

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
January 21, 2015
5:30 p.m.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **10 min.**
 - A. **Kevin Walter, Dial-A-Lift Dispatch Specialist** (*Emily Bergkamp*)
 - B. **Carl Howell, Dial-A-Lift Dispatch Specialist** (*Emily Bergkamp*)
 - C. **Jason Hanner, Operations Supervisor** (*Mark Sandberg*)
 - D. **Kevin Karkoski, Operations Supervisor** (*Mark Sandberg*)
 - E. **Brian Nagel, Scheduling Coordinator** (*Mark Sandberg*)

- 3) **PUBLIC COMMENT** **10 min.**

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** December 3, 2014, Regular Meeting; December 17, 2014, Work Session.

 - B. **Payroll:** December 2014 Payroll in the amount of \$1,925,517.97.

 - C. **Accounts Payable:** Warrants dated December 12, 2014, numbers 17811, 17816-17920 in the amount of \$562,175.98; warrants dated December 26, 2014, numbers 17924-17997 in the amount of \$445,423.84; warrants dated December 31, 2014, numbers 18000-18072 in the amount of \$324,112.97 for a monthly total of \$1,331,871.27; and Automated Clearing House Transfers from February 7, 2014, through December 31, 2014, in the amount of \$119,632.37 for a total of \$1,451,345.06.

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|----|---|----------------|
| 5) | PUBLIC HEARINGS - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council (<i>Ryan Warner</i>) | 3 min. |
| | B. Transportation Policy Board (<i>Ryan Warner</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Jan Burt</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Surplus Van Grant Program (<i>Carolyn Newsome</i>) | 15 min. |
| | B. Emergency Management (<i>Jim Merrill</i>) | 30 min. |
| | C. 2015 Procurement Plan (<i>Marilyn Hemmann</i>) | 30 min. |
| | D. 2015 ITA/CAC Agenda Schedule | 10 min. |
| | E. Attending Board Meetings Remotely (<i>Ann Freeman-Manzanares</i>) | 20 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 3, 2014

CALL TO ORDER

Chair Messmer called the December 3, 2014, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Marilyn Hemmann; Jim Merrill; Carolyn Newsome; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) members Julie Hustoft, Valerie Elliott and Sue Pierce.

APPROVAL OF AGENDA

Citizen Representative Ryan Warner noted a change that Councilmember Gadman will provide the report on the Transportation Policy Board, and Commissioner Valenzuela noted Chair Messmer will provide the report for the Thurston Regional Planning Council.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to approve the agenda as amended.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Warner and Councilmember Jones to approve the consent agenda as presented.

- A. Approval of Minutes:** November 5, 2014, Regular Meeting; November 19, 2014, Special Meeting
- B. Payroll:** November 2014 Payroll in the amount of \$1,842,732.23.
- C. Accounts Payable:** Warrants dated October 4, 2014, numbers 17410-17481,

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December 3, 2014

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in the amount of \$575,585.54; warrants dated October 17, 2014, numbers 17487-17583 in the amount of \$651,214.71; warrants dated October 31, 2014, number 17586; and numbers 17589-17652 in the amount of \$641,016.59 for a monthly total of \$1,867,816.84.

Warrants dated November 14, 2014, numbers 17657-17743 in the amount of \$557,740.19; warrants dated November 28, 2014, numbers 17746-17810 in the amount of \$517,668.91 for a monthly total of \$1,075,409.10.

- D. DAL Route Scheduling and Management Software Maintenance:** Authorized the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes. *(Marilyn Hemmann)*
- E. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Chair Messmer reported the TRPC met on November 7 and Amy Tousley presented an award to TRPC from the American Planning Association of Washington for the Sustainable Thurston process. TRPC received a presentation on the Draft 2015 Work Program; and a presentation on the Regional Coordinated Public Transit & Human Services Transportation Plan for the Thurston Region - Prioritized Project List. There was also discussion about the 2015 Legislative Priorities. Chair Messmer believes there will be more discussion on this topic, and she feels it would be worthwhile to bring up the public transportation funding and mobility grant program. TRPC conducted a roundtable on Sustainability Updates, and she shared news about Intercity Transit's activities.
- B. Transportation Policy Board (TPB).** Councilmember Gadman reported the TPB met on November 12 and received a presentation on the Walk n'Roll School Program. The TRPC reported they are updating the Thurston County Bike Map which is the single most popular publication they produce. TPB announced the anticipated dedication of the third and final phase of the region's 'Bridging the Gap' project is scheduled for December 13 at 11 a.m.
- C. Citizen Advisory Committee.** No report.

NEW BUSINESS

- A. 2015 Budget Adoption.** Ben Foreman proceeded with the request for approval of Resolution 05-2014 adopting the 2015 Budget in the amount of \$55,114,240. Foreman

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explained the draft budget presented in October reflected a budget of \$54,060,943; however, there is an increase of \$1,053,297. He explained an increase in reconciled items of \$89,000 as indicated on the Reconciliation spreadsheet; however there is an additional amount of \$964,297 reflected under Salaries/Wages/Benefits. He explained staff is paid every two weeks for a total of 26 pay periods per year. However, there are 27 pay periods in 2015, which occurs approximately every 11 to 12 years.

It was M/S by Councilmember Gadman and Councilmember Sullivan to adopt Resolution 05-2014 establishing the 2015 Budget of \$55,114,240.

Chair Messmer indicated it was just brought to her attention that the Total Estimated Utilization of Resources figure on Resolution 05-2014 Adoption of the 2015 Budget document needed to be corrected.

Councilmember Gadman amended the motion to show Resolution 05-2014 reflects the Total Estimated Utilization of Resources in the amount of \$76,006,375.

The motion was seconded by Councilmember Sullivan.

Motion carried unanimously.

- B. 2015-2020 Strategic Plan.** Freeman-Manzanares said the Strategic Plan released to the public in October was based on the 15-year replacement cycle. In order to honor the conversation the Authority had regarding the 17-year cycle, staff ran numbers and produced two versions of the Strategic Plan for review showing both cycles.

Staff recommends the approval of the 15-year replacement cycle, recognizing that the intent is to keep those vehicles for a longer period of time if possible. The 15-year replacement cycle reflects going below the 90-day reserve in 2019, and going under budget in the amount of \$9.8M in 2020. The 17-year replacement cycle reflects below the 90-day reserve in 2019, and going under budget in 2021 in the amount of \$749,000.

Chair Messmer asked the Authority for discussion on whether to imbed a formal policy in the Strategic Plan. She asked if the Authority wants to state it explicitly, or as an informal expectation.

Upon further discussion the Authority agreed to include a statement in the Strategic Plan reflecting the financials are based on a 15-year replacement cycle, and the agency's goal is to maximize the life of the fleet through good stewardship. Vehicles will be replaced depending on their condition to maintain safety.

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Melnick said he believes there must be a way to have a conversation between the school districts and transit and add language to the Strategic Plan about how transit is committed to working with the districts to find ways to reduce operating costs. Commissioner Valenzuela said she feels it's more about the potential possibility to increase efficiencies if our transportation system was a more coordinated system. Chair Messmer said perhaps a statement could be added that Intercity Transit would conduct a research project to look at the possibility of this type of collaboration, and perhaps seek funding through the TRPC.

Councilmember Jones referenced a chart on page 36 of the Strategic Plan that shows bus purchase expenditures, and noted the total cost of replacing 48 buses within a six-year period and asked staff to recheck those numbers.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to adopt the 2015-2020 Strategic Plan with suggested amendments.

Chair Messmer noted part of the strategy for 2015 was to seek a sales tax election for the remaining tax. The Authority proceeded with a discussion regarding this topic. Highlights from the discussion include:

- A majority of the Authority indicated that the significant reduction in federal transportation dollars and elimination of discretionary funds for bus and bus facilities warrants a community vote on the remaining 1/10th of one percent sales tax in 2015. Continuing status quo means service must be reduced to meet budget.
- Find ways to educate the entire voting public about transit services, not just those who ride the bus.
- Focusing on a local year election will bring out those vested in local government issues.

It was M/S by Councilmembers Gadman and Sullivan for the Intercity Transit Authority to place the remaining 1/10th of one percent sales tax vote on the August 2015 ballot.

Motion carried 7-1. Commissioner Valenzuela abstained.

- C. Communications Site Lease.** Hemmann presented for approval a request to enter into a five-year lease with Weyerhaeuser NR Company for use of their communications tower. The total cost of the five-year lease is \$71,593; the first year rental fee totals \$13,218.

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to authorize the General Manager to enter into a new five-year lease with Weyerhaeuser NR Company for use of their communications facility and tower

located at Capitol Peak in the amount of \$71,593; with the rental fee of \$13,218 for the first year of the lease.

D. Vanpool Vehicle Purchase. Hemmann presented for approval the purchase of five 15-passenger and thirty-three 12-passenger Chevrolet Express vans. Gadman asked what is the cost differential from 2013 and 2014 per vehicle. Carolyn Newsome replied it's approximately \$2,000. Commissioner Valenzuela asked why Puget Sound Regional Council provided funding in the past for purchases. Freeman-Manzanares replied it's a relatively recent funding source, where we receive a percentage of federal dollars for every vanpool and fixed route vehicle that serve the PSRC area.

It was M/S/A by Citizen Representative Melnick and Councilmember Gadman to authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of five 15-passenger and thirty-three 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,094,889. (Note: Vanpool vehicles are exempt from sales tax.)

E. 2015 Discounted Bus Pass Program. Freeman-Manzanares presented the results of the application process for the 2015 Discounted Bus Pass Program. Staff issued the application on October 20, 2014, and to date received 15 applications totaling \$159,954. In 2012, the Authority approved an amount up to \$200,000, so there is approximately \$40,000 remaining in the program. The program has a rolling application process which awards on a first-come, first-serve basis, allowing other non-profit agencies to apply throughout the year.

GENERAL MANAGER'S REPORT

The **Vanpool Incentive Program** brought in 51 new riders to date.

The **Surplus Van Grant** application is online and due December 19, 2014, by 4 p.m.

Sales tax for November was 8.2%.

The **Holiday Banquet** is Friday, December 12. The program begins at 12 noon.

AUTHORITY ISSUES

Councilmember Baker said he was driving behind our Dial-A-Lift vehicle, number 138, and it was generating a lot of smoke. He recommends having maintenance take a look at the vehicle.

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Melnick said he feels it's important to bring up the subject with TRPC about conducting a community-wide dialogue about what kind of transit services are needed in the community, and how to fund those services.

