

AGENDA
INTERCITY TRANSIT AUTHORITY
April 1, 2015
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **10 min.**
 - A. **Lin Zenki, Citizen Advisory Committee** (*Nathaniel Jones*)
 - B. **Scott Fiskness, DAL Dispatch Specialist** (*Emily Bergkamp*)
 - C. **Rob Rinehart, Network Systems Analyst** (*Brent Campbell*)
 - D. **Ulysses Soriaga, Vehicle Service Worker** (*Paul Koleber*)

- 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:** March 4, 2015, Regular Meeting, and March 18, 2015, Work Session.

 - B. **Accounts Payable:** Warrants dated March 6, 2015, numbers 18357-18421, in the amount of \$525,556.91; warrants dated March 20, 2015, numbers 18426-18531 in the amount of \$341,665.09; Automated Clearing House Transfers for March in the amount of \$12,645.31 for a monthly total of \$879,867.31.

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

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board** (*Ryan Warner*) **3 min.**
 - C. **Citizen Advisory Committee** (*Lin Zenki*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Schedule a 2016-2019 TIP Public Hearing** (*Bob Holman*) **10 min.**
 - B. **Walk N'Roll Youth Program Update** (*Erin Scheel*) **30 min.**
 - C. **Annual Planning Session** (*Ann Freeman-Manzanares*) **10 min.**
 - D. **Strategic Plan - Goals and End Policies** (*Ann Freeman-Manzanares*) **15 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **EXECUTIVE SESSION - Collective Bargaining Agreement with Amalgamated Transit Union Local 1765** (*Heather Stafford-Smith*) **15 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
March 4, 2015

CALL TO ORDER

Chair Jones called the March 4, 2015, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

Members Excused: Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Marilyn Hemmann; Jim Merrill; Carolyn Newsome; Jeff Peterson; and Pat Messmer.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Ursula Euler; Al Hatten, Executive Director, WSTIP; and Jerry Spears, Deputy Director, WSTIP.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Chair Jones welcomed new Citizen Advisory Committee member, Ursula Euler.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** February 4, 2015, Regular Meeting, and February 18, 2015, Special Meeting.

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B. Payroll: February 2015 Payroll in the amount of \$1,981,337.51

C. Accounts Payable: Warrants dated January 23, 2015, numbers 18079-18164, in the amount of \$1,638,320.99; Automated Clearing House Transfers for January 2015 in the amount of \$5,840.05 for a monthly total of \$1,644,161.04.

Warrants dated February 6, 2015, numbers 18167-18246 in the amount of \$284,327.62; warrants dated February 20, 2015, numbers 18268-18355 in the amount of \$235,728.24; Automated Clearing House Transfers for February 2015 in the amount of \$29,195.90 for a monthly total of \$549,251.76.

PUBLIC HEARING - None

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Karen Messmer said the TRPC met February 6. They elected 2015 officers (Virgil Clarkson as Chair; Tom Olivia as Vice Chair; and Alan Vanell is Secretary). The members approved \$5,000 of TRPC funds to help with the start-up and transition of the Thurston Thrives program. Thurston Thrives is transitioning from the county health department to living at and being hosted by the Chamber Foundation. Messmer noted the 2015 Federal Funding Call for Projects will be discussed at the March 6 TRPC meeting, and if approved, that call will go out that same day.

B. Transportation Policy Board (TPB). Ryan Warner reported the TPB met February 11 and they also elected new officers (Andy Ryder as Chair; and Graeme Sackrison as Vice Chair). There was a change in bylaws to add a state government representative. They discussed the 2015 Call for Projects. The members also discussed adding a Business Representative, and to date three applications were received. There was discussion about the Journeys magazine, and a Legislative update.

C. Citizen Advisory Committee. CAC member, Ursula Euler, reported the CAC met February 9. She said Emily Bergkamp presented the Bus Buddies Program, and there was a presentation by Steve Swan on Fixed Route service, which generated a lot of discussion about how to increase ridership on routes that aren't doing as well.

NEW BUSINESS

A. Purchase of Solar Lighting Units. Procurement Coordinator, Jeff Peterson, presented for approval a request for the purchase of 15 solar lighting units for installation in passenger shelters. Peterson indicated solar units are installed in shelters based on requests from citizens and bus drivers.

It was M/SA by Citizen Representative Melnick and Citizen Representative Messmer to authorize the General Manager to issue a purchase order to Urban Solar Corp for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,314, including taxes and freight.

B. Washington State Transit Insurance Pool (WSTIP) Presentation. An overview of WSTIP coverage and member services was provided by Al Hatten, Executive Director, and Jerry Spears, Deputy Director of the Washington State Transit Insurance Pool.

Spears explained WSTIP is more than an insurance company, and they are one of 17 insurance pools in the state of Washington. They insure and provide risk management services to 25 of the 31 public transit systems in the state. WSTIP members drive over a hundred million miles a year, and WSTIP provides coverage for fixed route, paratransit vehicles. They insure over 5,000 vehicles from agencies consisting of over 4,800 employees; and more than 10,000 volunteers through the vanpool programs throughout the state. Spears showed a video providing more information about WSTIP.

Hatten said Intercity Transit was one of the original eight members when WSTIP began in 1989. It's WSTIP's mission to reduce members' cost of risk. All WSTIP members sit on the Board, and eight members are on the executive committee.

Hatten said it's the pool's long range vision to have the ability by year 2023 to self-insure any one loss up to five million dollars. This takes a comprehensive capital solvency actuary review, a strong commitment to best practices and safety, and commitment of membership.

Freeman-Manzanares said Intercity Transit and WSTIP have had conversations about the possibility of WSTIP joining us on site as part of the Pattison Expansion and Rehabilitation project in support of a Regional Training Academy.

C. WSTIP Interlocal Agreement Amendment. Freeman-Manzanares said there is the need to update the WSTIP Interlocal Agreement in order to comply with current law. Al Hatten from WSTIP provided details about the changes made to the Agreement:

- a) Members are now enumerated in an appendix. If the membership changes, the executive director need only incorporate those changes in the appendix.
- b) All references to "associate member" have been deleted. In years past, the Pool had an associate member program. Associate members – members

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who do not have a vote in all pool matters—are now prohibited by state regulations.

- c) All references to “directors” have been changed to “representatives.”
- d) Sections 14 and 15 deal with member withdraw and termination. In general, the Pool and the withdrawing/terminated member “walk away” whereby neither the Pool nor the member have any continuing obligation to one another. However provisos have been added to each section that there is no walk away from pending contributions and assessments.
- e) Various changes to punctuation and style.

It was M/SA by Councilmember Gadman and Citizen Representative Warner to approve the proposed changes and adopt Resolution 02-2015, amending the Washington State Transit Insurance Pool Interlocal Agreement.

D. Attending Board Meetings Remotely. At the February 4 meeting, the Authority asked staff to bring forward a Resolution adopting changes to the Bylaws to include a provision allowing Authority members to attend meetings remotely. Freeman-Manzanas presented a draft of the bylaws and Resolution 01-2015 for consideration.

It was M/SA by Citizen Representative Messmer and Councilmember Baker to approve Resolution 01-2015, amending the Intercity Transit Authority Bylaws to include a provision allowing all Authority members to attend regular, work session, special meetings and executive sessions remotely, via teleconference.

GENERAL MANAGER’S REPORT

Intercity Transit passed the Surveillance Audit, held in February, to confirm the ISO 14001 registration of the Environmental Sustainability Management System.

The new Walk N’Roll schedule for the remainder of the school year is now available. All are welcome to participate. Thank you to the Olympia and Tumwater Fire Departments, Police Departments and Volunteer Police for chaperoning the walks.

Intercity Transit will recognize Operators during the upcoming International Transit Driver Appreciation Day, March 18, 2015.

TRPC will take action on the 2015 Call for Projects, with an official announcement made on March 9. Intercity Transit staff is working on submitting several projects. The Transportation Policy Board recommended TRPC use the established regional process to conduct a call for projects and award \$342,000 in Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds; \$302,000 in Transportation Alternatives Program (TAP) funds; and \$1.7 million in Surface Transportation Program (STP) funds.

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CMAQ and TAP projects will obligate in fiscal year 2016; STP projects must obligate prior to August 1st of this year.

The \$1.7 million in STP funds was dedicated to the Bald Hills Road project which is a county project. That project has not moved forward as quickly as originally assumed so they are not going to be in position to obligate that money prior to August 1st and if it does not, our region will lose the money. The benefit Intercity Transit has is: 1) we have a project in the works which is the UST project, and; 2) FTA can obligate the money for us relatively quickly. We are awaiting a decision from WSDOT on some grant funding. Knowing that, we can round out our project. Our hope is to expand the parking area and bring the project to construction elevation. Staff may ask the Authority for additional matching dollars.

For the remaining grant funds we are discussing a number of possibilities:

- Additional ADA bus stop enhancements.
- Potentially partnering with the City of Tumwater to enhance Tumwater Square.
- A grant to continue and enhance our Youth Education Efforts. Our goal is to enhance the program in Tumwater and Olympia and bring the program to North Thurston.
- We may look to CMAQ for coach replacement funding.

Freeman-Manzanares is working with the state delegation to set up the possibility of increasing our State Sales Tax Authority. However, this will cause a complication that will make us rethink our August 2015 sales tax election. The legislative session will end on April 26, and we are assuming there won't be a transportation package at that time. To pursue a sales tax election in August of 2015, we need to have a Resolution to the County by May 8.

Freeman-Manzanares will work with our advocates and state delegation about how to proceed. If it looks positive we can discuss a fallback plan and look at potentially going for 2/10ths of one percent. We are not looking at a separate bill for Intercity Transit, but instead through an amendment in the House Transportation Package. The Senate Transportation Package passed, and it didn't have the Pattison Street Project.

There is also the possibility the state legislature will approve a gas tax or if they will require it to go to referendum. If 1/10th does not pass in August and our sales tax remains at approximately our 3% estimate, we need to eliminate approximately 45,000 hours of service. The election deadlines are:

- For a November General Election there is an August 4 Resolution Deadline
- February 9, 2016 Election
- April 2016
- August 2016

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Freeman-Manzanares, Councilmember Jones and Councilmember Sullivan will attend the APTA Legislative Conference March 7 – 12 in Washington D. C.

Intercity Transit's February sales tax was 11.4%.

Staff will work with the Authority to determine a date for the annual Planning Session, which is usually held in spring or early summer.

