

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

June 1, 2016

5:30 P.M.

CALL TO ORDER

1) APPROVAL OF AGENDA 1 min.

2) INTRODUCTIONS 5 min.

~~A. Russell Gilsdorf, Customer Service Representative (Joy Gerchak)~~

B. Steve Krueger, Procurement/Capital Project Mgr. (Eric Phillips)

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:** May 4, 2016, Regular Meeting; and
May 18, 2016, Special Meeting

B. **Payroll:** May 2016 Payroll in the amount of \$2,205,861.53.

C. **Accounts Payable:** Warrants dated April 1, 2016, numbers 20614-20681, in the amount of \$571,042.24; Warrants dated April 22, 2016, numbers 20686-20688; 20707-20774, in the amount of \$413,549.40; Warrants dated April 29, 2016, numbers 20775-20840, in the amount of \$527,059.05; Automated Clearing House Transfers for April 2016 in the amount of \$21,077.21 for a monthly total of \$1,532,727.90.

Warrants dated May 13, 2016, numbers 20846-20925, in the amount of \$339,489.94; Warrants dated May 27, 2016, numbers 20931-20995, in the amount of \$670,603.57; Automated Clearing House Transfers for May 2016 in the amount of \$5,383.36 for a monthly total of \$1,015,476.87.

D. **Schedule a Public Hearing on the Transit Development Plan**
(Eric Phillips)

E. Surplus Property - Declare the property listed on Exhibit A as surplus to our needs (Katie Cunningham)

- | | | |
|-----|--|----------------|
| 5) | PUBLIC HEARINGS | 10 min. |
| | A. 2017-2020 Transportation Improvement Program (TIP)
<i>(Eric Phillips)</i> | |
| 6) | COMMITTEE REPORTS | |
| | A. Thurston Regional Planning Council <i>(Karen Messmer)</i> | 3 min. |
| | B. Transportation Policy Board <i>(Debbie Sullivan)</i> | 3 min. |
| | C. Citizen Advisory Committee <i>(Lin Zenki)</i> | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Telephone Equipment Purchase <i>(Jeff Peterson)</i> | 5 min. |
| | B. Vehicle Lift & Alignment Equipment Purchase <i>(Katie Cunningham)</i> | 5 min. |
| | C. Surplus Property (Katie Cunningham) - moved to Consent Agenda | |
| | D. Citizen Advisory Committee Reappointment <i>(Ann Freeman-Manzanares)</i> | 5 min. |
| | E. Strategic Plan Policy Issues <i>(Ann Freeman-Manzanares)</i> | 60 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

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

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI coordinator at (360) 705-5857 or ntrail@intercitytransit.com. If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 4, 2016

CALL TO ORDER

Chair Gadman called the May 4, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: City of Yelm Councilmember Molly Carmody; Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Donna Feliciano; Tammy Ferris; Ben Foreman; Mark Kallas; Paul Koleber; Eric Phillips; Pat Messmer; Carolyn Newsome; Erin Pratt; Heather Stafford-Smith; Leslie Williamson.

Others Present: Citizen Advisory Committee (CAC) member Aariah Perez; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Emily Bergkamp introduced **Diana Claus-Sharwark, Travel Trainer.**
- B. Paul Koleber introduced **Lisa Sayaogo, Service Worker.**
- C. Leslie Williamson introduced **Raven Safire, Accounting Specialist.**

RECOGNITION

A. Facilities Artwork Pressure Washing at Bus Stops.

Freeman-Manzanares recognized several Facility Specialists who have gone above and beyond to provide great service and enjoyment to the community. Freeman-Manzanares introduced Joe Weakley, Jayson Click, and Futi Ratisami who were recognized in The Olympian on April 1, 2016, with an article and video about their

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 2 of 9

sidewalk art creations. She also introduced Facilities Manager, Mark Kallas. A PowerPoint presentation and video were shown.

Chair Gadman recessed the meeting at 5:44 p.m. for refreshments.

Chair Gadman reconvened the meeting at 5:52 p.m.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** April 6, 2016, Regular Meeting; and April 20, 2016, Special Meeting.
- B. Payroll:** April 2016 Payroll in the amount of \$2,104,481.37.

PUBLIC HEARING - None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said when TRPC meets May 6 members will discuss a new report entitled, "State of Transportation Infrastructure." Messmer wonders if Intercity Transit staff should be involved in the discussion. She said it is an interesting opportunity and she would like to see the agency involved.

Members will discuss the Climate Adaptation Plan which resulted from Sustainable Thurston, and was funded through a grant opportunity. There will be discussion about Legislative priorities for 2017, and she wants to ensure that Intercity Transit is in early with language and conversation from TRPC's perspective and make sure agency issues about funding and taxation are included up front. Also, there will be a glimpse at new comments on the draft RTP.

