

AGENDA
INTERCITY TRANSIT AUTHORITY
June 1, 2011
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Jeremy Darby, Vehicle Cleaner** (*Marshall Krier*)
 - B. **Jennifer Mooney, Customer Service Representative** (*Joy Gerchak*)

- 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:** 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.

 - D. **TIP/POP Public Hearing:** Schedule 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. (*Bob Holman*)

 - E. **Schedule Public Hearing Date for Possible October Service Changes**
Schedule 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 and Route 60 service. (*Dennis Bloom*)

 - F. **Purchase of Additional Data Storage Capacity and a Disk-based Data Backup System:** Authorize 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). (*Marilyn Hemmann*)

G. Surplus Property: Declare the property listed on Exhibit "A" as surplus. (*Marilyn Hemmann*)

H. Maintenance Contract for Telephone System: Authorize 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. (*Marilyn Hemmann*)

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| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Sandra Romero</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 10 min. |
| | C. Urban Corridors Task Force (<i>Ed Hildreth</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Jackie Reid</i>) | 3 min. |
| | E. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Citizen Advisory Committee Appointments & Interviews (<i>Rhodetta Seward</i>) | 15 min. |
| 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
May 4, 2011

CALL TO ORDER

Chair Romero called the May 4, 2011, regular meeting of the Intercity Transit Authority to order at 5:38 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 Tumwater Councilmember Ed Hildreth; Citizen Representative Martin Thies; Citizen Representative Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Karen Stites.

Excused: City of Yelm Councilmember Joe Baker.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Meg Kester; Carolyn Newsome; Jim Merrill; Bob Holman; Marc Jones; and Marilyn Hemmann.

Others Present: Legal Counsel Tom Bjorgen (via telecon); Citizen Advisory Committee (CAC) member Valerie Elliott; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Hildreth and Citizen Representative Thies to approve the agenda as distributed.

INTRODUCTIONS & RECOGNITIONS

A. Transit Operator Class 11-01: Shawn Myers; Kerry Rivers; Marianne Good; David Sharwark; Kevin Karkoski; Tony Blackstad; Thomas Doenitz; Michael Midstokke; Tracy Miles; Peter Triplett. Merrill introduced and the Authority welcomed Operator Class 11-01.

B. Marilyn Hemmann, Procurement Manager. Freeman-Manzanares announced the promotion of Hemmann as the agency's Procurement Manager. Hemmann has been with the agency for 10 years.

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PUBLIC COMMENT

Wesley Shocley, 322 N Street NE, Auburn, asked about the status of Express Route 603.

APPROVAL OF CONSENT AGENDA ITEMS

Changes were requested to the minutes of the April 20, 2011, work session:

- On page 10, revise the last sentence in the fourth paragraph to state, "He questioned whether there is a way to reduce Dash Service to offset the cost of more express service to help people who are dealing with transportation issues."
- On page 2, revise the fifth sentence in the fifth full paragraph to state, "However, at this point the space is full."

It was M/S/A by Citizen Representative Thies and Councilmember Hildreth to approve the consent calendar as amended.

- Approval of Minutes:** April 6, 2011, Regular Meeting; April 20, 2011, Special Meeting; April 20, 2011, Work Session
- Accounts Payable:** Warrants dated February 11, 2011, numbers 83094-83223, in the amount of \$423,098.45; warrants dated February 25, 2011, numbers 83228-83332, in the amount of \$575,877.47, for a monthly total of \$998,975.92.
- Security Services - Contract Extension:** Authorized the General Manager to execute a one-year contract extension with Pierce County Security for the provision of security services at the Lacey and Olympia Transit Centers. The rate in 2010 was \$14.75 per hour; the rate remains the same for the one-year contract extension.
- Purchase of Passenger Shelters and Bike Shelters:** Authorized the General Manager to issue a purchase order for eight passenger shelters and two bike shelters in the amount of \$44,553.31, including tax and freight, under the conditions of the existing contract.

COMMITTEE REPORTS

- Thurston Regional Planning Council.** The next meeting is on May 6.

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B. Transportation Policy Board (TPB). Hildreth reported the Board reviewed 17 project proposals for distribution of \$10.3 million in federal Surface Transportation Program (STP) funds. Intercity Transit received \$1,252,490.00 for expansion of the Olympia Transit Center. Eleven project proposals totaling \$3,133,000.00 were submitted for funding under the Transportation Enhancement Program. Thurston County received \$1.3 million for "Bridging the Gap" Pacific Avenue crossing of the Chehalis Western Trail and Intercity Transit received \$240,000 for bus stop improvements. The funding recommendations will be considered for final approval by TRPC on May 6.

C. Urban Corridors Task Force. Romero reported the task force discussed ways to encourage desired development along the Martin Way, Capitol Way, and Capitol Boulevard corridors.

D. Citizen Advisory Committee. Elliott reported the CAC received a presentation on the Smart Corridors project. Members discussed congested intersections and how those areas could be improved under the project. Members received updated information on the new design of the Olympia Transit Center (OTC) expansion and the location of Greyhound Bus service.

NEW BUSINESS

A. Adoption of June 2011 Olympia Express Service Change. Bloom reported at the last meeting, staff discussed the option of using vanpools to supplement some express service. He asked Newsome to provide an update on her research.

Newsome shared she met the AM express buses arriving at the Olympia Transit Center and provided passengers with information about the agency's new vanpool incentive/marketing program and shared information on the vanpool program by both Intercity Transit and Pierce Transit. She rode several buses and conducted one-on-one conversations with passengers about vanpool program options. She was surprised at the number of people who were not aware the service was being discontinued by Pierce Transit. She advised passengers they would receive more information within the next week. Currently, the agency has 147 new commuters as part of the incentive program with eight new groups formed since January 2011. Two of those groups are traveling to Joint Base Lewis McChord.

Bloom reviewed the three options for consideration for weekday Olympia Express service effective June 12, 2011. Currently, the agency provides 12,146 annual hours of express service at a cost of \$1,032,452. The three options include:

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- Option A: Status Quo – Intercity Transit adds no new trips. Operational adjustments to improve service connections unrelated to Pierce Transit reductions made to five trips. Intercity Transit provides 32 daily trips. Many of the trips are considered Route 603. Many riders commented there is some confusion with the 603 as the route also serves different routes during non-commute hours. To avoid confusion with route numbers, the agency established 603 and 605. All 605 routes serve the Lacey Transit Center with 603 routes serving Olympia Transit Center to Lakewood and Tacoma. Some scheduling times were adjusted to provide better connections with Sound Transit. It adds 149 service hours at an estimated cost of \$12,644 annually.
- Option B: Fill Gaps – In addition to minor adjustments in Option A, the agency adds two trips in each direction, using the existing fleet, and adjusts some existing trips to reduce service gaps. This option does not expand the agency's permanent fleet and provides 1,806 additional service hours at a cost of \$153,531.

Messmer asked whether it's possible to end Intercity Transit service at Lakewood during non-commute hours instead of continuing to Tacoma based on the assumption Lakewood would have Pierce Transit connecting buses. This could reduce the additional number of hours the agency is adding. Jones noted that for AM and PM commute hours, Intercity Transit is the only connection between Lakewood and downtown Tacoma. Sound Transit doesn't provide service during peak hours between those two points except for a temporary route to be eliminated in June. It's possible for passengers to find a connecting route during non-commute hours by adding another 45 minutes to the trip, but not during commute hours. Additionally, staff did not propose any service cuts during the public process.

Johnson said she believes the agency is responsible to its constituents and questioned why the agency provides service beyond Lakewood. Harbour replied those are the locations where the majority of the riders need to reach. Many are living in Thurston County and working in Tacoma or making other connections in downtown Tacoma to reach their final destination. Bloom advised most of the express buses are full. Johnson questioned the percentage of Thurston County passengers who never ride express buses. Bloom advised 4% of the agency's ridership use express service.

Hildreth asked about the destination of the riders from the OTC. Bloom said many of the riders are traveling to downtown Tacoma as well as connecting to Sound Transit for traveling further north. Breaking the regional connection to Pierce Transit and Sound Transit would mean the agency is missing part of the regional market. Olympia Express Service began in 1990. Not providing the service essentially isolates Thurston

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County. Based on onboard ridership surveys, the largest market are those individuals who travel to and from work.

Thies urged the Authority to consider the importance of regionalism. The service is express routes serving two counties by people who pay taxes. Additionally, for Pierce County residents who travel to Olympia, they likely spend money and pay some of the taxes. He suggested not discounting the service based on county lines.

Messmer pointed out Option B could be further reduced by perhaps creating some inconvenience reducing the level of additional service at some point that doesn't impact as many people as opposed to impacting too many commuters during peak travel times.

Harbour reminded the Authority staff had little time to react to the situation. The reality is the agency needs to implement the recommendation by June 12. He encouraged members to consider only the three options and direct staff to explore other options if desired by the Authority for a later service change.

Johnson emphasized her preference for doing nothing at this time.

Harbour noted it's difficult to determine which trips are benefitting Thurston County versus Pierce County residents. The morning express routes likely benefit Thurston County residents whereas the PM trips from Olympia are returning Pierce County residents. However, those buses return with Thurston County residents. The agency and Pierce Transit's express service partnership has been in place for many years. Unfortunately, Pierce Transit is in a financial situation where it can no longer continue providing the same level of service. The issue is whether the Authority wants to pursue a recommendation that benefits both Pierce and Thurston residents or maintain the status quo.

Harbour and Bloom clarified Pierce Transit's reduction in express service is effective June 12, 2011. Pierce Transit's service reduction in October will not impact express service.

Bloom reviewed the third option:

- Option C: Replacement of Pierce Transit trips - Intercity Transit picks up all eight of Pierce Transit trips scheduled for elimination. Intercity Transit operates four Route 603 trips replacing Pierce Transit's Route 601. Intercity Transit operates four Route 605 trips replacing Pierce Transit's 603A trips. The service is

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oriented to Pierce County riders. It requires further expansion of Intercity Transit's permanent fleet by two coaches and a significant amount of 'deadhead' travel to and from Tacoma at a total annual cost of \$393,762. The proposal adds 4,632 service hours. However, Route 601 serving Gig Harbor would not be provided and would only serve downtown Tacoma where Gig Harbor residents could connect for express service to and from Olympia.

Thies recommended when the Dash service is addressed, the Authority might consider shifting some Dash funds to express service because express service is vitally important to the citizens within the Public Transportation Benefit Area (PTBA).

It was M/S by Citizen Representative Thies and Councilmember Gadman to commit to providing the routes as identified in Option B until the February 2012 service change when it will be reevaluated.

Rogers said many members of the Olympia City Council are concerned with any decrease in Dash service. Harbour spoke to the Council and conveyed the likelihood of continuing to provide additional express service without cutting other service for the next five to six years. However, when and if it's necessary to cut service, several Councilmembers preferred not cutting local service. If services should need to be cut, the additional express routes should be the first to be cut. The Council preferred Option A but could support Option B with the understanding that if service cuts are necessary, the Authority should consider retaining local service first.

Hildreth asked whether additional service until February is possible. Bloom said extending the timeline affords a better opportunity to collect data on ridership. Additionally, with the cost of gas increasing, the system is experiencing an increase overall in ridership so more time would afford the opportunity for staff to gauge ridership levels. Hildreth said the taxpayers voted for an increase in sales tax and the first priority of the agency is Thurston County riders. It's important to benefit the taxpayers of Thurston County rather than Pierce County.

Gadman commented that since the decision was on a short timeline, the change impacts people and the decisions they have to make to change their respective commutes is far more drastic than the Authority has to consider. Serving Thurston County residents leaving and returning is important.