AUTHORITY ISSUES

Chair Jones formed a subcommittee with Melnick and Messmer to discuss ideas about the next steps for transit within the county, and the future of the PTBA. They discussed that continuing to build and rely on sales tax alone is not the best option for the future. Intercity Transit needs to look at what service fits the community in the future rather than funding mechanisms and how much money is going to be needed. He said we need to ask ourselves what are the needs of the community and how does transit develop into that tool for the community. They discussed identifying partners or stakeholders (i.e. EDC, state government agencies, higher education, the various Chambers, and tribes). Rather than telling them our story, we should sit down and listen to their story and their needs, and how we help them achieve their objectives.

Messmer said this will require a process and Intercity Transit should research to see if other transit agencies our size have gone through this process. She believes a facilitator or consultant will need to be brought in to guide the process.

Jones recognizes the sense of urgency, and wants to move forward to serve the community better; however, he doesn't want to confuse the community about the current ballot measure discussion and what the future might look like. He feels there is internal work needed as an agency to be prepared to take on this type of initiative before going outside. He said the subcommittee will continue to work through this process.

Warner attended the Distinguished Leadership Awards, and said it was in impressive group of award winners. He's very impressed with the people within our community.

Melnick noted he is interested in attending future meetings with the planning commission as suggested by Karen Messmer at the February 4 meeting. Freeman-Manzanares said the invitation will be extended to the CAC as well, as they provided great representation at the Conference of Corridors.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Messmer to adjourn the meeting at 6:56 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

Pat Messmer
Clerk to the Authority

Date Approved: April 1, 2015.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
March 18, 2015

CALL TO ORDER

Chair Jones called the March 18, 2015, 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 City of Olympia Councilmember Nathaniel Jones; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; City of Lacey Councilmember Virgil Clarkson (Alternate); Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: City of Lacey Councilmember Jeff Gadman; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Donna Feliciano; Kris Fransen; Heather Stafford-Smith; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Grace Arnis; Bill Elliott from WSDOT, Perry Shea from SCJ Alliance; and CAC members Jan Burt and Sue Pierce.

Chair Jones announced the Walk N'Roll Youth Program Update was pulled from the agenda.

Chair Jones announced the Authority will conduct a discussion following the work session, pursuant to RCW 42.30.140 (4) (b) to discuss updates about the Collective Bargaining Agreement with the Amalgamated Transit Union Local 1765.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Chair Jones introduced new Citizen Advisory Committee member, Grace Arnis. Arnis provided a self-introduction.

I-5/JBLM CONGESTION RELIEF STUDY

Intercity Transit's Planning Manager, Dennis Bloom, introduced Bill Elliott, Project Manager from WSDOT and Perry Shea, Project Manager from SCJ Alliance. Elliott provided a slide show on the I-5/JBLM Congestion Relief Study. He noted steady population and economic growth since the 1980's have led to daily I-5 traffic congestion through JBLM. Since 2010 WSDOT has worked closely with local cities, transportation agencies and JBLM to identify solutions.

The project is known as the JBLM Vicinity and Congestion Relief Study. WSDOT recommends a phased implementation strategy for the corridor. The initial phase included:

1. Re-build Thorne Lane interchange
2. Re-build Berkeley St. interchange
3. Add one HOV lane to each direction of I-5 from Thorne Lane to Steilacoom-DuPont Rd.
4. Shared use path along I-5 corridor
5. Gravelly to Thorne Connector
6. Re-build Steilacoom-DuPont interchange
7. Re-build DuPont Access Control Point to JBLM

A future phase would add additional lanes in each direction to I-5 in a configuration as an express lane that consists of two managed lanes in each direction.

WSDOT is embarking on a Corridor Level Environmental Assessment

- NEPA Agency Scoping Meeting - April 23, 2015
- Elected Officials Briefing - April 29, 2015
- Public Open House - May 5, 2015

What's the nature of the problem?

- I-5 last added lanes in the JBLM area in 1975. Between 1986 and 2006 there's been a 72% increase in traffic.
- Population in Pierce and Thurston Counties increased dramatically. Between 1970 and 2010 the population more than doubled, and there's a potential for another 50% increase by 2040.
- JBLM is 2nd largest employer in WA - largest employer in Pierce County. There's been an employee increase of 64% since 2006.
- Increase in truck freight - there are approximately 13,000 trucks a day travel between Olympia and Fife.

What's being done now to help?

- 17 meter ramps
- Traffic cameras
- Auxiliary lanes
- 3 variable message signs
- Center Drive Interchange Revisions
- City of Lakewood-led project to improve access to Madigan Hospital by providing double left turn lanes from southbound I-5 and widening the overpass at Freedom Bridge.

Project goals include:

- Maximize use of existing facilities
- Achieve measureable improvement over baseline
- Improve attractiveness of HOV travel
- Maximize stewardship of limited public resources
- Avoid or minimize environmental impacts.

Alternatives Analysis Process Includes:

- WSDOT formed a stakeholder committee with:
 - Cities of DuPont, Lakewood, Steilacoom, Yelm and Lacey
 - Intercity Transit, Pierce Transit, Sound Transit
 - Pierce County
 - Puget Sound Regional Council, Thurston Regional Planning Council
 - Nisqually Indian Trib
 - Federal Highway Administration
 - Joint Base Lewis McChord
 - Washington National Guard
 - Washington State Department of Transportation

Phase 2A - Jan-Jun 2014 Comprehensive Multi-Modal Corridor Alternative Analysis

- Destination study of vehicle trips along corridor using Bluetooth detection. Data collection conducted 24/7 at 47 locations
- Conducted a public open house in June 2014
- Through work sessions, 181 ideas were narrowed down to the 13 most promising alternative packages. Those 13 packages consisted of: transit and vanpool strategies, local road improvements, I-5 express lanes, HOV lanes and I-5 general purpose lanes.

Intercity Transit Authority Work Session

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Phase 2B - Jul-Dec 2014 Alternative Analysis and Environmental Scan

- Brought together what came through the work sessions and filtering process, along with alternatives from Phase 1 to build, model and score alternative packages.

CITIZEN ADVISORY COMMITTEE REPORT

Grace Arnis reported the CAC committee received a presentation from Erin Scheel on the Youth Education Program. Erin reviewed the Walk N'Roll program, the current schools involved and the status of grant funding. She showed a news clip about the Bikes in PE program at Tumwater Hill Elementary.

The members reviewed the CAC Bylaws, specifically for recruiting new members. A member who participated in the fall CAC recruitment process suggested the bylaws further define the recruitment process of new members, in particular the timing of year the recruitments take place. Authority member Debbie Sullivan attended that CAC meeting, and she expressed her concern that further changes to the CAC bylaws would restrict the Authority's actions or imply the CAC could be in violation of their bylaws if the Authority chose to do something outside of the bylaws. The CAC decided to continue discussion on this at future meetings.

GRANT APPLICATIONS UPDATE

Freeman-Manzanares provided details on two pending grants that staff is working on which are due April 5:

Surface Transportation Program (STP) Grant: There is funding available this year to us potentially because the county is not ready to obligate funding for the Bald Hills Road project. Because of our ability to obligate through FTA, and the fact that we are ready to move forward with the UST project, we are able to obligate quickly and ensure the region doesn't lose this funding.

Transportation Alternatives Program (TAP): This is a grant in the range of \$160,000 to 180,000 (a 13.5% grant matching) for bus shelter ADA enhancements for 32 stops that need improvement for a variety of safety reasons. Also, we traditionally get our Youth Education funding from this grant, which would support the Walk N'Roll Program, Bikes in PE, and Bike Partners. As adjunct to that, we're considering doubling our grant request. If there is money left, there is the potential we can extend the timeframe we can offer this program or double our efforts and reach more schools in the districts.

Intercity Transit Authority Work Session

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Intercity Transit is considering partnering with the City of Tumwater to enhance Tumwater Square, mainly to correct significant ADA compliance and safety issues in that area.

Freeman-Manzanares said she received verbal confirmation from WSDOT that we'll receive \$1.25 million dollars which will be applied to the Underground Storage Tank project. Total project is about \$7.2 million dollars.

GENERAL MANAGER'S REPORT

- Staff is preparing for the FTA Drug and Alcohol Compliance Audit taking place on April 16 and 17.
- There are 210 active vanpool groups.
- The 2014-2015 vanpool incentive program generated 120 new riders since it began in the fall of 2014.
- The total number of vanpools serving the JBLM and Camp Murray area is 31.
- Carolyn Newsome and Dennis Bloom attended a meeting in Pierce County, working with carpools, vanpools and shuttles to assist with congestion at JBLM.
- The agency issued Van Grant vans to Community Senior Service for South Sound, Boys & Girls Club of Thurston County, Community Youth Services, and Union Gospel Mission.
- Mason Transit will increase weekday and Saturday service to the Olympia Transit Center and Capital Mall.
- Senator Murray's Representative for the Southwest Washington, Kierra Phifer, toured Intercity Transit on Tuesday.
- Councilmembers Jones and Sullivan along with Freeman-Manzanares attended the APTA Legislative Conference in D. C. The goal was to address the reduction in federal dollars for transportation and try to restore a balance in formula and discretionary funding.
- The Earth Day Market Ride is scheduled for Saturday, April 18, 2015. Rides begin in different neighborhoods between 9:45 a.m. and 10 a.m.

Intercity Transit Authority Work Session

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- The Bicycle Commuter Contest (BCC) registration begins in April. It's been decided to waive the \$5 registration fee to enhance participation.
- The Wrencher's Ball will be held at the Olympia Transit Center on Friday, May 1, 2015. This is an all-day event for the public needing repairs to their bicycles.
- National Bike to Work Day is Friday, May 15, 2015, with "Bike Commuter Stations" around Olympia from 7 a.m. to 9 a.m.

AUTHORITY ISSUES

Melnick attended the Olympia Planning Commission meeting on March 16, and the main topic was a Briefing on Downtown Transportation and Innovation, and the discussion included the history of Olympia and transit. Overall it was a good presentation.

Sullivan shared her experience at the APTA Legislative Conference in D. C. It was a nonstop trip that included a tour of the Capitol. She was very impressed with Intercity Transit's federal advocate, Dale Learn. While there, Sullivan, Jones, and Freeman-Manzanares met with Senator Cantwell, Senator Patty Murray, Representative Denny Heck's staff and a Senator from Kansas.

Jones added that APTA did a great job of providing conference content and coordination. He said in addition to meeting with various representatives, attendees received presentations from the administrator of the Federal Railroad Administration, Federal Transit Administration, received presentations from staffers who are on the committees which control the FTA funds; and heard presentations from numerous elected officials from across the country. Jones met with Representative Heck and explained the problems our agency is facing. He noted that the Washington Delegation of transit agencies was well represented across the state.

Messmer expressed interest in attending the APTA 2015 Sustainability and Public Transportation Workshop being held in Portland August 2 - 4. She asked if staff would attend and give presentations.