- B. Transportation Policy Board (TPB).** Melnick reported the TPB met April 13. TPB discussed and received an overview of the Regional Transportation Plan; discussed a publication entitled, "Journeys Regional Transportation Annual Report" and received an overview of the regional transportation accomplishments of 2015 and set the stage for 2016 activities. Members also heard about actions taken during the 2016 regular and first special session of the State Legislature.

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 3 of 9

- C. Citizen Advisory Committee.** Perez is one of the Student CAC members – she is a junior at North Thurston High School. She said at the last CAC meeting, members talked about the Customer Satisfaction, Vanpool and Market Segmentation surveys.

NEW BUSINESS

- A. Amend Contract Underground Storage Tank Replacement Project Consultant Services.**

Procurement Coordinator, Tammy Ferris, presented for consideration an amendment to the existing contract to finalize the design for the Underground Storage Tank Replacement (UST) project in the not-to-exceed amount of \$70,000, including taxes.

In spring 2015, staff obtained an additional \$2,950,000 in grant funds. These funds allowed the agency to focus on permanent rather than temporary installations and on completing more of the project in accordance with the Master Plan. The expanded project required Tetra Tech, Inc., to revise portions of the engineering design and increase their responsibilities for construction oversight. In June of 2015, the Authority authorized an amendment to the contract in the amount of \$274,995.

Additional work has been required to move this project forward. Tetra Tech, Inc. was instrumental in the creation of a Development Agreement, which was not originally anticipated, required to prepare multiple design revisions, in particular relating to the Tree Protection Plan, and provided consulting services throughout the extensive and lengthy Conditional Use Permit process. Staff recognizes the additional required meetings and design efforts exceeded the original tasks and hours planned for this work and has negotiated the cost of these efforts.

It was M/S/A by Councilmember Sullivan and Councilmember Gilman to authorize the General Manager to amend the existing contract with Tetra Tech, Inc., to finalize the design for the UST Replacement project, in the not-to-exceed amount of \$70,000, including taxes.

- B. Schedule 2017-2020 TIP Public Hearing.**

Development Director, Eric Phillips, presented for consideration the scheduling of a public hearing on June 1, 2016, to receive comment on the draft Intercity Transit 2017-20 TIP (Transportation Improvement Program).

The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 4 of 9

Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.

Program elements in the draft 2017-2020 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2017-2020;
- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or bicycle forms of transportation;
- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources; and
- Operations funding with PSRC "earned share" for activities supporting vanpool vans and commuter coach operations.

A significant project that Intercity Transit has not secured federal funding for - The Phase 2 Pattison Maintenance Facility Expansion Project - is identified in the TIP as a regionally significant project. Anticipated funding need for this project has been adjusted to \$26 million. This project is related but separate from the UST project (UST Phase 1 -\$7.6 Million) identified in the project list above.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on July 6, 2016. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2017-2020 TIP projects total more than \$67.3 million with more than \$46.5 million of federal funding.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to schedule a public hearing for June 1, 2016, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2017-2020 TIP.

C. Agency Response to Regional Transportation Plan.

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 5 of 9

Freeman-Manzanares is finalizing the letter to TRPC regarding Intercity Transit's comments to the Draft Regional Transportation Plan (RTP). She read from several sections of the RTP and asked the Authority for feedback about her proposed responses and approach. She referred to the following sections of the RTP:

- Introduction
- Land Use
- Funding
- Vision Reality Disconnect
- Call to Action

The Authority supports the direction of letter as presented by Freeman-Manzanares.

Additional Authority comments included:

Ariah Perez commented that in order to go forward with this plan, we need to work on the home base first. Encourage citizens who ride transit to ride more often. Referring to the RTP's mention of rail, Perez said if people who don't bike or bus now, how will you get them to ride a train. Let's work first on getting people to like the other modes of transportation.

Melnick doesn't get the impression that businesses have much to say or have been asked about this, and they are the ones who have to fund new development wherever it is. And if they haven't been involved, that's a big gap in the planning because they are a critical component if they don't think growth will occur or that transit will be there. They won't invest in other kinds of infrastructure. Businesses need more involvement. Freeman-Manzanares said we could ask they focus and encourage that participation. Maybe add an educational piece as well as a support piece.

Messmer said the part in the letter about having a conversation about the funding needs to broadly include the wide range of the community, and especially the business community that is investing and expecting service by transit.

Gadman said there should be some comment or plan about educating businesses on the benefits of investing in local transit.

D. Strategic Plan - Goals and End Policies.

Freeman-Manzanares brought forth discussion of the Goals and End Policies to allow the Authority to review the six goals and end policies in the current Strategic Plan and determine if they remain relevant or if they need to be updated. Last year, several of the goals and end policies were enhanced and a sixth goal was added.

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 6 of 9

Statements were added to focus on accessing transportation throughout the PTBA, and that was in direct reference to northeast Lacey and areas we were looking to annex; looking at our entire service area; addressing the need within our financial limitations; and define success based on satisfaction levels as opposed to just ridership increases.