Messmer acknowledged the importance of regionalism and noted difficult congestion issues experienced along I-5. Option B makes sense. She agreed it's important to take some time to analyze how to cost effectively serve those citizens that need this kind of service.

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Romero said she discussed the issue with her fellow Commissioners. They acknowledged there are 35,000 commuters traveling north from the county. If the region doesn't provide service, those commuters will be on the freeway creating congestion for everyone. The Commissioners prefer Option B as well.

Johnson suggested no one discussed the 'do nothing' option to ascertain what the outcome might be. The Authority should not extend service outside the county.

Romero said she understands express service is a partnership between Pierce Transit and the agency. For whatever reason, some areas of Pierce County didn't pass the ballot measure. Because of the failed ballot measure, people are stranded primarily because of the partnership. It appears the Authority is honoring a partnership that provides service the agency would have found necessary for northbound commuters if the agency had not partnered with Pierce Transit. Harbour affirmed the partnership evolved over the years. Generally, during off peak hours and on Saturday and Sundays, it is Thurston County residents who travel to central Puget Sound. It's generally smaller transit systems providing service to larger transit systems. For example, Grays Harbor and Mason Transit provide service to Olympia, but the agency doesn't provide return service to those areas. The agency is fortunate to partner with Pierce Transit to provide service in the I-5 corridor.

Gadman said it's important that any decision benefits Thurston County residents first as well as remembering Pierce Transit residents who work here support local businesses.

Thies clarified his motion with Gadman agreeing with the clarification.

Harbour reported the reevaluation of service is scheduled in October for service changes effective in February 2012.

The motion carried. Johnson opposed.

Messmer pointed out the congestion along I-5 is costing the agency time, money, and riders an inconvenience. In the long term, the Authority might want to consider what it might entail for the agency to provide a transit benefit on I-5.

Bloom addressed questions from Romero concerning inter-agency scheduling and affirmed staff works closely with Pierce Transit and Sound Transit on any scheduling changes.

B. Complaints of Unfair Competition Policy. Holman requested the Authority's adoption of a Complaints of Unfair Competition Policy. The agency receives consolidated grant funds from the Washington State Department of Transportation (WSDOT) on a regular basis, which may include federal funds. Clauses in different federal regulations, particularly related to procurement, encourage open and vigorous competition. WSDOT routinely conducts an audit of the agency's policies and procedures and requested the agency adopt a policy for Complaints of Unfair Competition.

Holman described the policy, which is not geared for customer service complaints but more specifically, applies to procurement-based complaints. Staff requests approval of the policy.

It was M/S by Citizen Representative Messmer and Councilmember Hildreth to approve Policy DV-1704, Processing Complaints of Unfair Competition.

Rogers suggested the provision in section 6 pertaining to "thirty days" be changed to reflect either calendar or business days. Holman advised the provision is recommended language from WSDOT. Rogers suggested clarifying with WSDOT whether the provision is calendar or business days.

Bjorgen advised since section 5 includes a reference to "business days" whereas the provision in section 6 does not, the inference is the intent in section 6 is "calendar days" and not "business days" based on recent court actions.

Motion carried.

C. Environmental and Sustainability Management System (ESMS) Policy for Intercity Transit. Holman reported the request is for adoption of Resolution 02-2011, which adopts the Implementing the Environmental and Sustainability Policy. The action is a next step in an ongoing process involving the agency's efforts to promote sustainability practices and to practice good environmental stewardship. The Authority and the agency's prior commitment to the Environmental and Sustainability Management System by participating in the training program to receive certification by International Standards Organization (ISO) Standards 14001 is just one example of the ongoing efforts by the agency. This policy is a necessary underlying foundation for that certification. Adoption is consistent with moving forward with the ESMS training program for certification.

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Messmer referred to Romero's previous comments for strengthening and adding more specificity to policy language because of the different levels associated with "green" practices. She asked whether the inclusion of a definition satisfied her concern.

Romero offered a proposed change in the resolution in section 2 under the last bullet revising it to read, "The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold but in the least achieve LEED silver certification."

It was M/S/A by Councilmember Gadman and Citizen Representative Messmer to adopt Resolution 02-2011, approving Policy EX-0011 Implementing the Environmental and Sustainability Policy with the change as recommended by Romero.

D. Annual Planning Session. Seward asked for a determination on whether to hold an annual planning session. Three members supported scheduling a planning session, with one member supporting a half day session. Several topics were offered, and it was suggested some of the topics could be covered in work sessions if time is committed to the discussions.

Messmer advocated for scheduling a planning session but could support work session discussions if topics do not require any immediate decisions and the Authority has sufficient time to discuss. Of particular interest to her is land use in relationship to urban corridors and service along those corridors. Another topic could include congestion on I-5.

Rogers said her interest is in a budget discussion in terms of long-term revenue sources for the agency. Romero suggested clarifying the intent of the budget discussion to assist the Authority in establishing some action steps. It's important to develop a strategy in working with the Legislature. Hildreth agreed a budget discussion is timely and warranted. He suggested scheduling a retreat at some point in the future to discuss the budget.

Johnson commented she doesn't really understand the budget and isn't aware of the parameters in how the reserve fund is utilized. Romero suggested scheduling a budget review session with Foreman. Harbour said every few years, staff provides an introduction for the Authority on the development of the budget. It may be possible to review that framework as the Authority begins its 2012 budget process.

Rogers and Johnson expressed interest in scheduling a half day planning session. A majority of the Authority expressed a preference to cover topics during work sessions.

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E. Change June 15 Work Session to June 22. Seward advised the Chair and Vice Chair are unavailable for the June 15 work session. The request is to move the work session from June 15 to June 22.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Thies to approve moving the June 15 work session to June 22.

GENERAL MANAGER'S REPORT

Ridership is over 400,000 passengers in April, exceeding 400,000 for the second consecutive month.

Sales tax is down by .7% for the month but year-to-date sales tax increased by 2.5%.

The agency received an easement allowing for the building of the bus ramp without the need for a retaining wall at the **Hawks Prairie Park and Ride**. Much less settlement of the soil occurred than anticipated. It appears the Nisqually earthquake contributed to some settling. The agency received its traffic mitigation fee from the City of Lacey of \$511,000, which is higher than initially anticipated. City staff met with agency staff and reviewed the formula and final amount. The Transportation budget passed by the House and Senate includes funding for the final phase of the Hawks Prairie Park and Ride.

Ed Ruttledge is retiring. **Recruitment** of his position is slated to begin in the next several weeks. Other recruitments include the Fixed-Route Manager and Procurement Coordinator positions.

Two employees applied to participate in **Leadership Thurston County**: Emily Bergkamp and Ann Freeman-Manzanares. Freeman-Manzanares is also applying for **Leadership APTA**.

Under Seward's leadership, staff is entering into a **GOLD program**, which provides training for employees to advance to the Operations Supervisor position.

The **Dial-A-Lift Customer Survey (DAL)** is scheduled for completion this month with results reported in September. Eighteen new DAL replacement vans are scheduled to arrive.

Several **wellness committee activities** are underway with 117 employees participating in a 12-week 10,000 step program. The committee is sponsoring an estate/trust/will writing class at the end of May, and an outing to the Tacoma Rainiers game in June.

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The agency received two youth applications and three other applications for the **Citizen Advisory Committee**. Application deadline is May 20.

The **Build-a-Bike Program** continues and is supported by Safe Routes to School funds. The program repairs and restores bicycles for children in need. The program brings together students, volunteers, reclaimed bicycles, and new bike parts purchased with grant funds.

The **Youth Education Program** is focusing on:

- The “Bike to School Week” during the week of May 16
- Komachin Middle School is completing the ‘Rolling Classrooms’ with hundreds of students
- Students are learning about the role of transit in a sustainable community
- A hybrid bus becomes the classroom where students learn about alternative travel modes and how transportation impacts a community

The **Bicycle Commuter Contest** is underway.

The “**Interchange Newsletter**” features a special 30th anniversary edition to be mailed to all households in the agency’s service area.

AUTHORITY ISSUES

Hildreth reported Duncan Green provided an update on the Bicycle Commuter Contest to the Tumwater City Council the previous evening. He presented the original proclamation issued by the Tumwater City Council to Harbour.

Messmer reported on a recent conversation with a citizen who complimented the agency’s drivers.

RECESS TO EXECUTIVE SESSION

Romero recessed the meeting at 7:28 p.m. to discuss the General Manager’s Performance Evaluation for approximately 20 minutes.

RECONVENE

Romero reconvened the meeting at 7:52 p.m.

It was M/S/A by Citizen Representative Thies and Councilmember Hildreth to approve a 4% salary performance bonus in the amount of \$5,017.76, for the General Manager based on his performance from May 2010 to May 2011.

ADJOURNMENT

With there being no further business, Romero adjourned the meeting at 7:53 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: June 1, 2011

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
May 18, 2011

CALL TO ORDER

Vice Chair Thies called the May 18, 2011, work session of the Intercity Transit Authority to order at 5:36 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Martin Thies; 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 Eve Johnson; Citizen Representative Karen Messmer; and Labor Representative Rusty Caldwell (Alternate).

Excused Absence: Thurston County Commissioner & Chair Sandra Romero.

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

Others Present: Citizen Advisory Committee (CAC) member Catherine Golding; Thurston Regional Planning Council Senior Planner Thera Black; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

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

VILLAGE VANS PROGRAM 2010 UPDATE

Bridges reported on May 19, Village Vans will provide its 50,001 trip, representing a tremendous milestone for the program. Many users benefitted economically and had doors opened for educational and vocational training for careers. Village Vans provides support to assist individuals in becoming self-sufficient.

Bridges described changes in federal welfare programs in the late 1990s, which caused an evaluation of needed services for low-income individuals. Most agreed gaps existed in transportation and child care. The federal government instituted and funded the Job Access, Reverse Commute (JARC) program. Intercity Transit in conjunction with many social service partners established the Village Vans Program in February 2002. Continued funding from JARC, cooperation and collaboration from community partners, and the support of the Authority, makes it possible to continue providing the service that changes lives.

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Bridges shared several examples of how Village Vans benefits people today. One person includes Mary, who has three jobs serving as an in-home caretaker to two clients and as a worker at a local hotel. She works over 90 hours a week to avoid welfare. She relies on Village Vans because of her scheduling, limiting the use of fixed route for most of her trips.

JARC funds require a 100% match for each dollar in cash or by in-kind contributions. The program is possible due primarily to the agency's customized job skills training course providing eligible volunteers an opportunity to drive vans. Volunteer drivers contributed 5,325 hours of driving service equaling \$116,238.97. Some of those hours were contributed by an Ameri-Corps participant, who recently completed the program.

Village Vans assists individuals who have no other options by providing transportation to locations for them to become economically independent while also providing work experience, job training, and job search support. Volunteer programs can often be difficult to maintain. Village Vans is relatively free of many of the struggles other programs encounter primarily because the program is so valuable for its volunteers.

Drivers are screened for driving record, criminal history, and interviewed to determine eligibility. Drivers receive 25 hours of initial orientation learning policy procedures, defensive driving, customer service, professional ethics, communication skills, time management, organizational skills, and problem-solving and positive interpersonal skills. To date, 78 drivers successfully found good jobs.

The Village Vans is not based on any similar model and serves as a model for many other communities. Opportunity and success for the less fortunate are not possible without providing a benefit for everyone. One federal report on employment transportation cites that possibly in the future, major societal costs would be avoided as a result of the 'Boost to Work Life' afforded by these services. Non-users and society benefit because of the potential alternative resources of scarce tax dollars and avoidance of many societal costs.