Jones said the Olympia City Council conducted a study session on a new form of bike network throughout the city called the Bike Corridor Pilot Project. Currently, bike lanes are provided on the side of arterials as part of the complete streets approach and the council asked staff to develop family-friendly bike pathways on low volume streets. There is a proposal to link the southeast neighborhood by Lyons Park with Sylvester

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Park as the first pilot location. Jones said the other component tied into the physical improvements is marketing the pilot and encouraging family rides, promoting families to get out and ride in their neighborhoods, and he suggested the Council contact Intercity Transit as a resource in advising on how best to market this type of event.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Clarkson to adjourn the meeting at 8 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 1, 2015

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

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/06/2015

Thru Date: 03/06/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018357	3/6/2015	01405	ADVANCE GLASS INC	\$488.31	
00018358	3/6/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$13,717.96	
00018359	3/6/2015	02060	AMERISAFE	\$63.65	
00018360	3/6/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$64.38	
00018361	3/6/2015	02380	ARAMARK UNIFORM SERVICES	\$757.75	
00018362	3/6/2015	02480	ASE SUPPLY INC	\$39.90	
00018363	3/6/2015	02580	ASSOCIATED PETROLEUM	\$1,886.61	
00018364	3/6/2015	02680	ASSOCIATION OF WASHINGTON CITIES	\$14,560.00	
00018365	3/6/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$632.31	
00018366	3/6/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,418.78	
00018367	3/6/2015	03776	BOZARTH, STEPHANIE	\$10.16	
00018368	3/6/2015	04120	BUILDERS HARDWARE CO	\$3,715.82	
00018369	3/6/2015	05740	CED	\$57.45	
00018370	3/6/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$90.04	
00018371	3/6/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$157.09	
00018372	3/6/2015	06060	CITY OF OLYMPIA	\$1,628.48	
00018373	3/6/2015	06120	CITY OF OLYMPIA UTILITIES	\$3,636.63	
00018374	3/6/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$516.59	
00018375	3/6/2015	06830	CONSOLIDATED PRESS	\$11,688.26	
00018376	3/6/2015	07150	CROSSROADS COLLISION CENTER	\$1,881.32	
00018377	3/6/2015	07220	CUMMINS INC	\$1,895.54	
00018378	3/6/2015	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00018379	3/6/2015	10180	FREEDMAN SEATING CORPORATION	\$184.53	
00018380	3/6/2015	10660	GILLIG LLC	\$8,417.74	
00018381	3/6/2015	10886	GROUP HEALTH COOPERATIVE	\$95.00	
00018382	3/6/2015	11175	HEALTH CARE AUTHORITY	\$253,722.99	
00018383	3/6/2015	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,667.50	
00018384	3/6/2015	11810	INTERSTATE BATTERY	\$343.64	
00018385	3/6/2015	11905	JANEK CORPORATION	\$2,393.60	
00018386	3/6/2015	12665	KGY INC	\$493.00	
00018387	3/6/2015	12825	KIRK'S AUTOMOTIVE INC.	\$352.00	
00018388	3/6/2015	13324	LACEY SPRING FUN FAIR	\$500.00	
00018389	3/6/2015	13510	LES SCHWAB TIRE CENTER	\$506.80	
00018390	3/6/2015	13555	LIBBY ENVIRONMENTAL, LLC	\$350.00	
00018391	3/6/2015	14750	MULLINAX FORD	\$1,441.71	
00018392	3/6/2015	14900	NAPA AUTO PARTS	\$362.44	
00018393	3/6/2015	15090	NELSON TRUCK	\$37.34	
00018394	3/6/2015	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$309.62	
00018395	3/6/2015	16630	PANORAMA CITY	\$360.00	
00018396	3/6/2015	16695	PATTISON WATER COMPANY	\$91.86	
00018397	3/6/2015	16765	PETRO CARD	\$85,806.86	
00018398	3/6/2015	16874	PITNEY BOWES PURCHASE POWER	\$1,510.00	
00018399	3/6/2015	17900	SCHETKY NW SALES INC	\$396.38	
00018400	3/6/2015	17981	SECURITAS SECURITY SERVICES USA INC	\$14,544.00	
00018401	3/6/2015	18068	SHINING EXAMPLE INC	\$303.33	
00018402	3/6/2015	18145	SIX ROBBLEES INC	\$677.45	
00018403	3/6/2015	18510	SRG PARTNERSHIP INC	\$1,505.00	
00018404	3/6/2015	18695	SUMMIT LAW GROUP PLLC	\$3,977.85	
00018405	3/6/2015	18801	TAGS AWARDS & SPECIALTIES	\$585.28	
00018406	3/6/2015	21660	THERMO KING NORTHWEST	\$3,374.15	
00018407	3/6/2015	21910	THYSSENKRUPP ELEVATOR	\$555.92	
00018408	3/6/2015	21930	TIRES INC	\$3,471.94	
00018409	3/6/2015	21950	TITUS-WILL CHEVROLET	\$3,193.68	
00018410	3/6/2015	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	

Intercity Transit**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/06/2015

Thru Date: 03/06/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018411	3/6/2015	22010	TOYOTA OF OLYMPIA	\$37.43	
00018412	3/6/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$60,808.59	
00018413	3/6/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,761.40	
00018414	3/6/2015	23660	UNITED WAY OF THURSTON COUNTY	\$1,095.00	
00018415	3/6/2015	23740	USSC LLC	\$580.36	
00018416	3/6/2015	23820	VERIZON WIRELESS	\$1,617.21	
00018417	3/6/2015	24000	W W GRAINGER INC	\$152.03	
00018418	3/6/2015	24742	WA ST EMPLOYMENT SECURITY	\$26.30	
00018419	3/6/2015	24750	WA ST GET PROGRAM	\$247.00	
00018420	3/6/2015	25858	WESTCARE CLINIC LLC PS	\$750.00	
00018421	3/6/2015	26410	XPIO CORPORATION	\$2,640.00	
			Total:	\$525,556.91	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/20/2015

Thru Date: 03/20/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018426	3/20/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00018427	3/20/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$13,598.96	
00018428	3/20/2015	01230	A WORKSAFE SERVICE INC	\$87.00	
00018429	3/20/2015	01395	ADA WORKSHOP	\$500.00	
00018430	3/20/2015	01405	ADVANCE GLASS INC	\$971.77	
00018431	3/20/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$119.00	
00018432	3/20/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$4,808.91	
00018433	3/20/2015	01820	AMERICAN DRIVING RECORDS INC	\$458.96	
00018434	3/20/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$8,051.20	
00018435	3/20/2015	01960	AMERICAN SEATING COMPANY	\$2,756.71	
00018436	3/20/2015	02150	ANALYSTS, INC.	\$2,853.90	
00018437	3/20/2015	02380	ARAMARK UNIFORM SERVICES	\$761.11	
00018438	3/20/2015	02580	ASSOCIATED PETROLEUM	\$695.82	
00018439	3/20/2015	03250	BATTERY SYSTEMS, INC	\$1,568.76	
00018440	3/20/2015	03350	BERNIE'S CUSTOM PAINT, INC.	\$450.02	
00018441	3/20/2015	03610	BLANCHARD ELECTRIC	\$4,542.40	
00018442	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018443	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018444	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018445	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018446	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00018447	3/20/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$9,871.48	
00018448	3/20/2015	03940	B&B SIGN COMPANY LLC	\$115.87	
00018449	3/20/2015	04120	BUILDERS HARDWARE CO	\$82.57	
00018450	3/20/2015	05210	CAPITAL COLLISION CENTER	\$499.17	
00018451	3/20/2015	05340	CAPITOL COURIER SERVICE	\$341.25	
00018452	3/20/2015	05740	CED	\$49.12	
00018453	3/20/2015	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,782.65	
00018454	3/20/2015	05945	CENTURYLINK COMMUNICATIONS LLC	\$105.97	
00018455	3/20/2015	06040	CITY OF LACEY	\$743.06	
00018456	3/20/2015	06060	CITY OF OLYMPIA	\$897.80	
00018457	3/20/2015	06120	CITY OF OLYMPIA UTILITIES	\$2,662.15	
00018458	3/20/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$743.86	
00018459	3/20/2015	07215	CUMMINS ALLISON CORP	\$295.94	
00018460	3/20/2015	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00018461	3/20/2015	07220	CUMMINS INC	\$5,658.92	
00018462	3/20/2015	08780	EMERALD SERVICES INC	\$639.54	
00018463	3/20/2015	09805	FLEET PRIDE	\$29.53	
00018464	3/20/2015	09820	FLEET-NET CORP	\$228.10	
00018465	3/20/2015	10605	GENFARE	\$404.27	
00018466	3/20/2015	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00018467	3/20/2015	10660	GILLIG LLC	\$6,831.09	
00018468	3/20/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00018469	3/20/2015	10820	GRAPHIC COMMUNICATIONS	\$274.72	
00018470	3/20/2015	11048	HARGIS ENGINEERS INC	\$575.00	
00018471	3/20/2015	11340	HONEY BUCKET	\$418.60	
00018472	3/20/2015	11414	HULTZ BHU ENGINEERS INC	\$155.36	
00018473	3/20/2015	11422	HUNG RIGHT DOORS LLC	\$1,849.60	
00018474	3/20/2015	11615	INDUSTRIAL HYDRAULICS INC	\$240.05	
00018475	3/20/2015	11765	INTERCITY TRANSIT PETTY CASH	\$287.23	
00018476	3/20/2015	11810	INTERSTATE BATTERY	\$110.92	
00018477	3/20/2015	11905	JANEK CORPORATION	\$935.68	
00018478	3/20/2015	11930	JERRYS AUTOMOTIVE TOWING	\$1,005.30	
00018479	3/20/2015	12665	KGY INC	\$696.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/20/2015

