

REVISED

AGENDA
INTERCITY TRANSIT AUTHORITY
October 7, 2015
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **10 min.**
 - A. **David Brandon, Vehicle Cleaner** (*Paul Koleber*)
 - B. **Katie Cunningham, Procurement Coordinator** (*Laura Lowe*)
 - C. **New Operator Class 15-02** (*Mark Sandberg*)

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

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** September 16, 2015, ITA/CAC Joint Meeting.

 - B. **Payroll:** September Payroll in the amount of \$2,034,217.84.

 - C. **Accounts Payable:** Warrants dated September 4, 2015, numbers 19430-19495, in the amount of \$688,137.53; warrants dated September 18, 2015, numbers 19499-19583, in the amount of \$337,333.48 for a monthly total of \$1,025,471.01 and Automated Clearing House Transfers for September 2015 in the amount of \$12,249.25, for a monthly total of \$1,037,720.26.

 - D. **Schedule Public Hearings for 2016 Draft Budget and 2016-2021 Strategic Plan:** Schedule a public hearing for Wednesday, November 4, 2015, 5:30 p.m., to receive and consider comments on the 2016-2021 Strategic Plan and the 2016 Budget. (*Ann Freeman-Manzanares*)

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board** (*Ann Freeman-Manzanares*) **3 min.**
 - C. **Citizen Advisory Committee** (*Victor VanderDoes*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Local Climate Change/Clean Energy Survey Results** **30 min.**
(Tom Crawford, Thurston Climate Action Team)
 - B. **Auto Body Repair Services** (*Jeff Peterson*) **10 min.**
 - C. **Telephone Consultant** (*Jeff Peterson*) **10 min.**
 - D. **Citizen Representative Recruitment** (*Ann Freeman-Manzanares*) **10 min.**

- 8) **GENERAL MANAGER’S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

- 10) **EXECUTIVE SESSION** **20 min.**
Personnel – Discuss General Manager’s Performance Evaluation

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
CITIZEN ADVISORY COMMITTEE
JOINT MEETING
SEPTEMBER 16, 2015**

CALL TO ORDER

Chair Jones called the September 16, 2015, Joint meeting of the Intercity Transit Authority and Citizen Advisory Committee to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Olympia Councilmember Nathaniel Jones; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Rusty Caldwell (Alternate).

Members Excused: Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan and Labor Representative Ed Bricker.

CAC Members Present: Mitchell Chong; Billie Clark; Denise Clark; Julie Hustoft; Sue Pierce; Victor VanderDoes (Chair); Michael Van Gelder; and Charles Richardson.

Staff Present: Ann Freeman-Manzanares; Donna Feliciano; Ben Foreman; Paul Koleber; Laura Lowe; Pat Messmer; Heather Stafford-Smith; and Nancy Trail.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

RECOGNITION AND CELEBRATION

Freeman-Manzanares introduced the 2015 Washington State Public Transportation Roadeo Grand Champions. This was the first year Washington State awarded a Grand Champion Award which is a combination of Operations and Maintenance scores.

From Operations: *Operators Dalton Jones, David Randall, and Bill Miller.* Also attending the meeting from Operations were Fixed Route Manager, Mark Sandberg and Operations' Supervisor, David Dudek who provided support and coaching for the team. From Maintenance: *Coach Technicians Jesse Stockard, Joe Bell, and Grant Swidecki.*

Also attending the meeting from Maintenance were Maintenance Manager, Paul Koleber and Maintenance Supervisor, William Snyder who provided support and coaching for the team.

Chair Jones recessed the meeting at 5:38 p.m. to allow for a brief celebration.

Chair Jones reconvened the meeting at 5:53 p.m.

INTRODUCTIONS

The Authority and CAC members provided self-introductions.

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. Approval of Minutes:** August 5, 2015, Regular Meeting; and August 19, 2015, Special Meeting.
- B. Payroll:** August 2015 Payroll in the amount of \$2,011,681.06.
- C. Accounts Payable:** Warrants dated August 7, 2015, numbers 19271-19342, in the amount of \$491,336.36; warrants dated August 21, 2015, numbers 19345-19427, in the amount of \$271,741.44 for a monthly total of \$763,077.80; and Automated Clearing House Transfers for August 2015 in the amount of \$10,081.07 for a monthly total of \$773,158.87.
- D. Transit Pass Printing & Delivery:** Authorized the General Manager to enter into a one-year contract with Tumwater Printing for the provision of monthly passes, daily passes, and reduced fare stickers. The contract amount will not exceed \$24,552.00, including taxes. The contract will allow for two optional extension years. (*Jeff Peterson*)
- E. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. (*Laura Lowe*)
- F. Purchase of Passenger Shelters:** Authorized the General Manager to issue a purchase order to Handi-Hut, Inc. for 14 passenger shelters with kiosks. The purchase order would not exceed \$60,406, including taxes and freight. (*Jeff Peterson*)

2016 DRAFT BUDGET CALENDAR AND BUDGET PROGRESS

Director of Finance and Administration, Ben Foreman, presented the 2016 Draft Budget Calendar and reviewed the budget progress to date.

Approximately \$10M worth of projects were identified for 2016. The budget team determined there are 42 projects with 4 new projects. Eighteen projects will be deferred for 2017, bringing that amount down to \$6.8M. There is an additional \$15M in projects (i.e. the Underground Storage Tank and Olympia Transit Center expansion).

Newly added projects include:

- Mobile security system, an onboard digital recorder, consisting of 106 units between Dial-A-Lift vans and coaches
- Bus stop improvement project which was grant funded
- Tumwater Square Improvements

New projects added due to new information include:

- Windows Operating System Replacement
- Pattison Street Window Replacement
- Facility painting

Projects pushed out to 2017 or further. The big ticket items include:

- Facility truck - \$74,000
- Fleetnet Replacement - \$2M
- Fire alarm replacement for \$100,000
- Stairs - \$200,000
- Exterior painting for Pattison \$275,000
- Office renovation for the Maintenance facility \$400,00
- Farebox purchase

Foreman answered questions.

CAC member Julie Hustoft asked for more information about the Tumwater Square Improvement Project. Freeman-Manzanares responded Intercity Transit is partnering with the City of Tumwater, to improve this well-utilized transfer site. We are increasing the size of the landing pads, adding shelters and bike racks and ensuring it is ADA accessible.

CAC member Michael Van Gelder asked if the current bus area is going to be relocated to Capital Blvd. at the same time. Freeman-Manzanares said the plan is for the transfer site to move to the Capital Blvd. location when that project moves forward. Funding for

that project is has not been secured yet. In the meantime, the region wishes to move forward with improvements at this site.

Chair Jones asked when the next major bus buy will occur. Freeman-Manzanares said it is scheduled for 2018. The goal is to extend those 12-year vehicles beyond the 15 years that we typically keep them, to 17 years. Our vehicle maintenance has been doing such a fantastic job maintaining vehicles that there is an opportunity for that to happen. For now, we are attempting to extend the lifecycle of staff vehicles, DAL, coach and vanpools and rolling them over a year at a time. Under a 17-year plan, we are talking about the next purchase in 2020.

CAC SELF-ASSESSMENT

Citizen Advisory Committee Chair, Victor VanderDoes, reviewed the results of the CAC's annual Self-Assessment. He noted overall, the majority of the members responded to the questions either with "strongly agree" or "somewhat agree."

VanderDoes reviewed specific questions, (Questions 6 and 8) where he noted there appears to be a disconnect between the two.

Question 6 - *"I feel satisfied with my participation level within the Citizen Advisory Committee."* Only 56.25% of the members strongly agreed.

Question 8 - *"I feel comfortable contributing at the meetings."* Almost 81.25% strongly agreed.

Question 7 - *"I am prepared for the meetings."* 50% somewhat agreed. He asked what can CAC members do better to prepare and feel that they are participating. He said perhaps the CAC needs to discuss this in more depth at a future meeting.

Chair Jones said he saw strong levels of satisfaction and appreciation for role the CAC members play. It's important to point out areas where the scores are not as strong as those are indicators they need to be worked on and better understood. Overall, these were pretty impressive scores. He pointed out things seem to be working.

Jones noted the comments throughout where individual members asked for something such as a topic to be placed on an agenda or a theme. For example someone asking for more attention on budget issues. There's room for discussion by the CAC whether that's something they want to give more attention to.

Gadman made an observation about the questions regarding members feeling satisfied with participation in the meetings and feeling adequately prepared for the meetings. He believes the missing question is, "I feel like the Intercity Transit Authority values the

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CAC's input." Jones indicated Question 4 is related, **"We add value to the Transit Authority's decisions."**

Melnick said having been a member of the CAC, he at times also struggled with whether the Authority thought the CAC was filling the need the Authority created. However, after being on the Authority for a year, he thinks it's clear the CAC has spirited discussions and provides meaningful input on occasions when a CAC member attends an Authority meeting. As an Authority member, he said the CAC does add value.

Van Gelder said one of the approaches for answering the two questions raised – when the CAC had a presentation on Transit Planning 101 by Steve Swan and Dennis Bloom, it was well received and helped the CAC members frame some of the larger issues as well as start to understand the complexities involved with some of their questions, like "why can't you do this." So perhaps staff could present a Budget 101, or Maintenance 101, so the CAC can grasp and fit it into context.

Pierce said regarding the concern about the questions and the way they were answered, she felt the questions were pretty broad. She said many CAC members are highly motivated and pretty active; some have loud voices and others are persistent, and the CAC has their own standard for setting a participation level.

Jones referred to Question 4, **"We add value to the Transit Authority's decisions."** He said the aspect that he doesn't think has been pulled out is the Authority does benefit from CAC representation at Authority meetings or when the Authority delegates a question to the CAC and asks them to wrestle with it and come back with a report, there's another aspect that the CAC is interacting with staff and often times they are interacting with staff before the issues comes to the Authority. And they give staff their input earlier in the process, and prepare the staff to deal with the ITA with the same questions. That two-step for staff is beneficial for everyone. He said that's an important role of the CAC that needs to be recognized.

Karen Messmer added when she reads the CAC minutes, she gets a different flavor of ideas that wouldn't come up at the Authority meeting. This helps her think differently when she's preparing for a meeting.

Jones said in the comment section, he heard a request for the CAC to be recognized and he throws that back to the CAC on how they wish to handle that. Is there a consensus on what that would look like or whether it's just one person's thoughts. He'd like the CAC to discuss and report back to the Authority.

Jones said the Authority absolutely values the CAC. Good work is done on the Advisory Committee and the Authority benefits from their involvement.

Gadman reiterated -- do the CAC members feel like the Authority values them?
Perhaps reword the question to reflect this.

Freeman-Manzanares noted Intercity Transit has a very well-functioning Authority/CAC group in the state, and many agencies are trying to figure out how it works so well for us. She believes it's because of each of the high quality of the members and the open relationship the CAC has with the Authority. She said if there's something the CAC needs from staff, we encourage an open a dialog.

Freeman-Manzanares said one of the questions we continue to think about and it's difficult to do in the two-hour time limit for the meetings is that balance between providing information so members have a good baseline of knowledge, so the CAC can help the Authority make good decisions and spending time in broader dialog about larger issues. She encourages the CAC to continue to have conversations with staff about this balance.

Denise Clark said it's the organization's culture that contributes to this success, from management on down.

Pierce said Intercity Transit's member recruitment process is better than other agencies, which allows for a wide-range of applicants and diversity.

ITA ANNUAL PLANNING SESSION DEBRIEF AND DISCUSSION

Freeman-Manzanares shared information about the annual planning session which was held Friday, August 21.

Freeman-Manzanares said all Authority members attended along with eight staff members, a facilitated meeting by Paula Dillard from Ascent Partners. She would like to take the opportunity to discuss the session itself and some of the outcomes, and encourages the CAC to ask questions.

Freeman-Manzanares shared the three "burning" questions that were discussed:

1. How do we best deliver services to our growing community?
2. How do we best communicate/engage our community?
3. How do we best fund/finance our short and long-range goals?

CAC member Charles Richardson left the meeting

Gadman said he felt good at the end of the day. The session gave staff and the Authority the opportunity to find out what everyone was thinking, where we are, etc.