She said staff is working on the long range financial plans and will soon bring those before the Authority. She indicated sales tax is looking very good and fuel prices are down, so the financial plans will look different than last year.

Freeman-Manzanares reviewed the current goals:

Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

Goal 2: Provide outstanding customer service.

Goal 3: Maintain a safe and secure operating system.

Goal 4: Provide responsive transportation options within financial limitations.

Goal 5: Align best practices and support agency activities and sustainable technologies.

Goal 6: Encourage use of services.

Chair Gadman opened up discussion to the Authority.

Sullivan referred to **Goal 3**: She noted a situation that happened in Washington D. C. where a bus was hijacked and the bus driver was assaulted. She asked if we think about these types of situations when we say “maintain a safe and secure operating system?” She asked if this goal addresses an event such as this. Gadman replied this could be addressed through exploring the use of proximity keys, so when the bus driver is a certain length away from the driver’s seat the engine stalls.

Messmer said **Goal 3** brings to mind the situation training that would happen with drivers, staff, and dispatchers, and the relationship with law enforcement. The training is part of this goal, and drivers have the understanding and the ability to learn what to do in emergency situations; and the type of equipment available such as the cameras on buses which produce videos.

Melnick said this topic was addressed at the APTA Transit Board Member’s conference, where it was stated, “MAP-21 makes Board members directly accountable for safety.”

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 7 of 9

He said one speaker from a Chicago transit – largely rail - basically said the kind of documentation and investigation for accidents that rail currently requires is going to be required for buses. One of the experts said that includes going into schools and teaching students about how dangerous buses can be if you aren't watching. Melnick's not advocating changing what's in the plan, but he thinks there may be another layer of things the Authority has to do at the end of the day.

Gilman understands the concern, and his reaction is to have an outcome or end policy goal that everyone will be assured safety and security. Doing everything we can to ensure safety – the upgrades, cameras, etc. are important, but he thinks one of the challenges of getting people to walk to the bus stop and take the bus is that they feel more protected by getting in their personal vehicles and driving to work.

Gadman suggested modifying Goal 3 by ending with, “will be assured a system that is as safe and secure as practicable.” There was discussion about using the word “assured.” How does the agency “assure” safety?

Messmer referred to **Goal 5:** She knows what the agency learned through the work on sustainability and that it's not all about technology -- it's about people's training, learning and activities. It's a matter of rephrasing that goal so it's about aligning our best practices and agency activities and technologies towards sustainability. And the outcome of the end policy is the agency is using resources efficiently with minimal impact on the environment, but the implication that she reads into Goal 5 is the technology is what's sustainable. Sustainability is not simply the technology.

Gilman wonders if this is a goal about lowering environmental impact and sustainability. The Authority agreed to rearrange the wording in that goal as Messmer suggested and have a different focus so it's about sustainability.

Blake asked about the priority order of the goals. He said Goals 3, 6, 2 appear to be the main goals (and are his favorites in that order). Sullivan said there was prior discussion about order. Messmer recalls the Authority consciously did not place the goals in a priority order, so it would take further conversation to determine if there should be an order and what would that be. Gadman remembers the Authority avoided priority order to apply equal weight to each goal

GENERAL MANAGER'S REPORT

Vanpool has 186 active groups; and one van group restarted after being away for 3 months.

The first Van Grant vehicle was issued to Community Youth Services.

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 8 of 9

Staff participated with Washington State Transit Insurance Pool Committee to review the best practice policies regarding volunteer vanpool drivers' qualifications.

Freeman-Manzanares provided a follow up to a question Commissioner Blake had regarding ridership numbers for the new service to the Accountability and Restitution Center which is Route 42. Ridership from January through July 2015 averaged 503 boardings a month; or approximately 24 boardings a day. The service change was implemented in August 2015, and ridership from September 2015 through mid-March 2016 averaged 873 boardings a month; approximately 41 boardings a day which is a 74% increase.

AUTHORITY ISSUES

Sullivan said the Tumwater City Council met and she brought up the Transit Signal Priority Project, and the Mayor said he wasn't aware of this project. Freeman-Manzanares said staff is working on putting together a FAQ to make sure all are onboard and are comfortable with the project.

Gilman presided at the Bicycle Commuter Contest kick-off and he was impressed to see a large number of Intercity Transit staff participating. Everything is online and free, and the registration is easy with 1,500 registrants thus far.

Gadman announced he, Blake and Melnick attended the APTA Transit Board Members' Conference in San Antonio. They shared their conference experience:

Melnick provided a written summary. He said the conference was overshadowed somewhat by the unexpected resignation of CEO, Michael Melaniphy and Dick White being designated as "acting" CEO. Melnick said overall it was a very good conference and recommends all board members attend if possible.