Thru Date: 03/20/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00018480	3/20/2015	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00018481	3/20/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$4,606.69	
00018482	3/20/2015	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$4,846.65	
00018483	3/20/2015	13661	LOOMIS	\$398.16	
00018484	3/20/2015	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00018485	3/20/2015	13850	MASON TRANSIT AUTHORITY	\$1,288.00	
00018486	3/20/2015	14160	MCMASTER-CARR SUPPLY CO.	\$29.01	
00018487	3/20/2015	14280	MCPIKE, THOMAS	\$80.00	
00018488	3/20/2015	14750	MULLINAX FORD	\$2,416.94	
00018489	3/20/2015	14900	NAPA AUTO PARTS	\$404.55	
00018490	3/20/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$434.01	
00018491	3/20/2015	15585	OLYMPIA FOOD CO-OP	\$65.00	
00018492	3/20/2015	16215	OLYMPIC TRAILER & TRUCK	\$423.92	
00018493	3/20/2015	16263	ORACLE AMERICA INC	\$1,948.61	
00018494	3/20/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00018495	3/20/2015	16557	PACIFIC MODULAR, INC	\$489.60	
00018496	3/20/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00018497	3/20/2015	16680	PARTSMASTER	\$2,421.11	
00018498	3/20/2015	16765	PETRO CARD	\$67,405.80	
00018499	3/20/2015	16841	PIONEER FIRE & SECURITY INC	\$165.08	
00018500	3/20/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00018501	3/20/2015	17290	PUGET SOUND ENERGY	\$22,897.24	
00018502	3/20/2015	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00018503	3/20/2015	17505	RAINIER DODGE INC	\$555.72	
00018504	3/20/2015	17530	RAYTHEON PROFESSIONAL SERVICES LLC	\$4,515.00	
00018505	3/20/2015	17560	RE AUTO ELECTRIC INC	\$735.99	
00018506	3/20/2015	17760	ROSS AND WHITE COMPANY	\$515.30	
00018507	3/20/2015	17893	SCHEDULE MASTERS	\$8,287.50	
00018508	3/20/2015	17900	SCHETKY NW SALES INC	\$306.76	
00018509	3/20/2015	17981	SECURITAS SECURITY SERVICES USA INC	\$13,817.80	
00018510	3/20/2015	18145	SIX ROBBLEES INC	\$123.74	
00018511	3/20/2015	18160	SKILLINGS CONNOLLY INC	\$6,293.42	
00018512	3/20/2015	18210	SME SOLUTIONS	\$725.00	
00018513	3/20/2015	18355	SOUND TRANSIT	\$26,066.86	
00018514	3/20/2015	18510	SRG PARTNERSHIP INC	\$3,430.00	
00018515	3/20/2015	18705	SUNBELT RENTALS	\$854.20	
00018516	3/20/2015	18720	SUPER BEE WHEEL ALIGNMENT	\$317.20	
00018517	3/20/2015	18940	TENNANT COMPANY	\$553.14	
00018518	3/20/2015	21850	THURSTON COUNTY TREASURER	\$1,673.99	
00018519	3/20/2015	21930	TIRES INC	\$22,766.34	
00018520	3/20/2015	21950	TITUS-WILL CHEVROLET	\$3,325.02	
00018521	3/20/2015	22010	TOYOTA OF OLYMPIA	\$102.08	
00018522	3/20/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00018523	3/20/2015	22420	TUMWATER PRINTING	\$288.06	
00018524	3/20/2015	23960	US BANK VOYAGER FLEET SYSTEMS	\$27,914.24	
00018525	3/20/2015	24000	W W GRAINGER INC	\$9,131.11	
00018526	3/20/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$123.91	
00018527	3/20/2015	24742	WA ST EMPLOYMENT SECURITY	\$328.45	
00018528	3/20/2015	24750	WA ST GET PROGRAM	\$247.00	
00018529	3/20/2015	25380	WASHINGTON GARDENS	\$315.52	
00018530	3/20/2015	25858	WESTCARE CLINIC LLC PS	\$149.00	
00018531	3/20/2015	26560	YELM AREA CHAMBER OF COMMERCE	\$355.00	
Total:				\$341,665.09	

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	02/22-25/15	DI	3/20/2015			248.00	248.00	248.00		248.00
09960 FOREMAN BENJAMIN T III										
00	03/3-6/15	DI	3/20/2015			1,355.81	1,355.81	1,355.81		1,603.81
10120 FRANSEN , KRIS										
00	2/22-25/15	DI	3/20/2015			306.65	306.65	306.65		1,910.46
11308 HOFSTETTER SHANNON										
00	2/27/15	DI	3/20/2015			192.30	192.30	192.30		2,102.76
00	3/13/15	DI	3/20/2015			192.30	192.30	384.60		2,295.06
15120 NEWSOME CAROLYN										
00	3/5-6/15	DI	3/20/2015			124.77	124.77	124.77		2,419.83
16595 PACIFIC POWER GROUP LLC										
00	6410267-01	DI	3/20/2015			68.16	68.16	68.16		2,487.99
00	6410514-00	DI	3/20/2015			1,435.83	1,435.83	1,503.99		3,923.82
00	6410552-00	DI	3/20/2015			1,862.70	1,862.70	3,366.69		5,786.52
00	6410652-00	DI	3/20/2015			122.92	122.92	3,489.61		5,909.44
00	6410775-00	DI	3/20/2015			196.32	196.32	3,685.93		6,105.76
00	6411224-00	CM	3/20/2015			-167.55	-167.55	3,518.38		5,938.21
00	6411225-00	CM	3/20/2015			-330.75	-330.75	3,187.63		5,607.46
00	6411357-00	DI	3/20/2015			27.05	27.05	3,214.68		5,634.51
00	6411905-00	DI	3/20/2015			14.84	14.84	3,229.52		5,649.35
00	6412021-00	DI	3/20/2015			245.40	245.40	3,474.92		5,894.75

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
08550 EASY SPEAKERS CLUB										
00	2015DUES	DI	3/6/2015			528.00	528.00	528.00		528.00
09680 FINNELL DAVE										
00	2015MAR	DI	3/6/2015			79.83	79.83	79.83		607.83
10205 FREEMAN-MANZANARES ANN										
00	02/6-10/15	DI	3/6/2015			1,494.54	1,494.54	1,494.54		2,102.37
10775 GOULD, JESSICA										
00	02/14/2015	DI	3/6/2015			122.25	122.25	122.25		2,224.62
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2015FEB	DI	3/6/2015			755.00	755.00	755.00		2,979.62
11775 INTERCITY TRANSIT WELLNESS										
00	2015FEB	DI	3/6/2015			664.00	664.00	664.00		3,643.62
16595 PACIFIC POWER GROUP LLC										
00	6408063-00	DI	3/6/2015			69.91	69.91	69.91		3,713.53
00	6409939-00	DI	3/6/2015			73.60	73.60	143.51		3,787.13
00	6410026-00	DI	3/6/2015			37.76	37.76	181.27		3,824.89
00	6410076-00	DI	3/6/2015			836.90	836.90	1,018.17		4,661.79
00	6410078-00	DI	3/6/2015			2,120.52	2,120.52	3,138.69		6,782.31
00	6410240-00	CM	3/6/2015			-58.11	-58.11	3,080.58		6,724.20
00	6410267-00	DI	3/6/2015			26.36	26.36	3,106.94		6,750.56

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: April 1, 2015

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 of Facilities items, Maintenance vehicle parts and Information Systems items 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 \$7,876.00
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 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 - Exhibit "A" - April 2015.

EXHIBIT "A" - SURPLUS PROPERTY - APRIL 2015

FACILITIES	DESCRIPTION	TOTAL VALUE
1	Rolling work platform 3' wide x 4' high	10.00
1	Heavy duty metal work bench 3' x 9'5"	100.00
1	Welding bench with cutting torch gating	100.00
21	Unused flip top H1N trash can covers Rubbermaid	500.00
2	Kent Moore engine rebuild carts 40" x 72"	400.00
1	Culligan reverse osmosis system M series	25.00
1	Adjustable dual tire lift mechanism	25.00
1	Auto meter charging system analyzer BVA3	20.00
2	Exposed aggregate concrete ash urns	70.00
1	Lincoln mini grease pump	75.00
6	Used bus shelters full-size Ace aluminum	1,800.00
1	100 feet SIDR Driscopipe water pipe	100.00
1 assortment	Edsal bulk rack parts	50.00
MAINTENANCE	DESCRIPTION	TOTAL VALUE
25	Wheels Ford 225/75R16	1,125.00
30	Wheels assorted for Ford and Chevrolet vans 2000-2006	1,020.00
INFORMATION SERVICES	DESCRIPTION	TOTAL VALUE
3	Dell Optiplex CPUs	75.00
4	Dell Precision CPUs	115.00
2	Dell Latitude laptops	90.00
1	Dell Precision laptop	30.00
1	Dell Studio laptop	30.00
1	Panasonic CF29 laptop	45.00
14	Dell PowerEdge servers	850.00
2	Dell LCD Monitors	4.00
2	Cisco RPS redundant power system	100.00
5	Cisco Catalyst switches	260.00
2	Cisco PIX security appliances	250.00
2	Cisco AP Aironet access points	10.00
2	Cisco 3800 Series routers	150.00
2	OKI C5800 printers	60.00
2	Avocent DSR switches	25.00
1	HANNES G monitor	10.00
1	APC InfraStrucXure Manager	55.00
1	NEMA electronics enclosure	25.00

EXHIBIT "A" - SURPLUS PROPERTY - APRIL 2015

1	Security camera with enclosure and mount arm	100.00
1	Sony 5 CD disk player	10.00
1	JD Davis amplifier	10.00
1	Gentner assist listening FM transmitter	2.00
1 box	Misc. cables	25.00
1 box	Misc. cables	25.00
1 box	Misc. cables and small parts	20.00
1 box	Misc. cables and small parts	20.00
1 box	Misc. access points, routers, check reader, radio, cables	40.00
1 box	Misc. keyboards, cables, crimpers	20.00
	TOTAL	7,876.00

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
James Slape

Town of Bucoda
Alan Vanell

Thurston County
Sandra Romero

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
George Barner

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, April 3, 2015 8:30 a.m. – 11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – March 6, 2015
- b. Approval of Vouchers

Ruckelshaus Center – Functional Collaboration

PRESENTATION / DISCUSSION

The mission of the William D. Ruckelshaus Center is to act as a neutral resource for collaborative problem solving in the State of Washington and Pacific Northwest. The Center undertook this research study for the Tri-Cities Governance Study Task Force. This agenda item addresses the Council's continuing interest in "Functional Collaboration" within our region. The Ruckelshaus study focused on communities pursuing collaborative approaches to enhanced regional governance.

Chehalis Western & Woodland Trails "Hub Junction" Project

DISCUSSION

Last spring, TRPC awarded the City of Olympia a Transportation Alternatives Program grant to commemorate the completion of the Chehalis Western Trail Bridging the Gap project. Over the past six months, Olympia has led a multi-jurisdictional team from Lacey, Olympia, Tumwater, and Thurston County to design a space surrounding the roundabout at the junction of the Chehalis Western and Woodland Trails. Council members will receive a briefing on the design features and identify next steps toward the construction phase.

TRPC Website

PRESENTATION

At the March TRPC meeting staff demonstrated various web mapping capabilities and the online version of The Profile. At April's meeting staff will highlight various other features of the new site including how to sign up for notifications, where to find agendas and minutes, and mobile friendly features.

RTIP Amendment 15-05

1ST REVIEW

WSDOT proposes amending a new project into the RTIP and STIP for repairing guardrail on WSDOT facilities throughout the region. Amending a new project requires TRPC action, planned for May. [Note: This 15-05 project for repairing guardrail should not be confused with the recently approved 15-03 amendment that included a project for installing new guardrail.] TRPC action expected in May.

