for 2012 (TIP Project IT1201)  | \$720,000   | \$2,880,000  | \$3,600,000  |
| 2. Capital Preventive Maintenance for 2013 (TIP Project IT1301)  | \$775,000   | \$3,100,000  | \$3,875,000  |
| 3. Capital Preventive Maintenance for 2014 (TIP Project IT1401)  | \$775,000   | \$3,100,000  | \$3,875,000  |
| 4. Final Engineering & Construction for transit maintenance and operations facility expansion 2012-2014 (TIP Project IT1104 & IT1203)  | \$4,000,000 | \$16,000,000 | \$20,000,000 |
| II. Capital Projects (83:17 funding)   |             |              |              |
| 1. Purchase 7 heavy duty, hybrid, diesel-electric replacement buses in 2012 (TIP Project 1202)   | \$765,000   | \$3,735,000  | \$4,500,000  |
| III. Miscellaneous Capital Projects  |             |              |              |
| 1. Olympia Transit Center Expansion - Construction. Carry forward of 2009 earmark grant plus a 2011 Surface Transportation Program grant through TRPC (STP; TIP Project #s IT 903, 1003, 1103) | \$898,000   | \$3,485,000  | \$4,383,000  |
| 2. Bus Stop Enhancements (2011 TE -Transportation Enhancement; Proj # IT1204   | \$240,000   | \$60,000     | \$300,000    |
| TOTALS   | \$8,173,000 | \$32,360,000 | \$40,533,000 |

**PUBLISH: Sunday, May 29, 2011  
Legal Section**

**MINUTES  
INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
June 20, 2011**

**CALL TO ORDER**

Vice Chair Jacqueline Reid called the June 20, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Gerald Abernathy; Steve Abernathy; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; and Jacqueline Reid.

**Excused:** Joan O'Connell, Linda Olson, Kahlil Sibree, and Rob Workman.

**Staff Present:** Mike Harbour, Rhodetta Seward, Dennis Bloom, Duncan Green, Mark Jones, and Shannie Jenkins.

**Others Present:** Authority Member, Joe Baker.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

A. Authority member, Joe Baker, City of Yelm Councilman, was introduced.

*S. Abernathy arrived.*

Vice Chair Reid recognized Colley and Olsen for their many years of service to the CAC. A proclamation and gift was presented to Colley. Members and staff shared their appreciation. Chair Olson will be presented with her gift and proclamation at a future date.

**MEETING ATTENDANCE**

A. **June 22, 2011, Work Session** – Melnick volunteered to attend.

B. **July 6, 2011, Regular Meeting**– Steve Abernathy.



## CAC MEETING MINUTES

June 20, 2011

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### **APPROVAL OF MINUTES – May 16, 2011, Minutes**

**It was M/S/A by Hagenhofer and Elliott to approve the minutes of May 16, 2011, as presented.**

### **NEW BUSINESS**

**A. Bicycle Commuter Contest Results** – This is Green’s third year directing the Bicycle Commuter Contest (BCC). Intercity Transit administered the BCC for six years. In spite of weather conditions, the BCC again set several new records. 1,452 people registered for the BCC, and 1,108 of them returned their mileage logs, recording nearly 14,000 practical trips by bicycle in May. Last year and this year, Green focused on improving participant follow-through and mileage reporting. In May, 76% of the mileage logs were returned.

The BCC goals are:

- To encourage people of all ages and abilities to try bicycling as a means of transportation.
- To reward and celebrate those who make that choice- whether it is every day, or for one day.
- To connect new practical cyclists to available education, resources and support.
- To convey rider feedback to local jurisdictions about bicycling infrastructure needs.
- To engage employers and agencies and encourage them to support transportation choices.
- To connect our local practical cycling community with others around the country, and to set an example for communities that are not as far along as Intercity Transit staff may be.
- To stimulate and support our local economy through partnerships with our sponsors.

The BCC also partners with local jurisdictions to promote National Bike Month. Olympia, Lacey, Tumwater, Yelm, Tenino, and Thurston County all make Bike Commute Month proclamations each May.