Messmer asked whether there could be future challenges associated with the program, such as its size, scale, or expense. Bridges acknowledged some challenges include obtaining sufficient referrals for the driver program. Community partners are supportive but need some reminders about the need for promotion of the program and the driver program. Bob Holman is the Grant Manager for the program and indicates the agency is receiving its funding request for the next funding round.

Clarkson asked about the per hour rate for drivers. Bridges replied the rate is based on an hourly rate of \$22.63 based on the fully allocated cost the agency pays for a new driver.

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Harbour commented the success is due because of Bridges and her efforts. She is constantly looking to replace her best employees because success is having those individuals hired. Bridges has done an incredible job of establishing partnerships in the community and creating the program with South Puget Sound Community College.

Clarkson asked about the geographic service area. Bridges said the urban area of the three cities is the service area for the program. We do not currently serve Yelm.

Rogers asked whether residents of Camp Quixote could qualify for the service. Bridges advised if the residents are low-income and need work-related transportation, those individuals qualify for service.

Thies asked whether any of the participants obtained employment with other delivery companies. Bridges said approximately half of the individuals pursued a driving career. Currently, Intercity Transit has six coach drivers who participated in Village Vans.

URBAN CORRIDORS - A REGIONAL TASK FORCE UPDATE

Thurston Regional Planning Council (TRPC) Senior Planner Thera Black provided a briefing on the outcome of the work of the Urban Corridors Task Force. TRPC is a council of governments comprised of representatives from local jurisdictions, Thurston County, tribes, special purpose districts, school districts, and Intercity Transit. The Urban Corridors Task Force is comprised of members from the TRPC and the Transportation Policy Board, which serves TRPC as a policy board focusing exclusively on transportation and land use issues.

The project integrates the work of jurisdictions' plans and programs for land use and transportation. Within each jurisdiction, adopted comprehensive plans envision cities as vibrant urban centers with healthy suburban areas and rural areas with transportation serving land uses specific to the environments. The vision is of distinct, livable communities with vibrant neighborhoods supported by an appropriate mix of transportation facilities and services.

How transportation and land use work together influences the types of choices citizens make, affects the cost of government services, impacts the environment and public health, and affects economic development opportunities. The relationship is very important. Transportation policies and investments are predicated on achieving land use visions. However, over the last several years of research, disconnects were discovered in terms of how growth was forecasted to occur and what's actually occurring. Parts of some cities are not as urban as called for in plans and some rural areas are not as rural. The intent of the task force process examined why that is not occurring.

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Ms. Black reviewed a chart of residential growth distribution trends from 1990 through 2005 in rural Thurston County, in the cities, and in the unincorporated urban growth areas. Less development is occurring along major corridors where there have been extensive investments in transit, bicycle, and sidewalk facilities. This problem led to the creation of the Urban Corridors Task Force. The task force is focusing on determining what's necessary to achieve land use along urban corridors called for in adopted plans and is reviewing the details of what's occurring on the corridors and why with a goal to jumpstart old, auto-oriented suburban arterials into more transit and people-oriented urban corridors.

The task force spent time discussing what constitutes a regionally significant corridor in the metropolitan area, identified and mapped corridors, defined characteristics of activity centers and mapped those locations, looked at corridor characteristics and concentrations of housing and jobs, identified zoning, and identified future concentrations for population and jobs. Over 200 miles of corridor were identified. The task force examined existing transit service. Intercity Transit runs 15-minute service along the corridors, which is the minimum level of service where people begin to rely on transit. Another task included examining areas where there are concentrations of developable or redevelopable land in urban areas.

As a result of the analysis conducted by the task force, the corridor of Old Highway 99 encompassing Capitol Boulevard, Capitol Way, 4th and State, and Martin Way was identified as the priority corridor. The corridor connects the three cities, concentrates state government, and is the backbone of the transit system. However, the corridor is challenged because of the number of intersections with I-5, which creates a market dynamic that influences the type of development built in close proximity to highway interchanges.

Policymakers convened a workshop in November 2010 with a consultant to discuss redevelopment opportunities along the corridor. Currently, the corridor is sparsely populated with auto-oriented land uses. In redevelopment of the corridor, there is the opportunity to create neighborhoods supporting alternatives to driving. Policymakers spent time reviewing underlying land use characteristics and determining from a policymaker perspective where the greatest opportunities for redevelopment are located. The task force identified approximately 12 districts that seemed to have good potential for redevelopment where there are good amenities, good redevelopment opportunities, and large parcels.

The task force also discussed objectives for high quality infill development and redevelopment in terms of placemaking rather than on a project-by-project basis. The task force identified some priorities:

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- Communities will be oriented around people rather than cars
- Promote increased residential density and diversity
- Urban neighborhoods need to be served by retail
- Provide people with choices to minimize their environmental impacts.

The Northwest has an environmental ethic different from much of the country. The ethic needs to be reflected in the corridors. As the corridor connects the city centers of Tumwater, Olympia, and Lacey, there are many similarities between the communities as well as differences. It's important the process respect those similarities and differences. There is no one size approach for the cities. There is also the acknowledgment of seeking opportunities to promote intergovernmental coordination and collaboration.

Ms. Black reported there is also recognition that things don't occur overnight. The task force discussed how retrofitting might occur and several concepts emerged:

- It's not possible to redevelop/develop everywhere as some places along the corridor will be more attractive for redevelopment - begin with the easier locations.
- Economics matter. Regulations can prevent compact, walkable, and a desirable urban community. If it doesn't pencil out, it won't be built. It's important to know the market and work with it.
- Change takes time - need to do a better job in articulating changes that will occur over time and what is expected along the way.

Over the next several months, the task force is engaging the private sector in discussions to look at some of the districts identified as priority areas. Two market studies will be completed for examining the commercial market and redevelopment opportunities and a market housing study to determine the types of housing products that changing demographics and social economic conditions might support. TRPC contracted with consultants to complete the market analysis for future housing and commercial needs.

Finally, the task force will identify local action steps. There has been leadership by Intercity Transit in terms of the investments and the concentration of services. There are some questions regarding how Intercity Transit and local jurisdictions with local land use authority can work together better to ensure the decisions and investment opportunities better reflects what transit needs to provide in terms of service to the urban areas.

Ms. Black noted more information on the Urban Corridors Task Force and its work can be found at www.trpc.org/regionalplanning/landuse.

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Hildreth added that at the end of the process, the task force is not recommending changes but will issue a paper for consideration by the jurisdictions. Jurisdictions can promote ways to attract retail and desired services. Ms. Black acknowledged there are some political barriers. Developers investing in redevelopment projects are fewer in number than developers of new projects. There are many more developers who invest in communities on the fringe where there is a perception that development activity is much easier than within the urban core. Many communities throughout the communities are focusing on transit-oriented development and redevelopment, and there is competition for those investments. Understanding the barriers and identifying the political barriers will be an interesting and difficult challenge.

Messmer said the City of Olympia pursued additional work in what a city can do to partner with Intercity Transit and what are some of the things that should or could occur along a corridor. The information may be helpful to the other cities and the county. It's important for the Authority to have the discussion on how the agency is involved in land use decisions that may result in the question of whether the agency will provide service. She asked about the role and the policy level involvement of Intercity Transit when development is discussed.

Clarkson commented on the need to educate many policymakers not previously exposed to the detail level of the data and work completed by the task force. Until there is a quorum of consensus by a policy body, progress will be difficult to attain. He commented on the need for increasing the availability of water rights to enable Lacey to lift its limited moratorium, so services and infrastructure can be offered in its urban growth areas to encourage development. When that occurs, the city will consider annexation possibilities. Those steps must occur before any true action can occur.

Rogers asked about the previous briefings to the Olympia Planning Commission. Bloom advised the City Council adopted some study recommendations that included a community network of transit routes. Messmer commented it was another level of detail in conjunction with the Mobility Strategy and the transit chapter. During the update of the City's comprehensive plan, she is hopeful that some information will be incorporated within the plan on how to support and partner to create transit corridors.

Bloom said he understands City staff is incorporating much of the work within the comprehensive plan update. Additionally, Intercity Transit offers comment on development proposals and provides suggestions on transit improvements.

Messmer suggested the agency take some leadership on the redevelopment of the Pattison Street site in terms of frontage along the corridor and how it will support the urban corridor. It's important to have some activities visible to pedestrians along the corridor. However, as a transit agency, it's difficult to develop a creative way of participating in the evolution of the corridor.

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Johnson commented on the lack of water rights and how it impacts future growth. She cited Lacey's lack of water rights, which is preventing future growth. She suggested jurisdictions have the right not to accept future growth because of the limited availability of water.

Discussion followed on the region's water availability.

Hildreth reported he was previously a member of the Tumwater Planning Commission for many years. During his tenure, the Commission never received information shared at the level contained in the presentation. Many decisions were made without benefit of having the big picture. Planning commissions perform much of the detailed research for land use decisions rendered by city councils. He advocated for education and sharing of information at all levels.

Messmer suggested conducting a workshop of local planning commissions, city councils, the Authority, and others to discuss and share the outcome of the work, and as a way to conclude the work of the task force. Clarkson suggested a moderator could be conducive to the process.

Members discussed existing neighborhood commercial/activity centers along the corridor such as the Safeway in Tumwater and Ralph's Thriftway on 4th Avenue.

Thies mentioned the intersection of Friendly Grove and 26th and the idea of a bicycle park-and-ride to provide opportunities for the rural areas to participate. A half-mile diameter is generally the accepted distance for pedestrians to access transit service. That diameter could be extended if there were places for bicycles to park to enable bicyclists to access transit. Members supported the concept.

FUTURE SERVICES

Harbour distributed information on monthly fixed route boardings from 2002 to 2011. He explained this topic was scheduled because the Authority agreed not to schedule an annual retreat and instead use work sessions to review specific topics of importance to the Authority. One of the topics included future services.

Harbour began the discussion by indicating the agency has no funds to add new service. Current service is what can be maintained by current revenues, conservatively. It's possible some additional service could be offered, but with uncertainties of fuel prices and sales tax collection, the current level of service is appropriate.

Harbour referred to regional services which are likely to receive some demand in the next year. At its last meeting, the Authority approved the agency's regional express service with two additional roundtrips added to Pierce County. The Pierce Transit

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Authority recently instructed its staff to include on the agenda for the public hearing for the October service reduction, the remaining express routes Pierce transit is not cutting in June. There is now a proposal to completely eliminate Pierce Transit express service in the I-5 corridor. Harbour advised the Authority the June meeting includes more discussion on the proposal and the potential of the Authority or the Chair communicating formally with Pierce Transit regarding express service issues.

In 2012, the Sounder commuter rail is expected to serve Lakewood Station. There likely will be a spike in demand to Lakewood because it will be easier to take the express bus and connect at Lakewood Station to Sounder service to Seattle. The agency likely will experience demands to provide that service. It's also anticipated demand will continue from Joint Base Lewis McChord (JBLM) with congestion on I-5 increasing, creating increased demand for the agency to do something.

Clarkson asked whether fuel prices influences the number of vanpools. Harbour replied the increase in fuel prices plays some part, but the major reason for the decrease in vanpools from the 2008 level was loss of jobs. The state transportation budget includes funds to purchase vanpools for JBLM. The agency is able to access those funds.

Messmer asked about other federal support for service to JBLM. Local jurisdictions are experiencing impacts of growth occurring at JBLM. Harbour said during a recent chamber meeting, JBLM officials stated the issue is the Federal Highway Administration's problem rather than a Department of Defense problem. There are some military bases in California where support for transit is provided.