2015 Legislative Session

UPDATE / DISCUSSION

The 105-day legislative session is scheduled to adjourn on April 26. Staff will provide an overview of legislation of regional interest.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 16, 2015

CALL TO ORDER

Chair Van Gelder called the March 16, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Victor VanderDoes; Sue Pierce; Joan O'Connell; Quinn Johnson; Charles Richardson; Leah Bradley; Kahlil Sibree; Dale Vincent; Valerie Elliott; Jan Burt; Billie Clark; Grace Arnis; Julie Hustoft; Denise Clark; and Lin Zenki.

Absent: Vice Chair Carl See; Faith Hagenhofer; Mitchell Chong; and Ursula Euler.

Staff Present: Ann Freeman-Manzanares; Erin Scheel; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by ELLIOTT and RICHARDSON to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Debbie Sullivan.

MEETING ATTENDANCE

- A. March 18, 2015, Work Session - Grace Arnis
- B. April 1, 2015, Regular Meeting - Lin Zenki

APPROVAL OF MINUTES

It was M/S/A by ELLIOTT and SIBREE to approve the minutes of the February 9, 2015 meeting.

CONSUMER ISSUES CHECK-IN - Issues for discussion later in the meeting include:

- *Zenki* - Service at Amtrak Station.

NEW BUSINESS

- A. **YOUTH PROGRAM UPDATE** - (*Erin Scheel*) Scheel introduced herself and provided a news clip from King 5 News on the Bikes in PE Program in the Tumwater School District that aired on Friday, March 13, 2015.

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Scheel indicated initial expectations were that the program would reach about 400 students, but it is now reaching over 1,000.

The youth program has 2 other staff members who are in grant funded positions, Jessica Gould and David Copley. The marketing group recently created the new Youth Education Mission and Vision statement. The Mission is “to educate and encourage youth to get around by biking, walking and riding the bus to foster a healthy, active community.” The Vision is, “Youth will access their community using healthy, active transportation.”

Scheel reviewed the goals of the program to include promoting transit that begins with biking or walking; reinforce good traffic safety skills; promote regular physical activity; focus on safe walking and biking street improvements – specifically within ½ mile of schools; and to coordinate and partner to improve the walking, biking and transit access for youth through design, infrastructure, education and encouragement. School improvements specifically facilitate these goals. Questions they asked the community about why youth are being driven to school gave rise to the Healthy Kids Safe Streets Action Plan and ultimately influenced the Sustainable Thurston plan.

Scheel reviewed the statistics for International Walk to School Day. Ten schools participated. We help schools pick a site to meet, and they all walk to school together. Some schools have had as many as 300 participate with police escorts, cheerleaders and the support of community leaders. There are a few dates every month for the remainder of the school year on Wednesday mornings and everyone is welcome to attend.

Scheel stated they do bike outreach to create a situation where kids feel comfortable on bikes. We have classes for kids after school so they can be the voice of biking to school. The Youth Program also supports Kidical Mass rides the 2nd Sunday of every month. If youth aren't comfortable biking, this is a safe way to learn. We have 20-30 people and they meet at a park, have a snack and ride to another park. Kidical mass also has a Facebook page.

Scheel shared the Youth Program brought the bicycle and pedestrian skills in PE classes to the Tumwater School District. We helped Tumwater apply for the grant-funded program. There are over 400 - 5th and 6th graders participating in the program. The students do a month long curriculum. There are 40 other school districts doing this in Washington State

Scheel relayed information on the Bike PARTners program and the re-use of discarded bikes. The bikes are refurbished and given to youth who need a bike. We are now in Tumwater Middle School and will be in Washington Middle School. The program has been in 5 other schools and given out 100-150 bikes per year. Most are donated or have been left on our buses or at the transit centers. We focus on having an equal number of boys and girls in the program who are working on bikes.

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Scheel indicated the Youth Program is currently working off 2 grants, the Safe Routes to School, 2 year grant and the Transportation Alternatives Programs a 3 year grant or until the money is gone. Currently the program is trying to find a new space to hold the bike shop repair space. We are hoping to find some space downtown on the bus route.

Bradley arrived.

Clark – The Evergreen State College has a bike shop – it is downstairs from the cafeteria.

Scheel - Anything we can't use in our program we donate to other bike shops.

Scheel indicated the program is growing and we are defining how we can reach more students, and the right students. We were doing a lot of trips with preschoolers and they love going through the bus wash, but we want to reach kids who can use the service they have access to.

Scheel answered questions.

VanderDoes – asked if the signage at Tumwater Hill belongs to the Youth Program.

Scheel – replied, it does.

Freeman-Manzanares – remarked that Scheel single-handedly spearheaded the grant for Tumwater through WSDOT. The fact that we are in any school district now is due to Erin.

Scheel – advised there are volunteer opportunities available and to contact her if anyone is interested.

Freeman-Manzanares – stated according to WSDOT statistics, the Tumwater School District has experienced pedestrian/vehicle issues so there was a great need for a skill-building/safety program.

B. CAC BY-LAW REVIEW - (*Michael Van Gelder*) Van Gelder indicated the committee discussed changing the Bylaws in our search for membership. We had a difficult time finding members in the spring, but in the fall we had a very successful recruitment.

Van Gelder relayed that he, Carl See and staff reviewed the Bylaws and determined when such detail is inserted in Bylaws it creates difficulty in flexibility.

This is an opportune time with new members to review the elements of the Bylaws. Van Gelder stated the Bylaws provide an explanation of our purpose. The first section includes the purpose and authority. The purpose is broad – to provide advice; advocate and represent the public. We are advisory to the transit authority not the agency. The composition reflects the composition of the district and specifies categories with which

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to choose members. Our terms are 3 years; and we can complete 2 back-to-back terms. The Youth term is one year. Specifications on attendance are to encourage participation. Our schedule is pretty consistent. The agendas are put together by staff and the transit authority. Staff prepares minutes; and a quorum is necessary; which is one more than half the current members and at this time that would be eleven. The Bylaws dictate officers consisting of a chair and vice chair. In terms of protocol it is good to wait to be recognized prior to speaking. The Authority prefers the committee forward a recommendation but if there is a mixed response, they want to know that as well.

Van Gelder stated the committee conducts a self-assessment annually and it is very important to the Authority. They review it at their joint meeting with the CAC. The self-assessment reflects what people think about the activity of the committee and their roles in it.

Van Gelder answered questions.

Richardson – added it would be helpful to do the assessment online with survey monkey.

O'Connell – appreciates the Authorities interest and would like to see some small work groups regarding specific issues like system maps.

Freeman-Manzanares – asked if the committee enjoyed Steve Swan's presentation last month and would they appreciate more materials such as that presented?

O'Connell – indicated it was good, but we were pressured for time. It would be great to dedicate an entire meeting to that and present it in layman's terms.

O'Connell – indicated more of a think-tank style meeting possibly with customer service and what their experiences are would be helpful.

Freeman-Manzanares – added you can always share your ideas with us. We get those kinds of emails frequently and we respond to them.

Freeman-Manzanares – stated we wanted to show service, performance based on our performance standards and the hours associated with routes. For instance, if we needed to cut 45,000 hours worth of service, this is what it would equate too. We've had to change routes on the west side because of the traffic. We need to hear that from you on those types of issues. You've also indicated the 62 is standing room only – we note all of this for future use in planning.

Pierce – remarked that the committee ran away with Steve's presentation. She suggested the next time he should ask people to note their questions and hold them until the end.

Vincent – stated Steve’s presentation was one of the better one’s we’ve had and that he didn’t know how carefully Intercity Transit tracks their system. He was pleased to get that information.

C. CAC BY-LAW COMPOSITION - (Michael Van Gelder) Van Gelder asked the committee for their questions and comments to the proposed revisions to the Bylaws.

Zenki – asked why there was trouble with the recruitment in the spring.

Freeman-Manzanares – remarked that there wasn’t trouble necessarily, but not many people applied. As a result the Authority directed staff to do a fall recruitment.

This is also a good time for members who have the opportunity to renew their term to let us know if they would like to continue on the committee. In the fall recruitment we did reach out a little differently with bus boards; and email contacts.

Sibree – asked if Zenki applied once before but didn’t get an invitation, what was different the second time.

Freeman-Manzanares – responded we have 20 members and during a recruitment we are looking at a number of things. The three CAC members and three Authority members that make up the ad-hoc committee are looking at different segments of community and it can change by the year.

Pierce – indicated she was on the fall selection committee and there were many spots to fill. She believes it is a good idea to have some sort of guidance, without it being set in stone.

Van Gelder – Bylaws are policy and should be a high level document. He was speaking as a policy writer, which he does as a profession. These suggestions are very specific procedures and not appropriate for policy. You want to have flexibility. It is possible in a few years it will be decided to only recruit in sequence. The policy gives a framework within which to operate.

O’Connell – added the Bylaws need to be general and the changes are too specific.

Elliott – identified that the Member Selection and Composition language are for two different sections.

Sullivan – requested clarification on the July 1 commencement of term is confusing.

Sibree – remarked this much detail would become too structured.

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Zenki – stated we shouldn't put something in that is too constraining. The changes to the Composition section are the type of statements that have kept people off boards. It could be misconstrued. You don't want to exclude those that have been underrepresented.

Van Gelder – indicated the Composition recommendation is more a policy proposal and the Member Selection is a detailed set of procedures.

Vincent left.

Elliott – added the first paragraph covers the spring recruitment and the second paragraph covers the fall.

Sullivan – asked if new members selected in the fall would they have to wait for their term to begin in July.

Sibree – asked why not include the option of a fall recruitment.

O'Connell – remarked that both fall and spring offer different things and maybe we should keep both out there.

Freeman-Manzanares – stated the most recent new member terms from the Fall recruitment began in January.

Arnis – stated she liked the fall recruitment because it's a good time for students to get involved. In spring students are preparing for exams and the end of the school year.

Bradley – indicated she agreed because when school starts and new people come in it might spark an interest, and fall presents a lot of opportunity.

Van Gelder – remarked we've talked a lot about details and putting specific timelines and specific details about who, what, when, where or why to a recruitment may not be effective or necessary as there might continue to be a need to be flexible in the future.

Elliott – stated that was not the purpose of her proposal.

Clark – asked what the purpose was for the changes.

Elliott – stated she showed up for numerous meetings; one was cancelled and she wasn't notified. My idea was not to propose any methodologies, but direction so those on the ad-hoc committee would know how it operates.

Clark – remarked the opposition could be because it is more of a policy and higher level. She asked if there is a place this information could reside.

Van Gelder – indicated it could be in the Transit 101 information.