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Everyone seems to be on the same bus, and all are interested in the same things and have the same concerns. He felt Intercity Transit is in a good place.

Van Gelder noticed there was interesting discussion around the issue of trying to create a "ground of information." He felt one of the things the CAC has mentioned many times is spurred along by the ideas of increasing the sales tax so we can at least maintain and preferably provide more service. And to layout to the community on a comprehensive basis, what Intercity Transit does; what are the benefits to the community; and trying to provide the communities with the ideals of Intercity Transit as service, and it's often indicated in the session notes that service goes beyond just a bus company. The CAC has been saying this and how can they help. He suggests setting up a speakers bureau and on a regular basis go to those stakeholder/formats in the community, not trying to make a case, but say here's what our goals are, what we do, etc.

Messmer said she would like the CAC to discuss and report back on what kind of opportunities might there be in the community that we're not tapping into now? What else makes sense? CAC is uniquely qualified to provide answers to these questions.

Gadman said he likes the idea of conducting presentations at the various service clubs and other organizations because it gets the idea out there that Intercity Transit is more than just a bus company. It may spark others to come to us for help in expanding their work programs, etc.

Melnick doesn't feel the public has an idea of the amount of work that goes into running a transit agency and how expensive it can get. He said we have to work hard to help the community understand the challenge we face keeping buses on the road, on time, etc. Then the public will have a better understanding of the services we provide and the cost needed to maintain that service.

Denise Clark said there's a challenge for youth at the end of the school year because they don't have cars, yet want to work. She said Intercity Transit needs to be "at the table" when breaking down the barrier of transportation. She also suggested thinking about providing fixed bus routes in areas that are expanding out in northeast Lacey that may not meet the criteria for a permanent fixed-route. Perhaps providing temporary routes during the summer months. Freeman-Manzanares suggested we think about alternatives other than the coaches, such as providing vans like we do for Jubilee.

VanderDoes said don't wait three months before a levy to start presentations. Advocate it now to the service clubs, school boards, etc. Start becoming aware of the connections between Intercity Transit and everything else out there.

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Hustoft said she never sees Intercity Transit set up booths at events like Music in the Parks, etc. to provide face-to-face opportunities to talk about the different issues.

Freeman-Manzanares stated Intercity Transit hosts booths at many community events. We evaluate where our resources are best utilized and try to maximize staff and our impact. Sometimes we find it is not the best venue to connect with the community.

Melnick said it's important everyone have a consistent message when making our case.

Mitchell Chong left the meeting.

Marketing and Communications Coordinator, Donna Feliciano said Intercity Transit does conduct self-promotions on the buses every month. We make an effort to have different messages telling our story (Information about CAC, vanpool, etc.).

Freeman-Manzanares said we welcome ideas on how to reach out to our community effectively. We are limited on the number of staff members available, so we focus on where we can be most impactful. We do reserve 10% of our advertising space on the buses for self-advertising. The remainder of the advertising is paid advertising and those funds help finance our service. We try to balance the two. Many staff members are connected to the community by attending various meetings, and we've been focusing on the chamber meetings and EDC, but perhaps there are other groups we're not aware of. If the CAC knows of any connections, let staff know.

Gadman suggested giving presentations at various HOA meetings. You may get folks to ask the question, "How can I get to work from here?"

Messmer would like the CAC to discuss whether this is something they would like to do. She would be happy to go to the Planning Commission or various other types of meetings with staff and be part of a presentation, or to take a presentation to an event where staff couldn't attend. However, staff would need to create the presentation with key talking points or the latest news. Provide the Authority and CAC with fact sheets.

Billie Clark suggested partnering with TCTV and doing news spots with information about Intercity Transit.

D. Clark said the CAC could man a booth and get more involved. And join blogs that target people who want to go green.

Hustoft said make good use of the Rider Alerts - keep them updated.

Pierce said it's not always about selling Intercity Transit, but more about informing.

Councilmember Baker left the meeting.

Freeman-Manzanares noted that a topic brought up at the planning session was what to do with a potential sales tax election and the general conversation was focusing on 2017.

Jones said the planning session was much broader and it dealt with how do we best deliver services and how do we finance service. There was discussion about recognition for the need for more revenue, and the interest of pursuing the sales tax opportunity. Are there any thoughts to these topics?

D. Clark said to tell the story early to the community about the services Intercity Transit provides and how these services are funded. The public will then know and understand the need for the funding.

Gadman said the theme he's hearing is to tell our story early, and start talking about why we may need to increase the sales tax. Telling people what we do, in spite of limitations. Intercity Transit is a really good steward of public funds.

Jones said the planning session discussion was about the mix of services - what he calls a spectrum of services (working with children in schools, seniors), and part of the discussion was "Are we trying to do too much?" Is there something we should not be doing? He recalls the consensus was where do we need to be? We can't be everywhere.

Gadman said he was very excited about the idea of looking at innovative ways of expanding service, such as partnering with private organizations; with other service organizations. For example we provide operators and they buy a bus.

Jones said Intercity Transit should look at partnering at every level within the community and sometimes we'll lead and we'll need someone to help us; and other times we're the helper and someone else is leading.

Messmer said the outcome we're looking for is people to be able to make choices about how they move around to do whatever they want or need to do. We want them to have transportation and be able to move around and make choices about that and get to their various destinations. And that outcome can be achieved without Intercity Transit being in charge or the sole provider all the time.

Van Gelder cautions about partnering. You can accomplish a lot with a partnership, but unless there is a clear goal that everyone agreed and committed to, and there is clear framework of action that all are going to take, that partnership may not achieve anything.

Freeman-Manzanares said one thing mentioned at the planning session was consideration of a business/community liaison.

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Jones summarized the discussion saying the Authority went away from the planning session feeling better than at the beginning of the day in terms of moving forward in one direction and reaffirming a sense of a common purpose. He feels the same about the discussion this evening. There was a good exchange of ideas, and he invites the Authority and CAC members to think about tonight's discussion and bring ideas forward at future meetings.

GENERAL MANAGER'S REPORT

Staff attended the WSDOT Transportation conference in Vancouver, Washington August 24-26, where we honored and celebrated our Excellence in Transit winners (Emily Bergkamp and Filipino Ainuu won the individual category; and the Maintenance Vehicle department won the team category). In addition, attendees benefited from many informative sessions as well as a vendor show.

Freeman-Manzanares, Councilmembers Jones and Gadman and Citizen Representative Messmer will attend the APTA Annual Conference in San Francisco, October 2 - 7.

Freeman-Manzanares attended the Annual Transportation Choices Coalition Event in Seattle on September 10, and she will also participate in their yearly board planning session.

Intercity Transit is partnering with JBLM, Pierce County and Pierce Transit to promote a shuttle and vanpool service on JBLM. Currently 38 vanpools go to JBLM, and most participants are civilian employees. New vanpoolers, as well as those that recruit them to vanpooling will be offered incentives.

Today, Freeman-Manzanares represented Intercity Transit at the Transportation Policy Board (TPB) Retreat. It is the 25th Anniversary of the TPB and this was the first retreat they hosted. It was well attended region-wide and there was a great exchange of information, highlighting the top three interests and concerns for the next three to five years.

Intercity Transit assisted Panorama City today at an event entitled, "Drive Less - Go More." There were approximately 250 residents in attendance. There was discussion about local and out-of-county fixed route service; how to obtain a reduced fare pass; travel training; Bus Buddies; and other terrific trip ideas. The organizing committee will debrief on Friday, and staff will ensure continued contact with the great residents of Panorama City so we do not lose momentum in this outreach effort.

Staff has been responding to the Olympia Police Department requests for assistance with issues related to the officer-involved shooting that took place in May.

Intercity Transit is advertising for new CAC members. Applications are due October 29. There are advertisements on the buses and there is an application on our website. She asked everyone to take the opportunity to chat with and encourage well-qualified people to apply.

Freeman-Manzanares is attending an Olympia School District Principle's Emergency Checkbook Fund Breakfast on Thursday, September 17. We received a CAC application based on a discussion at this event last year. One never knows where our next members will come from so recruit in your daily activities.

Freeman-Manzanares asked for direction about asking the Small and Medium Transit Agencies (SMTA) and Washington State Transit Association (WSTA) for their support of our local option legislative requests for 2016. She feels it's important to get this on the SMTA and WSTA Legislative Agenda. Van Gelder suggested she talk to the Transportation Policy Board about that agenda as well. The Authority agreed Freeman-Manzanares move forward with this.

AUTHORITY/CAC ISSUES

Melnick thanked staff for helping to coordinate Panorama's "Drive Less - Go More" Symposium, which was an event geared towards helping residents understand there are alternatives to driving a personal vehicle.

Gadman appreciates how the Intercity Transit staff found money for the budget by extending the life of the fleet by changing the types of oil used, and finding "pennies" here and there. He does notice the hard work and appreciates it.

Hustoft said her manager who rides the bus daily, mentioned that upon leaving work she was standing at the bus stop when the bus drove past her, not even slowing down. Freeman-Manzanares said staff will get more details and follow up.

ADJOURNMENT

It was M/S/A by CAC Member Julie Hustoft and Councilmember Gadman to adjourn the meeting at 7:42 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

Pat Messmer
Clerk of the Board

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Date Approved: October 7, 2015.

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

EXHIBIT "A" SURPLUS PROPERTY - SEPTEMBER 2015

FACILITIES	DESCRIPTION	TOTAL VALUE
5	Folding Wood/Laminate tables 60" x 30"	30.00
2	Folding Wood/Laminate tables 72" x 30"	18.00
INFORMATION SERVICES		
1	Dell 20" LCD Monitor 2001FP (MON-308) CN-0C0646-46633-43B-18TL	\$ 0.00
1	Cisco RPS 675 (NET-023) DTH09040F28	\$50.00
1	2nd Paper Tray for OKI printer	\$5.00
1	Beta Brite sign 24479A	\$25.00
1	ViewSonic 26' LCD HDTV (AUD-048) QNE075210001	\$50.00
1 BOX	Box of Misc. Box #1 (Includes the following items)	
	Fujitsu scanner (SCN-006 May not work)	
	FireTide (SN: WO6061303613473)	
	15 LG Cell Phones	
	1 Samsung Cell Phone	
	2 Garmin Nuvi40s	
	Cisco Air-AP1231G-A-K9 (SN: FTX0915E1UC)	
	Cisco Air-LAP1242AG-A-K9 (SN: FTX1007B0H0)	
	Cisco Air-LAP1242AG-A-K9 (SN: FTX1007B0H3)	
	Cisco Air-LAP1242AG-A-K9 (SN: FTX1007B0H5)	
	Misc. Cables, etc.	
	Other Misc. Small Computer parts	\$600.00
GRAND TOTAL		\$778.00