The BCC runs on a very small budget, which is augmented by registration fees, t-shirt sales, and sponsorship contributions. This year the BCC had 57 sponsors and supporters, mostly local businesses who contributed over \$23,000 in cash, services, coupons, gift cards, and merchandise for prizes. We engage volunteers from the community to help with the events. Over 25 volunteers led neighborhood rides on Earth Day, repaired bikes at the popular Wrencher’s Ball event, and several will help at the Award Ceremony, 9:30 a.m., Saturday June 25 at the Farmer’s Market.

## CAC MEETING MINUTES

June 20, 2011

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**B. Preliminary October Service Changes** – Bloom explained the routes being considered for future service adjustments: Route 60 (Panorama City/Lilly Road), Route 603/605 (Olympia Express) and DASH. Effective dates for any changes will be October 2, 2011.

**Route 60** – The biggest delays on this route are associated with routing. It serves both Lilly Road medical facilities and Panorama City. The route faces on-time schedule adherence issues. Buses must deviate through private property for both Panorama City and St. Francis House stops, and both have few riders. Panorama City has approximately seven passengers per day. Another concern is the travel time between Lilly Road and the Lacey Transit Center, via Lilly Road and Pacific Avenue.

Some of the passengers from Panorama City and St. Francis House would qualify for Dial-A-Lift (DAL) services. In the past, we have encouraged people away from DAL, but it may be a tradeoff to keep fixed routes on schedule. Geyen asked what the increased cost is to switch passengers from fixed route to DAL. Bloom stated DAL cost is approximately \$35.00 per hour compared to the fixed route cost of \$4.00 per hour. The tradeoff is the routes would be on time may be worth the cost.

Jones presented graphs showing the average round trip running times as a percent of scheduled running time, both inbound and outbound. We experience scheduling problems from 9:30 a.m. to after 5:00 p.m. We do not have these issues on the weekends. We have always driven into Panorama City, but over the years, we have experienced a decline in passengers. Also Panorama City built up and is not transit friendly, as it previously was. One option is a bus stop placed across the street from Panorama City on Sleater-Kinney Road. Colley asked if anything would run between Martin Way and Pacific Avenue. Bloom responded the bus would go down Martin Way and Pacific Avenue with stops on both ends of Lilly Road. Gray asked if there was any effort to create DAL service to the interior of Panorama City and the St. Francis House facilities, so passengers do not have to walk far. Both facilities have their own vehicles, and Intercity Transit suggested the facilities provide transportation to the bus stops.

Melnick asked if this has been a long standing problem. Jones confirmed there is a gradual increase of population and traffic in the Lacey area. G. Abernathy asked what we are eliminating between Martin Way and Pacific Avenue. Jones reported there is one stop by the new fire station off Lilly Road with very few boardings. There are more boardings by Albertsons on Pacific Avenue and Lilly Road, which is around the corner from Route 66. Gray voiced concerns regarding the schedule for St. Francis people, feeling they may get confused if we change times on weekdays and weekends. Melnick feels taking the stop off Panorama City would not hurt, and we could work with the facility to collaborate a solution.

## CAC MEETING MINUTES

June 20, 2011

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**Olympia Express** - Pierce Transit recently approved the elimination of its remaining Olympia Express service, Routes 601 and 602, starting October 3, 2011. Presently, Pierce Transit operates eight trips on weekdays. Route 601 has two round trips between Gig Harbor/Tacoma/Lakewood/Olympia. Route 602 has two rounds trips each direction between Tacoma/Lakewood/Lacey/Olympia. Intercity City staff reviewed options for schedule adjustments, and will continue to work with Pierce Transit staff to find commute alternatives. The Olympia Express Routes 603 and 605 will be impacted by these reductions.

Bloom and Jones presented charts showing current Olympia Express trips and boardings, with suggested adjustments. Service options for Intercity Transit to consider are:

- a) No change. Do not adjust or add service to compensate for the loss of Pierce Transit service.
- b) Adjust the current Intercity Transit trip schedule to fill major service gaps created by the loss of Pierce Transit service.
- c) Provide back-up buses for overcrowded Intercity Transit trips. Consideration of fleet availability would need to be resolved.
- d) Consider a future increase in Intercity Transit's Olympia Express service for 2012 or later, depending on financial reserves and customer demand.