Blake said the topic of Workforce Development was discussed and he asked where is Intercity Transit regarding Workforce Development and how is the agency reaching out to colleges and schools to get people more interested in transit.

Freeman-Manzanares replied that we have one of 19 grants nationwide for Workforce Development. Village Vans is a recipient of that grant.

Blake said he signed up for the Small Size Western Representation.

Blake said he shared the details of the Intercity Transit Bus Buddy and Travel Training programs with the other agencies at APTA, and they were very impressed. We also seem to be the only agency with a Citizen Advisory Committee.

Intercity Transit Authority Regular Meeting

May 4, 2016

Page 9 of 9

Gadman said agencies have a concern about the increasing cost of running a paratransit service. He said that is how the Bus Buddy and Travel Training discussion was introduced. He said APTA and other agencies “have their eyes on this,” and hopefully as the population ages, agencies will keep a handle on it. Thinking about individuals with disabilities, accommodations are made for those in wheelchairs, but what do agencies do with individuals suffering from Alzheimer’s or some other form of dementia? This is a group of the aging population that needs more consideration and agencies should at least be thinking about this.

Gadman said since most transit agencies are heavily funded by sales tax, he asked guest speaker, Rob Haley, Jr., who was talking about working in Washington D. C. on legislation and federal funding, whether APTA is working with congress to get the Sales Tax Parity bill passed that gives states the authority to levy sales tax on internet sales. Mr. Haley appeared as though he wasn’t familiar with this topic. Gadman said APTA doesn’t seem to have this on their radar and it should be.

ADJOURNMENT

There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:13 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 1, 2016.

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

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
May 18, 2016

CALL TO ORDER

Chair Gadman called the May 18, 2016, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Lacey Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Members Excused: City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Jessica Brandt; Donna Feliciano; Ben Foreman; Steve Krueger; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Heather Stafford-Smith.

Others Present: Billie Clark, Citizen Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

CITIZEN ADVISORY COMMITTEE REPORT

Citizen Advisory Committee Member, Billie Clark said the CAC met May 16. She said the committee was advised staff would send out the Annual Self-Assessment which is due June 3. Members decided to recommend modification of the timeframe for nomination and election of Officers. This results in a change of the Operating Procedures and Bylaws to reflect nominations in October, elections in November and terms beginning January 1. The current Chair and Vice Chair will remain in their respective rolls through the end of this year. The committee reviewed the CAC terms ending for two members who have served since July 2009 - Kahlil Sibree and Julie Hustoft. They also recommended the reappointment of four members (Victor

Intercity Transit Authority Special Meeting

May 18, 2016

Page 2 of 10

VanderDoes; Sue Pierce; Leah Bradley and Michael Van Gelder) for an additional three year term. The committee received a presentation on the recent pressure washing art by the Intercity Transit Facilities Staff that was featured in *The Olympian*. They received a presentation on the Long Range Financials and reviewed different scenarios for vehicle purchases; capital projects and sales tax revenue.

Also the committee participated in a lively exchange of ideas for “One Impactful Outreach Location/Event/Activity” to help identify strategic ways Intercity Transit can reach out to the community.

Freeman-Manzanares shared some sample ideas:

- Attend events with vehicles for kids to crawl over;
- Mission/vision statements for education opportunities;
- Video highlighting outstanding Operators;
- People like it when Operators dress up for Halloween;
- The Operators’ summer shirts were a draw;
- They would like some kind of IT wear to wear out in the community (i.e. t-shirts that say, “I love transit”);
- YouTube videos and doing skits at school – how to get the concept riding the bus is easy;
- Put people at ease by showing the sensitivity of the Operators in a training setting;
- Participate in the Capital City Pride Parade;
- Partner with other governmental agencies and businesses to promote groups of people taking the bus to lunch;
- Ask the Governor and elected officials to take a Dash bus and film them;
- As an agency, leverage the WMCA Youth and Government Program;
- Do random acts of culture on the bus;
- Piggy back with other neighborhood transits to coordinate transportation to specific events;
- Work more with high schools and encourage clubs to ride the bus to events;
- Add a youth day where the kids could ride the bus for free like to Lakefair;
- Reach out at career fairs and make connection with STEM programs;
- Feature real people using transit and the money they save could be donated to a social service agency or college fund;
- Do a food drive off year.

ISO 14001 CERTIFICATION & AUDITING SERVICES

Procurement Coordinator, Jeff Peterson, presented for consideration a contract for ISO 14001 training and auditing services to achieve certification through November 2019.

ISO issues new standards approximately every ten years. The proposed contract for services will support our efforts to update the agency to the new ISO 14001:2015 certification standards.

This contract was not included in the 2016 budget. The Authority gave staff direction to pursue ISO 14001:2015 certification earlier in the year. Staff estimated a three-year contract at \$45,000. The proposed three-year contract is \$38,401.