Bloom reported staff met with JBLM staff on a funding mechanism through the Department of Defense (DOD). JBLM must apply directly to DOD to access the funds. Hildreth commented on the outreach efforts by the JBLM command and suggested utilizing that avenue to pursue some solutions.

Harbour referred to south Thurston County/Lewis County needs and continued requests for service. This area is difficult to serve as congestion issues are different and it's also an area where Regional Mobility grant funding was pursued, which could continue in the future. Additionally, a Regional Mobility grant application that wasn't successful was for direct express service to Seattle.

Staff recently met with Sound Transit along with other regional policymakers for extension of Sound Transit service into Thurston County through the extension of Sounder rail from Lakewood to DuPont and into Thurston County. Extending the service would be extremely expensive as well as contending with major environmental and technical issues. Extension of Sound Transit service likely would not occur in the next 20 years. To run four trains from Lakewood to Seattle, Sound Transit paid \$180

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million to Burlington Northern Santa Fe. Additionally, Amtrak is adding more trains, creating more congestion on the line.

Additionally, another challenge is the aging population and corresponding increase in Dial-A-Lift (DAL) service. Demographics within the county reflect an aging population with the number of people over 80 years increasing substantially. As people age, mobility decreases, and challenges increase creating stress on DAL and how fixed route service is delivered with demands for service closer to homes and more accessible. Those are challenges facing the agency in the short-term.

Bloom reviewed the status of local service. Several areas in northeast and southeast Lacey were projected to receive service in 2009, as well as in the annexation area of Tumwater west of Littlerock Road. Those areas are currently not receiving service as it was necessary to deal with other changes.

Bloom identified the current DAL service boundary and the Public Transportation Benefit Area (PTBA). Short range plans for service in the local area include extending Route 47 to the Kaiser Road and Mud Bay Road area where development is occurring. Another location is northeast Lacey in an area of mixed use commercial and residential development along Willamette Drive. Other possible future service is intra-county express service from Lacey Transit Center down College Street to Yelm Highway and Henderson Boulevard to state offices in Tumwater. Another express route is from west Olympia to Tumwater state offices.

The City of Tumwater's Town Center has been of focus for several years and part of that effort is expansion of transit service and a transit center similar to Lacey's Gateway project. As the Gateway project develops, the agency plans to continue working with the developer to locate a transit center within the area complementing the Hawks Prairie Park and Ride.

Increasing the span of early morning and late evening service is another area of future focus. The Strategic Plan adds 22,000 service hours. Current vehicle hours are 206,000 of which 198,000 hours are considered revenue hours. That projected service increase requires a larger maintenance facility to accommodate a larger fleet.

Harbour referred to enhancements to existing service and the need for all-day 15-minute service to The Evergreen State College. Route 60 from downtown Olympia to St. Peter's Hospital and Panorama City is at the point where it's not possible to maintain the schedule, which will entail restructuring the route as soon as October. The service runs every 30 minutes during peak hours and hourly mid-day. Restructuring the route may mean discontinuing service to Panorama City, the St. Francis House off Lilly Road, or possibly restructuring the entire route. If those areas are included within the smart corridors project, more transit service will be needed.

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With the last service change, service was enhanced to Yelm with hourly service during mid-day hours. As more Amtrak service is added, more demand at Centennial Station is likely. Route 94 between Centennial Station and downtown Olympia is one of the agency's weaker routes in terms of frequency with hourly service during the day and 30-minute service during peak hours. The route needs at least 30-minute service during the day.

Clarkson asked about the minimum requirements for extending evening hours. Bloom advised customer comments cite late service as one of the most desired service enhancements. Many neighborhood routes ask for an extension of evening hours. The main trunk routes provide service until 11:00 -11:30 p.m. and service to The Evergreen State College ends at midnight. Many bus routes begin at 5:00-5:30 a.m.

Johnson asked how staff justifies increasing service on existing routes when many residents within the PTBA are not receiving service. Bloom explained funding is necessary to operate a route and often it's a matter of timing and prioritizing areas where service is needed. The Authority also makes decisions on adding routes. Johnson said she doesn't believe that message has been clearly conveyed to the Authority. Bloom advised staff reviews the prioritization of areas with the Authority. There is also the issue of justifying new service where there are much larger demands on existing trunk routes.

Messmer commented there is a balancing act and it doesn't just involve adding a bus. Bus service entails much more than providing one bus daily; it also entails frequent service. Service is essentially a frequency that is walkable within a quarter mile walking distance. Additionally, adding new routes entails adding DAL service, which increases costs substantially.

Baker commented on the request from Yelm to provide a route from Yelm to Lacey. Bloom said Route 94 travels on Yelm Highway and serves the Lacey Corporate Center rather than directly to Lacey Transit Center or the Marvin Road area. Harbour noted it's a need staff recognized exists.

Hildreth asked about the timeline for adding 22,000 service hours. Bloom said the plan initially identifies increasing hours. However, the reality is funding to sustain the additional hours, purchase the buses, and maintain the buses. Those three issues drive when and how additional service is implemented.

Discussion followed on the federal requirement of the service radius from a fixed route for DAL service. Intercity Transit provides DAL service of 1-1/2 miles within the rural area and 3/4 mile within the urban area. The federal government requires 3/4 mile from a fixed route. The Authority elected to retain the 1-1/2 mile service boundary when the PTBA was reduced.

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Clarkson asked about the portion of the budget pertaining to fares. Harbour said fares comprise approximately 11% of the total budget.

Thies asked about the future direction of ongoing service discussions. Harbour said as the process moves forward on development of the strategic plan, the Authority will be asked to provide direction on the next six years of either maintaining the status quo or considering future growth.

Harbour addressed questions on transferring service between productive routes with non-productive routes. The Authority is scheduled to consider Dash service at one of its June meeting.

CITIZEN ADVISORY COMMITTEE REPORT

Seward reported the CAC received similar presentations to those the Authority heard this evening. Two members are leaving the CAC: Berl Colley and Linda Olson both served for six years. Their last meeting is June 20. The Authority is invited to attend the farewell reception at 5:30 p.m.

Seward reported after an extensive outreach, only two applications for the student position were received to date and five applications for the regular CAC positions.

Thies asked for volunteers to serve on the CAC interview panel. Clarkson, Hildreth, Messmer, and Johnson volunteered to serve on the panel.

AUTHORITY ISSUES

Thies reported on his attendance to the recent CAC meeting. He is also riding more buses and finding standing room only on many of the routes.

Hildreth and Clarkson advised they are unable to attend the June 22 work session.

Messmer reminded members to participate in the Bike to Work Day on Friday, May 20. There are several stations with giveaways. Harbour reported on the same day, the interagency bike ride departs from Marathon Park.

Kester reported on the Bike to School Day on May 20 as well. Eleven schools are participating during the Bike to School Week.

ADJOURNMENT

With there being no further business, Vice Chair Thies adjourned the meeting at 7:49 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin Thies, Vice Chair

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

Date Approved: June 1, 2011

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

PERIOD DATES: 03/13 - 26/2011						PERIOD DATES: 3/27 - 4/09/2011						PERIOD DATES: 04/10 - 23/2011					
PAYDAY 04/01/2011						PAYDAY 4/15/2011						PAYDAY 04/29/2011					
CODES		PAY PERIOD	1ST CHECK	1ST TRANSFER		CODES		PAY PERIOD	2ND CHECK	2ND TRANSFER		CODES		PAY PERIOD	1ST CHECK	1ST TRANSFER	
		CHECK NO.	AMOUNT	AMOUNT				CHECK NO.	AMOUNT	AMOUNT				CHECK NO.	AMOUNT	AMOUNT	
3	FIT		WIRE	71,279.01		3	FIT		WIRE	65,247.18		3	FIT		WIRE	69,687.97	
4	MT	8595.18	WIRE	17,190.36	88,469.37	4	MT	8292.76	WIRE	16,585.52	81,832.70	4	MT	8616.1	WIRE	17,232.20	86,920.17
5	AL/34	Life Ins.	Check	817.03	0.00	5	AL/34	Life Ins.	Check	2,131.48	0.00	5	AL/34	Life Ins.	Check	0.00	0.00
6	DI/32	Disability In	Check	975.66	0.00	6	DI/32	Disability In	Check	2,712.50	0.00	6	DI/32	Disability In	Check	0.00	0.00
7	HI/38	Health In1st	Check	7,691.50	0.00	7	HI/38	Health In1st	Check	265,513.00	0.00	7	HI/38	Health In1st	Check	0.00	0.00
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brkgmp	467.39		9	CC/61	Child Care	Hfstttr/brgkmp	467.39		9	CC/61	Child Care	Hfstttr/Brkgmp	467.39	
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00	
11	GN/08	Garnish	Manual	655.17		11	GN/08	Garnish	Manual	629.70		11	GN/08	Garnish	Manual	1,035.01	
12	CS/09	DSHS	EFT	1,013.99	1,013.99	12	CS/09	DSHS	EFT	1,013.99	1,013.99	12	CS/09	DSHS	EFT	1,013.99	1,013.99
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02	13	CS/09	Stockard	Check	339.02	344.02
14	D1/98	D.Dep. #1	WIRE	6,960.26	6,960.26	14	D1/98	D.Dep. #1	WIRE	6,660.26	6,660.26	14	D1/98	D.Dep. #1	WIRE	6,697.09	6,697.09
15	D2/97	D.Dep. #2	WIRE	21,167.98	21,167.98	15	D2/97	D.Dep. #2	WIRE	20,822.64	20,822.64	15	D2/97	D.Dep. #2	WIRE	19,539.27	19,539.27
16	GN/08		Check			16	GN/08		Check	0.00		16	GN/08		Check		
17	GT/63	G.Ed.Tuit	Check	327.50		17	GT/63	G.Ed.Tuit	Check	327.50		17	GT/63	G.Ed.Tuit	Check	252.00	
18	DC/97	Vgrd Emplr	Wire	42,601.90		18	DC/97	Vgrd Emplr	Wire	41,227.81		18	DC/97	Vgrd Emplr	Wire	41,432.51	
19	DC/22	Vgrd Emplr	Wire	28,880.14	71,482.04	19	DC/22	Vgrd Emplr	Wire	27,835.15	69,062.96	19	DC/22	Vgrd Emplr	Wire	27,916.87	69,349.38
20	L2/29	401k Ln#2	Wire	3,085.91		20	L2/29	401k Ln#2	Wire	3,312.88		20	L2/29	401k Ln#2	Wire	3,350.05	
21	LN/29	401k Ln #1	Wire	8,103.01	11,188.92	21	LN/29	401k Ln #1	Wire	7,980.81	11,293.69	21	LN/29	401k Ln #1	Wire	7,963.00	11,313.05
22	TTL VNGRD			82,670.96		22	TTL VNGRD			80,356.65		22	TTL VNGRD			80,662.43	
23	LI/02	L&I	Check	24,923.76		23	LI/02	L&I	Check	24,748.00	0.00	23	LI/02	L&I	Check	24,801.24	158,887.51
24	MD/51	Mch.UnDue	Check	1,170.74		24	MD/51	Mch.UnDue	Check	1,171.01		24	MD/51	Mch.UnDue	Check	0.00	
25	MI/52	Mac.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00		25	MI/52	Mac.Initiation	Check	0.00	
26	MS/60		Check	0.00	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	168.50	0.00	27	MS/60	draw check		0.00	0.00
28					0.00	28	R2				0.00	28					0.00
29	PA/66	Proj.Assist	Direct Dep	407.00		29	PA/66	Proj.Assist	Direct Dep	403.00		29	PA/66	Proj.Assist	Direct Dep	401.00	
30	PN/04	PERS emplr	EFT	25,444.06	0.00	30	PN/04	PERS emplr	EFT	25,593.56	0.00	30	PN/04	PERS emplr	EFT	25,778.41	0.00
31	PN/04	PERS emplr	EFT	32,663.97	58,108.03	31	PN/04	PERS emplr	EFT	32,913.13	58,506.69	31	PN/04	PERS emplr	EFT	33,137.54	58,915.95
32	TTL PERS			58,108.03		32	TTL PERS			58,506.69		32	TTL PERS			58,915.95	
33	R3/20	ICMA Ln#2	WIRE	261.07	0.00	33	R3/20	ICMA Ln#2	WIRE	345.69	0.00	33	R3/20	ICMA Ln#2	WIRE	345.69	0.00
34	RC/24	ICMA Emplr	WIRE	5,853.03		34	RC/24	ICMA Emplr	WIRE	5,882.11	0.00	34	RC/24	ICMA Emplr	WIRE	6,005.99	
35	RI/23	ICMA Roth	WIRE	492.30	492.30	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	1,352.82	1,613.89	36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,698.51	36	RL/21	ICMA Ln#1	WIRE	1,352.82	1,698.51
37	RR/25	ICMA emplr	WIRE	2,942.62	8,795.65	37	RR/25	ICMA emplr	WIRE	2,971.18	8,853.29	37	RR/25	ICMA emplr	WIRE	3,046.03	9,052.02
38	TTL ICMA	10,409.54	10,901.84			38	TTL ICMA	10,551.80	11,044.10			38	TTL ICMA	10,750.53	11,242.83		
39	SD/26	Defr Emplr	EFT	9,212.14		39	SD/26	Defr Emplr	EFT	9,517.39		39	SD/26	Defr Emplr	EFT	9,707.45	
40	SR/27	Defr Emplr	EFT	4,038.72	13,250.86	40	SR/27	Defr Emplr	EFT	4,264.33	13,781.72	40	SR/27	Defr Emplr	EFT	4,384.18	14,091.63
41	UC/45	Un COPE		141.00		41	UC/45	Un COPE				41	UC/45	Un COPE		-	
42	UA/44	Un Assess	Check			42	UA/44	Un Assess	Check	546.00		42	UA/44	Un Assess	Check		
43	UD/42	Un Dues	Check	4,660.18		43	UD/42	Un Dues	Check	4,661.84		43	UD/42	Un Dues	Check	4,674.62	
44	UI/41	Un Initiati	Check	70.00		44	UI/41	Un Initiati	Check	70.00		44	UI/41	Un Initiati	Check	70.00	
45	UT/43	Un Tax	Check	2,020.20		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00	
46	UW/62	United Way	Check	866.00		46	UW/62	United Way	Check	835.00		46	UW/62	United Way	Check	835.00	
47	WF/64	Wellness	Direct Dep	285.00		47	WF/64	Wellness	Direct Dep	284.00		47	WF/64	Wellness	Direct Dep	282.00	
48	NET PAY (dir. Deposit)			387,148.34	387,148.34	48	Net Pay (Dir. Dep.)			385,163.91	385,163.91	48	NET PAY (dir. Deposit)			410,811.85	410,811.85
49	Paychecks			16,301.85		49	Paychecks			2,061.74		49	Paychecks			1,815.03	
50	TOTAL TRANSFER			\$670,035.65		50	TOTAL TRANSFER			\$659,526.68		50	TOTAL TRANSFER			\$849,126.74	
51	TOTAL PAYROLL:			\$732,532.13		51	TOTAL PAYROLL:			\$966,973.84		51	TOTAL PAYROLL:			\$724,867.52	
52	GROSS EARNINGS:			634,518.08		52	GROSS EARNINGS:			623,187.44		52	GROSS EARNINGS:			627,699.11	
53	EMPR MISC DED:			89,418.87		53	EMPR MISC DED:			335,493.64		53	EMPR MISC DED:			88,552.31	
54	EMPR MEDICARE TAX:			8,595.18		54	EMPR MEDICARE TAX:			8,292.76		54	EMPR MEDICARE TAX:			8,616.10	
55	TOTAL PAYROLL:			\$732,532.13		55	TOTAL PAYROLL:			\$966,973.84		55	TOTAL PAYROLL:			\$724,867.52	
56						56						56	TOTAL PAYROLL FOR MONTH:			\$2,424,373.49	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/08/2011