We will continue to monitor ridership and service between Thurston and Pierce Counties. The intent is to assess schedule and ridership needs in serving stops in Lakewood and downtown Tacoma.

Elliott commented the suggested changes match up closely with the Pierce Transit cuts. Gray asked if these changes would affect freeway connections. The change in schedule is pretty close to the present time schedule. Elliott asked what the seat capacity is on our buses. Jones confirmed our buses hold 37 passengers, with standing room. Gray asked if we considered not having all the 600 routes go into Tacoma, and have them transfer at a park-and-ride. Bloom responded we will monitor the service change, but then we would have to force a transfer at the park and ride, which can be a long wait.

**Dash** - Ridership on the Dash is down 11.2% compared to last year. Bloom presented graphs comparing ridership during the legislative session, non-session and Saturdays. Potential changes include:

- No Change.
- Trim unproductive trips during off-session.
- Shorten span of service during off-session.
- Shorten span of service for the third bus during session.
- Eliminate the third bus during legislative session.
- Eliminate Saturday service during the least productive time frame.

## CAC MEETING MINUTES

June 20, 2011

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- Eliminate Saturday service April – December.
- Do a combination of change.
- Eliminate Dash service.
- 

Results are estimated at \$85 per hour.

Geyen asked if in general, ridership decreases when the bus is not offered at a consistent day and time. Bloom reported we try to keep schedules as simple and regular as possible to encourage ridership. G. Abernathy commented, in the past we talked about totally eliminating Dash service, but business owners' did not want that because they benefit from the service. The City of Olympia has been very supportive of Dash. Even though fixed routes go down Capitol Way in both directions, Dash is the only bus that goes onto the Capitol Campus. Melnick asked if the Dash is used primarily by people going to lunch or going to Farmer's Market. Bloom confirmed when looking at the ridership, it definitely goes up during the lunchtime, and it does have considerable ridership during session.

*Hustoft departed.*

Melnick asked if we are looking at charging for service or asking businesses to subsidize. Bloom reported in the past, the Authority was against this option. Gray suggested people ride the regular route to downtown or the market, and the Dash could service just the campus. Bloom commented state workers receive the star pass for free. Most ridership is visitors and tourists going between the Capitol and the Farmer's Market. Hagenhofer asked about eliminating service totally between 6:30 – 7:30 p.m. Golding feels a lot of state workers do not know about the free star pass and would like to see more publicity. Bloom says we have transit coordinators who keep in contact with the state agencies. He will pass Golding's concerns on to Marketing.

Criteria considered for evaluating service is:

- Route productivity.
- Duplication of service.
- Service to vulnerable populations.
- Marketing or other benefits.

**C. Results of Self-Assessment** – Seward reported we had 83% participation this year, with three assessments not returned which was the lowest return from the CAC in the committee's history.

Some points of interest:

## CAC MEETING MINUTES

June 20, 2011

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- With the inclusion of the youth position now to the CAC, this was not a major focus this year on the assessment as in years past other than members are looking forward to having the representative on board.
- The CAC continues to feel their meetings are run well.
- There were mixed results on whether they felt heard or make a difference. Some feel they do; others feel they may but aren't sure, while others don't believe they do. This seemed like a good discussion topic to take to the Authority and ask for feedback from the Authority.

Some members voiced concerns that some of the percentages appeared lower than last year. Seward explained that less people participated which may skew the results. Some were down from last year, such as running good meetings. Last year, 100% of the members thought meetings were run well. This year, it's at 73%, and this could be just one person voting differently.

The results will be shared with the Authority at the joint meeting which will probably be planned for September.

**D. Elections** – Seward reported four CAC members were nominated at the May 18, 2011, meeting. The nominations for Chair are: *Steve Abernathy; Meta Hogan; Faith Hagenhofer; and Joan O'Connell*. Seward went over the agreement made at the meeting which was one ballot will be cast, and the member with the most votes will be elected Chair. The member with the second most votes will be elected Vice Chair. In case of a tie, members will receive a second set of ballots, and cast a second vote. Ballots were cast and results are: Chair – Steve Abernathy and Vice Chair – Faith Hagenhofer.