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Freeman-Manzanares – stated the Bylaws are a framework the ITA established. They were seeking an advisory board that represented the community and could advise the ITA. By-laws are generally broad direction. We could address this need perhaps with standard operating procedures or task lists. Staff has managed the process in a really similar fashion recruitment to recruitment altering as needed (Spring to Fall) to accomplish the goals of the ITA.

Van Gelder – stated the committee can send a recommendation for an amendment to the Bylaws or some selected pieces, or we can say make no changes.

Freeman-Manzanares – remarked as staff we can write down how we have done it. That's the benefit of having something broad.

Pierce – suggested we not make any changes to the Bylaws tonight. She was on the ad-hoc interview committee and thinks those concerns should be discussed and roadblocks determined.

Zenki – stated the committee should reject both because one is too broad and one is too specific.

Clark – suggested the agenda item be pushed to another meeting.

Zenki – requested not more than 2 months and to discuss again in May.

M/S/A by PIERCE and ELLIOTT to take no action and address again in May.

CONSUMER ISSUES

- *Zenki* – Relayed a concern regarding bus service at Amtrak.

Freeman-Manzanares – Currently transit service ends prior to the last train and unfortunately we do not have the funds to increase service. Indicated staff met with the Centennial Station volunteers and WSDOT last week. There are currently track improvement projects underway so Amtrak will ultimately add two new round trips in 2017 between Seattle and Portland. The volunteers felt the station may need to be expanded to meet the demand.

- *VanderDoes* – relayed a request from an HOA on Tumwater Hill for a small garbage can at stop #0101.
- *O'Connell* – indicated the stop at Pacific and Ranger needs a garbage can too.

REPORTS

- *Elliott* – provided the report from the February 18, 2015, Work Session – the ITA elected Nathaniel Jones as Chair and Ryan Warner as Vice Chair; the discounted bus pass is at the maximum of \$200,000; the sales tax issue was discussed with the possibility of it going beyond .09%; Dale Kamerrer provided a presentation on the Public Disclosure Commission rules and that the Intercity Transit email and facilities cannot be used for campaigning

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- *Freeman-Manzanares* – provided the update on the March 4, 2015, Authority meeting on behalf of Ursula Euler who was absent. The Authority approved 15 more solar lighting units; amended their rules to allow members to attend meetings via teleconference; the ISO 14001 surveillance audit was completed and the agency passed the audit and will maintain certification; the Washington State Transit Insurance Pool (WSTIP) provided a presentation on the services they provide.
- *Freeman-Manzanares* – provided the General Manager's report. She attended the APTA CEO conference where she gave a presentation on going from team leadership to general manager leadership; she recently attended the APTA legislative conference in Washington DC with Authority members Debbie Sullivan and Nathaniel Jones. They had the opportunity to meet with Senator Cantwell and her staff; Senator Murray and her staff; and Denny Heck's staff. They also met with a senator from the state of Kansas who is writing legislation that benefits bus systems. Federal transportation funding was cut by 57% in 2012. At this time we don't have the ability to get funding to replace buses or facilities. We are excited that Senator Murray's SW region representative is visiting the agency tomorrow.

The Authority directed staff to move forward with a sales tax election in August 2015. The CAC has encouraged the ITA for the last several years to do so. Now we have an opportunity to potential expand service with additional taxing authority. Representative Reykdal is working to provide us the opportunity to ask for additional local options. It does present some timing issues in regards to an August election. The ITA is interested in this opportunity and willing to wait until a later date if there is a potential to provide additional service. What we're doing is a multi-track and if we get clear indicators that it's not going we will probably look at August. If we have indicators it's going to pass we'll look at the spring of 2016.

We received some coverage from KOMO 4 News this week when one of our buses collided with an owl near TESC. The Operator called in that something hit the bus. An Operations Supervisor went out to the location, in the dark, and found the owl. He moved it to a safe location and waited for assistance from the Thurston County Sheriff's office. When the officer arrived, it flew away. They were able to rescue the owl and it is in good care.

Bill Elliott from WSDOT is making a presentation Wednesday night at the Authority meeting on the I-5/JBLM study. We will also discuss grant applications at that meeting. Currently \$1.6 million dollars is available because Thurston County is unable to obligate the money this year. We are going to utilize this money towards our Underground Storage Tank project that is ready to move forward. We also have two pending applications for Youth Education program – one to maintain and one to double in size. We are also partnering with Tumwater on enhancements at Tumwater Square that will improve accessibility and other ADA bus stop enhancements.

Mason Transit is increasing their service with three trips from the OTC on weekdays and two eastbound trips. They are also opening their new community Center April 1st.

Van Gelder – remarked he had heard commuters from Shelton will be missing their connections when the changes are implemented.

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Freeman-Manzanares –stated that we should encourage MTA riders to contact MTA if there are issues with their new changes.

The Bicycle Commuter Contest is ramping up and we'll have more information for you at next month's meeting on the Earth Day Market Ride and the Wrencher's Ball.

Transit Driver Appreciation day in Wednesday, March 18, 2015, please sign the banners.

NEXT MEETING: April 20, 2015.

ADJOURNMENT

It was M/S/A by HUSTOFT and SIBREE to adjourn the meeting at 7:34 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 1, 2015

FOR: Intercity Transit Authority
FROM: Bob Holman, Grants Program Administrator, 705-5885
SUBJECT: Schedule 2016-2019 TIP Public Hearing

1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects by scheduling a public hearing on the draft 2016-2019 Transportation Improvement Program (TIP).

2) **Recommended Action:** Schedule a public hearing for May 6, 2015, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2016-2019 TIP.

3) **Policy Analysis:** Federal regulations require grantees to offer the opportunity for public participation in the process of programming planned future federally funded projects. Scheduling and advertising a public hearing on the 2016-19 TIP is an appropriate means of encouraging public participation. A public hearing for this purpose is consistent with Intercity Transit policy and past practice.

4) **Background:** The draft 2016-2019 TIP is consistent with projects that are identified in Intercity Transit's *2015-2025 Capital Improvement Program* and the *2014-2019 Transit Development Plan* and *2015-2020 Strategic Plan*. The TIP is the first step in the recurring annual cycle of independently updating these related planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Most importantly, it is an explicit opportunity to encourage public participation in the programming of federally funded projects.

Project elements in the draft 2016-19 TIP are:

- Preventive maintenance of vehicles in IT's fleet during the years 2016-2019;
- Purchasing heavy duty coaches to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;

- Conducting a Youth Education Program that fosters the use of active transportation such as walking, cycling and using public transportation; and
- Providing bus stop enhancements including ADA improvements.

One additional project is identified for planning purposes in order to maintain a focus on it as a regionally significant project. The following project which is related to but goes beyond the UST project identified above does not as yet have a federal funding source identified:

- The Pattison Street Facility Rehabilitation and Expansion Project.

Projects identified in the draft TIP proposed for ITA adoption on June 3, 2015 are also subject to review by the Thurston Regional Planning Council and, for projects with PSRC Earned Share formula funds, the Puget Sound Regional Council for the respective regional TIP (RTIP). Federally funded projects must also be included by TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2016-19 TIP projects total more than \$34 million with more than \$25 million of federal funding.

5) Alternatives:

- A. Scheduled a public hearing for May 6, 2015, 5:30 p.m.
TRPC sets a schedule for jurisdictions to submit their agency TIPs as early as possible in July. To meet the TRPC schedule requires a public hearing at the ITA regular May 6 meeting and adoption at the regular June 3, 2015 meeting.
- B. Defer action.

6) Budget Notes: The TIP reflects projects that could be considered for 2016 through 2019 annual Intercity Transit budgets.

7) Goal Reference: The project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community.”* **Goal #4:** *“Provide responsive transportation options.”*

8) References: Exhibit 1 - Draft 2016-2019 TIP
Exhibit 2 - TIP News Release

2016-19 Transportation Improvement Program (TIP) / Programing of Projects (POP) for Projects with Anticipated Federal Funding												
IT #	Project	2016	2017	2018	2019	TOTAL 2016-2019	Federal	Type	Local	Total	Fed %	Project Status
IT 1601	Capital Preventive Maintenance (TRPC & PSRC estimated apportionments)	\$5,653,500	\$5,766,570	\$5,881,901	\$5,999,539	\$23,301,511	\$18,641,209	Sec. 5307 IT Apportionment & PSRC Earned Share	4,660,302	23,301,511	80.0%	Planned & Secured 5307/5340
IT 1602	Construction Phase for Replacement of Underground Storage Tanks at Pattison Maintenance Facility with grading to meet expansion needs.	\$6,788,000				\$6,788,000	\$2,900,000	Sec. 5339 thru WSDOT and FHWA-CMAQ thru TRPC	3,888,000	6,788,000	42.7%	Secured funding pending. Applications in process March, 2015
IT 1603	Vanpool Vans - Replacement & Expansion (PSRC)	\$912,186	\$912,186	\$912,186	\$912,186	\$3,648,744	\$2,918,995	Sec. 5307 PSRC Earned Share	729,749	3,648,744	80.0%	Planned & Secured PSRC 5307 Earned Share
IT 1604	Transportation Alternatives (TA) Bus Stop Enhancements	\$185,000	\$185,000	\$185,000	\$185,000	\$740,000	\$640,100	to FTA Federal Surface Transportation	99,900	740,000	86.5%	Planned TAP, 2015 ff Not Yet Secured
IT 1605	Transportation Alternatives (TA) Walk-N-Roll Youth Transportation	\$39,000	\$39,000	\$39,000	\$39,000	\$156,000	\$134,940	to FTA Federal Surface Transportation	21,060	156,000	86.5%	Planned TAP, 2015 ff Not Yet Secured
IT 1701	Replacement, heavy duty coaches - order in 2018-19 (PSRC)	\$0	\$4,140,446	\$887,500	\$887,500	\$5,915,446	\$4,732,357	Sec. 5307 PSRC Earned Share	1,183,089	5,915,446	80.0%	Planned & Secured PSRC 5307 Earned Share
Total Federal Funded Projects		\$13,577,686	\$6,902,756	\$7,018,087	\$7,135,725	\$34,634,255	\$25,253,244		9,403,511	34,634,255	72.9%	
Regionally Significant - Federal Funds Not Yet Identified												
IT #	Project	2016-2019				State	Type	Local	Total	Federal	Project Status	
	Pattison Maintenance Facility Expansion			\$22,000,000			unknown	unknown	unknown	unknown	Regionally Significant RTIP Project Contingent on Securing Federal \$\$	
NOTE: Grant type: Sec. 5307 & PSRC* 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. 5307 also has Small Transit Intensive Cities (5340) performance based funds rolled into the total. *Puget Sound Regional Council												



News Release

For Immediate Release:

April 2, 2015

For More Information:

Kris Fransen 360-705-5836

www.intercitytransit.com

Public Invited to Comment on Transportation Improvement Projects

Intercity Transit (IT) invites public comment on IT's programming of projects in the 2016-19 Transportation Improvement Program (TIP). IT has a reasonable expectation that we will use federal transportation funding for these projects. The Intercity Transit Authority (ITA) will hear comments at a public hearing on Wednesday, May 6, 2015, at 5:30 p.m. at their business office, 526 Pattison Street SE, in Olympia. Routes 62A, 62B, and 66 service this location.