Thru Date: 04/08/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083581	4/8/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$2,275.32	
00083582	4/8/2011	01405	ADVANCE GLASS INC		<input checked="" type="checkbox"/>
00083583	4/8/2011	01405	ADVANCE GLASS INC	\$1,788.61	
00083584	4/8/2011	01420	ADVANCED GRAPHIC SOLUTIONS	\$7,719.75	
00083585	4/8/2011	01480	AIR FLOW SYSTEMS INC	\$483.16	
00083586	4/8/2011	01550	ALARM CENTER INC	\$154.90	
00083587	4/8/2011	01640	ALL CITY LOCK & KEY	\$86.96	
00083588	4/8/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083589	4/8/2011	01660	ALL STAR FORD	\$5,034.05	
00083590	4/8/2011	01780	AMALGAMATED TRANSIT UNION 1765	\$141.00	
00083591	4/8/2011	01805	AMB TOOLS AND EQUIPMENT CO INC	\$334.22	
00083592	4/8/2011	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00083593	4/8/2011	01960	AMERICAN SEATING COMPANY	\$325.95	
00083594	4/8/2011	02378	ARAMARK CO	\$178.79	
00083595	4/8/2011	02380	ARAMARK UNIFORM SERVICES	\$871.92	
00083596	4/8/2011	02480	ASE SUPPLY INC	\$56.74	
00083597	4/8/2011	02580	ASSOCIATED PETROLEUM	\$198,326.51	
00083598	4/8/2011	03370	BERGKAMP EMILY	\$250.00	
00083599	4/8/2011	03560	BJORGEN BAUER PLLC	\$13,354.00	
00083600	4/8/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$769.40	
00083601	4/8/2011	04120	BUILDERS HARDWARE CO	\$163.14	
00083602	4/8/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$140.00	
00083603	4/8/2011	05340	CAPITOL COURIER SERVICE	\$388.22	
00083604	4/8/2011	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$61.20	
00083605	4/8/2011	05460	CARQUEST AUTO PARTS-OLY	\$590.06	
00083606	4/8/2011	05740	CED	\$55.31	
00083607	4/8/2011	06120	CITY OF OLYMPIA UTILITIES	\$2,883.03	
00083608	4/8/2011	06490	COLE SCREENPRINT INC	\$1,545.99	
00083609	4/8/2011	06607	COMDATA	\$47,297.13	
00083610	4/8/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$472.71	
00083611	4/8/2011	07105	CRAIN'S OFFICE SUPPLY	\$548.33	
00083612	4/8/2011	07150	CROSSROADS COLLISION CENTER	\$420.66	
00083613	4/8/2011	07220	CUMMINS NORTHWEST INC	\$2,827.49	
00083614	4/8/2011	07222	CUMMINS NORTHWEST LLC	\$1,263.09	
00083615	4/8/2011	07620	DAVIS WRIGHT TREMAINE LLP	\$266.00	
00083616	4/8/2011	07640	DAY WIRELESS SYSTEMS INC	\$154.73	
00083617	4/8/2011	07780	DELL MARKETING LP	\$5,209.87	
00083618	4/8/2011	07940	DEC SERVICE CO.	\$174.16	
00083619	4/8/2011	08680	EHRLECHS OFFICE PRODUCTS	\$425.87	
00083620	4/8/2011	08780	EMERALD RECYCLING SERVICE	\$110.75	
00083621	4/8/2011	08840	EMPLOYER RESOURCES NORTHWEST	\$4,851.20	
00083622	4/8/2011	09180	EXPRESS SERVICES INC	\$1,477.47	
00083623	4/8/2011	09805	FLEET PRIDE	\$711.33	
00083624	4/8/2011	09820	FLEET-NET CORP	\$1,603.61	
00083625	4/8/2011	10580	GENE'S TOWING INC	\$485.11	
00083626	4/8/2011	10630	GFI GENFARE	\$349.83	
00083627	4/8/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083628	4/8/2011	10660	GILLIG LLC	\$9,303.05	
00083629	4/8/2011	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00083630	4/8/2011	11310	HOGAN MFG INC	\$2,564.36	
00083631	4/8/2011	11423	HUNT JEFF	\$65.00	
00083632	4/8/2011	11523	IKON OFFICE SOLUTIONS	\$253.05	
00083633	4/8/2011	11525	IKON OFFICE SOLUTIONS	\$724.55	
00083634	4/8/2011	11535	ILIUM ASSOCIATES INC	\$1,701.25	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/08/2011

Thru Date: 04/08/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083689	4/8/2011	23620	UNITED PARCEL SERVICE	\$127.26	
00083690	4/8/2011	23730	USI INC	\$39.80	
00083691	4/8/2011	23820	VERIZON WIRELESS	\$2,230.24	
00083692	4/8/2011	24000	W W GRAINGER INC	\$2,232.07	
00083693	4/8/2011	24750	WA ST GET PROGRAM	\$327.50	
00083694	4/8/2011	25130	WALTER E NELSON CO OF WESTERN WA	\$120.81	
00083695	4/8/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$0.00	<input checked="" type="checkbox"/>
00083696	4/8/2011	25670	WAXIE SANITARY SUPPLY	\$931.94	
00083697	4/8/2011	26030	WILLIAMSON LESLIE	\$284.60	
00083698	4/8/2011	26760	ZONES	\$2,601.92	
Total:				\$395,419.31	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/22/2011