**E. Update on CAC Recruitment** – G. Abernathy reported the interview panel for the CAC recruitment had a dilemma because there were two excellent youth candidates. A decision was made and recommendation to the Authority to appoint three adults to the CAC and consider appointing two youth. One would be appointed for the youth position, and one would serve one year of a 3-year adult term. He would not be available to complete the 3-year term due to a college commitment. The recommendation will be considered by the Authority on Wednesday, June 22, 2011. The members who were reappointed to a 3-year term are: Hogan, Workman, and Gray. New members will assume their new positions on July 18, 2011.

## REPORTS

**A. May 18, 2011, Work Session** – Golding provided a brief report on the Authority work session, noting the main topic of discussion was the Urban Corridor update.

**B. June 1, 2011, Regular Meeting** – Reid provided a brief report on the Authority meeting. She indicated the highlights were included in the packet.

## CAC MEETING MINUTES

June 20, 2011

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**MEMBER & STAFF COMMENTS:** Hagenhofer asked about advertising availability of bus passes to high school students. Harbour indicated we do transport quite a few high school students.

Elliott inquired about the double-decker buses Community Transit uses. Harbour responded Community Transit is experimenting with the double-decker buses, and no information has actually been released on them yet.

Melnick shared he heard a presentation by the Lacey Planning Commission regarding across the nation, elementary schools are being built inside the community to cut down on bus costs.

Golding inquired about the bus stop at the Evergreen State College changing to every 15 minutes, indicating she hadn't noticed the change take effect. Harbour confirmed the present schedule runs every 15 minutes from 6:30 -10:00 a.m. and 2:00 - 6:00 p.m.

Golding would like to see more advertisement encouraging ridership. Harbour suggested Meg Kester, Marketing and Communications Manager, attend a future meeting to share the marketing process via radio, cable television, newspaper, and other sources.

Gray suggested looking at bike racks that carry more bicycles. She also informed staff there will be a surge of interest in the Boston Harbor area regarding annexation into the PTBA.

**NEXT MEETING: July 18, 2011**

### **ADJOURNMENT**

**It was M/S/A by Melnick and G. Abernathy to adjourn the meeting at 7:25 p.m.**

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-A  
MEETING DATE: July 6, 2011**

**FOR:** Intercity Transit Authority  
**FROM:** Rhodetta Seward, 705-5856  
**SUBJECT:** Appointment of Public Records Officer

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1) **The Issue:** To appoint and publicly identify the Public Records Officer for Intercity Transit.

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2) **Recommended Action:** Approve Resolution 03-2011, Appointing Intercity Transit's Public Records Officer.

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3) **Policy Analysis:** Per RCW 42.56.580, the agency must appoint and publicly identify a public records officer. The General Manager identified the staff person who has served in the role. It is the Authority's responsibility to officially approve the Resolution to formally make the appointment.

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4) **Background:** Intercity Transit receives public records requests; the Executive Services Director serves in the role of Public Records Officer (PRO) as part of the job description and completes the records requests. In 2007, the Authority approved the "Requesting Public Records" policy, and the PRO's contact name and contact address is included in the policy as required by RCW.42.56.580. The resolution was not completed at that time; this is a housekeeping formality.

RCW 42.56.580 states "Each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of this chapter."

The name of the PRO, along with contact information, is posted on Intercity Transit's website. In the future, it will be posted at our place of business and in publications, as required also by the RCW.

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5) **Alternatives:**

- A. Approve **Resolution** 03-2011, appointing Intercity Transit's Public Records Officer.
- B. Delay approval. We will continue to be out of compliance with the RCW.

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

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7) **Goal Reference:** N/A - Required by law.

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8) **References:** Copy of RCW 42.56.580; Resolution 03-2011.



(6) Actions under this section must be filed within one year of the agency's claim of exemption or the last production of a record on a partial or installment basis. [2005 c 483 § 5; 2005 c 274 § 288; 1992 c 139 § 8; 1987 c 403 § 5; 1975 1st ex.s. c 294 § 20; 1973 c 1 § 34 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.340.]