Once adopted by the ITA, Thurston Regional Planning Council will use Intercity Transit's TIP as an element in constructing the regional TIP (RTIP) and the state and federally approved annual program document (STIP). TIP projects could total more than \$34.6 million in combined federal and local funds for the 2016-2019 period.

Projects for which IT has programmed potential funding for 2016-2019 are:

- Preventive maintenance of vehicles in IT's fleet during the years 2016-2019;
- Purchasing heavy duty coaches to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;

- Conducting a Youth Education Program that fosters potential for using transit and/or bicycle forms of transportation; and
- Providing bus stop enhancements including ADA improvements.

The draft Intercity Transit 2016-19 TIP represents IT's complete programming of projects (POP) for which we expect federal funds to be available for fiscal years 2016 through 2019.

Copies of the draft Intercity Transit 2016-19 TIP for federally funded projects are available at Intercity Transit's business office, 526 Pattison Street SE, Olympia. The office is open Monday through Friday, 8 a.m. to 5 p.m.

Members of the public may comment at the May 6 public hearing or send written comments to the Grants Program Administrator, Executive Department, Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659. Intercity Transit requests that written comments be sent to us by 4 p.m. on Tuesday, May 5, 2015. Questions or comments may also be directed to Bob Holman, Grants Program Administrator by email at ***bholman@intercitytransit.com*** or by phone at (360) 705-5885.

###

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: April 1, 2015

FOR: Intercity Transit Authority

FROM: Erin Scheel, Youth Education Specialist, 705-5836

SUBJECT: Walk N'Roll Youth Program Update

1) **The Issue:** To highlight the work of the agency's Walk N'Roll Youth Education Program.

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

3) **Policy Analysis:** The Authority supports marketing and outreach to youth as part of the agency's overall objective to increase ridership, raise awareness of alternative transportation modes and support community sustainability.

4) **Background:** Intercity Transit began a youth education program in mid-2007 as a strategic element to expand the agency's outreach, education and marketing to a key audience - youth. The Walk N'Roll program, as it is called, was also intended to expand Intercity Transit's partnerships, and most importantly, raise awareness and use of alternative transportation within our community.

The program reaches thousands of students across Olympia, Lacey, Tumwater, and Yelm each year, as well as many teachers, school administrators, community representatives and parents. Activities include on-bus "rolling classroom" demonstrations, Walk to School Day, the Earn-a-Bike program, Bicycle and Pedestrian Education in PE classes at schools, Safe Routes to School grant work, the Healthy Kids - Safe Streets Action Plan, and community events.

Staff will present information on progress made during the 2014-2015 school year.

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

6) **Budget Notes:** This work is supported by a permanent position within the Marketing & Communications division, and by WSDOT and Transportation Alternatives Program (TAP) grant partnerships with the City of Olympia and the Thurston Regional Planning Council.

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community.”* **Goal #2:** *“Provide outstanding customer service. ”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation option.”* **Goal #5:** *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** Healthy Kids – Safe Streets Action Plan.

Testimonials

"This is really good because we need to get our kids healthy and doing active things at home and at school."

-Elementary school parent on International Walk to School Day

"It was a wonderful morning for the two of us to have the time to walk and notice the little things in the neighborhood."

-Elementary school parent

"We rode our bikes this morning. It was freezing, but it was great fun!"

-Madison Elementary parent on a Walking & Wheeling Wednesday

Did You Know...

40 years ago, 50% of students walked or rode bikes to school. Today fewer than 15% travel on their own steam.

Over the last 40 years, childhood obesity has gone from 4% to 17% (2008 figure). In the last decade, obesity in youth has doubled.

By the end of the Walk & Roll program's first year, 57% of students walked or cycled to school and only 17% arrived by car. At the beginning of the year 47% arrived by car and only 24% walked or cycled.

Partnerships and Success Stories

Problem: How to build a generation of safe and healthy walkers, bike riders and bus riders

Action Taken:

Walk & Roll school-based encouragement demonstration programs at three elementary schools included: monthly flyers with walk/bike safety tips; "Walking & Wheeling Wednesday" encouragement, prizes for participation, contests, safety assemblies.



Walk & Roll Program Partnership included Thurston Regional Planning Council, Intercity Transit, Olympia School District and Madison, Roosevelt, and Pioneer elementary schools, Safe Kids, City of Olympia, State Department of Transportation - Highways and Local Programs – Safe Routes to School, U.S. Centers for Disease Control and State Department of Health.

Problem: Overcoming barriers regarding student travel to school

Safety Issue

Action Taken:

- "Stranger danger" fears addressed at two Walk & Roll sponsored "Safety Without Fear" interactive forums with a child development specialist.
- Pedestrian and bike safety education through monthly Walk & Roll event flyers, special walk/bike safety classes for students and parents, school safety assemblies with visits by police and Intercity Transit Youth Program coordinator.
- New "Pace Car" and Anti-Idling pledge program to slow driving speeds and promote clean air.
- Initiation of Walking School Bus with several parents walking with a group of students to and from school.
- Identification of infrastructure safety issues.

Distance Issue (i.e. too far to walk/bike)

Action Taken:

- Walk & Roll program focuses on urban schools and students living within a mile of school.
- Walk & Roll program addresses issues and supports a culture of changed attitudes toward student travel to school throughout the school community.
- Walk & Roll program encourages:
 - students traveling by bus to take the long way around the block to get to and from the bus stop;
 - students who must be driven encouraged to park several blocks from school and walk in.
- Action Plan recognizes the importance of school siting. The Plan recommends that school site cost/benefit analysis consider long term student transportation costs and the benefits of making walking and biking to school possible for more students.



Weather Issue

Action Taken:

- Walk & Roll encouragement programs, prizes and contests resulted in participation no matter what kind of weather. Ongoing survey data continues to inform the process.

For more information:

On Youth Programs, contact: **Erin Scheel**
Intercity Transit Youth Education Specialist
360-705-5839 or escheel@intercitytransit.com

On Action Plan, contact: **Kathy McCormick**
Thurston Regional Planning Council Senior Planner, AICP
360-956-7575 or mccormk@trpc.org



Healthy Kids – Safe Streets Action Plan

Initiatives to encourage kids to walk, bike & bus to school

Goals

- Build a generation of safe and healthy walkers, bike riders, and bus riders
- Promote regular physical activity so students stay strong, healthy, and ready to learn
- Reinforce good traffic safety skills

The Problem

Too few students walk, bike, or take the bus. Too many parents drive students to school. Too few students get enough daily physical activity. *Did you know that 50 % of students living within a 1/2 mile of school are driven to school?*

The Result

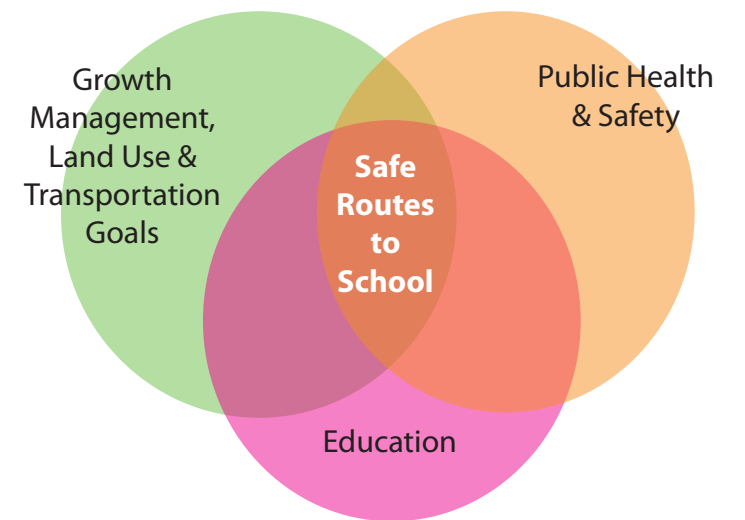
Parents driving students to school account for:

- 25% of morning peak hour traffic
- a decrease in safety, air quality, student health and readiness to learn (due to lack of exercise)
- a lack of knowledge and experience needed to be safe pedestrians and cyclists

Partners in the Plan:

- Parents
- Local School Districts & School Staff
- Intercity Transit
- Local Governments
- Thurston Regional Planning Council
- Thurston County Health & Social Services
- Olympic Region Clean Air Agency
- State Department of Transportation
- State Department of Health
- State Department of Commerce

Healthy Kids - Safe Streets Action Plan Achieves Shared Goals



This Action Plan results from school and community stakeholder ideas and Walk & Roll demonstration project findings. The plan identifies strategies, programs and policies that address school, transportation, and community health issues.

Healthy Kids - Safe Streets Action Plan

Next Steps

- 1. Review of Action Plan.** Stakeholder groups commit to take action and identify advocates.
- 2. Create a Safe Routes to School Coordination Team** to advocate for the Action Plan initiatives; apply for funding to support programs and infrastructure improvements; and serve as a resource for school site analysis. Identify a facilitator for the team. Members should include at least school districts, and jurisdiction planning/public works. Adjunct representation should include Thurston County Health & Social Services, Intercity Transit and Thurston Regional Planning Council.
- 3. Identify a Safe Routes liaison within each school district** to act as a contact with school principals to develop the required Safe Routes Walking and Biking map and possible expansion of the Walk & Roll program.
- 4. Complete Safe Routes Walking and Biking Map for each school in the county.** State law requires Safe Routes maps for all schools by September 2013. Determine responsibility and most effective and efficient way to complete maps. Identify safety improvements as part of the process.

Programs to Develop or Expand

- 1. Develop Walk & Roll program template and "How To" manual** for program expansion to additional schools.
- 2. Identify ways to sustain and build Walk & Roll type school-based incentive programs at additional schools.**
- 3. Identify funds needed to support staff and program** such as stipends for school coordinators or incentive programs.

Policies to Incorporate in Plans

School District and Local Government:

- 1. Establish early communication about infrastructure improvements** to identify opportunities to collaborate, co-locate or connect facilities to encourage walking, biking, and transit use.
- 2. Consider the long range costs and benefits of school siting decisions** including long term transportation costs to the community as a whole (school districts, households), and the costs and benefits to student health.