Thru Date: 04/22/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083699	4/22/2011	11760	INTERCITY IMPREST ACCOUNT	\$436.50	
00083702	4/22/2011	01380	ADA WORKSHOP	\$200.00	
00083703	4/22/2011	01315	ACS TRANSPORT SOLUTIONS INC	\$2,840.30	
00083704	4/22/2011	01405	ADVANCE GLASS INC		<input checked="" type="checkbox"/>
00083705	4/22/2011	01405	ADVANCE GLASS INC	\$3,540.31	
00083706	4/22/2011	01480	AIR FLOW SYSTEMS INC	\$1,434.63	
00083707	4/22/2011	01660	ALL STAR FORD		<input checked="" type="checkbox"/>
00083708	4/22/2011	01660	ALL STAR FORD	\$6,539.48	
00083709	4/22/2011	01960	AMERICAN SEATING COMPANY	\$162.85	
00083710	4/22/2011	02380	ARAMARK UNIFORM SERVICES	\$825.39	
00083711	4/22/2011	02480	ASE SUPPLY INC	\$60.42	
00083712	4/22/2011	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,075.59	
00083713	4/22/2011	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,755.96	
00083714	4/22/2011	03740	BOHANNON JANE I	\$80.46	
00083715	4/22/2011	03760	BOLANDER SIGNS	\$2,382.71	
00083716	4/22/2011	04105	BUILDERS EXCHANGE	\$45.00	
00083717	4/22/2011	04120	BUILDERS HARDWARE CO	\$284.65	
00083718	4/22/2011	05283	CAPITAL MEDICAL CENTER - SPECIALTY	\$70.00	
00083719	4/22/2011	05460	CARQUEST AUTO PARTS-OLY	\$780.44	
00083720	4/22/2011	06440	COASTAL BUSINESS SERVICES GROUP INC	\$7,515.00	
00083721	4/22/2011	06610	COMMERCIAL BRAKE & CLUTCH	\$485.15	
00083722	4/22/2011	06740	COMMUNITY TRANSPORTATION ASSOCIATIO	\$455.00	
00083723	4/22/2011	07105	CRAIN'S OFFICE SUPPLY	\$69.03	
00083724	4/22/2011	07150	CROSSROADS COLLISION CENTER	\$501.11	
00083725	4/22/2011	07220	CUMMINS NORTHWEST INC	\$5,783.07	
00083726	4/22/2011	07640	DAY WIRELESS SYSTEMS INC	\$304.57	
00083727	4/22/2011	07820	DEMICH LESLIE	\$135.00	
00083728	4/22/2011	08105	DOUG WALKER PHOTOGRAPHY	\$116.30	
00083729	4/22/2011	08780	EMERALD RECYCLING SERVICE	\$46.25	
00083730	4/22/2011	09120	EXCEL SUPPLY COMPANY	\$346.97	
00083731	4/22/2011	09180	EXPRESS SERVICES INC	\$689.20	
00083732	4/22/2011	09575	FASTENAL COMPANY	\$292.12	
00083733	4/22/2011	09660	FERGUSON ENTERPRISES, INC	\$484.93	
00083734	4/22/2011	09680	FINNELL DAVE	\$916.73	
00083735	4/22/2011	09720	FIRST ADVANTAGE ADR	\$3,804.88	
00083736	4/22/2011	10285	FTE PUBLICATIONS	\$280.00	
00083737	4/22/2011	10630	GFI GENFARE	\$591.67	
00083738	4/22/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083739	4/22/2011	10660	GILLIG LLC		<input checked="" type="checkbox"/>
00083740	4/22/2011	10660	GILLIG LLC	\$12,148.19	
00083741	4/22/2011	10820	GRAPHIC COMMUNICATIONS	\$1,430.99	
00083742	4/22/2011	11015	HARBOUR MICHAEL S.	\$457.04	
00083743	4/22/2011	11175	HEALTH CARE AUTHORITY	\$280,383.06	
00083744	4/22/2011	11215	HEIMAT LLC / MADRONA MORTGAGE	\$3,092.00	
00083745	4/22/2011	11250	HERGUTH LABORATORIES INC.	\$1,318.37	
00083746	4/22/2011	11308	HOFSTETTER SHANNON	\$434.78	
00083747	4/22/2011	11310	HOGAN MFG INC	\$153.16	
00083748	4/22/2011	11523	IKON OFFICE SOLUTIONS	\$1,887.76	
00083749	4/22/2011	11525	IKON OFFICE SOLUTIONS	\$104.20	
00083750	4/22/2011	11535	ILIU ASSOCIATES INC	\$4,343.00	
00083751	4/22/2011	11615	INDUSTRIAL HYDRAULICS INC	\$366.76	
00083752	4/22/2011	11670	INLAND TECHNOLOGY INC	\$312.23	
00083753	4/22/2011	11735	INTELIUS SCREENING SOLUTIONS LLC	\$1,535.75	
00083754	4/22/2011	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,341.75	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/22/2011

Thru Date: 04/22/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083755	4/22/2011	11810	INTERSTATE BATTERY	\$195.55	
00083756	4/22/2011	11905	JANEK CORPORATION	\$804.38	
00083757	4/22/2011	11930	JERRYS AUTOMOTIVE TOWING	\$669.59	
00083758	4/22/2011	12665	KGY INC	\$830.00	
00083759	4/22/2011	12875	KPFF CONSULTING ENGINEERS INC	\$22,923.04	
00083760	4/22/2011	13485	LEMAY MOBILE SHREDDING	\$38.90	
00083761	4/22/2011	13525	LEW RENTS	\$36.81	
00083762	4/22/2011	13661	LOOMIS	\$313.31	
00083763	4/22/2011	13725	MAD ISMS PRECISION SILK SCREEN	\$2,127.04	
00083764	4/22/2011	14160	MCMASTER-CARR SUPPLY CO.	\$312.52	
00083765	4/22/2011	14590	MOHAWK MFG & SUPPLY	\$123.12	
00083766	4/22/2011	14760	MUNCIE TRANSIT SUPPLY	\$221.76	
00083767	4/22/2011	14839	MYERS TIRE SUPPLY	\$173.11	
00083768	4/22/2011	14900	NAPA AUTO PARTS	\$288.09	
00083769	4/22/2011	15030	NATIONAL SAFETY COUNCIL	\$55.00	
00083770	4/22/2011	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$412.77	
00083771	4/22/2011	16490	PACIFIC DISPOSAL INC	\$709.25	
00083772	4/22/2011	16595	PACIFIC POWER PRODUCTS	\$3,966.54	
00083773	4/22/2011	16760	PETTIT OIL COMPANY	\$15,926.33	
00083774	4/22/2011	16820	PIERCE COUNTY SECURITY	\$13,479.38	
00083775	4/22/2011	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00083776	4/22/2011	16874	PITNEY BOWES PURCHASE POWER	\$5,000.00	
00083777	4/22/2011	16888	PLATT ELECTRIC SUPPLY	\$193.10	
00083778	4/22/2011	17290	PUGET SOUND ENERGY	\$22,215.45	
00083779	4/22/2011	17392	QUALITY PARKING LOT SERVICES LLC	\$880.47	
00083780	4/22/2011	17560	RE AUTO ELECTRIC INC	\$14.00	
00083781	4/22/2011	17760	ROSS AND WHITE COMPANY	\$39.52	
00083782	4/22/2011	17900	SCHETKY NW SALES INC	\$1,822.85	
00083783	4/22/2011	18068	SHINING EXAMPLE INC	\$303.33	
00083784	4/22/2011	18620	STERICYCLE INC	\$10.36	
00083785	4/22/2011	18680	SUJA MICHAEL	\$65.21	
00083786	4/22/2011	18705	SUNBELT RENTALS	\$686.85	
00083787	4/22/2011	18711	SUNSET AIR INC	\$716.20	
00083788	4/22/2011	18735	SUPERIOR IMAGING GROUP	\$384.29	
00083789	4/22/2011	18748	SWARNER COMMUNICATIONS	\$450.00	
00083790	4/22/2011	18767	TACOMA SCREW PRODUCTS	\$91.98	
00083791	4/22/2011	18801	TAGS AWARDS & SPECIALTIES	\$950.28	
00083792	4/22/2011	18990	THERMO KING NORTHWEST	\$443.37	
00083793	4/22/2011	21880	THURSTON REGIONAL PLANNING COUNCIL	\$8,935.75	
00083794	4/22/2011	21910	THYSSENKRUPP ELEVATOR	\$314.01	
00083795	4/22/2011	21930	TIRES INC	\$3,456.28	
00083796	4/22/2011	21950	TITUS-WILL CHEVROLET	\$1,125.04	
00083797	4/22/2011	22010	TOYOTA OF OLYMPIA	\$17.39	
00083798	4/22/2011	22420	TUMWATER PRINTING	\$913.09	
00083799	4/22/2011	23480	U S DEPT OF EDUCATION	\$182.47	
00083800	4/22/2011	23620	UNITED PARCEL SERVICE	\$65.28	
00083801	4/22/2011	24000	W W GRAINGER INC	\$1,592.57	
00083802	4/22/2011	24590	WA ST DEPT OF TRANSPORTATION	\$543.22	
00083803	4/22/2011	24750	WA ST GET PROGRAM	\$327.50	
00083804	4/22/2011	24905	WA ST SCHOOL FOR THE BLIND	\$26.04	
00083805	4/22/2011	25220	WASHINGTON ARCHIVES MANAGEMENT	\$284.34	
00083806	4/22/2011	25380	WASHINGTON GARDENS	\$314.65	
00083807	4/22/2011	25540	WASHINGTON STATE RIDESHARING ORG	\$630.00	
00083808	4/22/2011	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$170.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/22/2011

Thru Date: 04/22/2011

Check #	Check Date	Ref #	Name	Amount	Voided
00083809	4/22/2011	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$50.00	
00083810	4/22/2011	25670	WAXIE SANITARY SUPPLY	\$804.48	
00083811	4/22/2011	26410	XPIO CORPORATION	\$960.00	
00083812	4/22/2011	26560	YELM CHAMBER OF COMMERCE	\$375.00	
00083813	4/22/2011	26760	ZONES	\$9,962.44	
			Total:	\$485,281.43	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority
FROM: Bob Holman, 705-5885
SUBJECT: TIP / POP Public Hearing

- 1) **The Issue:** Whether to schedule a public hearing on the 2012 draft Transportation Improvement Program (TIP) and Program of Projects (POP) for Federal Transit Administration (FTA) funding.

- 2) **Recommended Action:** Schedule 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.

- 3) **Policy Analysis:** Grant guidelines require we offer the opportunity for a public hearing. It is policy for the Authority to call public hearings.

- 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).

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 a funding request from one or more FTA grant applications is successful.
- Thurston Regional Planning Council 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.

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.

5) Alternatives:

- A. Schedule a public hearing for June 22, 2011, 5:30 p.m.
 - B. Defer action. Thurston Regional Planning Council sets a schedule for jurisdictions to submit their TIPs by the first week in July. This would require the Authority to adopt the TIP by July 6. To meet this schedule requires a public hearing at the June 22 work session or at a special meeting on June 29.
-

6) Budget Notes: The TIP and POP reflect projects in the current TDP.

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

8) References: TIP/POP public notice.



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**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Schedule Public Hearing Date for Possible October Service Changes

-
- 1) **The Issue:** Staff may propose adjustments to the Dash circulator route and will have adjustments to Route 60. Effective dates for changes to Route 60 will be October 2, 2011. Effective dates for changes to the Dash will be discussed. This process requires a public hearing before adoption.
-
- 2) **Recommended Action:** Schedule 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 and Route 60 service.
-
- 3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make significant service changes.
-
- 4) **Background:** The Dash circulator service, which has operated since January 2006, was discussed by the Transit Authority a number of times over the past two years. Concerns were expressed about current operational expenses, ridership levels when the Legislature is not in session, and the recognition that the route duplicates parts of other existing local service routes along the Capitol Way corridor. The Authority asked staff to look at service options for future Dash service.

Route 60, which operates between Olympia and Lacey and serves both the Lilly Road medical facilities (Olympia) and Panorama City (Lacey), faced on-time schedule issues for many years. Analysis of route performance indicates part of it is due to the number of wheelchair boardings our operators face. In addition, two route deviations onto private property, which serve Panorama City and the St. Francis House (12th Street in Olympia), have very few daily riders but take time to get to and from these facilities. In addition, the route segment along Pacific Avenue also contributes to slower operating times. Therefore, route and schedule adjustments are needed to address and improve on-time performance for the route.

Public review and open house meetings are anticipated. A public hearing will be held for any of the proposed service changes. Final review, recommendations, and adoption of service changes would be expected to come before the Authority August 3, 2011.

5) Alternatives:

- A) Schedule a public hearing for July 20, 2011, to review and take comments on any proposed service changes to the Dash and Route 60 service.
 - B) Delay the public hearing to a later date for further consideration.
-

6) Budget Notes: N/A

7) Goal Reference: Conducting a public hearing for proposed service changes is a set policy of the Authority, which is reflected in Goal#1: *“Assess the transportation needs of our community.”*

8) References: Proposed timeline for an October Service Change includes:

- June 1 - ITA: Request Public Hearing for July 20.
- June 20 - CAC: Provide outline of service change options.
- June 22 - ITA: Provide outline of service change options.
- June 27 - Public information and process begins.
- July 20 - Public Hearing.
- August 3 - ITA: Request Adoption.
- October 2 - Service change implemented.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Purchase of Additional Data Storage Capacity and a Disk-based Data Backup System

1) **The Issue:** Consideration of the purchase of additional disk storage for the Storage Area Network and a disk-based data backup system.