Commissioner Valenzuela said Thurston County is seeking to form a Transportation Benefit District which would apply only to the unincorporated parts of the county. The County is conducting a public hearing on December 16, in which they may take action. She said the County is seeking a \$20 increase in license tabs.

Councilmember Jones reported the Olympia City Council completed its deliberations on the 2015 budget and comprehensive plan, and is moving forward to adoption. The comprehensive plan is dependent upon the success of transit.

Chair Messmer said Board elections will be held in February due to potential change-over of appointments of jurisdictions. At that time, the Chair appoints Board members to the various committees (TRPC, TPB and Pension committee).

Chair Messmer said she, CAC member Sue Pierce and new Bus Buddy, Ruth Arnold rode the Jingle Bus in the parade on Sunday, and fun was had by all.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 21, 2015.

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

EXHIBIT "A" SURPLUS PROPERTY - DECEMBER 2014

VEHICLE	DESCRIPTION	SEATS	MILEAGE	VALUE
1932	2008 Chevy Express	12	129,421	4,000.00
1547	2006 Ford Clubwagon	12	126,832	4,000.00
1938	2008 Chevy Express	12	126,725	4,000.00
1851	2007 Chevy Express	12	121,202	4,000.00
1916	2008 Chevy Uplander	7	121,097	4,000.00
1903	2008 Chevy Uplander	7	120,337	4,000.00
1952	2008 Chevy Express	15	118,098	4,000.00
1870	2007 Chevy Express	15	118,075	4,000.00
1934	2008 Chevy Express	12	116,877	4,000.00
1936	2008 Chevy Express	12	111,644	4,000.00
1856	2007 Chevy Express	12	110,408	4,000.00
1826	2007 Chevy Express	12	110,144	4,000.00
1951	2008 Chevy Express	15	109,722	4,000.00
2058	2009 Chevy Express	12	108,723	4,000.00
2082	2009 Chevy Express	15	108,522	4,000.00
1820	2007 Chevy Express	12	108,469	4,000.00
1950	2008 Chevy Express	15	106,590	4,000.00
1931	2008 Chevy Express	12	106,508	4,000.00
1924	2008 Chevy Express	12	104,972	4,000.00
1839	2007 Chevy Express	12	103,663	4,000.00
1827	2007 Chevy Express	12	102,097	4,000.00
1942	2008 Chevy Express	12	100,536	4,000.00
1837	2007 Chevy Express	12	100,247	4,000.00
1540	2006 Ford Clubwagon	12	100,028	4,000.00
1560	2006 Ford Clubwagon	12	98,440	4,000.00
1908	2008 Chevy Uplander	7	93,829	4,000.00
1557	2006 Ford Clubwagon	12	89,090	4,000.00
1786	2005 Ford Clubwagon	12	99,120	4,000.00
1530	2006 Dodge Caravan	7	98,776	4,000.00
1844	2007 Chevy Express	12	93,816	4,000.00
1553	2006 Ford Clubwagon	12	93,249	4,000.00
1854	2007 Chevy Express	12	91,856	4,000.00
1821	2007 Chevy Express	12	107,202	4,000.00
1861	2007 Chevy Express	12	103,885	4,000.00
1823	2007 Chevy Express	12	102,276	4,000.00
1792	2005 Ford Clubwagon	12	90,632	4,000.00
1846	2007 Chevy Express	12	89,693	4,000.00
1775	2004 Ford Clubwagon	12	82,283	4,000.00

EXHIBIT "A" SURPLUS PROPERTY - DECEMBER 2014				
VEHICLE	DESCRIPTION	SEATS	MILEAGE	VALUE
1568	2006 Ford Clubwagon	12	79,409	4,000.00
1789	2005 Ford Clubwagon	12	68,024	4,000.00
1552	2006 Ford Clubwagon	12	53,906	4,000.00
1804	2008 Chevy Uplander	7	142,553	4,000.00
1805	2008 Chevy Express	15	122,916	4,000.00
INVENTORY	DESCRIPTION			VALUE
1 assortment	Surplus coach & van parts			531.73
FACILITIES	DESCRIPTION			VALUE
1 assortment	Surplus lighting fixture parts			148.19
			TOTAL	172,679.92

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
December 17, 2014

CALL TO ORDER

Chair Messmer called the December 17, 2014, work session of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Tumwater Councilmember Debbie Sullivan; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Tracey Wood; Citizen Representative Ryan Warner; and Citizen Representative Don Melnick.

Members Absent: City of Yelm Councilmember Joe Baker; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Carolyn Newsome; Heather Stafford-Smith; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) members Sue Pierce and Valerie Elliott; and Janina Robbins, Bus Buddy Coordinator of Thurston County.

Chair Messmer announced the Authority will conduct a discussion following the work session, pursuant to RCW 42.30.140 (4) (b) to discuss and adopt strategies and positions to be taken by the agency during the course of the Collective Bargaining Agreement with the Amalgamated Transit Union Local 1765.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Melnick and Warner to approve the agenda as presented.

INTRODUCTIONS/RECOGNITIONS

- A. Proclamation and Recognition for Thurston County Commissioner Karen Valenzuela.** Chair Messmer read a Proclamation of Appreciation to Commissioner Valenzuela, who served on the Authority since February 2013. The meeting recessed at 5:39 p.m. for a reception.

Chair Messmer reconvened the meeting at 5:50 p.m.

CITIZEN ADVISORY COMMITTEE REPORT

Sue Pierce reported the December meeting was canceled.

THURSTON COUNTY BUS BUDDY PROGRAM

Dial-A-Lift Manager, Emily Bergkamp provided a brief background about the Bus Buddy program and noted the program recently celebrated its one year anniversary. Bergkamp introduced Janina Robbins, Bus Buddy Coordinator of Thurston County, who showed a PowerPoint presentation and provided an update on the Program. She said the main clientele are individuals with physical or mental disabilities, and other factors that make riding the bus system challenging.

Robbins explained Phase I of the program is complete which consisted of Program Development and Building Partnerships. That included attending many fairs, recruiting and vetting volunteers, orientations and ongoing training, and recruiting clients. Phase 1 ended with a celebration held at the Olympia Transit Center.

The next steps begin with Phase II which will focus on recruiting more clients, putting the systems into place, continue to network and market the program, and work with Intercity Transit's Travel Trainers and Customer Service.

Robbins introduced the following Bus Buddy volunteers who shared their perspectives about the program:

- Jeff Bond, No. 1 Bus Buddy
- Marilyn Scott
- Midge Welter
- Steve Lavoie

CITIZEN ADVISORY COMMITTEE APPOINTMENTS

Freeman-Manzanares brought before the Authority the ad hoc committee's recommendation for the Citizen Advisory Committee appointments. She thanked the ad hoc committee members (*Karen Messmer, Don Melnick, Debbie Sullivan, Valerie Elliott, Julie Hustoft and Sue Pierce*) for participating on the panel.

Nine applicants were interviewed on December 3, 2014, to fill six vacancies. The ad hoc committee recommended appointing *Grace Arnis* to the youth position beginning January 1, 2015; and appointing the following individuals to three-year terms beginning January 1, 2015: *Jan Burt, Billie Clark, Denise Clark, Ursula Euler, and Lin Lenki.*

Intercity Transit Authority Work Session

December 17, 2014

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The Authority accepted the recommendations.

The Authority agreed to keep the individuals not selected on a reserve list. In the event a CAC member leaves, one of those not selected could be appointed should they still be available to serve.

Valerie Elliott noticed this recruitment generated a lot more interest and well qualified applicants, and she suggested switching to a fall recruitment versus the spring, and placing this as a topic of discussion on the CAC agenda.

GENERAL MANAGER'S REPORT

The updated System Maps are now available.

The APTA Legislative Conference will be held March 8 through 10, 2015. Authority members interested in attending should contact Chair Messmer.

Staff is in the final stages of preparing a grant application for the Village Vans Program. The Federal Transit Association released an Innovative Public Transportation Workforce Development Ladders of Opportunity Initiative grant which is due next week. Staff is looking forward to receiving approximately 25 letters of support. This is the last year to receive this funding. Staff is asking for \$300,000 over a two-year period with a maximum 50% match.

The "Bridging the Gap" Celebration was held Saturday, December 7.

The Governor's budget is available and is a \$12.2 billion funding package over 12 years. The Governor is proposing increases to the Regional Mobility Grant Program. The Regional Mobility Grant list was released and Intercity Transit's projects are listed as #2 and #3.

AUTHORITY ISSUES

Councilmember Sullivan said the Tumwater City Council is working on their Transportation Benefit District.

Councilmember Gadman said to help support small business Saturday (which is the Saturday after Thanksgiving), he'd like to discuss at a future work session the possibility of Intercity Transit running four Jingle buses that day; one on the major route that goes through each of the four major cities (Yelm, Olympia, Tumwater and Lacey) and any county points in between the cities. It would be a good way to support

Intercity Transit Authority Work Session

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small business Saturday by promoting shopping, and giving citizens a means of getting around without worrying about parking and traffic.

Councilmember Jones asked for a status of the survey activity components and results. Freeman-Manzanares said staff is working through the process, as there needs to be a Request for Proposal for services. Traditionally, surveys are conducted in the fall, when ridership is the highest (Customer Satisfaction On-Bus Survey, Market Segmentation, Dial-A-Lift and Vanpool). The results are typically available the first quarter of the following year.

Citizen Representative Melnick said CAC member Dale Vincent asked him why there was an increase in ridership in October. Freeman-Manzanares said it was due in part because there were more weekdays and 31 days in October. Also, Halloween fell on Friday, and the Evergreen nightline services saw increased ridership that night.

Commissioner Valenzuela said Thurston County Commissioners held a public hearing on Tuesday, December 16 and adopted a Transportation Benefit District.

Chair Messmer said she attended Intercity Transit's Annual Holiday Banquet held Friday, December 12. She enjoyed the opportunity to hand out awards to the 20 and 25 year employees.

Gadman said representatives from the Lacey City Council met with representatives from the Nisqually Tribe and discussed Gateway. The tribal members want to know the likelihood and timing on transit service to Gateway once it's built out.