It was M/S/A by Citizen Representative Melnick and Citizen Representative Warner to authorize the General Manager to execute a contract with Lloyd's Register to achieve ISO 14001 certification through November 2019 in an amount not-to-exceed \$38,401.00, including taxes.

LONG RANGE FINANCIAL REVIEW

Freeman-Manzanares, along with Ben Foreman, Director of Finance, reviewed ten long range financial scenarios in preparation for the Strategic Plan Update, the development of the 2017 budget and the September 23 Authority Planning Session.

These draft scenarios and situations are likely to change due to forecasting with uncertain and volatile numbers. Sales tax makes up 70% of the budget and there is a difference this year from last year because in 2015 sales tax was 8.95%.

Within these models, fuel will be reflected at \$3.84 which is the same as 2015. Federal grants have jumped \$1M. Last year we were looking at formula funds, and it does look like there will be additional funding. There is funding to pursue the architectural and engineering portion of the Pattison rehabilitation and expansion project, however, we won't pursue until we receive 80% grant funding. The major differences shown on these models are if we purchase hybrid electric coaches or if we purchase efficient diesel, and we also show sales tax differences within the models.

Freeman-Manzanares reviewed the difference model scenarios:

Model #1 - Hybrid Electric Coaches - 15 year replacement cycle

- Sales tax estimate for 2016 - 4.5%
- 2017 and beyond estimated at 3%

Intercity Transit Authority Special Meeting

May 18, 2016

Page 4 of 10

- In this model numbers are in the red beginning in 2023 – go below 90-day reserve in 2022.

Model #2 – Diesel Coaches – 15 year replacement cycle

- Sales tax estimate for 2016 – 4.5%
- 2017 and beyond estimated at 3%

Diesel coaches cost \$200,000 less in the initial capital cost, and the midlife is significantly different. This model shows midlife is approximately \$50,000. Midlife for hybrid electric is \$300,000. Foreman noted this model shows that when we switch to diesel we already have 23 hybrids on the property, so we keep this in the mix.

- In this model numbers are in the red beginning in 2027 – go below 90-day reserve in 2023.

Model #3 – Diesel Coaches – 15 year replacement cycle

- Sales tax estimate for 2016 – 9%
- 2017 and beyond estimated at 3%
- Numbers are in the red beginning in 2032 – go below 90-day reserve in 2028

Freeman-Manzanares said if there is a repeat sales tax year in 2016 like that in 2015, it makes a significant difference.

Model #4 – Diesel Coaches – 15 year replacement cycle

- Sales tax estimate for 2016 – 9%
- 2017 and beyond estimated at 3%
 - Plus 1/10th in sales tax added in 2019 – numbers remain in the black

Model #5 – Hybrid Electric – 15 year replacement cycle – minus 8,000 service hours (Elimination of Regional Mobility Grant Funded Services)

- Sales tax estimate for 2016 – 4.5%
- 2017 and beyond estimated at 3%
 - Service reduction:
 - Minus 4,000 service hours starting July 2017
 - Minus 8,000 service hours a year starting 2018 and beyond (The Regional Mobility Grant expires June 30, 2017.)
- Numbers are in the red beginning in 2026 – go below 90-day reserve in 2023

Model #6 – Diesel Coach – 15 year replacement cycle – minus 8,000 service hours (Elimination of Regional Mobility Grant Funded Services)

- Sales tax estimate for 2016 – 4.5%

Intercity Transit Authority Special Meeting

May 18, 2016

Page 5 of 10

- 2017 and beyond estimated at 3%
 - Service reduction:
 - Minus 4,000 service hours starting July 2017
 - Minus 8,000 service hours a year starting 2018 and beyond (The Regional Mobility Grant expires June 30, 2017.)
- Numbers are in the red beginning in 2029 - go below 90-day reserve in 2025

Model #7 - Diesel Coach - 15 year replacement cycle - add service hours

- Keep 8,000 RMG service hours
- Add 10,000 service hours in 2018
- Sales tax estimate for 2016 - 4.5%
- 2017 and beyond estimated at 3%
- Add 1/10th in sales tax in 2019
- Numbers are in the red beginning in 2025 - go below 90-day reserve in 2021

Model #8 - Diesel Coach - 15 year replacement cycle - add service hours

- Keep 8,000 RMG service hours
- Add 40,000 service hours in 2018
- Sales tax estimate for 2016 - 4.5%
- 2017 and beyond estimated at 3%
- Add 1/10th in sales tax in 2019
- Numbers are in the red beginning in 2028 - go below 90-day reserve in 2023

It was noted Models 7 and 8 need recalculating.