2) **Recommended Action:** Authorize 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 (\$50,914.00) and a DataDomain Backup to Disk De-Duplication Appliance (\$27,051.78).

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

4) **Background:** The Storage Area Network (SAN) houses 90% of the data on our network and all of the data for the Microsoft Exchange Server. In 2010, Intercity Transit purchased an EMC NS-120 Unified Storage Array to replace the existing SAN which was experiencing increasing failures.

To prepare the new SAN to accommodate the planned ACS and RouteMatch upgrades, the next step is to install additional data disk storage for the SAN. IS staff evaluated options and determined a SAN upgrade with the addition of high performance drives is the most cost effective solution.

Currently our system uses tape drives to backup all of the data on our servers. Tape drive backup is older technology. It is now too slow for our existing system, and its deficiency will increase with the planned upgrades. In addition, our recent WSTIP security review identified the tape backup system as a significant vulnerability and recommended replacement with a disk-based backup system. A disk-based backup system will greatly increase the speed of backups, enhance long-term retention, enhance our ability to recover from disaster and allow for continued growth.

IS staff investigated options for both pieces of equipment. Since our SAN is an EMC system, the SAN upgrade and additional drives must also be EMC. The disk-based data backup device must work well with the EMC SAN. The

DataDomain Backup to Disk De-Duplication Appliance is a cost effective solution for this purpose. Both pieces of equipment are included in the 2011 budget and will be purchased from Xiologix under the same competitively bid Washington State DIS master contract.

5) Alternatives:

- A. Authorize 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 and a DataDomain Backup to Disk De-Duplication Appliance.
 - B. Defer action. Deferred action will delay readiness for the ACS and RouteMatch upgrades.
-

6) Budget Notes: These expenditures are within the 2011 budget of \$386,500.00 to replace aging IS equipment.

7) References: N/A.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-G
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list (Exhibit A) of bus shelters and equipment surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$6,773.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Limited storage space on-site and the cost of off-site storage are issues.
 - D. Retain all items. Limited storage space on-site and the cost of off-site storage are both issues.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property - June 2011 - Exhibit "A."

EXHIBIT "A"

Surplus Property - June 2011

Item Description	Number Available	Cost	Extended Cost
Full Size Bus Shelters	20	\$300	\$6,000
Cantilever Shelter	2	\$275	\$550
Pressure Washer	1	\$150	\$150
Trash Receptacles	4	\$7	\$28
Stihl Backpack Blower	1	\$45	\$45
Total Value			\$6,773

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-H
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Maintenance Contract for Telephone System

1) **The Issue:** Consideration of an award of contract to Siemens for a one year maintenance contract for the telephone system.

2) **Recommended Action:** Authorize 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.

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

4) **Background:** In 2005, Intercity Transit purchased and installed a Siemens telephone system. As the end of each maintenance contract year approaches, Siemens audits the state of the system as well as what has been added or subtracted from the system during the year. With this information, Siemens calculates the proposed cost of maintenance for the coming year. Based on the maintenance costs for previous years and our knowledge of the current system, the cost proposed for this year is comparable and reasonable.

5) **Alternatives:**

A. Authorize 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.

B. Defer action. The current maintenance contract expires June 19, 2011. Deferred action may increase the costs, delay repairs or create operational problems for the telephone system if it is necessary to locate alternative repair expertise or an alternative contract.

6) **Budget Notes:** This expenditure is within the 2011 budget of \$39,400.00 for maintenance of the telephone system.

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

8) **References:** N/A

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Stephen Buxbaum

City of Rainier

Dennis McVey

City of Tenino

Ken Jones

City of Tumwater

Ed Stanley

City of Yelm

Robert Isom

Town of Bucoda

Gary Givens

Thurston County

Cathy Wolfe

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Thurston PUD

Paul Pickett

Olympia School District

Allen Miller

North Thurston Public Schools

Chuck Namit

Confederated Tribes of the Chehalis Reservation

Pending

Nisqually Indian Tribe

Willie Frank

James Slape

Associate Members

TCOMM 9-1-1

Karen Valenzuela

Economic Development

Council of Thurston County

Joseph Beaulieu

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Norman Abbott

The Evergreen State College

Paul Smith

Timberland Regional Library

Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, June 3, 2011 8:30-10:30 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – May 6, 2011
- b. Approval of Vouchers
- c. Approve CY 2011 Amendment to the Regional Transportation Plan – TRPC is asked to approve the CY 2011 amendment to the Regional Transportation Plan. The Transportation Policy Board recommended its approval. The Council reviewed and discussed in May the changes proposed by this amendment.
- d. Approve SFY 2012 Unified Planning Work Program – In May TRPC reviewed the draft SFY 2012 Unified Planning Work Program. It has been reviewed and approved by state and federal agencies.

FHWA Project Prioritization

INFORMATION

On May 6th, the Washington State Department of Transportation issued a call for proposals for a one-time federal funding opportunity. On Saturday morning, May 21st, the Chairs and Vice-Chairs of TRPC and the Transportation Policy Board will meet to review proposals submitted by May 20th and to prioritize them for submittal to the State. Upon prioritizing what it receives, the State will submit a list to the Federal Highway Administration which will then select projects to be funded. TRPC will hear details about this extraordinary funding process and the status of projects from this region within the statewide prioritization process.

Update on Thurston Here to There (Department of Energy Grant) and Regional Plan for Sustainable Development Process (HUD Sustainable Communities Regional Planning Grant)

UPDATE

Thurston Here to There is a coordinated set of activities with one goal – to improve access to travel options for the people who live, work, play or go to school in Bucoda, Rainier, Tenino, Tumwater and Yelm. This presentation will give an update on progress on the five tasks included in this project (a schools program, expanded CTR program, telework and compressed work weeks, removing barriers to infill and redevelopment, as well as outreach and development of new tools). The Regional Plan for Sustainable Development will articulate a community defined sustainable future and the actions and responsibilities to achieve it. This plan and several other related products will emerge as a result of a three year process currently in start-up mode.

High Capacity Transportation Education Program

INFORMATION

In May, the Transportation Policy Board (TPB) began a series of 5 presentations concerning high capacity transportation (HCT). This series will run through September at their regular monthly meetings. TPB will be briefed on the essential background for the HCT discussion. This agenda item will update the Council on the progress of these presentations.

2011 State Legislative Session

UPDATE

Staff will provide a status update on legislation of interest to the Council

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
May 16, 2011**

CALL TO ORDER

Chair Linda Olson called the May 16, 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; Joan O'Connell; Linda Olson; Jacqueline Reid; and Rob Workman.

Excused: Seema Gupta and Kahlil Sibree

Staff Present: Mike Harbour, Rhodetta Seward, Ann Bridges, and Shannie Jenkins.

Others Present: Thera Black, Senior Planner, Thurston Regional Planning Council.

APPROVAL OF AGENDA

It was M/S/A by Reid and G. Abernathy to approve the agenda.

INTRODUCTIONS

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

MEETING ATTENDANCE

A. May 18, 2011, Work Session - Catherine Golding.

B. June 1, 2011, Regular Meeting- Jackie Reid.

APPROVAL OF MINUTES - April 18, 2011, Minutes

It was M/S/A by Reid and S. Abernathy to approve the minutes of April 18, 2011, as presented.

NEW BUSINESS

A. Urban Corridors - A Regional Task Force Update - Thera Black, Senior Planner from Thurston Regional Planning Council (TRPC) provided a briefing on the regional policy maker initiative to revitalize strategic urban corridors and how that intersects with the work at Intercity Transit. The Urban Corridors Task Force is made up of elected officials from all jurisdictions and is exploring reasons behind the on-going, disconnect between jurisdictions. Efforts are focused on the old auto-oriented state highway corridor that bisects the metropolitan area and its three city centers. This is the Capitol Boulevard/Capitol Way/4th /State/ Martin Way corridor, from south Tumwater through Lacey. Transportation is the common goal of all jurisdictions.

Hogan arrived.

The vision is distinct, livable communities with vibrant urban neighborhoods, healthy suburbs, and low-intensity rural areas. The relationship between land use and transportation is very important, and a complicated dance between local decisions and long range investments. Over the years, the vision wasn't aligning with reality. Cities are not as city-like as plans called for and rural areas are not as rural. We made investments in urban transport systems but are not getting the type of land use needed. Looking at data over time, we still have about 1/3 of residential growth outside of urban growth. There is less growth in cities, where transit can be more effective, and going out into urban growth areas, where it is hard to serve with transit. Close in urban areas are getting very little redevelopment along the corridors.

In late 2009, the Council created the Urban Corridors Task Force with the fundamental question, "What will it take for this region's urban corridors and activity centers to better support urban transit services, and how will we get there?" The Task Force had different ideas about what a regional corridor looked like. They identified the characteristics that make up a corridor, and then mapped them out. They looked at regionally-significant corridors and significant activity centers. They mapped 57 activity centers. To narrow this down, policy makers looked at corridor characteristic analysis such as: 15-minute or better transit service frequency; concentrations of jobs, plus some housing; supportive mixed-use and high density zoning. This corridor is the same as the Smart Corridor areas and is the main focus.

Corridor retrofit opportunities hope to accomplish:

- Increased commerce and institutional activities
- Develop mixed-use urban neighborhoods
- Provide more housing and lifestyle choices

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- Maximize existing infrastructure

It all boils down to building a linear, transit-oriented community.

Corridor Re-Development Objectives:

- Orient around people, not cars
- Foster increased residential density and diversity
- Grow neighborhood commercial activity
- Support the community's environmental ethic
- Reflect jurisdictional similarities and respect their differences
- Promote inter-governmental coordination and innovation

The goal is to link the three city centers and make it easier to get around other than driving, and try to turn suburban thinking into urban thinking.

We expect about 170,000 people (80,000 households) between now and 2040 to come into Thurston County. We need to focus efforts on the areas that are more attractive for redevelopment, know the market and work with it. We then need to develop a strategy and stick to it.

The next steps:

- **Reach across the counter** – What barriers and opportunities do community investors face in redevelopment projects?
- **Understand the market** – where are the best opportunities and what specific strategies are needed to stimulate high-quality investments?
- **Identify local action steps** – Intercity Transit is already focusing resources on this capitol community corridor. Can Intercity Transit influence land use decision and investment opportunities?

Hagenhofer asked if discussion of development fees came up in the task force conversation. Black said they have, and they discussion what the fees can pay for. Right now all three cities have impact fees, but Thurston County does not. That may be why rural development is more attractive. Hagenhofer asked what happens with Tumwater Square service with express service to South County. Black replied the team is trying to make those function as hubs. Tumwater has well defined plans for their town center, but there is a bigger urban area to concentrate on. Colley asked if there is any talk of raising heights limits for buildings along the corridor. Black said the Economics of Building Height committee touched on the limits, but needs to hear more from the public sector.

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Gray asked if the task force looks at preparing for demographic changes. Black reported they do a long range population forecast which looks at demographics. When they do a housing study, they look at different age groups, where they are today and where they will be in 10-15 years. S. Abernathy commented another demographic to be concerned about is how to attract the employment or retain the younger generation. Black confirmed the generation now is creative and has no problem with up and moving. Hagenhofer asked if they have been in touch with Thurston County Food Systems. Black confirmed the work they are doing rolls into their sustainability plan effort. They learned a lot in the last 20 years and now they will go back and revisit what did or did not work well.