ADJOURNMENT

It was M/S/A by Councilmember Wood and Citizen Representative Warner to adjourn the meeting at 6:53 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

**Intercity Transit Authority Work Session
December 17, 2014
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Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 21, 2015

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

DRAFT

PERIOD DATES: 11/16/14-11/29/2014					PAYDATE 12/5/2014		PERIOD DATES: 12/30-11/13/14					PAYDAY 12/19/2014	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	71,913.12		3	FIT		WIRE	76,686.23			
4	MT		EFT	19,413.54	91,326.66	4	MT		WIRE	20,739.06	97,425.29		
5	A2/35	Life Ins.	Check Dave 2nd	1,717.57	0.00	5	AL/34	Life Ins.	Check Dave 2nc	3,235.59	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,226.90	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,189.47	0.00		
7	HE/37	Health In1st	Check Dave 2nd	14,952.50	0.00	7	HI/38	Health In1s	Check Dave 2nc	231,342.50	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00		
9	CC/61	Child Care	Hfstttr/Brngmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	380.84		10	GN/08	Garnish	CHECK last	380.84			
11						11							
12	CS/09	DSHS	EFT	1,429.85	1,429.85	12	CS/09	DSHS	EFT	1,598.31	1,598.31		
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00		
14	D1/98	D.Dep. #1	ACH WIRE every	7,492.25	7,492.25	14	D1/98	D.Dep. #1	ACH WIRE ever	7,317.34	7,317.34		
15	D2/97	D.Dep. #2	ACH WIRE every	18,092.37	18,092.37	15	D2/97	D.Dep. #2	ACH WIRE ever	17,945.06	17,945.06		
16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	235.00	235.00	17	HS/59	Health Svgs	ACH Wire every	235.00	235.00		
18	DC/97	Vgrd EE	Wire	46,359.51		18	DC/97	Vgrd EE	Wire	46,854.96			
19	DC/22	Vgrd ER	Wire	27,995.90	74,355.41	19	DC/22	Vgrd ER	Wire	30,084.86	76,939.82		
20	L2/29	401k Ln#2	Wire	4,388.86		20	L2/29	401k Ln#2	Wire	4,455.08			
20	LN/29	401k Ln #1	Wire	9,773.04	14,161.90	20	LN/29	401k Ln#1	Wire	9,917.15	14,372.23		
22	TTL VNGRD		88,517.31			22	TTL VNGRD		91,312.05				
23	LI/02	L&I	EFT Quarterly	23,213.64		23	LI/02	L&I	EFT Quarterly	26,392.98	0.00		
24	MD/51	Mch.UnDues	Check last	1,307.45		24	M2/51	Mch.UnDue	Check last	1,307.55			
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
	MS/60			0.00			GL/11	GTLife		34,569.69			
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Taxable Fr.Benefits		14,642.50			
29	PA/66	Proj.Assist	Check last	386.50		29	PA/66	Proj.Assist	Check last	386.50			
30	PN/04	PERS EE	EFT	35,244.44	0.00	30	PN/04	PERS EE	EFT	35,517.38	0.00		
31	PN/04	PERS ER	EFT	64,282.78	99,527.22	31	PN/04	PERS ER	EFT	64,683.95	100,201.33		
32	TTL PERS		99,527.22			32	TTL PERS		100,201.33				
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00		
	RC/24	ICMA EE	WIRE	4,671.67		34	RC/24	ICMA EE	WIRE	4,702.08	0.00		
35	RI/23	ICMA Roth	WIRE	429.81	429.81	35	RI/23	ICMA Roth	WIRE	429.81	429.81		
36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57	36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57		
37	RR/25	ICMA ER	WIRE	3,020.43	7,692.10	37	RR/25	ICMA ER	WIRE	3,040.07	7,742.15		
38	TTL ICMA	9,794.67	10,224.48			38	TTL ICMA	9,844.72	10,274.53				
39	SD/26	457 ST EE	EFT	10,069.09		39	SD/26	457 ST EE	EFT	10,111.22			
40	SR/27	457 ST ER	EFT	5,499.28	15,568.37	40	SR/27	457 ST ER	EFT	5,492.72	15,603.94		
41	ST/67	ShTrmDisab	EFT	2,886.13	2,886.13	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	119.00		42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	588.00			
	UD/42	Un Dues	Check last	5,283.87		43	UD/42	Un Dues	Check last	5,275.98			
44	UI/41	Un Initlatn	Check last	0.00		44	UI/41	Un Initlatn	Check last	0.00			
45	UT/43	Un Tax	Check last	2,646.00		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	583.50		46	UW/62	United Way	Check last	564.50			
47	WF/64	Wellness	Check last	335.50		47	WF/64	Wellness	Check last	335.50			
48	NET PAY (dir. Deposit)	ACH Wire every		432,557.89	432,557.89	48	Net Pay (Dir. Dep.)			430,283.62	430,283.62		
	Paychecks			7,773.37			Paychecks			2,862.13			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$767,857.53	49	TOTAL TRANSFER				\$772,196.47		
50	TOTAL PAYROLL*:			\$828,540.97		50	TOTAL PAYROLL*:			\$1,096,977.00			
51	GROSS EARNINGS:			699,462.02		51	GROSS EARNINGS:			709,146.51			
52	EMPR MISC DED:			119,372.18		52	EMPR MISC DED:			377,460.96			
53	EMPR MEDICARE TAX:			9,706.77		53	EMPR MEDICARE TAX:			10,369.53			
54	TOTAL PAYROLL*:			\$828,540.97		54	TOTAL PAYROLL*:			\$1,096,977.00			
55	TOTAL PAYROLL FOR DECEMBER 2014					55	TOTAL PAYROLL FOR DECEMBER 2014				\$1,925,517.97		
56	ACH WIRE TOTAL			458,377.51		56	ACH WIRE TOTAL			455,781.02			

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/12/2014

Thru Date: 12/12/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017811	12/12/2014	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$6,897.55	
00017816	12/12/2014	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$3,019.00	
00017817	12/12/2014	01405	ADVANCE GLASS INC	\$3,942.65	
00017818	12/12/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00017819	12/12/2014	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00017820	12/12/2014	01820	AMERICAN DRIVING RECORDS INC	\$321.51	
00017821	12/12/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00017822	12/12/2014	01960	AMERICAN SEATING COMPANY	\$1,044.48	
00017823	12/12/2014	02060	AMERISAFE	\$52.23	
00017824	12/12/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$103.62	
00017825	12/12/2014	02380	ARAMARK UNIFORM SERVICES	\$752.96	
00017826	12/12/2014	02565	ASPHALT PATCH SYSTEMS INC	\$12,350.00	
00017827	12/12/2014	02580	ASSOCIATED PETROLEUM	\$90.74	
00017828	12/12/2014	02825	AUTO PLUS - OLYMPIA	\$185.44	
00017829	12/12/2014	03250	BATTERY SYSTEMS, INC	\$2,136.24	
00017830	12/12/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$700.49	
00017831	12/12/2014	03940	B&B SIGN COMPANY LLC	\$635.39	
00017832	12/12/2014	04120	BUILDERS HARDWARE CO	\$253.93	
00017833	12/12/2014	05320	CAPITOL CITY PRESS INC	\$757.64	
00017834	12/12/2014	05340	CAPITOL COURIER SERVICE	\$307.56	
00017835	12/12/2014	05740	CED	\$120.27	
00017836	12/12/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,915.47	
00017837	12/12/2014	06040	CITY OF LACEY	\$622.74	
00017838	12/12/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$292.76	
00017839	12/12/2014	07150	CROSSROADS COLLISION CENTER	\$967.45	
00017840	12/12/2014	07220	CUMMINS NORTHWEST INC	\$13,695.19	
00017841	12/12/2014	07560	DATAQUEST	\$98.50	
00017842	12/12/2014	08925	ENVIROISSUES INC	\$165.00	
00017843	12/12/2014	09575	FASTENAL COMPANY	\$5.76	
00017844	12/12/2014	09805	FLEET PRIDE	\$40.80	
00017845	12/12/2014	10290	FUSION GRAPHIX	\$373.72	
00017846	12/12/2014	10580	GENE'S TOWING INC	\$901.19	
00017847	12/12/2014	10605	GENFARE	\$17.38	
00017848	12/12/2014	10660	GILLIG LLC	\$4,794.98	
00017849	12/12/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00017850	12/12/2014	10820	GRAPHIC COMMUNICATIONS	\$900.15	
00017851	12/12/2014	10886	GROUP HEALTH COOPERATIVE	\$855.00	
00017852	12/12/2014	11065	HARLOW CONSTRUCTION	\$80,831.14	
00017853	12/12/2014	11285	HILTI INC	\$273.01	
00017854	12/12/2014	11615	INDUSTRIAL HYDRAULICS INC	\$28.76	
00017855	12/12/2014	11810	INTERSTATE BATTERY	\$576.37	
00017856	12/12/2014	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$946.34	
00017857	12/12/2014	11905	JANEK CORPORATION	\$1,528.64	
00017858	12/12/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00017859	12/12/2014	12665	KGY INC	\$756.00	
00017860	12/12/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00017861	12/12/2014	12845	KNIGHT FIRE PROTECTION	\$2,439.43	
00017862	12/12/2014	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,500.00	
00017863	12/12/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$712.15	
00017864	12/12/2014	13510	LES SCHWAB TIRE CENTER	\$567.94	
00017865	12/12/2014	13661	LOOMIS	\$494.42	
00017866	12/12/2014	14160	MCMASTER-CARR SUPPLY CO.	\$36.02	
00017867	12/12/2014	14440	MICROFLEX	\$1,314.00	
00017868	12/12/2014	14750	MULLINAX FORD	\$1,231.18	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/12/2014