PERIOD DATES: 8/23 - 9/5/2015						PERIOD DATES: 9/6-19/2015					
PAYDATE 9/11/2015						PAYDATE 9/25/2015					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	TSI TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	73,281.77		3	FIT		EFT	79,087.37	
4	MT		EFT	20,056.92	93,338.69	4	MT		EFT	20,954.48	100,041.85
5	A2/35	Life Ins.	Check Dave 2nd	2,138.25	0.00	5	A2/35	Life Ins.	Check Dave 2nd	4,057.28	0.00
6	D3/31	Disability In	Check Dave 2nd	1,464.40	0.00	6	D3/31	Disability In	Check Dave 2nd	1,957.90	0.00
7	HE/37	Health In1st	Check Dave 2nd	16,736.50	0.00	7	HE/37	Health In1st	Check Dave 2nd	282,452.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfstttr/Brgkmp	384.3		9	CC/61	Child Care	Hfstttr/Brgkmp	384.3	
10	GN/08	Garnish	CHECK last	1,142.14		10	GN/08	Garnish	CHECK last	237.07	
11						11					
12	CS/09	DSHS	EFT	1,654.87	1,654.87	12	CS/09	DSHS	EFT	1,654.87	1,654.87
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE every	9,707.38	9,707.38	14	D1/98	D.Dep. #1	ACH WIRE every	9,659.74	9,659.74
15	D2/97	D.Dep. #2	ACH WIRE every	15,993.06	15,993.06	15	D2/97	D.Dep. #2	ACH WIRE every	15,767.38	15,767.38
16						16					
16	GT/63	G.Ed.Tult	Check every	227.00		16	GT/63	G.Ed.Tult	Check every	227.00	
17	HS/59	Health Svgs	ACH Wire every	155.00	155.00	17	HS/59	Health Svgs	ACH Wire every	155.00	155.00
18	DC/97	Vgrd EE	Wire	42,900.35		18	DC/97	Vgrd EE	Wire	45,780.11	
19	DC/22	Vgrd ER	Wire	28,895.82	71,796.17	19	DC/22	Vgrd ER	Wire	30,997.77	76,777.88
20	L2/29	401k Ln#2	Wire	5,149.95		20	L2/29	401k Ln#2	Wire	5,149.95	
20	LN/29	401k Ln #1	Wire	9,310.89	14,460.84	20	LN/29	401k Ln #1	Wire	9,250.57	14,400.52
22	TTL VNGRD			86,257.01		22	TTL VNGRD			91,178.40	
23	LI/02	L&I	EFT Quarterly	26,781.26		23	LI/02	L&I	EFT Quarterly	25,420.73	
24	MD/51	Mch.UnDues	Check last	1,376.23		24	MD/51	Mch.UnDue	Check last	1,376.02	
25	MI/52	Mac.Initlon	Check last	82.12		25	MI/52	Mac.Initlon	Check last	0.00	
26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		0.00	
	GL/11	GLLife		0.00			GL/11	GLLife		0.00	
27	TF/				0.00	27	TF/				0.00
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00
29	PA/66	Proj.Asslst	Check last	509.00		29	PA/66	Proj.Asslst	Check last	499.00	
30	PN/04	PERS EE	EFT	43,699.68	0.00	30	PN/04	PERS EE	EFT	45,381.15	0.00
31	PN/04	PERS ER	EFT	79,564.62	123,264.30	31	PN/04	PERS ER	EFT	82,526.00	127,907.15
32	TTL PERS			123,264.30		32	TTL PERS			127,907.15	
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00
	RC/24	ICMA EE	WIRE	5,354.94			RC/24	ICMA EE	WIRE	5,430.78	
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RI/23	ICMA Roth	WIRE	414.61	414.61
36	RL/21	ICMA Ln#1	WIRE	1,045.60	1,650.99	36	RL/21	ICMA Ln#1	WIRE	1,045.60	1,650.99
37	RR/25	ICMA ER	WIRE	3,194.47	8,549.41	37	RR/25	ICMA ER	WIRE	3,255.66	8,686.44
38	TTL ICMA			10,200.40	10,615.01	38	TTL ICMA			10,337.43	10,752.04
39	SD/26	457 ST EE	EFT	11,750.00		39	SD/26	457 ST EE	EFT	12,588.32	
40	SR/27	457 ST ER	EFT	6,114.71	17,864.71	40	SR/27	457 ST ER	EFT	6,281.90	18,870.22
41	ST/67	ShTrmDisab	EFT	3,330.05	3,330.05	41	ST/67	ShTrmDisab	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	124.00		42	UC/45	Un COPE	Check 1st	-	
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess	Check last	579.00	
	UD/42	Un Dues	Check last	5,254.88			UD/42	Un Dues	Check last	5,303.07	
44	UI/41	Un Initlatn	Check last	0.00		44	UI/41	Un Initlatn	Check last	0.00	
45	UT/43	Un Tax	Check last	2,919.70		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	506.50		46	UW/62	United Way	Check last	488.50	
47	WF/64	Wellness	Check last	353.50		47	WF/64	Wellness	Check last	353.50	
48	NET PAY (dir. Deposit) ACH Wire every			439,921.72	439,921.72	48	NET PAY (dir. Deposit) ACH Wire every			451,707.27	451,707.27
	Paychecks			4,024.37			Paychecks			17,012.10	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$802,101.80		TOTAL TRANSFER (tie to Treasurer Notifications)				\$827,693.92
50	TOTAL PAYROLL*:			\$866,175.95		50	TOTAL PAYROLL*:			\$1,168,041.89	
51	GROSS EARNINGS:			715,362.13		51	GROSS EARNINGS:			758,843.62	
52	EMPR MISC DED:			140,785.36		52	EMPR MISC DED:			398,721.03	
53	EMPR MEDICARE TAX:			10,028.46		53	EMPR MEDICARE TAX:			10,477.24	
54	TOTAL PAYROLL*:			\$866,175.95		54	TOTAL PAYROLL*:			\$1,168,041.89	
55	TOTAL PAYROLL FOR AUGUST 2015					55	TOTAL PAYROLL FOR AUGUST 2015				\$2,034,217.84
56	ACH WIRE TOTAL			465,777.16		56	ACH WIRE TOTAL			477,289.39	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/04/2015

Thru Date: 09/04/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019430	9/4/2015	01465	AFFILIATED COMPUTER SERVICES INC	\$243.07	
00019431	9/4/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$14,189.90	
00019432	9/4/2015	01815	AMERICAN CUSTODIAL INC	\$9,954.59	
00019433	9/4/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00019434	9/4/2015	01960	AMERICAN SEATING COMPANY	\$146.83	
00019435	9/4/2015	02380	ARAMARK UNIFORM SERVICES	\$739.65	
00019436	9/4/2015	02480	ASE SUPPLY INC	\$39.53	
00019437	9/4/2015	02580	ASSOCIATED PETROLEUM	\$432.66	
00019438	9/4/2015	03608	BLAKE, WALTER T	\$114.13	
00019439	9/4/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$840.82	
00019440	9/4/2015	05740	CED	\$5.44	
00019441	9/4/2015	06060	CITY OF OLYMPIA	\$164.00	
00019442	9/4/2015	06120	CITY OF OLYMPIA UTILITIES	\$5,326.26	
00019443	9/4/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$432.47	
00019444	9/4/2015	07220	CUMMINS INC	\$0.00	✓
00019445	9/4/2015	07220	CUMMINS INC	\$10,819.99	
00019446	9/4/2015	07617	DAVID M HOWE TRUSTEE	\$230.76	
00019447	9/4/2015	08060	DON SMALL AND SONS OIL	\$922.98	
00019448	9/4/2015	10580	GENE'S TOWING INC	\$369.22	
00019449	9/4/2015	10660	GILLIG LLC	\$10,656.85	
00019450	9/4/2015	10863	GRAYS HARBOR TRANSIT	\$234.00	
00019451	9/4/2015	11175	HEALTH CARE AUTHORITY	\$311,851.77	
00019452	9/4/2015	11810	INTERSTATE BATTERY	\$110.92	
00019453	9/4/2015	11905	JANEK CORPORATION	\$753.98	
00019454	9/4/2015	13510	LES SCHWAB TIRE CENTER	\$183.42	
00019455	9/4/2015	13555	LIBBY ENVIRONMENTAL, LLC	\$335.00	
00019456	9/4/2015	13850	MASON TRANSIT AUTHORITY	\$813.00	
00019457	9/4/2015	14335	MELNICK, DON	\$288.00	
00019458	9/4/2015	14750	MULLINAX FORD	\$399.15	
00019459	9/4/2015	14760	MUNCIE TRANSIT SUPPLY	\$63.32	
00019460	9/4/2015	14900	NAPA AUTO PARTS	\$1,346.46	
00019461	9/4/2015	15140	NISQUALLY TOWING SERVICE	\$218.49	
00019462	9/4/2015	16557	PACIFIC MODULAR, INC	\$489.60	
00019463	9/4/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,994.03	
00019464	9/4/2015	16595	PACIFIC POWER GROUP LLC	\$103.88	
00019465	9/4/2015	16695	PATTISON WATER COMPANY	\$92.59	
00019466	9/4/2015	16765	PETRO CARD	\$52,104.68	
00019467	9/4/2015	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,500.00	
00019468	9/4/2015	17420	R&R TIRE COMPANY, INC.	\$13,728.33	
00019469	9/4/2015	17505	RAINIER DODGE INC	\$58.75	
00019470	9/4/2015	17560	RE AUTO ELECTRIC INC	\$200.92	
00019471	9/4/2015	17900	SCHETKY NW SALES INC	\$2,097.15	
00019472	9/4/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$1,584.44	
00019473	9/4/2015	18197	SMART TALENT	\$1,299.38	
00019474	9/4/2015	18355	SOUND TRANSIT	\$54,683.63	
00019475	9/4/2015	18420	SOUTHGATE FENCE INC	\$711.50	
00019476	9/4/2015	18470	SPORTWORKS NORTHWEST INC	\$133.73	
00019477	9/4/2015	18705	SUNBELT RENTALS	\$277.19	
00019478	9/4/2015	21610	TETRA TECH INC	\$13,842.52	
00019479	9/4/2015	21660	THERMO KING NORTHWEST	\$425.53	
00019480	9/4/2015	21800	THURSTON COUNTY RESOURCE STEWARDS	\$221.25	
00019481	9/4/2015	21930	TIRES INC	\$47,082.48	
00019482	9/4/2015	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00019483	9/4/2015	21950	TITUS-WILL CHEVROLET	\$2,526.45	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/04/2015

Thru Date: 09/04/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019484	9/4/2015	21967	TOGETHER!	\$500.00	
00019485	9/4/2015	22010	TOYOTA OF OLYMPIA	\$8.36	
00019486	9/4/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$94,343.62	
00019487	9/4/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$8,103.04	
00019488	9/4/2015	23660	UNITED WAY OF THURSTON COUNTY	\$995.00	
00019489	9/4/2015	23740	USSC LLC	\$1,305.34	
00019490	9/4/2015	24000	W W GRAINGER INC	\$98.15	
00019491	9/4/2015	24100	WA ST DEPT OF ECOLOGY 1	\$171.03	
00019492	9/4/2015	24640	WA ST DEPT OF TRANSPORTATION	\$10,620.24	
00019493	9/4/2015	24742	WA ST EMPLOYMENT SECURITY	\$19.26	
00019494	9/4/2015	24750	WA ST GET PROGRAM	\$247.00	
00019495	9/4/2015	25858	WESTCARE CLINIC LLC PS	\$425.00	
			Total:	\$688,137.53	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/18/2015