Geyen asked if it will affect people who do want to live in the suburbs. Black asked what is appropriate for urban transit and where is the boundary between urban and suburban? This shows the importance of getting the land use right and making those types of decisions. Melnick thinks it is great to get jurisdictions involved. Black asked explicitly before presenting, is it ok to tell the city groups and Intercity Transit groups that we are actively looking to encourage growth in these areas and the jurisdictions confirmed yes, they are encouraging the type of growth and development that will provide people a lifestyle we do not offer right now. Collins asked if there has been any discussion about how we will get sustainable energy for this growth. Black commented sustainability and urban growth go together. Promoting urban compact is a key part of meeting that sustainability objective. Collins asked about cooperative solar energy. Black reported they have not gotten into that on the transportation side.

B. Village Vans Update – Bridges, Village Vans Coordinator, reported as of 5:00 p.m. today, Village Vans will have provided 49,943 trips. The program started in 2002 as a pilot project. It evolved into a full-fledge, essential community resource. The Village Van Program was designed to identify gaps in resources for low income job seekers and employees. Local providers identified the toughest barrier for low income families is transportation and child care. Today, Village Vans continues to provide transportation to low income job seekers. Workers travel to employment support locations such as job training sites, job interviews, childcare centers and also to begin or retain employment. The program doubles its important impact by using volunteer driver trainees in the Village Vans Customized Job Skills Training Course who are job seekers themselves, learning advanced employment skills while receiving current work experience and job search coaching. Many users of Village Vans are on an economic ladder toward self sufficiency and stability.

CAC MEETING MINUTES

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The Federal Government enacted the Job Access, Reverse Commute Program (JARC). One national study estimates that every dollar spent in program costs results in a return of about fifteen dollars over the remainder of the user's work life. Village Vans has an ongoing partnership with Intercity Transit and other social and human service providers in Thurston County. Bridges shared several stories of clients who have become successful.

2010 Highlights for the Village Van Program include:

- Provided 5,960 trips to 239 people
- Volunteer Drivers contributed 5,324 hours worth \$116,238.97 in grant matching dollar value.
- Six drivers obtained paid employment while in Village Vans Job Skills Training Program or shortly after exiting.
- Maintained above 90% success rate of assisting drivers in obtaining good jobs.
- Reaffirmed as an "A" ranking program from the Regional Planning Council and as a major component of the Human Services Transportation Plan for Thurston County.
- Implemented a new Scheduler/Dispatcher volunteer position.

Drivers are screened for driving records and criminal background. They receive 25 hours of initial orientation. They take classes for defensive driving skills, customer service skills, professional ethics, communication skills, time management, organizational methods, problem solving, and interpersonal relations. One ingredient to be a success is their skills are integrated to connect and lead to one goal, employment as skilled and valued workers. When basic services are being slashed, the program still works. Right now, Village Vans is working with DSHA and Work Source in Mason County to duplicate the Village Vans Program.

Harbour recognized Bridges as the reason the program is successful. Her passion shows and she does an incredible job. S. Abernathy commented he manages the grants for the Village Vans Program, and every chance he gets, he shares information about the program to others. S. Abernathy reaffirmed Bridges bears everything for the success of the program. Bridges said the people gain hope when they enter the program, and it is the hope which enables them to be successful. Hustoft asked if the program had any problems with volunteers. Bridges confirmed we have had some problems, as many volunteer programs have. We have strict standards about conduct and performance. Hustoft commented she would like to see more vans and longer hours. Bridges replied one of the challenges is having enough drivers and because of the nature of the program, we help them to get out of the program. It is hard to project the near future of the program. Gray asked how many volunteers are in the program at one time.

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Bridges reports currently there are six drivers and they all drive part time. We are always recruiting, and she goes to community partners to remind them we need referrals. It depends on how we get a referral as to how long they can stay in the program. Through South Sound Community College, the program lasts 22 weeks. Others have varying time limits, but normally about one year. Self referrals have no time limits. We only have room for 7-10 participants. Curriculum is based on their individual skill level and experience. O'Connell asked if volunteers are allowed who are not seeking employment but just want to assist the program. Bridges confirmed we have had 3-4 community volunteers who just want to volunteer time. Gray asked if we serve outside of the PTBA. Bridges replied we service the greater urban area, but not into Yelm. Our boundary to the north is 36th and to the top of Nisqually hill.

C. Nominations for Officers – Seward reported this is the time of year to go through nominations for officers. Olson and Colley are not eligible as they will leave the CAC in June. At the June 20 meeting, refreshments will be served as a farewell and a thank you for their commitment to the CAC. Olson will not be at the June meeting but thanked everybody for all their support. Nominations are accepted at this meeting, not at the June meeting. Ballots are cast at the June meeting. The floor was open for nominations.

Colley nominated Reid as chair; Reid declined. Reid nominated S. Abernathy who accepted the nomination. O'Connell nominated Hogan who accepted the nomination. Hustoft nominate G. Abernathy who declined. Olson nominated Melnick who declined. Gray nominated Elliott who declined. Hogan suggested a raise hands if members are not interested in serving. Olson nominated Hagenhofer who accepted the nomination. **Elliott moved to close nominations for Chair. G. Abernathy seconded the motion. Motion carried.**

The floor was opened for nominations for Vice-Chair. **G. Abernathy moved that the Chair be decided by the most votes cast on the ballot. Then the Vice Chair be determined by the person who received the second most number of votes cast. The motion was seconded by Elliott.**

Discussion ensued. There was concern that someone who didn't raise their hand for wanting to serve as Chair may have wanted to serve as Vice Chair. The question was asked, and it was determined that one additional member's name would be added to the ballot for chair. Geyen nominated O'Connell for Chair. Her name will be added to the ballot with the others. She accepted the nomination.

A vote was taken on the earlier motion for casting the ballots. Motion carried.

CAC MEETING MINUTES

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D. Distribution and Explanation of Self Assessment –Seward reported each May, the CAC members conduct a self assessment. The results will be discussed at the June 20 meeting, and with the Authority at a joint meeting in July. Each member received the packet electronically. The due date for the assessment is June 6, 2011. Seward asked that the assessments be turned in by the deadline and include name on the bottom of the form. This will let her know we have 100% participation. Elliott asked to revisit the nomination for the Chair. The wording states the “Chair” will attend all of the Authority meetings. Seward confirmed all the CAC members are on a rotating schedule, and wording will be changed to reflect such. O’Connell requests the self assessment be sent out electronically again.

REPORTS

A. April 20, 2011, Work Session – No report available.

B. May 4, 2011, Regular Meeting – Elliott provided a brief report on the Authority meeting. Highlights are included in packets.

MEMBER & STAFF COMMENTS:

Workman invited members to his graduation on June 1, 2011, at 1:00 p.m. at The Evergreen State College.

Workman shared concerns when riding fixed routes on how to call a bus with a hand or a wave. Some drivers waved back and drove by. Harbour asked Workman to call in when situations happen, so Operations can track down the operator. Workman noticed rider alerts on the bus say a new transit guide coming out June 6, and requests letting CAC members see the guide before it comes out. Harbour reported they had late information with Pierce changes, so the guide is late going to the printer. Marketing made the changes Workman previously offered.

Elliott spoke to a Lacey Councilmember and discovered Lacey is working on safety issues to get people to the Hawks Prairie Park and Ride.

Gray asked if bus schedules are changing in the new transit guide. Harbour requested members contact Dennis Bloom or service planning for updated information if information is needed right away for trips.

Hustoft commented because of construction on Yelm Highway and Boulevard, Route 68 detours onto Wiggins Road. Hustoft asked if there is any way to shuttle people in

CAC MEETING MINUTES

September 20, 2010

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the area not being served during construction. Harbour reported staff can look into it, but if we cannot get through the area, a shuttle will not be able to either.

Workman stated there is confusion when routes change and suggested more advertising on the buses for these changes. Colley reported Carpenter Road, between Martin Way and Pacific Avenue, will be closing for construction through November.

Seek 3 volunteers for CAC Interviews (Youth interviews will be the week of June 6; others TBA) - Seward reported member Gupta resigned from the CAC. There are now four positions open plus the three seeking reappointment and one youth. Seward requested volunteers for the interview panel, and they cannot be those seeking reappointment. Hagenhofer, Elliott, O'Connell, and G. Abernathy volunteered. S. Abernathy volunteered as a tentative.

NEXT MEETING: June 20, 2011

ADJOURNMENT

It was M/S/A by G. Abernathy and Hustoft to adjourn the meeting at 7:20 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: June 1, 2011

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, (705-5856)
SUBJECT: Citizen Advisory Committee Appointments & Interviews

-
- 1) **The Issue:** Review applications and identify applicants for interviews.
-
- 2) **Recommended Action:**
- A. Consider reappointments of three current members to a term beginning July 1, 2011, through June 30, 2014: *Meta Hogan; Rob Workman; and Roberta Gray*. Each member expressed interest in reappointment, has good attendance and participation, and is eligible for another 3-year term. A letter of interest from each is attached.
 - B. Review applications received for vacancies on the CAC and review applications for the new youth position. Identify whom you recommend be interviewed. Staff tentatively scheduled interviews for June 8. Staff will begin scheduling interviews immediately after the Authority provides direction. The Authority can appoint the new members at the June 20 meeting since it will be a special meeting or make appointments at the July 6 meeting. June 20 allows staff more time for arranging for an orientation prior to the members first meeting.
-
- 3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee.
-
- 4) **Background:** At the direction of the Intercity Transit Authority, an ad hoc committee will conduct interviews of applicants identified by the Authority. They will tentatively meet June 8 to conduct the interviews, and will make recommendations for appointment at either the June 20 or July 6, 2011, meeting.

There are seven vacancies on the CAC, and one youth position opening. Three current members expressed interest in being reappointed to a 3-year term. There are four additional vacancies: member Stuart DeLaney passed away leaving a vacancy through 2013. Members Berl Colley and Linda Olson are ineligible for reappointment as they completed the maximum term length and member Seema Gupta resigned for family reasons. These terms are for a 3-year period, beginning July 1, 2011, through June 31, 2014.

The youth position is for one year, beginning July 1, 2011, through June 30, 2012.

The Authority will determine who to interview and may choose to interview all applicants.

Once staff receives direction, interviews will be scheduled and conducted on June 8, 2011. The ad hoc committee will make recommendations to the Authority and will recommend which applicants for which terms.

5) **Alternatives:**

- A. Appoint the three members seeking reappointment and consider the other applicants for interviews.
- B. Consider all applicants for interviews, including those seeking reappointment.

6) **Budget Notes:** No further costs unless the Authority directs staff to conduct a second recruitment.

7) **Goal References:** Appointment of new members to the CAC assists in meeting all goals of the agency.

8) **References:** Letters of interest from the three current members, eligible for reappointment. Copies of applications received from other interested citizens. List of terms.

**TERMS
CITIZEN ADVISORY COMMITTEE
INTERCITY TRANSIT
June 1, 2011**

2009-2012

Gerald Abernathy
Wilfred Collins
Joan O'Connell
Valerie Elliott
Jackie Reid
Faith Hagenhofer

2011-2014

Meta Hogan (seeking reappointment)
Rob Workman (seeking reappointment)
Roberta Gray (seeking reappointment)
Open
Open
Open

2010-2013

Don Melnick
Julie Hustoft
Open
Catherine Golding
Stephen Abernathy
Jill Geyen
Kahlil Sibree

2011-2012

Youth Position