Thru Date: 12/12/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017869	12/12/2014	14760	MUNCIE TRANSIT SUPPLY	\$2,354.83	
00017870	12/12/2014	14900	NAPA AUTO PARTS	\$527.25	
00017871	12/12/2014	15090	NELSON TRUCK	\$394.62	
00017872	12/12/2014	15585	OLYMPIA FOOD CO-OP	\$65.00	
00017873	12/12/2014	16250	ON-HOLD CONCEPTS INC	\$48.92	
00017874	12/12/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00017875	12/12/2014	16557	PACIFIC MODULAR, INC	\$707.20	
00017876	12/12/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00017877	12/12/2014	16595	PACIFIC POWER GROUP LLC	\$1,238.37	
00017878	12/12/2014	16680	PARTSMASTER	\$872.76	
00017879	12/12/2014	16695	PATTISON WATER COMPANY	\$90.13	
00017880	12/12/2014	16765	PETRO CARD	\$108,427.98	
00017881	12/12/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00017882	12/12/2014	16874	PITNEY BOWES PURCHASE POWER	\$70.92	
00017883	12/12/2014	17290	PUGET SOUND ENERGY	\$20,537.54	
00017884	12/12/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00017885	12/12/2014	17505	RAINIER DODGE INC	\$176.25	
00017886	12/12/2014	17560	RE AUTO ELECTRIC INC	\$110.32	
00017887	12/12/2014	17795	ROUTEMATCH SOFTWARE INC	\$46,685.28	
00017888	12/12/2014	17900	SCHETKY NW SALES INC	\$721.42	
00017889	12/12/2014	17981	SÉCURITAS SECURITY SERVICES USA INC	\$12,914.58	
00017890	12/12/2014	18038	SGS HERGUTH LABORATORIES INC.	\$19.30	
00017891	12/12/2014	18068	SHINING EXAMPLE INC	\$303.33	
00017892	12/12/2014	18145	SIX ROBBLEES INC	\$138.95	
00017893	12/12/2014	18648	STORAGELAND LLC	\$6,325.00	
00017894	12/12/2014	18695	SUMMIT LAW GROUP PLLC	\$3,873.08	
00017895	12/12/2014	18705	SUNBELT RENTALS	\$820.88	
00017896	12/12/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00017897	12/12/2014	18755	S-SQUARE TUBE PRODUCTS	\$96.50	
00017898	12/12/2014	18940	TENNANT COMPANY	\$669.12	
00017899	12/12/2014	21640	THE BUS COALITION	\$500.00	
00017900	12/12/2014	21660	THERMO KING NORTHWEST	\$4,591.51	
00017901	12/12/2014	21840	THURSTON COUNTY SUPERIOR COURT	\$571.00	
00017902	12/12/2014	21910	THYSSENKRUPP ELEVATOR	\$736.36	
00017903	12/12/2014	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00017904	12/12/2014	21950	TITUS-WILL CHEVROLET	\$3,417.49	
00017905	12/12/2014	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00017906	12/12/2014	21985	TOTAL FILTRATION SERVICES	\$407.15	
00017907	12/12/2014	22010	TOYOTA OF OLYMPIA	\$109.72	
00017908	12/12/2014	22100	TRANSIT SOLUTIONS, LLC	\$3,266.63	
00017909	12/12/2014	22420	TUMWATER PRINTING	\$25,038.19	
00017910	12/12/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$85,617.24	
00017911	12/12/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,277.89	
00017912	12/12/2014	23530	U S POSTAL SERVICE	\$692.00	
00017913	12/12/2014	23740	USSC LLC	\$221.34	
00017914	12/12/2014	23820	VERIZON WIRELESS	\$1,386.28	
00017915	12/12/2014	23960	US BANK VOYAGER FLEET SYSTEMS	\$35,102.62	
00017916	12/12/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$128.73	
00017917	12/12/2014	24750	WA ST GET PROGRAM	\$322.50	
00017918	12/12/2014	25380	WASHINGTON GARDENS	\$315.52	
00017919	12/12/2014	25858	WESTCARE CLINIC LLC PS	\$552.00	
00017920	12/12/2014	26410	XPIO CORPORATION	\$14,040.00	
Total:				\$562,175.98	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/26/2014

Thru Date: 12/26/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017924	12/26/2014	01305	ACCESS INFORMATION MANAGEMENT	\$315.97	
00017925	12/26/2014	01405	ADVANCE GLASS INC	\$0.00	<input checked="" type="checkbox"/>
00017926	12/26/2014	01405	ADVANCE GLASS INC	\$2,321.97	
00017927	12/26/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,793.85	
00017928	12/26/2014	01960	AMERICAN SEATING COMPANY	\$244.82	
00017929	12/26/2014	02380	ARAMARK UNIFORM SERVICES	\$752.96	
00017930	12/26/2014	02480	ASE SUPPLY INC	\$35.51	
00017931	12/26/2014	02580	ASSOCIATED PETROLEUM	\$672.99	
00017932	12/26/2014	03250	BATTERY SYSTEMS, INC	\$992.58	
00017933	12/26/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$3,507.75	
00017934	12/26/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,945.88	
00017935	12/26/2014	03940	B&B SIGN COMPANY LLC	\$131.60	
00017936	12/26/2014	04040	BUD CLARY CHEVROLET	\$1,039.54	
00017937	12/26/2014	05210	CAPITAL COLLISION CENTER	\$960.00	
00017938	12/26/2014	05740	CED	\$341.94	
00017939	12/26/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$89.78	
00017940	12/26/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$322.01	
00017941	12/26/2014	07150	CROSSROADS COLLISION CENTER	\$508.75	
00017942	12/26/2014	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00017943	12/26/2014	07220	CUMMINS NORTHWEST INC	\$2,862.31	
00017944	12/26/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00017945	12/26/2014	07640	DAY WIRELESS SYSTEMS INC	\$6,049.28	
00017946	12/26/2014	08720	ELECTRONIC RESOURCING INC	\$80.87	
00017947	12/26/2014	08780	EMERALD SERVICES INC	\$942.68	
00017948	12/26/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00017949	12/26/2014	09660	FERGUSON ENTERPRISES, INC	\$445.95	
00017950	12/26/2014	09820	FLEET-NET CORP	\$40.80	
00017951	12/26/2014	10580	GENE'S TOWING INC	\$266.09	
00017952	12/26/2014	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00017953	12/26/2014	10660	GILLIG LLC	\$12,934.24	
00017954	12/26/2014	10880	GRIMM COLLECTIONS	\$1,019.08	
00017955	12/26/2014	11175	HEALTH CARE AUTHORITY	\$254,664.53	
00017956	12/26/2014	11703	INSTEP MARKETING INC	\$5,619.00	
00017957	12/26/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,615.00	
00017958	12/26/2014	11810	INTERSTATE BATTERY	\$97.87	
00017959	12/26/2014	11905	JANEK CORPORATION	\$277.44	
00017960	12/26/2014	11925	JENKINS SHANNIE	\$84.71	
00017961	12/26/2014	11930	JERRYS AUTOMOTIVE TOWING	\$792.60	
00017962	12/26/2014	13510	LES SCHWAB TIRE CENTER	\$305.70	
00017963	12/26/2014	13850	MASON TRANSIT AUTHORITY	\$993.00	
00017964	12/26/2014	14590	MOHAWK MFG & SUPPLY	\$262.20	
00017965	12/26/2014	14750	MULLINAX FORD	\$562.68	
00017966	12/26/2014	14760	MUNCIE TRANSIT SUPPLY	\$20,142.97	
00017967	12/26/2014	14900	NAPA AUTO PARTS	\$386.60	
00017968	12/26/2014	15217	NORTHWEST EVENT DEOCRATORS	\$206.72	
00017969	12/26/2014	15300	OAK HARBOR FREIGHT LINES INC	\$268.59	
00017970	12/26/2014	16263	ORACLE AMERICA INC	\$1,948.61	
00017971	12/26/2014	16655	PARAMETRIX INC	\$5,619.32	
00017972	12/26/2014	16765	PETRO CARD	\$47,435.98	
00017973	12/26/2014	16874	PITNEY BOWES PURCHASE POWER	\$430.36	
00017974	12/26/2014	17290	PUGET SOUND ENERGY	\$1,038.17	
00017975	12/26/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00017976	12/26/2014	17505	RAINIER DODGE INC	\$333.50	
00017977	12/26/2014	17560	RE AUTO ELECTRIC INC	\$597.45	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/26/2014

Thru Date: 12/26/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00017978	12/26/2014	17900	SCHETKY NW SALES INC	\$567.88	
00017979	12/26/2014	17965	SEATTLE AUTOMOTIVE DIST.	\$80.60	
00017980	12/26/2014	18075	SIEGEL OIL COMPANY	\$164.84	
00017981	12/26/2014	18470	SPORTWORKS NORTHWEST INC	\$141.02	
00017982	12/26/2014	18695	SUMMIT LAW GROUP PLLC	\$6,255.00	
00017983	12/26/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$54.30	
00017984	12/26/2014	18900	TEKNON CORPORATION	\$15,408.99	
00017985	12/26/2014	18940	TENNANT COMPANY	\$86.33	
00017986	12/26/2014	21600	TERRITORIAL SUPPLIES INC	\$341.82	
00017987	12/26/2014	21660	THERMO KING NORTHWEST	\$115.81	
00017988	12/26/2014	21830	THURSTON COUNTY SOLID WASTE	\$46.00	
00017989	12/26/2014	21930	TIRES INC	\$12,490.43	
00017990	12/26/2014	21950	TITUS-WILL CHEVROLET	\$3,145.27	
00017991	12/26/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00017992	12/26/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,148.00	
00017993	12/26/2014	23820	VERIZON WIRELESS	\$104.90	
00017994	12/26/2014	24000	W W GRAINGER INC	\$432.43	
00017995	12/26/2014	24220	WA ST DEPT OF L & I BOILER SECTION	\$78.20	
00017996	12/26/2014	24750	WA ST GET PROGRAM	\$322.50	
00017997	12/26/2014	25858	WESTCARE CLINIC LLC PS	\$479.00	
Total:				\$445,423.84	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2014