**Reviser's note:** This section was amended by 2005 c 274 § 288 and by 2005 c 483 § 5, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

**Intent—Severability—1987 c 403:** See notes following RCW 42.56.050.

**42.56.560 Application of RCW 42.56.550.** The procedures in RCW 42.56.550 govern denials of an opportunity to inspect or copy a public record by the office of the secretary of the senate or the office of the chief clerk of the house of representatives. [2005 c 274 § 289; 1995 c 397 § 16. Formerly RCW 42.17.341.]

**42.56.565 Inspection or copying by persons serving criminal sentences—Injunction.** (1) The inspection or copying of any nonexempt public record by persons serving criminal sentences in state, local, or privately operated correctional facilities may be enjoined pursuant to this section.

(a) The injunction may be requested by: (i) An agency or its representative; (ii) a person named in the record or his or her representative; or (iii) a person to whom the requests specifically pertains or his or her representative.

(b) The request must be filed in: (i) The superior court in which the movant resides; or (ii) the superior court in the county in which the record is maintained.

(c) In order to issue an injunction, the court must find that:

(i) The request was made to harass or intimidate the agency or its employees;

(ii) Fulfilling the request would likely threaten the security of correctional facilities;

(iii) Fulfilling the request would likely threaten the safety or security of staff, inmates, family members of staff, family members of other inmates, or any other person; or

(iv) Fulfilling the request may assist criminal activity.

(2) In deciding whether to enjoin a request under subsection (1) of this section, the court may consider all relevant factors including, but not limited to:

(a) Other requests by the requestor;

(b) The type of record or records sought;

(c) Statements offered by the requestor concerning the purpose for the request;

(d) Whether disclosure of the requested records would likely harm any person or vital government interest;

(e) Whether the request seeks a significant and burdensome number of documents;

(f) The impact of disclosure on correctional facility security and order, the safety or security of correctional facility staff, inmates, or others; and

(g) The deterrence of criminal activity.

(3) The motion proceeding described in this section shall be a summary proceeding based on affidavits or declarations, unless the court orders otherwise. Upon a showing by a pre-

ponderance of the evidence, the court may enjoin all or any part of a request or requests. Based on the evidence, the court may also enjoin, for a period of time the court deems reasonable, future requests by:

(a) The same requestor; or

(b) An entity owned or controlled in whole or in part by the same requestor.

(4) An agency shall not be liable for penalties under RCW 42.56.550(4) for any period during which an order under this section is in effect, including during an appeal of an order under this section, regardless of the outcome of the appeal. [2009 c 10 § 1.]

**Effective date—2009 c 10:** "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [March 20, 2009]." [2009 c 10 § 2.]

**42.56.570 Explanatory pamphlet.** (1) The attorney general's office shall publish, and update when appropriate, a pamphlet, written in plain language, explaining this chapter.

(2) The attorney general, by February 1, 2006, shall adopt by rule an advisory model rule for state and local agencies, as defined in RCW 42.56.010, addressing the following subjects:

(a) Providing fullest assistance to requestors;

(b) Fulfilling large requests in the most efficient manner;

(c) Fulfilling requests for electronic records; and

(d) Any other issues pertaining to public disclosure as determined by the attorney general.

(3) The attorney general, in his or her discretion, may from time to time revise the model rule. [2007 c 197 § 8. Prior: 2005 c 483 § 4; 2005 c 274 § 290; 1992 c 139 § 9. Formerly RCW 42.17.348.]

**42.56.580 Public records officers.** (1) Each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of this chapter. A state or local agency's public records officer may appoint an employee or official of another agency as its public records officer.

(2) For state agencies, the name and contact information of the agency's public records officer to whom members of the public may direct requests for disclosure of public records and who will oversee the agency's compliance with the public records disclosure requirements of this chapter shall be published in the state register at the time of designation and maintained thereafter on the code reviser web site for the duration of the designation.

(3) For local agencies, the name and contact information of the agency's public records officer to whom members of the public may direct requests for disclosure of public records and who will oversee the agency's compliance within the public records disclosure requirements of this chapter shall be made in a way reasonably calculated to provide notice to the public, including posting at the local agency's place of business, posting on its internet site, or including in its publications. [2007 c 456 § 6; 2005 c 483 § 3. Formerly RCW 42.17.253.]