Thru Date: 09/18/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019499	9/18/2015	01405	ADVANCE GLASS INC	\$1,440.42	
00019500	9/18/2015	01683	ALLENBAUGH & ASSOCIATES INC	\$5,700.00	
00019501	9/18/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$124.00	
00019502	9/18/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$596.34	
00019503	9/18/2015	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00019504	9/18/2015	01820	AMERICAN DRIVING RECORDS INC	\$423.14	
00019505	9/18/2015	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$370.00	
00019506	9/18/2015	01960	AMERICAN SEATING COMPANY	\$202.86	
00019507	9/18/2015	02060	AMERISAFE	\$44.06	
00019508	9/18/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$383.89	
00019509	9/18/2015	02380	ARAMARK UNIFORM SERVICES	\$829.06	
00019510	9/18/2015	02565	ASPHALT PATCH SYSTEMS INC	\$114,600.00	
00019511	9/18/2015	02580	ASSOCIATED PETROLEUM	\$1,653.41	
00019512	9/18/2015	02990	B&B SIGN COMPANY LLC	\$115.04	
00019513	9/18/2015	03610	BLANCHARD ELECTRIC	\$2,725.44	
00019514	9/18/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$728.78	
00019515	9/18/2015	05210	CAPITAL COLLISION CENTER	\$6,799.99	
00019516	9/18/2015	05340	CAPITOL COURIER SERVICE	\$349.12	
00019517	9/18/2015	06040	CITY OF LACEY	\$794.16	
00019518	9/18/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$335.49	
00019519	9/18/2015	06710	COMMONS@FERTILE GROUND, THE	\$250.00	
00019520	9/18/2015	07150	CROSSROADS COLLISION CENTER	\$834.86	
00019521	9/18/2015	07220	CUMMINS INC	\$3,302.83	
00019522	9/18/2015	07500	STEPHAN J PARROTT	\$675.00	
00019523	9/18/2015	07970	DILLARD & ASSOCIATES INC	\$7,753.00	
00019524	9/18/2015	08780	EMERALD SERVICES INC	\$217.10	
00019525	9/18/2015	09820	FLEET-NET CORP	\$2,937.60	
00019526	9/18/2015	10580	GENE'S TOWING INC	\$328.20	
00019527	9/18/2015	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00019528	9/18/2015	10660	GILLIG LLC	\$8,110.48	
00019529	9/18/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00019530	9/18/2015	11048	HARGIS ENGINEERS INC	\$460.00	
00019531	9/18/2015	11240	HEMMANN, MARILYN	\$6,772.50	
00019532	9/18/2015	11702	INSPECTORATE AMERICA CORPORATION	\$2,871.10	
00019533	9/18/2015	11765	INTERCITY TRANSIT PETTY CASH	\$281.79	
00019534	9/18/2015	11865	ISLAND SUPERIOR AIR FILTER	\$415.81	
00019535	9/18/2015	11905	JANEK CORPORATION	\$1,945.34	
00019536	9/18/2015	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00019537	9/18/2015	13661	LOOMIS	\$373.44	
00019538	9/18/2015	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
00019539	9/18/2015	14590	MOHAWK MFG & SUPPLY	\$99.83	
00019540	9/18/2015	14750	MULLINAX FORD	\$395.84	
00019541	9/18/2015	14760	MUNCIE TRANSIT SUPPLY	\$372.95	
00019542	9/18/2015	14900	NAPA AUTO PARTS	\$440.60	
00019543	9/18/2015	15140	NISQUALLY TOWING SERVICE	\$218.49	
00019544	9/18/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$2,190.76	
00019545	9/18/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00019546	9/18/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00019547	9/18/2015	16595	PACIFIC POWER GROUP LLC	\$2,666.72	
00019548	9/18/2015	16680	PARTSMASTER	\$830.20	
00019549	9/18/2015	16752	PERFORMANCE RADIATOR PACIFIC LLC	\$822.15	
00019550	9/18/2015	16765	PETRO CARD	\$30,094.56	
00019551	9/18/2015	16820	PIERCE COUNTY SECURITY	\$15,810.80	
00019552	9/18/2015	16841	PIONEER FIRE & SECURITY INC	\$633.01	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/18/2015

Thru Date: 09/18/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019553	9/18/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00019554	9/18/2015	17290	PUGET SOUND ENERGY	\$11,953.62	
00019555	9/18/2015	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00019556	9/18/2015	17505	RAINIER DODGE INC	\$314.98	
00019557	9/18/2015	17900	SCHETKY NW SALES INC	\$1,794.32	
00019558	9/18/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$2,317.24	
00019559	9/18/2015	18068	SHINING EXAMPLE INC	\$303.33	
00019560	9/18/2015	18145	SIX ROBBLEES INC	\$37.38	
00019561	9/18/2015	18160	SKILLINGS CONNOLLY INC	\$11,460.47	
00019562	9/18/2015	18197	SMART TALENT	\$1,405.25	
00019563	9/18/2015	18470	SPORTWORKS NORTHWEST INC	\$345.12	
00019564	9/18/2015	18705	SUNBELT RENTALS	\$134.37	
00019565	9/18/2015	21660	THERMO KING NORTHWEST	\$188.27	
00019566	9/18/2015	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00019567	9/18/2015	21930	TIRES INC	\$7,654.12	
00019568	9/18/2015	21950	TITUS-WILL CHEVROLET	\$688.60	
00019569	9/18/2015	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
00019570	9/18/2015	21985	TOTAL FILTRATION SERVICES	\$349.97	
00019571	9/18/2015	22010	TOYOTA OF OLYMPIA	\$110.02	
00019572	9/18/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00019573	9/18/2015	22420	TUMWATER PRINTING	\$1,690.29	
00019574	9/18/2015	23410	U S BANK VOYAGER FLEET SYSTEMS	\$36,497.15	
00019575	9/18/2015	23820	VERIZON WIRELESS	\$1,546.78	
00019576	9/18/2015	24000	W W GRAINGER INC	\$963.17	
00019577	9/18/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$158.60	
00019578	9/18/2015	24240	WA ST DEPT OF L & I ELEVATOR SECTION	\$114.10	
00019579	9/18/2015	24742	WA ST EMPLOYMENT SECURITY	\$23.65	
00019580	9/18/2015	24750	WA ST GET PROGRAM	\$227.00	
00019581	9/18/2015	25380	WASHINGTON GARDENS	\$315.52	
00019582	9/18/2015	25515	WASHINGTON STATE PATROL	\$50.00	
00019583	9/18/2015	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$480.00	
Total:				\$337,333.48	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	2015/04-08	DI	9/4/2015			1,728.00	1,728.00	1,728.00		1,728.00
03660 BLOOM DENNIS										
00	08/09-12/15	DI	9/4/2015			91.65	91.65	91.65		1,819.65
05125 CAMPBELL, BRENT										
00	08/26/15	DI	9/4/2015			124.02	124.02	124.02		1,943.67
06908 COPPLEY, DAVID										
00	08/09-21/15	DI	9/4/2015			801.00	801.00	801.00		2,744.67
11308 HOFSTETTER SHANNON										
00	08/28/15	DI	9/4/2015			192.30	192.30	192.30		2,936.97
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	9/2015	DI	9/4/2015			1,956.60	1,956.60	1,956.60		4,893.57
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2015AUG	DI	9/4/2015			1,012.00	1,012.00	1,012.00		5,905.57
11775 INTERCITY TRANSIT WELLNESS										
00	2015AUG	DI	9/4/2015			700.00	700.00	700.00		6,605.57
14370 MERRILL JIM										
00	08/23-26/15	DI	9/4/2015			71.20	71.20	71.20		6,676.77
15120 NEWSOME CAROLYN										
00	08/23-26/15	DI	9/4/2015			168.00	168.00	168.00		6,844.77
18480 SPRINGER-BLACKE, RACHEL										
00	08/23-26/15	DI	9/4/2015			106.00	106.00	106.00		6,950.77

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
	01478 AINUU FILIPO									
00	8/25-26/15	DI	9/18/2015			88.05	88.05	88.05		88.05
	02080 AMMANN KARL									
00	SUMQTR2015	DI	9/18/2015			468.96	468.96	468.96		557.01
	03660 BLOOM DENNIS									
00	9/1-3-15	DI	9/18/2015			774.20	774.20	774.20		1,331.21
	05105 CALQUHOUN, GREG									
00	8/31-9/3/15	DI	9/18/2015			207.08	207.08	207.08		1,538.29
	08550 EASY SPEAKERS CLUB									
00	2015/SEP-MAR	DI	9/18/2015			76.00	76.00	76.00		1,614.29
	10205 FREEMAN-MANZANARES ANN									
00	8/22-26/15	DI	9/18/2015			125.70	125.70	125.70		1,739.99
	11308 HOFSTETTER SHANNON									
00	9/11/15	DI	9/18/2015			192.30	192.30	192.30		1,932.29
	11375 HOWELL, GERALD									
00	2015AUG	DI	9/18/2015			418.20	418.20	418.20		2,350.49
	11785 INTERNATIONAL ASSOCIATION OF MACHINIS									
00	2015SEP	DI	9/18/2015			2,947.99	2,947.99	2,947.99		5,298.48

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 7, 2015

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-5838

SUBJECT: Request to Set Public Hearings for the 2016 Draft Budget and the 2016–2021 Strategic Plan

-
- 1) **The Issue:** To set a public hearing to receive comment on the 2016 Draft Budget and the 2016-2021 Strategic Plan.
-
- 2) **Recommended Action:** Set the public hearing for the 2016 draft budget and for the 2016-2021 Strategic Plan for Wednesday, November 4, 2015.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget and the strategic plan. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Agency’s direction for 2016 and the following five-year period. The Strategic Plan identifies the Authority’s wishes regarding service levels, which is the prime driver of our proposed expenses for 2016.
-
- 4) **Background:** Staff will present draft documents to the Authority at the October Work Session, incorporate changes then release for public consideration.
-
- 5) **Alternatives:**
- A) Set the public hearing for the 2016 draft budget and 2016-2021 Strategic Plan for Wednesday, November 4, 2015.
 - B) Direct staff to revise the proposed 2016 budget calendar and set the public hearing for a different date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The annual budget impacts all agency goals.
-
- 8) **References:** N/A.

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
Heidi Thomas

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, October 2, 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 –September 11, 2015
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 15-10
- d. Approval of Draft 2016-2019 Regional Transportation Improvement Program

2016 Legislative Priorities

DISCUSSION

Each year, the Council develops a packet of important regional issues to bring to state legislators. Last year, the chair appointed a subcommittee to brainstorm issues to come to Council for approval. Since the next regular session will begin in January 2016, it is time to start the conversation.

TPB Retreat – Regional Work Priorities

DISCUSSION

On September 16, the Transportation Policy Board held a retreat focusing on short and work priorities for the Regional Transportation Plan, and issues needed focused attention from the Policy Board. Staff will report on the Retreat.

Retreat Next Steps

DISCUSSION

As a result of the Council Retreat in July, five strategic goals were developed to guide TRPC over the next 3-5 years. The next step is to further refine the objectives under each goal, which may lead to future work programs. At the September meeting we reviewed the two strategic goals under the Transportation and Economic Development areas. At the October meeting we will review the strategic goals related to Land Use and Water Resource Stewardship and identify the key objectives that the Council feels will enable us to meet them.

Sustainability Update

PRESENTATION / DISCUSSION

This item will present an update by TRPC staff on current sustainability efforts and provide the opportunity for members to report back on their jurisdiction's efforts.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
August 17, 2015

CALL TO ORDER

Chair VanderDoes called the August 17, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:35 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Kahlil Sibree; Billie Clark; Lin Zenki, Sue Pierce; Ursula Euler; Carl See; Julie Hustoft; Mitchell Chong; Denise Clark; and Aariah Perez.

Absent: Charles Richardson; Michael Van Gelder; Leah Bradley; Quinn Johnson and Jan Burt.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by PIERCE and CLARK, D. to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority members, DON MELNICK & RYAN WARNER.

VanderDoes welcomed ARIAH PEREZ, as a youth representative to the CAC.

MEETING ATTENDANCE

- A. August 19, 2015, Special Meeting - Lin Zenki
- B. September 2, 2015, Regular Meeting - Carl See
- C. September 16, 2015, Joint Meeting of ITA/CAC - All
- D. October 7, 2015, Regular Meeting - Victor VanderDoes

APPROVAL OF MINUTES

It was M/S/A by HUSTOFT and CLARK, D. to approve the minutes of the July 20, 2015 meeting.

NEW BUSINESS

- A. **2015 CITIZEN ADVISORY COMMITTEE RECRUITMENT** - (*Nancy Trail*) Trail relayed information regarding the recruitment process for the four open positions, and the Authority's decision to utilize a fall timeline again this year due to last year's success. We are in the process of updating the application packets and getting them assembled for distribution. The process involves formation of an ad hoc committee with three volunteers from the CAC committee and three volunteers from the Authority board to interview the applicants and make a recommendation to the Authority.

Intercity Transit Citizen Advisory Committee

August 17, 2015

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Freeman-Manzanares added the applications are due October 29th and asked if any committee members were interested in serving on the ad hoc committee. Pierce and Clark, D. offered to serve on the committee. Due to a shortage of members present the third position was left vacant at that time.

- B. AUTHORITY PLANNING SESSION -** (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated the Authority planning session is this Friday, August 21st. The Authority typically takes one day a year to work on larger issues. This year there are three issues and this item is to help the CAC provide feedback to the Authority. First, how to best deliver on increasing demand for service to our community and as a caveat, how do we know there will be increased demand for service. Second, how do we fund our short and long range goals; and third, how do we best communicate with the community. The Authority is interested in the CAC's thoughts and opinions on how to move forward.