Thru Date: 01/02/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018000	12/31/2014	01230	A WORKSAFE SERVICE INC	\$156.00	
00018001	12/31/2014	01405	ADVANCE GLASS INC	\$325.11	
00018002	12/31/2014	01805	AMB TOOLS AND EQUIPMENT CO INC	\$388.42	
00018003	12/31/2014	01820	AMERICAN DRIVING RECORDS INC	\$239.06	
00018004	12/31/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00018005	12/31/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00018006	12/31/2014	01960	AMERICAN SEATING COMPANY	\$164.08	
00018007	12/31/2014	02060	AMERISAFE	\$59.30	
00018008	12/31/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$106.75	
00018009	12/31/2014	02380	ARAMARK UNIFORM SERVICES	\$752.96	
00018010	12/31/2014	02580	ASSOCIATED PETROLEUM	\$391.65	
00018011	12/31/2014	03035	BAKER'S GRAPHIC INSTALLATION &UPHOLS	\$611.45	
00018012	12/31/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$708.22	
00018013	12/31/2014	03705	BNSF RAILWAY COMPANY	\$3,939.28	
00018014	12/31/2014	05305	CAPITOL ALARM INC	\$315.66	
00018015	12/31/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,584.06	
00018016	12/31/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$149.07	
00018017	12/31/2014	06040	CITY OF LACEY	\$662.99	
00018018	12/31/2014	06060	CITY OF OLYMPIA	\$936.64	
00018019	12/31/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,782.40	
00018020	12/31/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$1,373.37	
00018021	12/31/2014	06875	COOK SECURITY GROUP	\$3,237.67	
00018022	12/31/2014	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00018023	12/31/2014	07220	CUMMINS NORTHWEST INC	\$9,878.10	
00018024	12/31/2014	07640	DAY WIRELESS SYSTEMS INC	\$1,067.32	
00018025	12/31/2014	08060	DON SMALL AND SONS OIL	\$1,049.32	
00018026	12/31/2014	08840	EMPLOYER RESOURCES NORTHWEST	\$6,040.55	
00018027	12/31/2014	09885	FMNA LLC	\$1,758.43	
00018028	12/31/2014	10660	GILLIG LLC	\$13,667.21	
00018029	12/31/2014	10820	GRAPHIC COMMUNICATIONS	\$250.05	
00018030	12/31/2014	11065	HARLOW CONSTRUCTION	\$23,264.95	
00018031	12/31/2014	11700	INSIGHT PUBLIC SECTOR INC	\$878.31	
00018032	12/31/2014	11765	INTERCITY TRANSIT PETTY CASH	\$293.00	
00018033	12/31/2014	11810	INTERSTATE BATTERY	\$47.82	
00018034	12/31/2014	11930	JERRYS AUTOMOTIVE TOWING	\$1,005.30	
00018035	12/31/2014	13510	LES SCHWAB TIRE CENTER	\$222.83	
00018036	12/31/2014	14590	MOHAWK MFG & SUPPLY	\$278.56	
00018037	12/31/2014	14750	MULLINAX FORD	\$1,123.76	
00018038	12/31/2014	14760	MUNCIE TRANSIT SUPPLY	\$299.15	
00018039	12/31/2014	14900	NAPA AUTO PARTS	\$817.25	
00018040	12/31/2014	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$1,440.00	
00018041	12/31/2014	15545	OLYMPIA COPY & PRINTING	\$662.41	
00018042	12/31/2014	15620	OLYMPIA LACEY TUMWATER VISITOR &	\$625.00	
00018043	12/31/2014	16593	PACIFIC OFFICE AUTOMATION	\$2,601.28	
00018044	12/31/2014	16595	PACIFIC POWER GROUP LLC	\$7,581.30	
00018045	12/31/2014	16695	PATTISON WATER COMPANY	\$91.56	
00018046	12/31/2014	16753	PERTEET INC	\$1,364.84	
00018047	12/31/2014	16765	PETRO CARD	\$61,589.94	
00018048	12/31/2014	16841	PIONEER FIRE & SECURITY INC	\$253.00	
00018049	12/31/2014	16874	PITNEY BOWES PURCHASE POWER	\$1,510.00	
00018050	12/31/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,855.04	
00018051	12/31/2014	17505	RAINIER DODGE INC	\$567.40	
00018052	12/31/2014	17560	RE AUTO ELECTRIC INC	\$271.53	
00018053	12/31/2014	17900	SCHETKY NW SALES INC	\$781.06	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2014

Thru Date: 01/02/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018054	12/31/2014	17981	SECURITAS SECURITY SERVICES USA INC	\$13,678.20	
00018055	12/31/2014	18355	SOUND TRANSIT	\$28,460.34	
00018056	12/31/2014	18705	SUNBELT RENTALS	\$577.98	
00018057	12/31/2014	18711	SUNSET AIR INC	\$262.48	
00018058	12/31/2014	18940	TENNANT COMPANY	\$78.55	
00018059	12/31/2014	21660	THERMO KING NORTHWEST	\$382.66	
00018060	12/31/2014	21930	TIRES INC	\$6,111.87	
00018061	12/31/2014	21950	TITUS-WILL CHEVROLET	\$2,466.76	
00018062	12/31/2014	22010	TOYOTA OF OLYMPIA	\$171.04	
00018063	12/31/2014	22287	TRILLIUM POWER PRODUCTIONS	\$100.00	
00018064	12/31/2014	22420	TUMWATER PRINTING	\$135.88	
00018065	12/31/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$65,477.46	
00018066	12/31/2014	23740	USSC LLC	\$641.36	
00018067	12/31/2014	23820	VERIZON WIRELESS	\$1,840.96	
00018068	12/31/2014	23960	US BANK VOYAGER FLEET SYSTEMS	\$34,521.95	
00018069	12/31/2014	24000	W W GRAINGER INC	\$51.31	
00018070	12/31/2014	25380	WASHINGTON GARDENS	\$369.92	
00018071	12/31/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$200.00	
00018072	12/31/2014	26005	WILCOX AND FLEGEL	\$1,447.04	
			Total:	\$324,112.97	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14JAN	DI	2/7/2014			1,165.50	1,165.50	1,165.50		1,165.50
11775 INTERCITY TRANSIT WELLNESS										
00	14JAN	DI	2/7/2014			952.50	952.50	952.50		2,118.00

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
07765 DELANEY, DAN										
00	2014CDL	DI	2/21/2014			70.00	70.00	70.00		70.00
10205 FREEMAN-MANZANARES ANN										
00	09/13 - 01/14	DI	2/21/2014			167.70	167.70	167.70		237.70
11308 HOFSTETTER SHANNON										
00	2/14/14	DI	2/21/2014			192.30	192.30	192.30		430.00
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	12/13-02/14	DI	2/21/2014			1,631.48	1,631.48	1,631.48		2,061.48
13470 LEEK, LAURA										
00	2014CDL	DI	2/21/2014			80.00	80.00	80.00		2,141.48

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11308 HOFSTETTER SHANNON										
00	02/14/2014R	DI	3/7/2014			192.30	192.30	192.30		192.30
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14FEB	DI	3/7/2014			766.00	766.00	766.00		958.30
11775 INTERCITY TRANSIT WELLNESS										
00	14FEB	DI	3/7/2014			621.00	621.00	621.00		1,579.30
17700 RHODES DAN										
00	ASE2014	DI	3/7/2014			135.00	135.00	135.00		1,714.30

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
09615 FELICIANO, DONNA										
00	02/23 - 26/14	DI	3/21/2014			745.13	745.13	745.13		745.13
09960 FOREMAN BENJAMIN T III										
00	03/05 - 07/14	DI	3/21/2014			864.46	864.46	864.46		1,609.59
10205 FREEMAN-MANZANARES ANN										
00	02/07 - 15/14	DI	3/21/2014			1,592.66	1,592.66	1,592.66		3,202.25
10975 HAMILTON, ERIN										
00	02/10 - 14/14	DI	3/21/2014			717.66	717.66	717.66		3,919.91
11308 HOFSTETTER SHANNON										
00	02/28/2014	DI	3/21/2014			192.30	192.30	192.30		4,112.21
00	03/14/2014	DI	3/21/2014			192.30	192.30	384.60		4,304.51
11325 HOLMAN, ROBERT L										
00	02/10 - 13/14	DI	3/21/2014			906.15	906.15	906.15		5,210.66
11760 INTERCITY TRANSIT IMPREST ACCOUNT										
00	JAN 2014 - MAR 2014	DI	3/21/2014			398.00	398.00	398.00		5,608.66
11925 JENKINS SHANNIE										
00	03/03 - 06/14	DI	3/21/2014			170.72	170.72	170.72		5,779.38

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03660 BLOOM DENNIS										
00	03/15-19/14	DI	4/4/2014			255.53	255.53	255.53		255.53
10205 FREEMAN-MANZANARES ANN										
00	03/07 - 12/14	DI	4/4/2014			3,328.29	3,328.29	3,328.29		3,583.82
11308 HOFSTETTER SHANNON										
00	03/28/14	DI	4/4/2014			192.30	192.30	192.30		3,776.12
11760 INTERCITY TRANSIT IMPREST ACCOUNT										
00	2014APR	DI	4/4/2014			942.00	942.00	942.00		4,718.12
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14MAR	DI	4/4/2014			765.00	765.00	765.00		5,483.12
11775 INTERCITY TRANSIT WELLNESS										
00	14MAR	DI	4/4/2014			617.00	617.00	617.00		6,100.12
17894 SCHEEL, ERIN										
00	02/23 - 26/14	DI	4/4/2014			301.50	301.50	301.50		6,401.62
18218 SMITH, HEATHER										
00	02/20 - 21/14	DI	4/4/2014			167.84	167.84	167.84		6,569.46

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	2014 / 1-3	DI	4/18/2014			960.00	960.00	960.00		960.00
05105 CALQUHOUN, GREG										
00	03/30 - 04/03/14	DI	4/18/2014			871.30	871.30	871.30		1,831.30
11308 HOFSTETTER SHANNON										
00	04/11/14	DI	4/18/2014			192.30	192.30	192.30		2,023.60
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	3/14 - 4/14	DI	4/18/2014			3,007.28	3,007.28	3,007.28		5,030.88
14370 MERRILL JIM										
00	2014 APR	DI	4/18/2014			78.26	78.26	78.26		5,109.14
16905 PLUMMER, DAVID										
00	2014CDL	DI	4/18/2014			79.00	79.00	79.00		5,188.14

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
05942 CENTURYLINK										
00	100296506	DI	5/2/2014			829.44	829.44	829.44		829.44
10205 FREEMAN-MANZANARES ANN										
00	4/3 - 4/14	DI	5/2/2014			243.37	243.37	243.37		1,072.81
11308 HOFSTETTER SHANNON										
00	04/25/14	DI	5/2/2014			192.30	192.30	192.30		1,265.11
11375 HOWELL, GERALD										
00	3/30 - 4/3/14	DI	5/2/2014			59.62	59.62	59.62		1,324.73
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14 APR	DI	5/2/2014			761.00	761.00	761.00		2,085.73
11775 INTERCITY TRANSIT WELLNESS										
00	14 APR	DI	5/2/2014			617.00	617.00	617.00		2,702.73

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
00	03370 BERGKAMP EMILY	DI	5/16/2014			162.97	162.97	162.97		162.97
00	05942 CENTURYLINK	DI	5/16/2014			829.44	829.44	829.44		992.41
00	06908 COPPLEY, DAVID	DI	5/16/2014			116.00	116.00	116.00		1,108.41
00	11308 HOFSTETTER SHANNON	DI	5/16/2014			192.30	192.30	192.30		1,300.71
00	11325 HOLMAN, ROBERT L	DI	5/16/2014			639.12	639.12	639.12		1,939.83
00	11355 HOOSIER, CAROL	DI	5/16/2014			1,831.41	1,831.41	1,831.41		3,771.24
00	12455 KARKOSKI, KEVIN	DI	5/16/2014			194.66	194.66	194.66		3,965.90
00	14385 MESSMER, PAT	DI	5/16/2014			221.92	221.92	221.92		4,187.82
00	17085 PRATT, ERIN	DI	5/16/2014			92.52	92.52	92.52		4,280.34
00	17894 SCHEEL, ERIN	DI	5/16/2014			116.00	116.00	116.00		4,396.34