Model #9 - Diesel Coach - 15 year replacement cycle

- Sales tax estimate for 2016 - 4.5%
- 2017-2023 Replicate Recession
- 2024 and beyond 3%
- Numbers are in the red beginning in 2020 - go below 90-day reserve in 2019

Model #10 - Diesel Coach - 15 year replacement cycle

- Sales tax estimate for 2016 - 4.5%
- 2017-2023 Replicate Recession
- 2024 and beyond 3%
 - Plus 1/10th in sales tax in 2019
- Numbers are in the red beginning in 2028 - go below 90-day reserve in 2023

Gadman would like to see a scenario on a 17-year coach replacement.

Intercity Transit Authority Special Meeting

May 18, 2016

Page 6 of 10

Messmer would like to see scenarios going beyond the 1/10th – perhaps 2/10ths. Freeman-Manzanares will put together a scenario showing 2/10th in 2019, with a 2018 election. Messmer said the scenario with added service hours would be the place to add that and it would make sense to have the service hours added because we're not going to ask the public for more money if we're not going to show them more service hours. Gadman would like to keep the 17-year replacement cycle on the back burner and use if needed.

Gadman recommended revisiting this topic at the June 15 meeting.

Melnick would like to see a synopsis of what the conditions were for the various scenarios at the very beginning. A synopsis of what conditions are used for each case. A summary of pages for the various conditions. This will help make comparisons.

Messmer suggested the items that were changed could be presented in a table form, plus basic underlying assumptions that do not get changed.

Gadman would like the opportunity to toggle any given scenario and include a 50/50 mix - hybrid versus diesel.

STRATEGIC PLAN - GOALS AND END POLICIES

Freeman-Manzanares provided a second review of the 2017-2022 Strategic Plan Goals and End Policies. At the meeting on May 4, the Authority made changes to Goals 3 and 5. Staff is asking for direction to finalize these goals.

The Authority revised Goal #3 as follows:

- Goal 3 – Maintain a safe and secure operating system.
End Policy- *Focus on continuous improvement of the safety and security of all facilities.*

The Authority approved Goal #5 as revised by the Authority on May 4:

- Goal 5 – *Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.*
End Policy-Resources will be used efficiently with minimal impact on the environment.

Melnick referenced Goal #2: “Provide outstanding customer service.” End Policy: “Customers will report high satisfaction.” He recommends changing this because he feels the customers are more than just those who ride the bus – it includes the tax payers.

Messmer suggested changing the End Policy to read, "*Customers and the community will report a high level of satisfaction.*" The Authority agreed.

2017-2022 STRATEGIC PLAN POLICY POSITIONS

Freeman-Manzanares provided a first review of policy issues for the 2017-2022 Strategic Plan. Staff is looking for Authority direction for 2017.

1. *Are there capital purchases or other projects needed to allow future growth?*

Authority direction for 2017: Dedicate funds to complete the final design for the Pattison Street Facility Rehabilitation and Expansion project placing us in a more competitive position should funding become available.

2. *How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass Program fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?*

Authority direction for 2017: Continue to seek funding for the Village Vans Program. No programs would be added. Continue all of these programs in future years.

3. *What role should Intercity Transit play in local transportation projects - Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Contest?*

Authority direction for 2017: Continue to work in all of these areas.

Melnick said he would like to add senior education and outreach because it's a growing market.

Messmer said she agrees there is a need to focus on the senior population and certain ways to reach them. Perhaps enhance the Bus Buddy and Travel Training programs to include seniors.

Warner said it may be worth having a conversation between TRPC, DES, and DOT regarding Commute Trip Reduction (CTR), and ask the question, "How do we do this more efficiently?" Messmer added if we don't have a contract, be sure we're getting what we need out of the contract TRPC has because it relates to our work. If we're not seeing evidence that customers are coming our way through their CTR work, then what are they doing? We manage a number of activities, and if we're not seeing evidence from that (i.e. increased use of STAR passes) then we need to be concerned about whether public funds are being spent elsewhere on CTR and then

Intercity Transit Authority Special Meeting

May 18, 2016

Page 8 of 10

we're also incorporating CTR here as an activity we feel responsible for. We need to be concerned and incorporate CTR here. Warner encourages staff to push on this issue.

Warner asked what would happen with the Bus Buddy Program if there was no more funding, as the grant expires in June of 2017. Gadman said the Bus Buddy program is part of this policy issue, and he doesn't believe it should actually be stated in the language of the Strategic Plan for a four-year period when the Authority will have to cross a decision point whether the agency will pay for the program once the grant money runs out.

4. *Should Intercity Transit pursue additional park-and-ride facilities at this time?*
Authority direction for 2017: Do not pursue additional park-and-ride facilities at this time.

5. *Should the vanpool program continue to expand to keep pace with demand?*
Authority direction for 2017: Do not grow the program.

6. *Are our services - Dial-a-Lift, Travel Training and Accessible Fixed Route Buses adequate to serve persons with disabilities?*
Authority direction for 2017: Continue to build these programs.

7. *What level of passenger amenities (bus, shelter, benches, lighted stops, passenger information) is appropriate?*
Authority direction for 2017: Continue to implement enhancements through a combination of grant and local funding.