Freeman-Manzanares stated the Authority had made the decision to move forward with the ballot measure for the last one-tenth of one percent in sales tax last year. The decision was delayed based on the potential of receiving additional sales tax authority from the legislature. In the end, the legislature decided not to include our request in the legislation last year. The agency has been working with the transportation committee and they noted that we were not at the maximum nine-tenths of a percent. This year the legislature went over for those agencies that were at the maximum tax rate. There is no federal transportation package yet, and we are hopeful that it may come by the end of the year. We would like them to address the significant reduction in federal transportation funding and the elimination of discretionary funds. The picture is further complicated by the volatility in our sales tax funding and fuel costs. All of this leads to how the CAC can help the authority define the game plan for the future.

Freeman-Manzanares indicated the agency currently has a Request for Qualifications in process for a community conversation project. The agency needs to determine what the community and our stakeholders want us to look like. In this process we will have conversations with the community, jurisdictions, chambers, social services agencies, and members of the medical and educational community to put these pieces together. The project will take place in the spring of next year. Ryan and Don will take the feedback you provide to the planning session on Friday.

Freeman-Manzanares stated the cost for a ballot measure can be upwards of \$300,000 if it is only us on the ballot. If the county is on the ballot it would be significantly less. It is based on the number of voters within the PTBA, which are approximately 170,000 at \$2.00 per voter. These are additional considerations on when to move forward.

Freeman-Manzanares reviewed sales tax history on the handouts provided and discussed the different scenarios showing when the agency runs into the red without additional funding.

Freeman-Manzanares indicated sales tax for 2015 thus far is at about 7.5% over the year. Far higher than we have seen for years. The model currently shows 5% for this year, and 3% for every year after. The first scenario shows what we're doing right now. Looking at that

Intercity Transit Citizen Advisory Committee

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base scenario the agency goes into the red in 2019 in terms of our 90-day contingency and into the red in the ending cash in 2020.

Freeman-Manzanares stated the authority is looking at the diesel vehicles more favorably attempting a replacement cycle of 17 years if possible. Under that scenario we are under ending cash in 2020 and in the red in ending cash in 2022. When we first looked at these scenarios last year we were in the red in 2019 and that is why the Authority pushed to go out for the ballot in 2015.

VanderDoes – stated he would like to see a breakdown of the sales tax by year.

Freeman-Manzanares – responded we can get that information for you.

Freeman-Manzanares indicated when the recession hit we pulled projections way back. From a finance perspective we feel more comfortable being conservative. Our focus is on supporting a consistency in service levels. We wanted to provide a little background about when we go into the red and it's important to keep those timeframes in mind.

Freeman-Manzanares remarked on the need to talk about the question of how we best deliver on the demand for increased service in our community. The authority has also asked how we know there is increased demand for service. Thurston Regional Planning Council (TRPC) provided some information on their basic needs assessment. TRPC had over 1,000 responses to the assessment. Freeman-Manzanares reviewed the statistics which provide that 80% reported trouble paying for housing and transportation costs over the past 12 months. They talk about basic needs and one of those from our perspective is transportation.

Chong arrived.

Freeman-Manzanares continued with information from the needs assessment which indicated 48% ranked access to a bus as one of the top three neighborhood features in deciding where to live. Interestingly the number of vehicles by household is going up, which could be influenced by a number of factors.

VanderDoes – stated it could be kids moving back home.

Freeman-Manzanares shared information on the Sustainable Thurston project led by TRPC and how the area will handle the additional population coming into Thurston County. The project showed the internal growth rate is as a result of people moving into the county.

Freeman-Manzanares shared information from TRPC on commute patterns which indicates 30,000 people leaving the county daily to find work. We are looking at economic development in the community and trying to balance all of that.

Pierce – remarked that Fort Lewis is technically in Pierce County, but isn't all the way to Tacoma or Seattle.

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Freeman-Manzanares – indicated the State is focused on defining their role in a well-functioning I-5 so goods and services can get through.

Sibree arrived.

Freeman-Manzanares shared information on an informal computer based exercise TRPC did that gave participants \$500 and allowed them to use the money to improve transportation and help understand the trade-offs. This provided an understanding of how much it costs to do these things. The exercise asked participants to identify what was important to them, and then the greater community. Individuals indicated bike lanes, sidewalks, trails and pavement. For the community it was inter-count transportation, bus, rail, vanpooling, park and ride, and CTR, paratransit and rural transit. In encouraging commerce the areas of importance were freeway widening, technology, fees, maintenance (pavement & bridges). Topics of interest include coordination of services, more density on the urban corridor, land use, climate change, CTR and technology.

Clark, D. – remarked that she participated in that exercise and it was interesting that there were only about 20 participants that were born here.

Bloom reviewed the information on the map handouts on the changing demographics of Thurston County. There is a system map showing the routing structure. Each of the maps from TRPC have the route structure overlay on them. The population density map shows it at the census block level. Census tracts are about a half-mile square. The census for downtown Olympia is done block by block. The maps with squares are tract level. Note that the density, low income, and employment maps show our current route structure meets the criteria on our service plan. We try to serve those low income areas and where we are getting our most bang for our buck. The map showing the population density of seniors 65 years and older shows where we need the Dial-A-Lift service. The maps depicting the density of youth (10-17 years), rental households, and zero vehicle households shows that our route structure is located appropriately.

Bloom stated this goes back to the question that the board is asking about how we anticipate service. These indicators from 2010 compared to the 2040 population density per acre indicate we are hitting just about all the areas with the exception of NE Lacey, a small area in Yelm, and SW Tumwater. The employment density follows the same patterns that we have now along the major corridors. The infrastructure for our bus service is in good shape. In terms of housing density the rule of thumb for population of our size is 6 to 8 housing units per acre. Most of the density is still at 1-5. You get density in downtown Olympia, along Martin Way, west of Panorama City, Fones Road, Tumwater and down in Yelm. The concentration is in the urbanized areas. When you get that kind of density you get more ridership. Comprehensive plans rely on public transit and encourage people to live along those corridors. The cities want this to happen. There is a piece in the comprehensive plans on funding that says they want to do that, but it is not specific. King County Metro is going to tax their entire county to provide more service within the city of Seattle.

Freeman-Manzanares indicated it is important for you to see how we are currently covering where housing/employment areas are located in our service area. In the past we have defined success in our strategic plan by increased ridership. Do we continue to use that

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benchmark? Do we continue to serve the way we are serving now, do we have more frequency, more coverage. The answer to those questions defines a bit about our ridership. If we provide coverage to those areas that are not that densely populated we are not going to get the ridership. It is important to see that in 2040 we are still serving those hot spots. There are a lot of things to consider and balance when we think about what we want to look like when we grow up.

VanderDoes – stated it doesn't look like any major route changes are required. There is the possibility of some social changes coming like millennials not using cars and 2040 is a significant ways out. He has heard that in terms of communications email is for old people, and that texting, Facebook, and other social media are becoming the norm.

Zenki – indicated email is for long communications and text is for short things.

Clark, D. – remarked that the agency should market “going green” and capitalize on the environmental trend. She also stated many people would ride the bus if there was service in NE Lacey.

Freeman-Manzanares – indicated the agency is working with the Lacey business community to access their needs.

Clark, D. – remarked that she sees a lot of growth in the area. People want community, where they can walk, ride, and bus. They don't want apartment complexes, or building large developments with no transit service.

Pierce – stated 2040 is another 25 years from now and she is skeptical about the assumption that people aren't going to have cars. She is unsure that the idea of we'll build it and they'll figure out how to live there is going to fly.

VanderDoes – indicated technology will change over the next 25 years, and the number of electric cars could change transit because it will be so much cheaper.

Euler – clarified on the page 3 lower right density map that ideally you would like to put service where there is density of 10 or more per acre.

See arrived.

Bloom – indicated the density is 6 - 8 per acre. The idea is to try to concentrate population in urbanized areas and preserve rural areas. There are some pockets of density and not sure we will ever be able to serve them.

Euler – asked if the agency is talking to cities to tax themselves – like a public transportation district.

Bloom – indicated the cities of Seattle and Bellingham are doing that. People outside the service area are paying to fund the service within the city. Presently the transportation districts use the funds for roads and infrastructure.

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Freeman-Manzanares – the State and the City of Olympia used to fund part of the DASH and they pulled out but we still provide that service. We talk about that on a yearly basis and there is the potential that funding might come back. The conversation is what the community wants us to accomplish.

VanderDoes – asked if the agency had seen any routes where the ridership goes against the population density rule?

Bloom – responded that it follows general predictions. It follows major corridors and in that sense it is fairly traditional. There are routes that go to the Community College (SPSCC) that is not a major corridor, but it is for a destination. The same thing can be seen to Evergreen State College, those buses are packed. They don't have cars and a lot have bikes. Those go against the density grain.

See – remarked looking at the system map one thing that came to mind is what kind of service we provide to parks and have we looked at ridership for instance to the Regional Athletic Complex (RAC). There is no service to LBA, Priest Point, etc.

Bloom – responded it is a potential market. The best ridership is to Rainier Vista Park. We don't have good ridership to the RAC.

See – stated people want a reason to ride the bus. Taking children on the bus isn't that common. It would help get younger people on the bus.

Pierce – stated she doesn't think increasing frequency will necessarily increase ridership. The ridership on some routes may shift taking the load off some buses.

Euler – asked if the financial scenarios kept service levels status quo.

Freeman-Manzanares – responded, yes. Until we go into the red. We have the ability in the model to reduce service levels to balance our budget.

Euler – inquired about the Authority giving consideration to those who are leaving town for employment, since there are so many. Those routes are not the best right now.

Freeman-Manzanares – indicated this was a good transition to a question – which was taking your temperature regarding the relative importance of all of our service. We have a tendency to focus on our fixed route service and DAL. More recently it has been getting people off DAL and on to fixed route, which is far less expensive service to run. Then we have a host of other things that we do, we have a robust vanpool, bus buddy, village vans, travel trainers, community vans, youth education, build a bike program, etc. That is beyond the smaller conversation looking at our local service, our express service and our circulator service DASH. Those are things that we need to balance out and how do we best do that.

Zenki – remarked that the DAL rates in Alameda County rose to \$4.00 each way as their way of encouraging people to ride fixed route. She would like to see trips prioritized instead of rates increased.

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Freeman-Manzanares – stated when the authority raised the rates in 2013, they specifically chose not to do so for DAL customers.

Zenki – indicated that she is very appreciative because everyone looks at the cost of the service and how expensive it is.

Warner – stated the DAL rates can only be twice the cost of fixed route under the ADA.

Melnick – indicated Intercity Transit has a very thorough process for making sure that those who no longer need DAL aren't using it.

VanderDoes – stated this is the best run organization that he has ever been affiliated with, including the ones he ran. Everything Intercity Transit does is very important to the community.

Hustoft – stated we really need service out in NE Lacey looking at the population/employment density on Marvin RD and the projected growth out there. We really need to serve the area. If we increase service we have to have a bigger facility. We need more money for the Pattison street facility. Can we break up the construction project into smaller pieces?

Freeman-Manzanares –indicated we are doing that to some extent now. The project was originally in the \$25,000,000 range. We have a \$7,000,000 project now, \$4,000,000 of which is local dollars that we have set aside. We have done the design work. The remainder of the project is under ground, utilities, pavement, etc.

VanderDoes – remarked there are a lot national issues and until the nation sorts this out it's not going to happen.

Freeman-Manzanares – stated the thing we do have control over is the final one-tenth and economic development.

Melnick – indicated the survey work will yield some of the information we're looking for.

CONSUMER ISSUES

- *Pierce* – shared a concern about Martin Way and the entrance to the Martin Way Park & Ride and that it is often times blocked and the buses and cars are unable to get into or out of the park and ride. Pierce suggested painting a box as they have in Pierce County, or possibly a sign asking people not to block the entrance.

Freeman-Manzanares – indicated we have had this conversation with the City of Lacey. They believe it is a liability for them to paint stop bars on the street in case someone is counting on cars stopping and they do not. They also mentioned that it is against the law to block entry ways so they shouldn't have to paint a stop bar. You might want to contact the City

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of Lacey yourself, and have others that are also concerned about the issue to contact them as well.