- 3. Collaborate on school design and infrastructure improvements** at the beginning of the design process to maximize opportunities for walking, biking and transit use.

State:

- 1. Advocate state policy change for school siting guidelines.**
- 2. Encourage state policy change related to school retrofit and maintenance.**
- 3. Add state policy or incentive to locate schools on transit routes or within walking distance of large student populations.**
- 4. Advocate for state policy directive to contribute to infrastructure improvements and programs** targeted to students living within a mile of school – instead of yellow school bus funding in these areas.

For more information, including draft policy language, go to <http://www.trpc.org/regionalplanning/transportation/projects/Pages/HealthyKidsSafeStreets.aspx>

The "Five E's" - Strategies for Healthy Kids - Safe Streets

Education

Teach children about the broad range of transportation choices; instruct them in lifelong bicycle and walking safety skills; and launch driver safety campaigns near schools.

- Integrate bicycle, pedestrian, and transit education into school curriculum. ***SD**
- Assist school districts in creating Safe Routes Walking and Biking Map for each school per state law. **SD, TRPC, CO, PTO**
- Create a community outreach plan to raise awareness and promote walking and biking to school. **SD, IT, LG, CO**
- Address parental concerns through outreach campaign. **PTO**

Encouragement

Use events and activities to promote walking and bicycling.

- Maintain and expand existing school-based encouragement programs like Walk & Roll. **SD, IT, LG, TRPC, PTO**
- Identify a leader within the school to coordinate bike and walk programs. **SD**
- Hold annual study sessions with school boards to review new walking, biking, and transit related initiatives. **SD, SRTS**
- Identify a funding source to provide subsidized transit passes for the school community. **IT, SD**
- Establish a school district policy to give physical education credits to students for walking and biking. **SD**
- Support state and local policies encouraging flexible work hours so parents can walk or bike with children. **S**

Enforcement

Partner with local law enforcement and community programs to increase awareness, slow speeds, and increase traffic safety.

- Slow speeds and reduce idling through "Pace Car" campaign. Drivers pledge to drive within the speed limit and not idle. **IT, TRPC, SD, NA, PTO**
- Initiate a Walking School Bus (either school or parent-run) to give more students an opportunity to walk with an adult leader. **SD, PTO, CO**
- Analyze the effect of shifting school start time by 15 minutes to alter traffic volume and increase safety for biking and walking. **SD, LG, CO**
- Work with high schools to develop alternatives to drive alone vehicle use and encourage closed campuses at lunch to enhance student safety. **S**

Engineering

Improve opportunities to walk & bike through school siting & design of walkways, bikeways, & street connections.

- Adopt a policy for school districts and jurisdictions on school and community facility siting and infrastructure planning and design. **SD, LG**
- Advocate changes to state policies relating to school size, school siting guidelines, and transportation funding to encourage easily accessible neighborhood schools. **SRTS**
- Make sidewalks, bike lanes, lighting and crossing improvements a high priority within 1/2 mile of schools. **S**
- Separate modes of travel at arrival points at schools to avoid bike and pedestrian conflicts with cars. **SD, LG**

Evaluation

Monitor and document trends and outcomes to identify the most effective strategies.

- Survey families annually to track successes and identify challenges. Administer the Safe Routes to School Survey through schools. **SD, PTO, SRTS**
- Engage Parent Leaders. Create a Walk & Roll Parent Steering Committee to plan and share ideas between and among schools. **PTO, SRTS**
- Seek input and leadership from school staff, parents and students to fit strategies and messages to each school's needs. **PTO, SRTS**
- Track vehicle use reductions around schools to monitor success of walking and biking initiatives. **CO, LG, SRTS**



Walk & Roll is a grant supported project demonstrating how to build and sustain partnerships that will result in a new generation of healthy

and safe walkers, cyclists and bus riders and reduce trips to and around school. "Walking & Wheeling Wednesdays" are part of the project.



* STAKEHOLDERS

CO - Community Organizations
IT - Intercity Transit
LG - Local Government
NA - Neighborhood Associations
PTO - Parent-Teacher Organizations

S - Stakeholders
SD - School District
SRTS - Safe Routes to School Coordination Team
TRPC - Thurston Regional Planning Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 1, 2015

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Annual Planning Session

1) **The Issue:** Select a date; identify topics of interest and potential facilitators for the 2015 Annual Planning Session.

2) **Recommended Action:**
A. Select a date for the 2015 planning session.
B. Begin identifying topics of interest for the session.
C. Offer the names of potential facilitators.

3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.

4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Authority members were polled regarding availability May - August 2015. All members were available Friday, June 26th and August 21st. Staff reserved the board room for these dates.

5) **Alternatives:**
A. Select a date; identify topics of interest and potential facilitators.
B. Delay the planning session until the fall.
C. Delay a planning session until 2016.

6) **Budget Notes:** The annual planning session costs are included in the 2015 budget.

7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency supports all goals of the agency.

8) **References:** List of Consultants/Facilitators.

Intercity Transit Planning Session Consultants Used / Potential Consultants

CONSULTANT USED	YEAR
Faith L. Trimble The Athena Group AKA - FLT 101 Capitol Way N Suite 300 Olympia, WA 98501 360-754-1954	2014 – board room 2013 – board room 2012 – board room
Organizational Resource Group Rick Kramer 1800 Cooper Point Road SW, Bldg. 14 Olympia, WA 98502 360-352-5104	2010 – All held in board room 2009 2008 2007 2006 2005 2004
Debbie Rough-Mack 4133 Banbridge Loop SE Olympia, WA 98501 360-664-1945	2003 St. Placid Spirituality Center Catered by Elyse's
Healthy Systems Sara S. Grigsby P. O. Box 146 Corbett, OR 97019 503-695-5678	2002 St. Placid Spirituality Center
MJ Briggs & Associates 17219 SE 36th Street Vancouver, WA 98683 360-944-6250	2001 St. Placid Spirituality Center

POTENTIAL CONSULTANTS:

Wendy Fraser – Fraser Consulting
360-556-6056

Tonia Sugarman
Northwest Consulting
1710 Vista
Tumwater, WA 98512
360-790-9426

Creative Community Solutions, Inc.
2203 Overhulse Road NW
Olympia
360-866-9325

Intercity Transit Planning Session Consultants Used / Potential Consultants

Doug Mah & Associates
360-867-8802

Rough-Mack Consulting
4133 Banbridge Loop SE
Olympia
360-259-4285

Sparrowhawk Consulting
510 Bates Street SE
Tumwater
360-412-1700

Jason Robertson - TRPC
2424 Heritage Court SW Suite A
Olympia, Washington 98502

<p>City of Olympia (consultants used)</p>	<p>Larry Dressler Blue Wing Consulting Boulder, CO 303-440-0425</p> <p>Michael Pendleton Consulting Kingston, WA 360-638-1179 mpendleton@telebyte.com</p> <p>Kendra Dahlen FLT Consulting, Inc. (AKA Athena Group) Olympia, WA 754-1954</p>
<p>City of Lacey (consultants used)</p>	<p>Jason Robertson Barney & Worth, Inc. 606 Columbia St. SW., Suite 217 Olympia, WA 98501 360.753.1023 www.barneyandworth.com</p> <p>Rhonda Hilyer Agreement Dynamics PO Box 33640 Seattle, WA 98133 260.546.8048</p>

Intercity Transit Planning Session Consultants Used / Potential Consultants

	<p>hq@agreedynamics.com www.agreedynamics.com/clientlist.html</p> <p>Paula C. Dillard, CEBS, SPHR Ascent Partners 8512 122nd Avenue NE #224 Kirkland, WA 98033-5831 206.919.5538 www.ascentpartners.net</p>
City of Tumwater (consultants used)	<p>Paula Dillard, CEBS, SPHR Practice Leader/Principal Consultant Ascent Partners PHONE: 206-919-5538 pcd@ascentpartners.net www.ascentpartners.net</p>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: April 1, 2015

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Strategic Plan - Goals and End Policies

1) **The Issue:** Review our existing “Goals and End Policies” in the 2015-2020 strategic plan to determine if they remain relevant or need updating for the 2016-2021 Strategic Plan.

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

3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.

4) **Background:** This is an opportunity to review the five Goal and End Policies in our current strategic plan and determine if they continue to remain relevant or if they need updating for the 2016-2021 strategic plan. The five Goal and End Policies are as follows:

- Goal 1 - Assess the transportation needs of our community.
End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our community.
- Goal 2 - Provide outstanding customer service.
End Policy-Customers will report high satisfaction and ridership will increase.
- Goal 3 - Maintain a safe and secure operating system.
End Policy-All Intercity Transit facilities, customers and employees will be assured safety and security.
- Goal 4 - Provide responsive transportation options.
End Policy-Customers and staff will have access to programs and services that benefit and promote community sustainability.

- Goal 5 – Align best practices and support agency sustainable technologies and activities.
End Policy–Resources will be used efficiently with minimal impact on the environment.

5) **Alternatives:**

- A. Review items for consideration and discussion.
- B. Delay review and discussion associated with these items.

6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority’s goals.

8) **References:** Intercity Transit Strategic Plan 2015-2020.
<http://www.intercitytransit.com/SiteCollectionDocuments/Strategic%20Plan%20Final%202015-2020.pdf>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 10
MEETING DATE: April 1, 2015
EXECUTIVE SESSION

FOR: Intercity Transit Authority

FROM: Heather Stafford Smith, HR Director, 705-5861

SUBJECT: Collective Bargaining Agreement between the Amalgamated Transit Union, Local 1765 and Intercity Transit

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- 1) **The Issue:** Whether to approve a collective bargaining agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765 (ATU).
-
- 2) **Recommended Action:** Approve the proposed three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765 (ATU).
-
- 3) **Policy Analysis:** The Authority must approve any collective bargaining agreements between Intercity Transit and organizations representing employees.
-
- 4) **Background:** The ATU represents Intercity Transit's Operators, Customer Service Representatives, and Dial-A-Lift Dispatch Specialists. The collective bargaining agreement expired on December 31, 2014. Parties were successful negotiating a successor labor agreement. A three-year contract is proposed (January 1, 2015 through December 31, 2017). The details of the proposed contract will be discussed in Executive Session prior to a vote on the proposed agreement.
-
- 5) **Alternatives:** The Authority may approve the proposed collective bargaining agreement or direct staff to return to negotiations.
-
- 6) **Budget Notes:** The collective bargaining agreement will dictate wage and other benefit costs for ATU-represented employees over the next three years. ATU represents nearly 200 of Intercity Transit employees.
-
- 7) **Goal Reference:** This meets **Goal #2: "Providing outstanding customer service."**
-
- 8) **References:** A summary of the successor agreement with changes will be provided at the Authority meeting.