Messmer would like to use the word "infrastructure" in place of amenities, because it's part of the system to have shelters.

Messmer said if the agency ended up in a situation where we're not in a growth mode of being able to put in additional shelters, an interesting approach to consider is what kind of additions can be made based on what local changes are going on, such as new construction. Is there something else we can be doing to bring more of that infrastructure to higher use areas?

Warner would like to prioritize making all bus shelters accessible.

8. *What should be Intercity Transit's policy and actions related to expansion of the PTBA?*
Authority direction for 2017: Do not pursue expansion of the PTBA.

Intercity Transit Authority Special Meeting

May 18, 2016

Page 9 of 10

Gadman suggested holding this discussion until after the Planning Session.

GENERAL MANAGER'S REPORT

Sales tax is at 10.98% for April.

The North Thurston School District received the Safe Rides to School Grant to support the bikes in PE program. This is a \$27,000 grant used to purchase their own bike fleet, trailer and training. Our staff will help them through that process.

The Bicycle Commuter Contest (BCC) will break all previous participation records. Councilmember Gilman had the honor of reading best and most dramatic "ever" Bike Month Proclamation at the Olympia City Council.

Staff members, Jessica Gould and David Copley have been working to increase BCC participation in the schools. They created a School Mini-BCC which lasts two weeks and is mostly administered by a teacher or parent at each school. They ran it as a pilot in 9 schools and it was a big success. This is an effort to get students involved in more active forms of transportation.

Gadman asked if staff would consider sponsoring and coordinating bike rodeos at the elementary schools. Freeman-Manzanares said staff helped with the City of Lacey Bike Rodeo held in 2015. Staff would be interested in working with the various elementary and middle schools. She said the Mini-BCC is the new model for the Walk N'Roll Program. It's teaching others to run the program in order to serve more school districts.

All are invited to the new Operator graduation taking place Friday, May 20 at 11:00 a.m. in the Maintenance building.

AUTHORITY ISSUES

Melnick said when he attended the 2015 APTA Board Members' Conference in Denver he heard Tom Clark, Executive VP of the Denver Regional Economic Development Corporation, speak about how they had been able to accomplish so much via a more regional approach. Melnick has been learning more about this, often called regionalism or economic regionalism. Even more was said about it at the recent San Antonio APTA Board Member's conference. Melnick continues to research this and intends to recommend the Authority study this in the future. He feels we would not be a primary decision maker if or when regionalism is considered locally, however, Intercity Transit would benefit from knowing more about it and how it could benefit the agency. Melnick reviewed this with Chair Gadman who suggested this be done after our Annual Planning Session as we need to focus on more imminent issues first. Melnick

Intercity Transit Authority Special Meeting

May 18, 2016

Page 10 of 10

intends to share a write-up on regionalism sometime this summer so Authority members can benefit from and contemplate what he learned.

Gadman will not be attending the June 1 Authority meeting.

Messmer would like to attend the June 15 meeting via teleconference.

ADJOURNMENT

There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:18 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: June 1, 2016