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Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06908 COPPLEY, DAVID										
00	04/21 - 22/14	DI	5/30/2014			116.00	116.00	116.00		116.00
10205 FREEMAN-MANZANARES ANN										
00	2014 / 3-5	DI	5/30/2014			176.20	176.20	176.20		292.20
10775 GOULD, JESSICA										
00	04/21 - 22/14	DI	5/30/2014			116.00	116.00	116.00		408.20
11308 HOFSTETTER SHANNON										
00	05/23/14	DI	5/30/2014			192.30	192.30	192.30		600.50
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14MAY	DI	5/30/2014			761.00	761.00	761.00		1,361.50
11775 INTERCITY TRANSIT WELLNESS										
00	14MAY	DI	5/30/2014			615.00	615.00	615.00		1,976.50
17085 PRATT, ERIN										
00	2014 / 1- 4	DI	5/30/2014			252.43	252.43	252.43		2,228.93
17894 SCHEEL, ERIN										
00	04/21 - 22/14	DI	5/30/2014			116.00	116.00	116.00		2,344.93
23578 UNIFY INC										
00	10302176	DI	5/30/2014			32,608.14	32,608.14	32,608.14		34,953.07

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	2014 APR	DI	6/13/2014			384.00	384.00	384.00		384.00
00	2014 MAY	DI	6/13/2014			384.00	384.00	768.00		768.00
03660 BLOOM DENNIS										
00	05/04 - 07/14	DI	6/13/2014			137.34	137.34	137.34		905.34
09960 FOREMAN BENJAMIN T III										
00	05/16 - 21/14	DI	6/13/2014			1,597.10	1,597.10	1,597.10		2,502.44
11308 HOFSTETTER SHANNON										
00	06/06/2014	DI	6/13/2014			192.30	192.30	192.30		2,694.74
14655 MORTON KENDRA										
00	2014CDL	DI	6/13/2014			80.00	80.00	80.00		2,774.74

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
00	03345 BELL JOE	DI	6/27/2014			60.12	60.12	60.12		60.12
00	05/14 - 30/14									
00	11308 HOFSTETTER SHANNON	DI	6/27/2014			192.30	192.30	192.30		252.42
00	06/20/14									
00	11770 INTERCITY TRANSIT PROJECT ASSISTANCE	DI	6/27/2014			762.00	762.00	762.00		1,014.42
00	2014JUN									
00	11775 INTERCITY TRANSIT WELLNESS	DI	6/27/2014			615.00	615.00	615.00		1,629.42
00	2014JUN									
00	13719 MACMILLAN, DAN	DI	6/27/2014			57.12	57.12	57.12		1,686.54
00	05/04 - 07/14									
00	15120 NEWSOME CAROLYN	DI	6/27/2014			1,038.70	1,038.70	1,038.70		2,725.24
00	06/09 - 11/14									
00	18747 SUTHERBY, BRIAN	DI	6/27/2014			57.12	57.12	57.12		2,782.36
00	05/14 - 16/14									

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Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
10205 FREEMAN-MANZANARES ANN										
00	06/24-26/14	DI	7/11/2014			432.40	432.40	432.40		432.40
11308 HOFSTETTER SHANNON										
00	07/04/2014	DI	7/11/2014			192.30	192.30	192.30		624.70

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	05-06/2014	DI	7/14/2014			4,422.16	4,422.16	4,422.16		4,422.16

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
09960 FOREMAN BENJAMIN T III										
00	06/24-25/14	DI	7/25/2014			432.43	432.43	432.43		432.43
11308 HOFSTETTER SHANNON										
00	07/18/14	DI	7/25/2014			192.30	192.30	192.30		624.73
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2014JULY	DI	7/25/2014			764.00	764.00	764.00		1,388.73
11775 INTERCITY TRANSIT WELLNESS										
00	2014JULY	DI	7/25/2014			674.00	674.00	674.00		2,062.73
13396 LARSON, DAVE										
00	2014CDL	DI	7/25/2014			80.00	80.00	80.00		2,142.73
13520 LEVERAGE INFORMATION SYSTEMS										
00	1431533	DI	7/25/2014			380.80	380.80	380.80		2,523.53

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total Ck	Cash Required
00	08/01/2014	DI	8/8/2014			192.30	192.30	192.30	192.30

11308 HOFSTETTER SHANNON

Order # 14202712

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03810 BRANDT, JESSICA										
00	08/02 - 05/14	DI	8/22/2014			310.12	310.12	310.12		310.12
10120 FRANSEN , KRIS										
00	08/4 - 6/14	DI	8/22/2014			434.12	434.12	434.12		744.24
11308 HOFSTETTER SHANNON										
00	08/15/14	DI	8/22/2014			192.30	192.30	192.30		936.54
22055 TRAIL, NANCY										
00	2014AUG	DI	8/22/2014			213.72	213.72	213.72		1,150.26

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	03370 BERGKAMP EMILY									
00	2014/05-08	DI	9/5/2014			1,344.00	1,344.00	1,344.00		1,344.00
	05125 CAMPBELL, BRENT									
00	08/20/2014	DI	9/5/2014			244.36	244.36	244.36		1,588.36
	10205 FREEMAN-MANZANARES ANN									
00	08/16 - 20/14	DI	9/5/2014			265.80	265.80	265.80		1,854.16
	11308 HOFSTETTER SHANNON									
00	08/29/14	DI	9/5/2014			192.30	192.30	192.30		2,046.46
	11740 INTERCITY TRANSIT ADVANCED TRAVEL									
00	2014/08	DI	9/5/2014			2,694.67	2,694.67	2,694.67		4,741.13
	11770 INTERCITY TRANSIT PROJECT ASSISTANCE									
00	14AUG	DI	9/5/2014			1,156.50	1,156.50	1,156.50		5,897.63
	11775 INTERCITY TRANSIT WELLNESS									
00	14AUG	DI	9/5/2014			1,009.50	1,009.50	1,009.50		6,907.13
	13719 MACMILLAN, DAN									
00	08/16 - 19/14	DI	9/5/2014			203.84	203.84	203.84		7,110.97
	14065 MCCARTHY, LINNA									
00	8/20 - 21/14	DI	9/5/2014			68.00	68.00	68.00		7,178.97
	14370 MERRILL JIM									
00	08/17 - 20/14	DI	9/5/2014			106.69	106.69	106.69		7,285.66
	14385 MESSMER, PAT									
00	08/17 - 19/2014	DI	9/5/2014			391.74	391.74	391.74		7,677.40
	15120 NEWSOME CAROLYN									
00	08/16-20/2014	DI	9/5/2014			55.00	55.00	55.00		7,732.40
	22055 TRAIL, NANCY									
00	08/17-20/14	DI	9/5/2014			211.24	211.24	211.24		7,943.64
	23578 UNIFY INC									
00	10311131	DI	9/5/2014			152.32	152.32	152.32		8,095.96

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11308 HOFSTETTER SHANNON										
00	09/12/2014	DI	9/19/2014			192.30	192.30	192.30		192.30
23578 UNIFY INC										
00	10314447	DI	9/19/2014			152.32	152.32	152.32		344.62

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
05105 CALQUHOUN, GREG										
00	9/21-26/14	DI	10/4/2014			861.44	861.44	861.44		861.44
09680 FINNELL DAVE										
00	09/22-23/14	DI	10/4/2014			158.44	158.44	158.44		1,019.88
09960 FOREMAN BENJAMIN T III										
00	09/02-04/14	DI	10/4/2014			270.66	270.66	270.66		1,290.54
10205 FREEMAN-MANZANARES ANN										
00	09/28-30/14	DI	10/4/2014			147.89	147.89	147.89		1,438.43
11308 HOFSTETTER SHANNON										
00	9/26/14	DI	10/4/2014			192.30	192.30	192.30		1,630.73
11325 HOLMAN, ROBERT L										
00	08/17-21/14	DI	10/4/2014			826.49	826.49	826.49		2,457.22
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14SEP	DI	10/4/2014			771.00	771.00	771.00		3,228.22
11775 INTERCITY TRANSIT WELLNESS										
00	14SEP	DI	10/4/2014			665.00	665.00	665.00		3,893.22
17865 SANDBERG MARK										
00	2014/SEP	DI	10/4/2014			153.90	153.90	153.90		4,047.12

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
10775 GOULD, JESSICA										
00	2014OCT	DI	10/17/2014			75.00	75.00	75.00		75.00
11308 HOFSTETTER SHANNON										
00	10/10/14	DI	10/17/2014			192.30	192.30	192.30		267.30
11760 INTERCITY TRANSIT IMPREST ACCOUNT										
00	2014/05-10	DI	10/17/2014			888.13	888.13	888.13		1,155.43
15120 NEWSOME CAROLYN										
00	10/2-3/14	DI	10/17/2014			159.56	159.56	159.56		1,314.99
18218 SMITH, HEATHER										
00	09/3-6/14	DI	10/17/2014			59.80	59.80	59.80		1,374.79
00	10/11-15/14	DI	10/17/2014			544.70	544.70	604.50		1,919.49
26030 WILLIAMSON LESLIE										
00	09/16-19/14	DI	10/17/2014			556.81	556.81	556.81		2,476.30

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	09/2014	DI	10/31/2014			384.00	384.00	384.00		384.00
00	10/2014	DI	10/31/2014			192.00	192.00	576.00		576.00
03810 BRANDT, JESSICA										
00	10/19 - 21/24	DI	10/31/2014			72.00	72.00	72.00		648.00
08005 DIRITO CHRISTINE										
00	09/19/2014	DI	10/31/2014			79.52	79.52	79.52		727.52
10120 FRANSEN , KRIS										
00	10/19 - 21/14	DI	10/31/2014			277.76	277.76	277.76		1,005.28
10205 FREEMAN-MANZANARES ANN										
00	10/10-14/14	DI	10/31/2014			1,259.46	1,259.46	1,259.46		2,264.74
10775 GOULD, JESSICA										
00	10/24 - 26/14	DI	10/31/2014			657.77	657.77	657.77		2,922.51
11240 HEMMANN MARILYN										
00	103248	DI	10/31/2014			240.00	240.00	240.00		3,162.51
11308 HOFSTETTER SHANNON										
00	10/24/14	DI	10/31/2014			192.30	192.30	192.30		3,354.81
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	10/2014	DI	10/31/2014			4,673.01	4,673.01	4,673.01		8,027.82
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14OCT	DI	10/31/2014			771.00	771.00	771.00		8,798.82
11775 INTERCITY TRANSIT WELLNESS										
00	14OCT	DI	10/31/2014			663.00	663.00	663.00		9,461.82
14065 MCCARTHY, LINNA										
00	10/5-7/14	DI	10/31/2014			51.00	51.00	51.00		9,512.82
16757 PETERSON, LEE										
00	10/19-21/14	DI	10/31/2014			273.28	273.28	273.28		9,786.10
17865 SANDBERG MARK										
00	10/23-24/14	DI	10/31/2014			114.80	114.80	114.80		9,900.90
18218 SMITH, HEATHER										
00	10/11-15/14 - 2	DI	10/31/2014			285.78	285.78	285.78		10,186.68
22055 TRAIL, NANCY										
00	10/15-16/14	DI	10/31/2014			92.50	92.50	92.50		10,279.18