- *Chong* – indicated there is a problem with DAL no-shows because people are not getting the proper attention that drivers are there to get them. He was on DAL in Los Angeles and they had an automated system that would call riders and let them know their ride had arrived.

Freeman-Manzanares – indicated she would speak to DAL about this issue.

- *Chong* – commented there are a lot of make-shift chairs along Yelm Highway because the stops don't have seats. It looks inappropriate to have these chairs instead of something that transit installs.

Bloom – responded staff has removed the chairs several times and they keep returning.

- *VanderDoes* – commented about the pressure washing artwork at stops and that he likes it, but the agency will probably be getting a letter from his HOA. Someone pressure washed a happy face onto a wall near the stop on Barnes (#0101) and the HOA is assuming that transit did it. They were upset about it. Also, there is still no garbage can at the stop.
- *Clark, B.* – inquired about Intercity Transit's policy on name tags and why drivers don't wear them.

Freeman-Manzanares – responded she would check with Jim Merrill and follow up.

REPORTS

- *Pierce* – provided the report from the August 5, 2015, Authority meeting indicating they reviewed some of the same material the committee heard tonight in preparation of the planning session; and met new employees, Claudia Green and Lara Lowe. The highlights in the packet cover the rest of the information.

Perez arrived.

- *Freeman –Manzanares* - provided the General Managers report including July ridership 347,698 trips on fixed route which represents a 2.7% decrease from the same period last year. The pattern of weekday ridership being down and weekend ridership up continues. Dennis was just at a planning conference sponsored by APTA and discovered that our system was seeing far smaller reductions than other systems. You may have heard the Senate passed a transportation bill and we are now waiting for congress to get back into session in September to see what happens. We are hoping they push for a long term bill with more balance between formula funding and discretionary funding. You are aware the agency belongs to APTA, but we also belong to the Bus Coalition which represents mid-size systems, the group that was eliminated from the current funding structure.

Freeman-Manzanares recognized committee member Lin Zenki who is participating on a panel to assist with the selection of a consultant for the customer satisfaction survey project. This is slated to go before the Authority on Wednesday, August 19th.

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We were invited to the Amtrak Centennial Station to meet the National Rail Road Passenger (NRRP) representative to chat about their mission. He was impressed with the station staff as they are all volunteers and have met every train coming into the facility for the past 21 or 22 years. Senator Fraser was there, and it was a nice opportunity to chat about bus connections. Amtrak, WSDOT, and ODOT are working on enhanced on-time performance. They are looking at adding a morning and afternoon trip between Portland and Seattle. A piece of that is a parallel on our conversation about density, everybody wants their own Amtrak depot, but stopping at every city wouldn't get anyone anywhere fast.

- *Melnick* – recognized Intercity Transit staff for their outreach efforts at Panorama City. They have put together a “Drive Less – Go More” event set for September 16, 2015, to help residents who are faced with letting go of their license. The presentation will be followed by a series of TV shows.

NEXT MEETING: September 16, 2015 – Joint meeting of ITA/CAC.

ADJOURNMENT

It was M/S/A by HUSTOFT and SIBREE to adjourn the meeting at 7:32 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: October 7, 2015

FOR: Intercity Transit Authority

FROM: Tom Crawford, Board Member, Thurston Climate Action Team

SUBJECT: Local Climate Change/Clean Energy Survey Results

1) **The Issue:** According to a recent survey, Thurston County residents are very concerned about the local impacts of climate change, strongly support a variety of possible renewable energy and energy programs, and are willing to pay to see those programs happen.

2) **Recommended Action:** Presentation and discussion only.

3) **Policy Analysis:** An opportunity to hear about a local non-profit's efforts and their process for gathering information on community attitudes to address clean energy and climate change.

4) **Background:** In partnership with Thurston County and the LOTT Clean Water Alliance, Thurston Climate Action Team (TCAT) completed a survey in June to gauge local public opinion about clean energy and climate change.

Thurston County and LOTT committed financial support for the survey. In addition, faculty members from the three higher education institutions in the county (Saint Martin's University, The Evergreen State College, and South Puget Sound Community College) collaborated on the design and implementation of the survey.

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

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

7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community."*

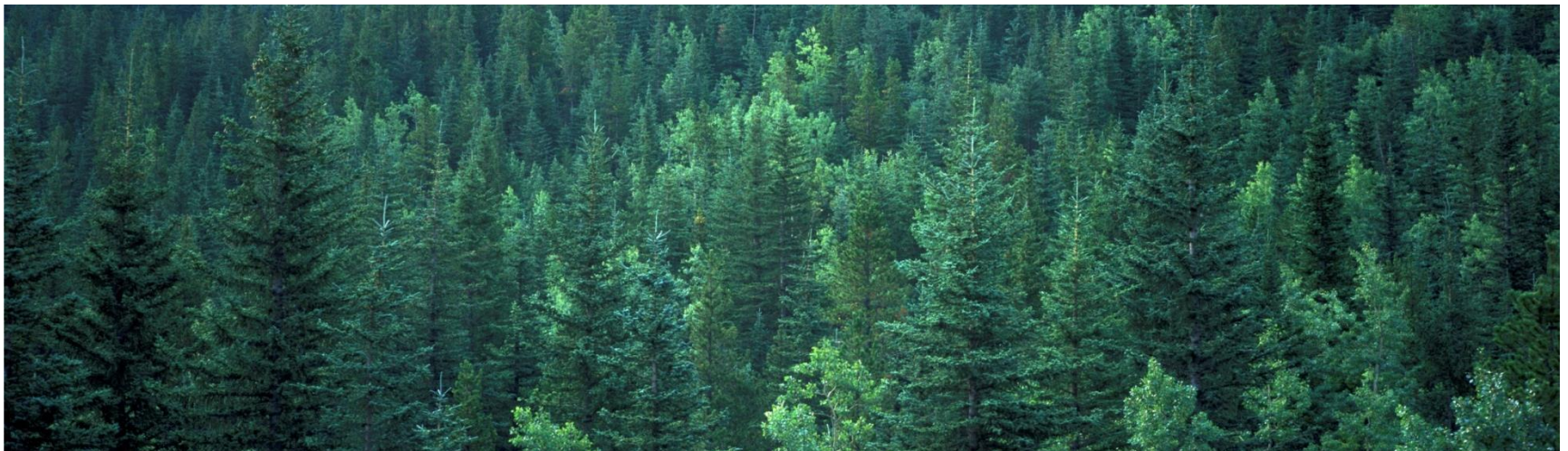
8) **References:** TCAT "Perception Survey on Clean Energy and Climate."



Thurston Climate Action Team

Perception Survey on Clean Energy and Climate

Briefing for Intercity Transit Authority, October 7, 2015





Presentation Summary

- Community survey conducted in June
 - Broad support for a variety of local renewable energy and energy conservation efforts
 - Willingness to pay for them
- Next step
 - Develop a county-wide clean energy program
 - Work with Thurston Thrives, other existing programs

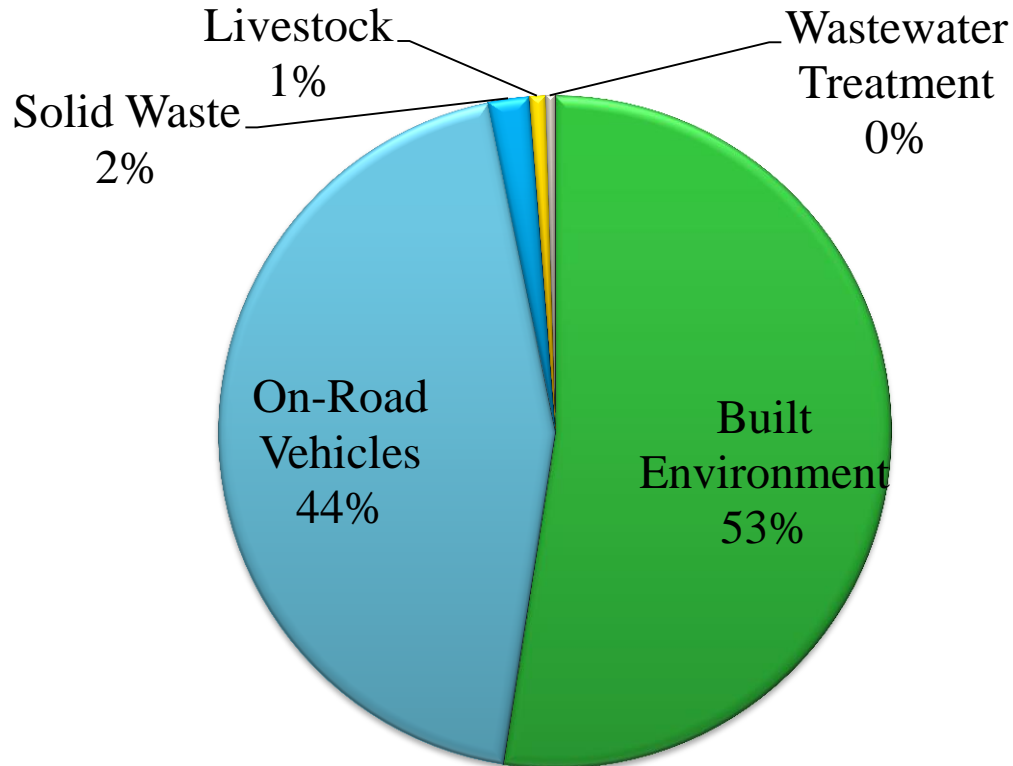


Topics

- Survey Background
- Survey Methods
- Survey Results
- Next Steps & Actions Requested