**INTERCITY TRANSIT  
RESOLUTION NO. 03-2011  
APPOINTING AND PUBLICLY IDENTIFYING THE PUBLIC RECORDS OFFICER**

A RESOLUTION appointing and publicly identifying the Intercity Transit Public Records Officer.

**WHEREAS**, The Washington State Public Disclosure Act, (Chapter 42.56.580 RCW), requires all state and local government agencies to “appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency’s compliance with the public records disclosure requirements” under Washington law; and

**WHEREAS**, it has been determined that the appropriate party to be the public records officer for Intercity Transit is the Executive Services Director.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:**

Section 1. Pursuant to Chapter 42.56.580 RCW, the Executive Services Director is hereby designated as the public records officer for Intercity Transit.

Section 2. The person to whom members of the public may direct requests for the disclosure of public records of Intercity Transit and who will oversee Intercity Transit’s compliance with the public records disclosure requirements of the public disclosure laws of the State of Washington as now or hereafter amended (currently in Chapter 42.56.580 RCW) is:

Rhodetta Seward, Executive Services Director  
Intercity Transit  
526 Pattison SE  
PO Box 659  
Olympia, WA 98507-0659

Section 3. Notice of the designation of Intercity Transit’s public records officer shall be made in a manner reasonably calculated to provide notice to the public of such designation, said notice to include, but not be limited to the following: posting at Intercity Transit’s administrative office and transit centers; posting on Intercity Transit’s internet web site; and posting in the agency’s central publications.

**ADOPTED this 6<sup>th</sup> day of July, 2011**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Sandra Romero, Chair**

\_\_\_\_\_  
**Rhodetta Seward, Executive Services  
Director/Clerk to the Authority**

**APPROVED AS TO FORM**

\_\_\_\_\_  
**Thomas R. Bjorgen  
Legal Counsel**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: July 6, 2011**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann, 705-5833

**SUBJECT:** Purchase of Additional Software Licenses

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1) **The Issue:** Consideration of the purchase of software licenses to ensure the software in use by the agency is licensed correctly for version, purpose and number of users.

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2) **Recommended Action:** Authorize the General Manager to issue two purchase orders for a total of \$53,694.65, including taxes, to the Washington State Department of Information Services for the software licenses shown in the attachment to this item.

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

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4) **Background:** Information Services (IS) staff reviewed the agency's current and pending use of Microsoft and Adobe software products to ensure the agency has adequate licenses and is in compliance with licensing agreements.

The review showed additional licenses must be purchased to ensure all work stations are correctly licensed and on the same version of software. For newly purchased hardware, licenses must be purchased before the equipment is put into service. In addition, providing IS staff with licenses for Visio software would improve their ability to document the work they perform on the agency network.

The identified needs are:

- Purchase 82 licenses in preparation for moving workstations to Microsoft Windows 7. This will allow the agency to transition from Microsoft XP which will soon no longer be supported by Microsoft.
- Purchase 83 Microsoft Office 2010 licenses for the PCs being replaced in this and the forthcoming replacement cycle. The Office 2010 licenses are enterprise licenses and will transfer to future replacement PCs whereas the existing Office licenses do not transfer.
- Add 16 Microsoft Exchange Server licenses to match the number of users.

- Purchase 1 Microsoft Exchange Server enterprise license and 3 Exchange Server standard licenses for new servers.
- Add 6 licenses for Microsoft Visio Professional so IS staff can document their work.
- Add 43 Adobe Acrobat licenses to match the number of current and predicted users.
- Upgrade 20 Adobe Photoshop Elements licenses to move all users to the same version.

The purchase of necessary software licenses is included in the 2011 budget. IS staff evaluated options for obtaining the licenses and found the best value for the agency is to purchase the licenses under two competitively bid Washington State Department of Information Services master contracts, one for Microsoft products and one for Adobe products. The attachment to this item shows the details of the purchases.

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5) **Alternatives:**

- A. Authorize the General Manager to issue two purchase orders for a total of \$53,694.65, including taxes, to the Washington State Department of Information Services for software licenses.
- B. Defer action. Deferred action will delay putting the new PCs and servers into service. Deferred action will delay transition from Microsoft XP. It will also delay the agency becoming totally compliant with Microsoft and Adobe licensing agreements and consistent with versions of software now in use.