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
23795 VENTO JORGE										
00	10/22-24/14	DI	10/31/2014			301.66	301.66	301.66		10,580.84
26305 WRIGHT LAUNIE										
00	10/19-21/14	DI	10/31/2014			458.20	458.20	458.20		11,039.04

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
00	05125 CAMPBELL, BRENT	DI	11/14/2014			264.11	264.11	264.11		264.11
00	08435 DUJMOV RICK DAVID	DI	11/14/2014			50.00	50.00	50.00		314.11
00	08550 EASY SPEAKERS CLUB	DI	11/14/2014			60.00	60.00	60.00		374.11
00	10205 FREEMAN-MANZANARES ANN	DI	11/14/2014			113.05	113.05	113.05		487.16
00	11308 HOFSTETTER SHANNON	DI	11/14/2014			192.30	192.30	192.30		679.46
00	12375 KALLAS, MARK	DI	11/14/2014			854.58	854.58	854.58		1,534.04
00	10/12 - 15/14 R	DI	11/14/2014			97.00	97.00	951.58		1,631.04
00	18218 SMITH, HEATHER	DI	11/14/2014			98.42	98.42	98.42		1,729.46
00	3540									
00	18480 SPRINGER-BLACKE, RACHEL	DI	11/14/2014			182.83	182.83	182.83		1,912.29
00	10/27-28/2014	DI	11/14/2014							

(8)

143171717
Confirmation #

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03810 BRANDT, JESSICA										
00	10/27-30/14	DI	11/28/2014			289.15	289.15	289.15		289.15
10205 FREEMAN-MANZANARES ANN										
00	11/12-14/14	DI	11/28/2014			305.96	305.96	305.96		595.11
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	14NOV	DI	11/28/2014			770.00	770.00	770.00		1,365.11
11775 INTERCITY TRANSIT WELLNESS										
00	14NOV	DI	11/28/2014			669.00	669.00	669.00		2,034.11

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	2014/10-11	DI	12/12/2014			576.00	576.00	576.00		576.00
07762 DELANCY, ARTHUR										
00	2014CDL	DI	12/12/2014			85.00	85.00	85.00		661.00
11308 HOFSTETTER SHANNON										
00	11/21/14	DI	12/12/2014			192.30	192.30	192.30		853.30
00	12/05/14	DI	12/12/2014			192.30	192.30	384.60		1,045.60
11750 INTERCITY TRANSIT EXEC IMPREST ACCOU										
00	2014DEC-2	DI	12/12/2014			2,202.00	2,202.00	2,202.00		3,247.60

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	2014 FALL QTR	DI	12/26/2014			2,700.00	2,700.00	2,700.00		2,700.00
06908 COPPLEY, DAVID										
00	12/12 - 15/14	DI	12/26/2014			204.50	204.50	204.50		2,904.50
11308 HOFSTETTER SHANNON										
00	12/19/14	DI	12/26/2014			192.30	192.30	192.30		3,096.80
11355 HOOSIER, CAROL										
00	2014miles	DI	12/26/2014			274.57	274.57	274.57		3,371.37
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	DEC14	DI	12/26/2014			773.00	773.00	773.00		4,144.37
11775 INTERCITY TRANSIT WELLNESS										
00	DEC14	DI	12/26/2014			671.00	671.00	671.00		4,815.37

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
00	03370	DI	12/31/2014			384.00	384.00	384.00		384.00
	BERGKAMP EMILY									
00	09960	DI	12/31/2014			1,029.37	1,029.37	1,029.37		1,413.37
	FOREMAN BENJAMIN T III									
00	11325	DI	12/31/2014			173.54	173.54	173.54		1,586.91
	HOLMAN, ROBERT L									

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-A
MEETING DATE: January 21, 2015**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705 5829

SUBJECT: Surplus Van Grant Program

-
- 1) **The Issue:** Whether to authorize the General Manager to grant up-to-four surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
-
- 2) **Recommended Action:** Authorize the General Manager to grant four surplus vanpool vehicles, one each to: Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet need for group transportation.
-
- 4) **Background:** On September 3, 2003 the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program. Program makes up-to-four surplus vanpool vehicles available annually to non-profit groups in the Thurston County Public Transportation Benefit Area to meet the transportation needs of their clients not met by Intercity Transit's regular services. Community groups have been granted 33 vans since the program began.

Staff sent notices to community groups, prepared a press release, and utilized the Thurston Regional Planning Council's list of community service groups to announce the program. We sent applications to United Way groups and the Dial-a-Lift Manager sent out notices as well. The Vanpool Manager presented the program to the Citizen's Advisory Committee and Marketing staff utilized our website and social media to advertise the program. Staff also held a pre-application open house for interested parties.

A review team, consisting of Ann Freeman-Manzanares, former CAC member Meta Hogan, and Carolyn Newsome reviewed seven applications received by the December 19 deadline. Utilizing selection criteria including; passenger trips provided, community benefit, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.

Boys & Girls Clubs of Thurston County will use their granted van to serve low income and at-risk youth for before and after school programs and field trips.

Community Youth Services operates Youth Build, a project to teach critical work skills such as punctuality and dependability, transporting youth to hands-on construction job sites. Community Youth Services serves abused, abandoned, neglected, low-income and homeless youth.

Olympia Union Gospel Mission serves as a “goal oriented” short-term residential shelter for single men and women and women with children. Vehicles will be used for trips to the food bank, support groups and other community services.

Senior Services for South Sound transports seniors to activities at the Senior Nutrition Program, Services to At Risk Seniors and Adult Day Care and Respite Programs.

5) **Alternatives:**

- A) Grant four surplus vanpool vehicles, one each to: Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.
- B) Don't make surplus vans available for the Surplus Van Grant Program for this cycle.
- C) Delay action until a future date.

6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$4,000 per vehicle or a total of \$16,000 for the four vehicles.

7) **Goal Reference: Goal #4:** *“Provide responsive transportation options.”*

8) **References:** None.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-B
MEETING DATE: January 21, 2015**

FOR: Intercity Transit Authority

FROM: Jim Merrill, 705-5889

SUBJECT: Emergency Management

-
- 1) **The Issue:** Staff will provide an overview of Intercity Transit's role in Emergency Management.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy Analysis:** Staff will provide periodic updates to the Authority on agency efforts and structure.
-
- 4) **Background:** Intercity Transit provides and participates in a variety of emergency management efforts with the local jurisdictions of Thurston County and beyond.

Examples of these collaborative efforts are:

- Coordinate planning to best provide fixed route and Dial-A-Lift service during weather emergencies;
- Provide transportation to evacuate and shelter local residents, or provide crowd control at the request of law enforcement;
- Take part in training exercises;
- Assist in developing plans such as the Natural Hazards Mitigation Plan for Thurston County and the Regional Transportation Recovery Plan.

Intercity Transit is very involved in local and regional efforts and has always been there when needed most.

5) **Alternatives:** N/A.

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

7) **Goal References:** **Goal #1:** *"Assess the transportation needs of our community."* **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

8) **References:** None.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-C
MEETING DATE: January 21, 2015**

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: 2015 Procurement Plan

1) **The Issue:** Review ongoing and planned agency projects that Procurement will present to the Authority for contract approval in 2015.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2015, Procurement will present a number of recommendations to the Authority for approval to enter into contracts. This is a review of ongoing and planned projects that will generate these recommendations.

4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, to agency vehicles and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts, as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the draft 2015 Procurement plan are included in the attached summary. Many things impact the flow of projects and the plan is adjusted as needed during the year.

5) **Alternatives:** N/A.

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

7) **Goal Reference:** The 2015 project list represents all agency goals.

8) **References:** Highlights of the draft 2015 Procurement Plan.

HIGHLIGHTS OF THE DRAFT 2015 PROCUREMENT PLAN

Procurement projects that will be ongoing in 2015	
2014 projects in the course of being completed	
Olympia Transit Center facility expansion	
Underground storage tank replacement project	
Transit signal prioritization project	
First Quarter Procurements	To the ITA?
Bus shelters new multi-year contract	Yes
Marketing and Communications renewal	Yes
Legal counsel renewal	Yes
Federal advocacy services renewal	Yes
Cat walk engineering contract	Yes
Stop pad engineering contract	Yes
Solar lighting for bus shelters purchase	Yes
Begin reviewing vehicles available for DAL purchase	Ongoing
Cameras - 5 additional or replacement for OTC and Pattison	Possibly
Cisco maintenance contract renewal	Possibly
Cisco consultant contract	Under threshold
Elevator maintenance contract	Under threshold
Second Quarter Procurements	
Utility relocation for OTC facility expansion	Yes
Stop pad construction contract	Yes
SAN replacement	Yes
Back up hardware and software	Yes
Ops digital voice recording system replacement	Yes
Map tablet lease for DAL	Yes
Security Services renewal	Yes
L&I third party assessment contract	Yes
Amtrak HVAC replacement	Yes
OTC HVAC replacement	Yes
Siemen's telephone maintenance renewal	Yes
Begin research enterprise systems to replace Fleetnet	Ongoing
Third Quarter Procurements	
Purchase replacement DAL vehicles	Yes
Cat walk construction contract	Yes
UST construction contract	Yes

ACS system maintenance renewal	Yes
Janitorial services renewal	Yes
Transit passes renewal	Yes
Interjurisdictional agreements for transit signal prioritization	Yes
Reviewing options for updating maintenance boiler and controls	Possibly
Reviewing options for Dispatch repairs and upgrades	Possibly
Website maintenance contract	Under threshold
Fourth Quarter Procurements	
OTC facility expansion construction contract	Yes
Survey services contract -- market segmentation and worksite survey, ridership survey, DAL marketing survey and Vanpool survey	Yes
ACS software integration for transit signal prioritization	Yes
Product purchase for transit signal prioritization	Yes
Telephone system consultant contract	Yes
Transit guides new multi-year contract	Yes
RouteMatch software maintenance renewal	Yes

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-D
MEETING DATE: January 21, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman Manzanares, 705.5838
SUBJECT: 2015 ITA/CAC Agenda Schedule