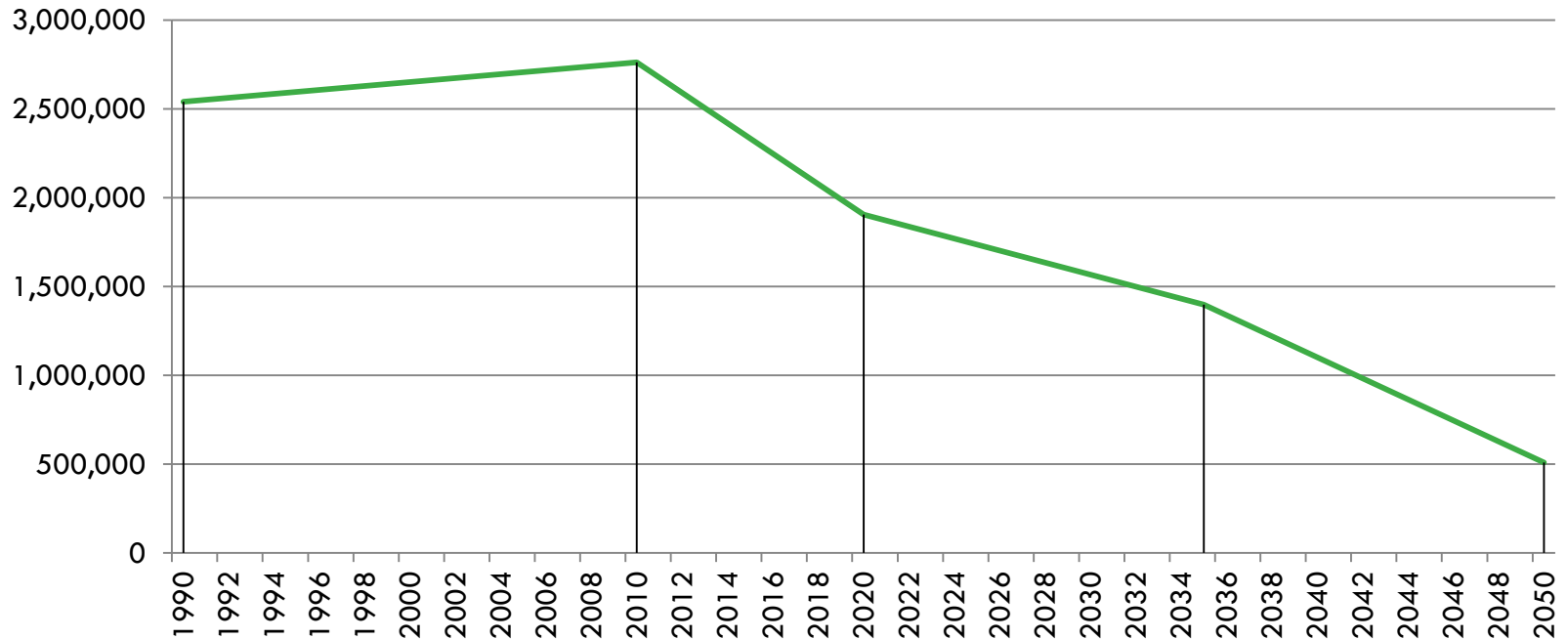
Background: County GHG Emissions





Sustainable Thurston Targets

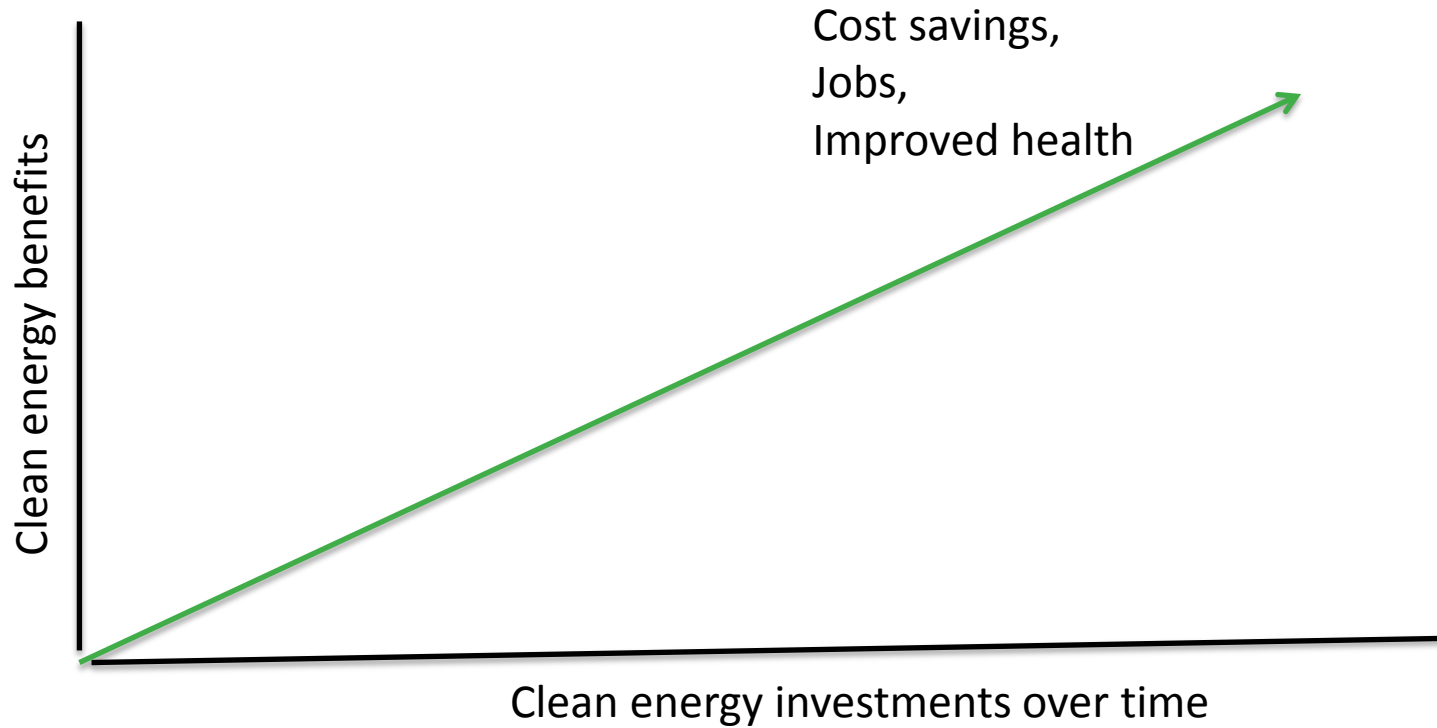
Thurston Co Greenhouse Gas Metric Tons of CO2 Equivalent (MTCDE)



	1990	2010	2020	2035	2050
— Thurston Co GHG MTCDE	2,540,511	2,761,800	1,905,383	1,397,281	508,102



Reduced GHG → Benefits





Promising solutions

- Expand energy efficiency services (Thurston Energy)—esp. rentals
- Promote solar installations (incentives, community solar, solar farms)
- Build out electric vehicle (EV) infrastructure
- Expand commute trip reduction program
- Farmers' transportation cooperative
- Incentives for efficient vehicles (e.g., EV)
- Transportation management areas
- Community education and engagement



Attitudinal Survey

Methods

- Funding from Thurston County, LOTT
- Partnership among St. Martin's, SPSCC, TESC
- Input from community agencies
- Students made calls 6/26 – 6/30
- Results compiled, analyzed
 - Cross tabs, dependency analysis



Attitudinal Survey

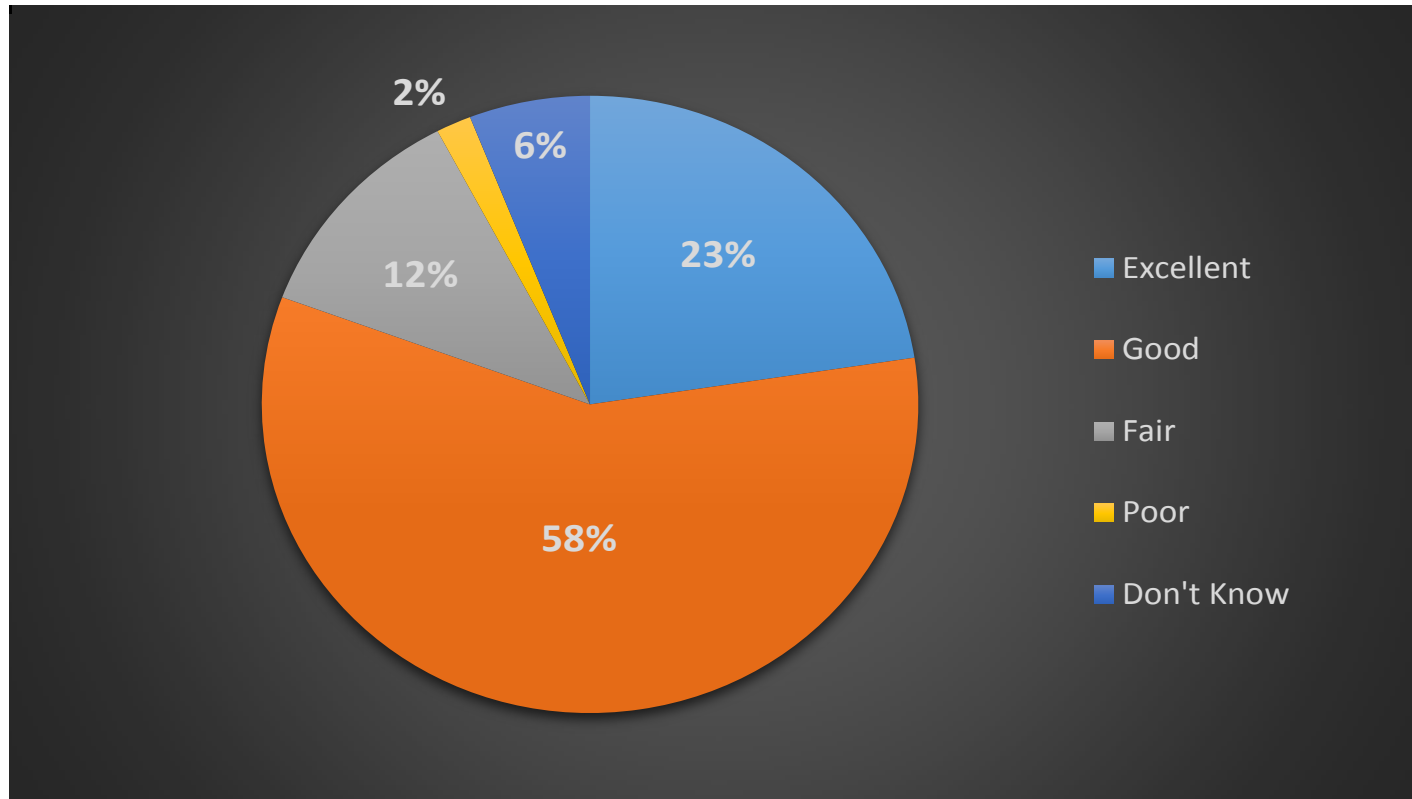
Topics

- Community and environment
- Climate change
- Renewable energy and energy efficiency
- Home energy
- Information sources
- Demographics



Community and environment

How would you rate the overall quality of community life in Thurston County?
TCAT Survey, Thurston County Residents, July 2015. (n=403)





Community and environment

- Top community concerns:
 - Traffic
 - Population growth
 - Homelessness
 - Growth management
- Top environmental issue:
 - Water quality
- Climate change? Consistent with other survey responses?



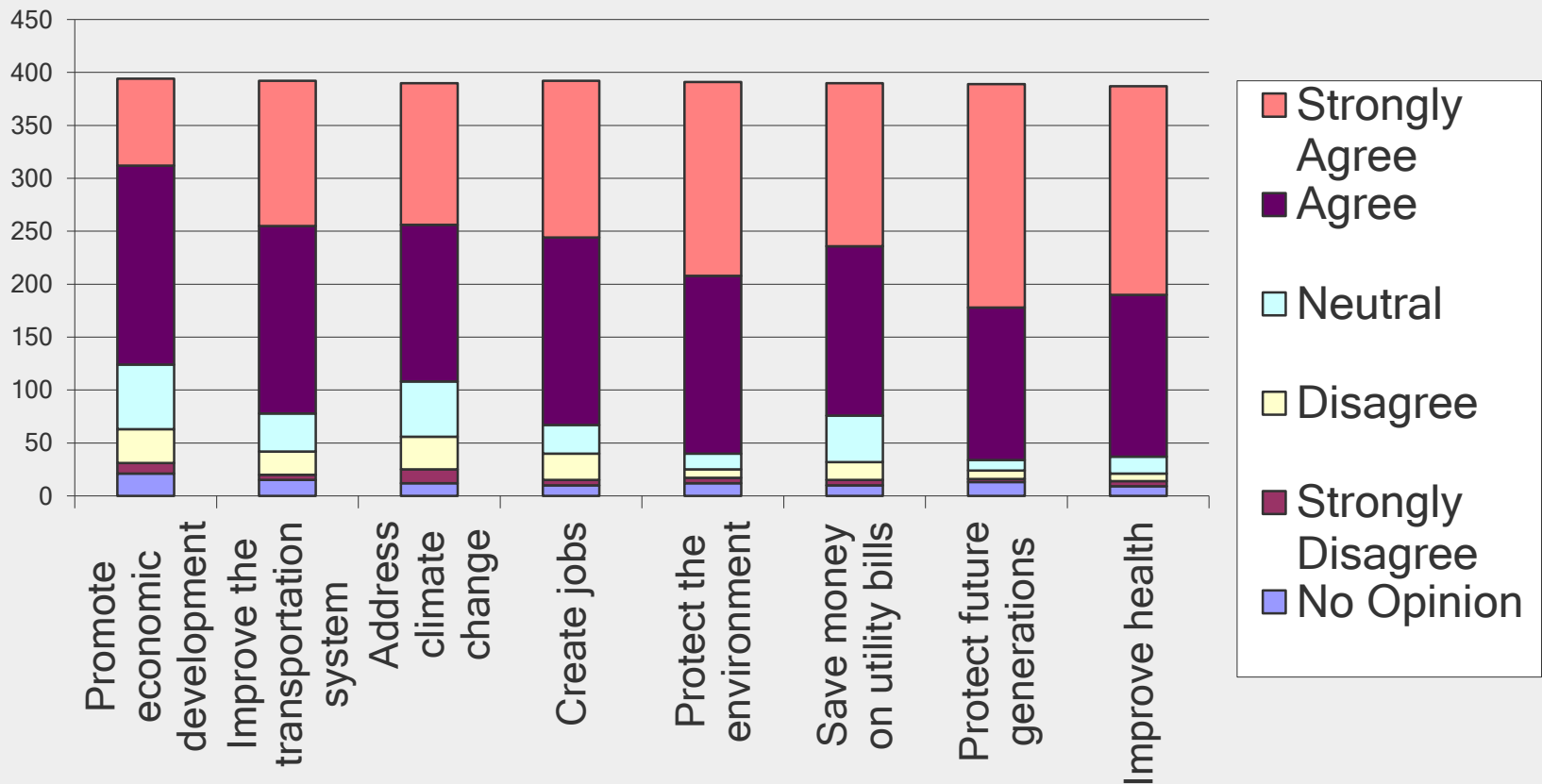
Climate

- 85%: People affect the climate.
- 79%: Climate action is important.
- 77%: Inaction will lead to serious local problems.