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6) **Budget Notes:** These expenditures are within the 2011 budget of \$54,500 for software and related purchases.

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7) **Goal Reference:** There is no specific goal which addresses this purchase.

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8) **References:** Software licenses

**Attachment - Details of purchase of software licenses**

| <b>Microsoft Products-from DIS master contract:</b> |                  |               |                    |
|---|------------------|---------------|--------------------|
|   | <b>Cost Each</b> | <b>Number</b> | <b>Total</b>       |
| Windows 7 Pro                                       | 119.44           | 82            | 9,794.08           |
| Office 2010   | 324.21           | 83            | 26,909.43          |
| Exchange Server Enterprise Client Access License    | 16               | 26.82         | 429.12             |
| Exchange Server Standard Client Access License      | 16               | 43.07         | 689.12             |
| Exchange Server Enterprise                          | 2583.98          | 1             | 2,583.98           |
| Exchange Server Standard                            | 451.77           | 3             | 1,355.31           |
| Visio Professional                                  | 292.52           | 6             | 1,755.12           |
| subtotal  |                  |               | \$43,516.16        |
| tax   |                  |               | \$3,785.91         |
| <b>Total Microsoft licenses</b>                     |                  |               | <b>\$47,302.07</b> |
| <b>Adobe Products-from DIS master contract:</b>     |                  |               |                    |
| Adobe Acrobat Full Product                          | 128.78           | 43            | 5,537.54           |
| Adobe Photoshop Elements                            | 17.17            | 20            | 343.4              |
| subtotal  |                  |               | \$5,880.94         |
| tax   |                  |               | \$511.64           |
| <b>Total Adobe licenses</b>                         |                  |               | <b>\$6,392.58</b>  |
| <b>Total to DIS</b>                                 |                  |               | <b>\$53,694.65</b> |

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: July 6, 2011**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann, 705-5833

**SUBJECT:** Hawks Prairie Park and Ride - Acceptance of Grant Funding

- 
- 1) **The Issue:** Whether or not to accept second phase Regional Mobility Grant funding for the Hawks Prairie Park and Ride.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into an amendment for Regional Mobility Grant funds in the amount of \$3,767,656.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. This project includes several points where Authority approval will be required.
- 
- 4) **Background:** Intercity Transit applied for a WSDOT Regional Mobility Grant for both 2009-2011 and 2011-2013 funding cycles in order to complete work on the Hawks Prairie Park and Ride project. We were notified our grant amount for 2011-2013 is \$3,767,656. This includes \$3,526,676 originally requested for the second phase of construction and \$240,000 we asked to have rolled over from the 2009-2011 grant.

The first biennium's funding was used for engineering; design and support through the land use approval process plus site preparation work. Site preparation included temporary modifications to the landfill liner, storm water system and gas collection system as well as preloading the site with 148,000 tons of fill to compact subsurface refuse material.

Securing the second biennium's funding allows Intercity Transit to move forward with the construction of the park and ride facility. Staff will begin negotiating a contract for the second phase construction management work with KPFF, the current principal engineering firm. Staff also anticipates completing the 100% design in November and awarding the contract for the facility construction in January 2012. The facility is expected to be operational mid-to-late 2012.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into an amendment for Regional Mobility Grant funds in the amount of \$3,767,656.
- B) Refuse the grant award.

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6) **Budget Notes:** This project is funded through the Regional Mobility Grant Program. The current WSDOT grant is \$3,038,784, and the proposed 2011-2013 biennium WSDOT grant is \$3,526,892. The total grant funds include \$240,000 which were rolled over from the 2009-2011 grant to equal a total contract amount of \$3,767,656. Our matching funds will be \$591,419. We are currently in line with our cost estimates.

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7) **Goal Reference:** This major capital project addresses several goals, including: Goal #2: *"Provide outstanding customer service;"* Goal #3: *"Maintain a safe and secure operating system;"* Goal #4: *"Provide responsive transportation options"* and, Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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8) **References:** N/A