-
- 1) **The Issue:** Review and discuss proposed topics scheduled for our 2015 Intercity Transit Authority and Citizen Advisory Committee meetings.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority provides direction, reviews and approves a wide variety of items over the course of a year.
-
- 4) **Background:** The ITA/CAC agenda schedule is reviewed and updated by staff on a continual basis to respond appropriately to current events and incorporate requests from the ITA and CAC. This provides an opportunity for the Authority to take a short and long range look ahead so we are properly prepared to discuss matters of importance to the Authority. The Authority will have the opportunity throughout the year to review and alter the evolving schedule.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Items discussed at the Authority and CAC meeting address all our goals.
-
- 8) **References:** 2015 ITA/CAC Agenda Schedule (dated January 16, 2015).
-

INTERcity TRANSIT

2015 DRAFT ITA/CAC AGENDA SCHEDULE

(January 16, 2015)

January 7, 2015 - ITA Meeting - Cancelled

January 12, 2015 CAC Meeting

- + Introduce new CAC members
- + Surplus Van Grant Award
- + 2015 Work Plan and Procurement Process
- + Our Role in Emergency Management
- + Discounted Bus Pass Program

January 21, 2015 Work Session

- + Introduce Staff Recently Promoted
- + Surplus Van Grant Award
- + 2015 Procurement/Project Review
- + Our Role in Emergency Management
- + Remote Meeting Attendance/CAC Alternate Discussion
- + 2015 ITA/CAC Agenda Schedule

February 4, 2015 Meeting

- + Introduce new Operator Class
- + Annual Authority Reorganizational Meeting - ITA Elections; Committee Assignments
- + Bus Stop Pad Engineering Contract Award
- + Solar Lighting Units
- + Cisco Maintenance Contract Renewal
- + Marketing & Communications Services
- + Federal Advocacy Service
- + General Legal Services Contract
- + Status of Fixed Route Services
- + By-Law Amendment: Remote Meeting Attendance

February 9, 2015 CAC

- + Bus Buddies Update
- + Status of Fixed Route Services
- + Sales Tax Election Discussion - Service Scenarios

✦ 2015 ITA/CAC Agenda Schedule

February 18, 2015 - Work Session

- ✦ Sales Tax Election Discussion - Service Scenarios

March 4, 2015 - Meeting

- ✦ Staff Introductions: New Operator Class
- ✦ Adopt Sales Tax Election Resolution
- ✦ Catwalk Engineering Contract Award
- ✦ Bus Shelter Contract
- ✦ Ops Digital Voice Recording Systems
- ✦ Executive Session: Collective Bargaining Agreement

March 16, 2015 - CAC Meeting

- ✦ Village Van Update (or April pending grant results)
- ✦ I-5/JBLM Interchange Study
- ✦ OTC Update
- ✦ 2015 CAC Recruitment Process and Timeline (3-end term; 2 can renew)
- ✦ CAC By-Law Review

March 18, 2015 - Work Session

- ✦ Village Vans Update (or April pending grant results)
- ✦ 2015 CAC Recruitment Process and Timeline(3-end term; 2 can renew)
- ✦ Grants Application Update
- ✦ Possible ITA Planning Session Date/Topics
- ✦ I-5/JBLM Interchange Study
- ✦ OTC Update

April 1, 2015 - Meeting

- ✦ Landscaping Services Contract Extension
- ✦ Telephone System Maintenance Contract
- ✦ OTC/Pattison Facility Cameras
- ✦ Map Tablet Lease for DAL
- ✦ SAN Replacement
- ✦ Hardware/Software Back-up
- ✦ CAC Member Reappointment

April 13, 2015 - CAC

- ✦ CAC self-assessment process & dates
- ✦ State of Intercity Transit
- ✦ Bus Stop Update
- ✦ Regional Transportation Plan
- ✦ PTBA-GIS Information

- ✦ Kick-Off – Bicycle Commuter Contest

April 15, 2015 - Work Session

- ✦ State of Intercity Transit
- ✦ Bus Stop Update
- ✦ Regional Transportation Plan
- ✦ PTBA-GIS Information
- ✦ Kick-Off – Bicycle Commuter Contest

May 6, 2015 - Meeting

- ✦ Security Services Contract
- ✦ Surplus Property
- ✦ Schedule 2015-2017 TIP Public Hearing
- ✦ Telephone Systems Maintenance Contract
- ✦ Third Party L&I Assessment Contract
- ✦ Bus Stop Pad Construction

May 18, 2015 - CAC Meeting

- ✦ Nomination of Officers
- ✦ Service Planning 101/Game

May 20, 2015 - Work Session

- ✦ Service Planning 101/Game

June 3, 2015 - Meeting

- ✦ 2015-2017 TIP Public Hearing
- ✦ Review CAC applications – Select those to be interviewed.
- ✦ Software Licensing
- ✦ UST Construction Award
- ✦ OTC Utility Relocation Contract
- ✦ Customer Satisfaction, Market Segmentation, DAL and Vanpool Survey Contract

June 15, 2015 - CAC Meeting

- ✦ Celebrate and Thank outgoing CAC members
- ✦ Election of Officers
- ✦ Share Results of CAC Self-Assessment
- ✦ Bicycle Commuter Contest Results
- ✦ Strategic Plan (Begin Process of Review/Development)

June 17, 2015

- ✦ Bicycle Commuter Contest Results
- ✦ Strategic Plan (Begin Process of Review/Development)
- ✦ Pension Committee Recommendation

Authority Planning Session – Date to be determined.

Placed here or in the Fall?

July 1, 2015 – Meeting

- + 2015–2017 TIP Adoption
- + Catwalk Construction
- + Executive Session: GM Performance Evaluation

July 15, 2015 – Work Session

- + Vanpool, Community Van Update
- + Strategic Plan
- + Youth Program Update

July 20, 2015 – CAC Meeting

- + Vanpool, Community Van Update
- + Strategic Plan
- + Youth Program Update

August 5, 2015 – Meeting

- + Federal Advocacy Report -Dale Learn from Gordon Thomas Honeywell
- + Schedule Public Hearing on TDP
- + Present Draft TDP
- + Surplus Property
- + Schedule September Work Session as ITA/CAC Joint Meeting (action item)
- + Janitorial service and supplies
- + Bus Pass Printing

August 17, 2015 – CAC

- + Present Draft TDP
- + Strategic Plan
- + Cancel September CAC Meeting - Schedule September as ITA/CAC Joint Meeting

August 19, 2015 – Work Session

- + TDP Public Hearing
- + 2016 Draft Budget/2016-2020 Strategic Plan Calendar and Budget Progress To Date
- + Strategic Plan

September 2, 2015 – Meeting

- + Surplus Property
- + Transit Signal Prioritization: Interjurisdictional Agreements
- + Transit Signal Prioritization: Product Contract
- + TDP Adoption

- ✦ TESC Nightline Service Contract
- ✦ Transit Passes Printing Contract renewal
- ✦ Xerox/ACS maintenance agreement renewal
- ✦ CAC Recruitment (Fall?)
- ✦ Schedule public hearing for Strategic Plan

September 21, 2015 - CAC Meeting (No separate September meeting - Joint Session)

September 16, 2015 - ITA/CAC Joint Meeting

- ✦ Review of Self-Assessment
- ✦ Strategic Plan/Budget Conversation
- ✦ ITA Retreat Review

October 7, 2015 - Meeting

- ✦ Citizen Representative Appointment Discussion (Ryan/Don terms expire 12/31/15)
- ✦ Public Hearing Scheduled for the Strategic Plan and 2016 Budget
- ✦ Strategic Plan
- ✦ Operations Uniforms Contract
- ✦ Telephone Consultant
- ✦ Surplus Van Grant Awards

October 19, 2015 - CAC Meeting

- ✦ Introduce new CAC members
- ✦ Draft Budget Presentation
- ✦ Announce/Encourage Participation: Discounted bus pass program for 2015

October 21, 2015 - Work Session

- ✦ Draft Budget presentation
- ✦ Announce/Encourage Participation: Discounted bus pass program for 2016
- ✦ Strategic Plan

November 4, 2015 - Meeting

- ✦ Approve Strategic Plan and 2016 Budget
- ✦ Discussion on new projects and capital
- ✦ Transit Guide Printing
- ✦ State Auditor's Report & Financial Condition
- ✦ Surplus Property

November 16, 2015 - CAC Meeting

- ✦ Short and Long Range Plan (Consultant Study)

November 18, 2015 - Work Session

- ✦ Short and Long Range Plan (Consultant Study)

December 2, 2015 - Meeting

- # Vanpool Purchase
- # Approve Strategic Plan
- # Approve 2015 budget
- # Announce new CAC members
- # Award Discounted Bus Passes
- # Route Match maintenance contract renewal

December 16, 2015 - Work Session

- # CTR Internal/External Update
- # Sustainability and ESMS Update

December 21, 2015 - CAC Meeting

- # CTR Internal/External Update
- # Sustainability and ESMS Update

Additional Topics:

Centennial Station

Interjurisdictional contract through 2018.
System Improvements.
Potential Funding Options/Opportunities

Future Farebox Technology

Smart Applications

Bus Locator Services
DAL Reservations

Enhanced Outreach to Citizens

Status of Other CAC's

How do others operate?
What type of issues are they working on?
How do they interact with their boards?

WSTIP

Who they are and what do they do.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-E
MEETING DATE: January 21, 2015**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Attending Board Meetings Remotely

-
- 1) **The Issue:** Whether or not to allow Authority members to attend meetings remotely.
-
- 2) **Recommended Action:** This item is for discussion.
-
- 3) **Policy Analysis:** Allowing attendance by members remotely would require an amendment to the bylaws.
-
- 4) **Background:** The Authority requested staff look into the possibility of members attending meetings remotely. This would present the opportunity currently not available to members to cover periodic absences and alternates. The change would require an amendment to the bylaws as they do not currently provide for remote attendance by Authority members.

If the Authority wishes to pursue this option, and with an indication of scope of changes desired, staff will present an amendment for consideration at a future meeting.

Some points for consideration:

1. How many members may attend a meeting remotely? We have internal capacity for one member to attend remotely. We would need to make arrangements to accommodate two or more Authority members.
2. May the Chair attend remotely? We recommend the Chair can attend remotely; however, the Vice Chair should be in charge of the physical meeting.
3. May an elected representative choose to have their alternate represent them, or choose to attend remotely?
4. Does this address the issue of Citizen Representatives not having an alternate or does this issue warrant more discussion?

5) **Alternatives:** N/A.

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

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

8) **References:** None.