Clean Energy

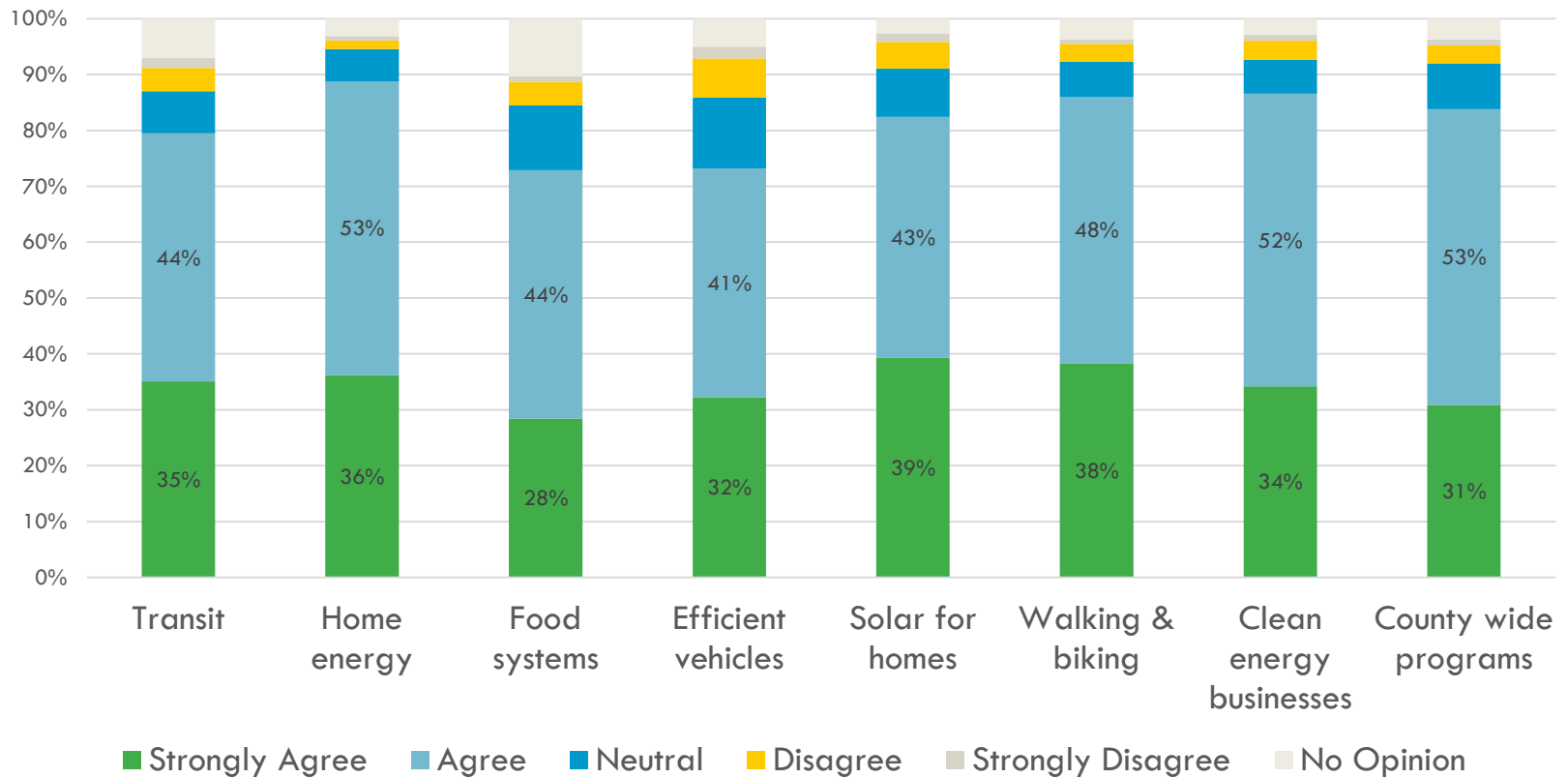
Motivations to take action on renewable energy and energy conservation::





Clean Energy

Actions that could be taken in Thurston County to promote renewable energy and energy conservation.





Attitudes on Transportation

Agree with action to improve transit options?

- No significant differences by Age, Income level, Geography, Gender, Education level
- Significant difference by political views
 - 95% of liberals agree
 - 70% of conservatives agree



Financing

- Willing to pay \$10/year or more: 69%
- Ok with small increase in sales, utility or property tax : 63%



Other items

- Energy efficiency will
Influence next home choice 74%

- Info about climate change
 - Television 29%
 - Web, social media 24%
 - No info 1.4%



Survey Conclusions

- County residents:
 - Feel positively about quality of community life
 - Are concerned about climate change, and its local effects.
 - Favor county-wide, coordinated action.
 - Including improved transit
 - Would support clean energy programs with money.
 - Are receptive to small tax increases.



Policy opportunity

Consider impact of decisions & projects on energy, climate

- Does this increase or decrease use of renewable energy and energy efficiency?
- What is its impact on greenhouse gas emissions?
- What alternatives are available?



Program opportunity

Design clean energy program

- Agree on GHG, energy usage targets
- Select top priority actions and projects
- Estimate costs and benefits
- Identify sustained, dedicated funding source(s)

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

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Auto Body Repair Services

1) **The Issue:** Consider a term contract for auto body repair services.

2) **Recommended Action:** Authorize the General Manager to enter into a three-year contract, with two possible annual extensions (five years total), with Cross Roads Collision Center for auto body repair services for coaches, paratransit, vanpool, and staff vehicles. The estimated annual value of the contract is \$158,000.

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

4) **Background:** Intercity Transit does not have the capabilities to perform auto body repair work with internal resources. Staff has to obtain quotes from at least three different auto body shops each time they need a repair. This process is time consuming.

We issued a competitive procurement seeking an auto body repair vendor. We issued a solicitation on August 12, 2015, and received one response by the submittal date of September 3. The proposal was responsive and the evaluation team determined it was responsible. We compared pricing against current quotes, Skagit Transit, and the rates that the Washington State Transit Insurance Pool utilizes. The analysis indicates the pricing is fair and reasonable.

Maintenance staff has utilized Cross Roads Collision Center on several occasions and have been pleased with the quality of work they provide. There are no concerns with customer service, timelines, or performance.

Cross Roads Collision Center presented a reasonable proposal with good value to Intercity Transit. The recommendation is to award a term contract to Cross Roads Collision Center.

5) **Alternatives:**

A. Authorize the General Manager to enter into a three-year contract, with two possible annual extensions (five years total), with Cross Roads Collision

Center for auto body repair services for coaches, paratransit, vanpool, and staff vehicles. The estimated annual value of the contract is \$158,000.

- B. Deferred action will result in the Maintenance Department continuing to seek competitive quotes for each repair.

6) **Budget Notes:** The 2015 budget has \$158,000 allocated to body work for coaches, paratransit, vanpool, and staff vehicles. It is anticipated that future budgets will be similar.

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

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

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

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Telephone Consultant

1) **The Issue:** Consider a contract for a telephone consultant.

2) **Recommended Action:** Authorize the General Manager to enter into a contract, with Elert & Associates for telephone consultant services. The value of the contract is \$36,750.00.

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

4) **Background:** Intercity Transit is considering updating the phone system and has determined industry specific guidance from a consultant would be beneficial.

We issued a competitive procurement seeking a consultant who will perform the following tasks:

- Review the current system and evaluate Intercity Transit's needs.
- Perform an initial cost/benefit analysis to ensure that a new system is needed.
- Assess the budget requirements of the replacement system.
- Design and develop specifications for a new system.
- Assist in the procurement process and provide guidance on vendor selection criteria.
- Provide management services in procuring, installing, and testing the new system

We issued a solicitation on August 12 and received five responses by the submittal date of September 2. The proposals were determined to be responsive and the evaluation team scored them based on their project approach, management, qualifications, and experience. References were checked to evaluate the firms past experience.

The evaluation team determined that Elert and Associates offered the best proposal. Elert and Associates has provided similar services for cities and transit entities.

Elert and Associates presented a reasonable proposal with good value to Intercity Transit. The recommendation is to award a term contract to Elert and Associates.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract, with Elert and Associates for telephone consultant services. The value of the contract is \$36,750.

B. Deferred action will result in the delay of our telephone system analysis.

6) **Budget Notes:** The 2015 budget has \$50,000 allocated for this service. This contract is within budget.

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

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

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

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Citizen Representative Recruitment

1) **The Issue:** Whether to conduct recruitment for the Citizen Representative positions whose terms end December 31, 2015.

2) **Recommended Action:** Provide staff direction.

3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 - Selection - Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.

4) **Background:** Citizen Representatives Ryan Warner's and Don Melnick's terms end December 31, 2015. (Melnick finished out Marty Thies' term). Both are eligible for reappointment for a second three-year term, per the Authority Bylaws (see section IV 4.3 Selection - Citizen Representatives as attached). Both Warner and Melnick expressed an interest in serving another three-year term.

The Authority options include:

- A. Reappoint the incumbents for an additional three-year term; or
- B. Open the positions for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

There is no list at this time.

If the Authority should choose to open the positions for a full recruitment, staff would advertise immediately using all outlets available including our website, Facebook, RiderAlert, The Olympian, Business Examiner, and the Nisqually Valley News. We also contact our CAC members along with the various jurisdictions to distribute materials to any persons expressing interest in their councils and planning commission positions.

At the December regular meeting, we would ask the Authority to select candidates for interview, and conduct interviews prior to the December 16

meeting. Citizen Representatives Warner and Melnick would then be invited to apply for the position.

5) **Alternatives:**

A) Reappoint the incumbents for an additional three-year term.

B) Open the positions for the purpose of soliciting and receiving applications from interested citizens.

6) **Budget Notes:** The recruitment process costs approximately, \$1,800. Funds are included in each annual budget.

7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.

8) **References:** Authority Bylaws Section IV. AUTHORITY COMPOSITION, 4.3, Selection - Citizen Representatives.

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

**INTERCITY TRANSIT AUTHORITY
EXECUTIVE SESSION
AGENDA ITEM NO. 10
MEETING DATE: October 7, 2015**

FOR: Intercity Transit Authority
FROM: Nathaniel Jones, Authority Chair
SUBJECT: General Manager Performance Evaluation

- 1) **The Issue:** To conduct the General Manager's performance evaluation.

- 2) **Recommended Action:** Recess the meeting and go into an Executive Session to discuss the performance of Ann Freeman-Manzanares as authorized by RCW 42.30.110.

- 3) **Policy Analysis:** The General Manager's employment agreement, Section 5 Performance Evaluation, states the Intercity Transit Authority Board of Directors will conduct a performance evaluation of the General Manager annually. The General Manager's official anniversary date is July 1.

- 4) **Background:** A performance evaluation document will be provided to each Authority member at the October 7 meeting, with a request to submit the completed evaluation document to the Authority Chair no later than October 14, 2015. Results of the evaluation will be shared in an Executive Session at the October 21, 2015, meeting.

- 5) **Alternatives:**
 - A. Conduct the General Manager's performance evaluation at the October 7, 2015, and October 21, 2015, Authority meetings.
 - B. Delay the discussion to a later date.

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

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

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