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

PERIOD DATES: 4/17-4/30/2016						PERIOD DATES: 5/1-5/14/16					
PAYDATE 5/6/2016						PAYDATE 5/20/16					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		EFT	84,515.18		3	FIT		EFT	80,824.87	
4	MT		EFT	22,482.36	106,997.54	4	MT		EFT	22,032.08	102,856.95
5	AL/35	Life Ins.	Check Dave 2nd	1,687.90	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,077.42	0.00
6	DI/31	Disability Ins	Check Dave 2nd	1,828.14	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,329.76	0.00
7	HE/37	Health In1st	Check Dave 2nd	16,218.50	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	296,676.00	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfsitter/Brkgmp	384.3		9	CC/61	Child Care	Hfsitter/Brkgmp	384.3	
10	GN/08	Garnish	CHECK last	680.23		10	GN/08	Garnish	CHECK last	694.22	
11						11					
12	CS/09	DSHS	EFT	2,172.38	2,172.38	12	CS/09	DSHS	EFT	2,116.13	2,116.13
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE every	8,871.72	8,871.72	14	D1/98	D.Dep. #1	ACH WIRE every	8,669.16	8,669.16
15	D2/97	D.Dep. #2	ACH WIRE every	17,756.08	17,756.08	15	D2/97	D.Dep. #2	ACH WIRE every	17,756.13	17,756.13
16						16					
16	GT/63	G.Ed.Tult	Check every	227.00		16	GT/63	G.Ed.Tult	Check every	227.00	
17	HS/69	Health Svgs	ACH Wire every	125.00	125.00	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00
18	DC/97	Vgrd EE	Wire	48,697.78		18	DC/97	Vgrd EE	Wire	48,357.67	
19	DC/22	Vgrd ER	Wire	32,524.39	81,222.17	19	DC/22	Vgrd ER	Wire	31,947.84	80,305.51
20	L2/29	401k Ln#2	Wire	5,146.21		20	L2/29	401k Ln#2	Wire	5,275.73	
20	LN/29	401k Ln #1	Wire	8,559.32	13,705.53	20	LN/29	401k Ln #1	Wire	8,456.78	13,732.51
22	TTL VNGRD		94,927.70		22	TTL VNGRD		94,038.02			
23	LI/02	L&I	EFT Quarterly	34,319.02		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	33,855.26	
24	MD/51	Mch.UnDues	Check last	1,319.19		24	MD/51	Mch.UnDues- 164 PEREE	Check last	1,319.31	
25	MI/62	Mac.Initltn	Check last	0.00		25	MI/62	Mac.Initltn	Check last	0.00	
26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		0.00	
27	GL/11	GTLife		0.00		27	GL/11	GTLife-ER/EE TERM/YRLY		0.00	
28	TF/	Tx.Fr.Benefit	Employer	63.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	451.00	0.00
29	PA/66	Proj.Assist	Check last	455.00		29	PA/66	Proj.Assist	Check last	452.00	
31	PN/04	PERS EE	EFT	48,722.37	0.00	31	PN/04	PERS EE	EFT	48,614.02	0.00
31	PN/04	PERS ER	EFT	88,605.30	137,327.67	31	PN/04	PERS ER	EFT	88,419.08	137,033.10
32	TTL PERS			137,327.67		32	TTL PERS			137,033.10	
33	R3/20	ICMA Ln#2	WIRE	478.29	0.00	33	R3/20	ICMA Ln#2	WIRE	478.29	0.00
34	RC/24	ICMA EE	WIRE	5,689.80		34	RC/24	ICMA EE	WIRE	5,817.00	
35	RI/23	ICMA Roth	WIRE	514.61	514.61	35	RI/23	ICMA Roth	WIRE	514.61	514.61
36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,094.42	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,094.42
37	RR/25	ICMA ER	WIRE	3,486.38	9,176.18	37	RR/25	ICMA ER	WIRE	3,479.01	9,296.01
38	TTL ICMA	11,270.60		11,785.21		38	TTL ICMA	11,390.43		11,905.04	
39	SD/26	467 ST EE	EFT	12,560.22		39	SD/26	467 ST EE	EFT	12,597.57	
40	SR/27	467 ST ER	EFT	7,458.48	20,018.70	40	SR/27	467 ST ER	EFT	7,605.39	20,202.96
41	ST/67	ShTrmDisab- AFLA	EFT	4,166.11	4,166.11	41	ST/67	ShTrmDisab-AFLAC	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	116.00		42	UC/45	Un COPE	Check 1st	-	
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess -2ND PP	Check last	588.00	
44	UD/42	Un Dues	Check last	5,565.88		44	UD/42	Un Dues-BOTH PP	Check last	5,581.49	
44	UI/41	Un Initltn	Check last	0.00		44	UI/41	Un Initltn- 100.00 PEREE	Check last	0.00	
45	UT/43	Un Tax	Check last	2,964.85		45	UT/43	Un Tax IST PP	Check last	0.00	
46	UW/62	Unlted Way	Check last	485.50		46	UW/62	Unlted Way	Check last	460.50	
47	WF/64	Wellness	Check last	344.50		47	WF/64	Wellness	Check last	340.50	
48	NET PAY (dir. Deposit)		ACH Wire every	492,160.72	492,160.72	48	NP	NET PAY (dir. Deposit)	ACH Wire every	487,941.43	487,941.43
49	Paychecks			8,606.28		49	Paychecks - LIVE CHECKS			5,206.73	
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$896,308.83	49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$882,643.92	
50	TOTAL PAYROLL*:			\$971,574.12		50	TOTAL PAYROLL*:			\$1,234,287.41	
51	GROSS EARNINGS:			800,640.81		51	GROSS EARNINGS:			795,387.99	
52	EMPR MISC DED:			159,692.13		52	EMPR MISC DED:			427,883.38	
53	EMPR MEDICARE TAX:			11,241.18		53	EMPR MEDICARE TAX:			11,016.04	
54	TOTAL PAYROLL*:			\$971,574.12		54	TOTAL PAYROLL*:			\$1,234,287.41	
55	TOTAL PAYROLL FOR MAY 2016					55	TOTAL PAYROLL FOR MAY 2016			\$2,205,861.53	
56	ACH WIRE TOTAL			518,913.52		56	ACH WIRE TOTAL			514,491.72	

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/01/2016

Thru Date: 04/01/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020614	4/1/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$15,092.86	
00020615	4/1/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00020616	4/1/2016	01960	AMERICAN SEATING COMPANY	\$392.94	
00020617	4/1/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$679.20	
00020618	4/1/2016	02380	ARAMARK UNIFORM SERVICES	\$436.63	
00020619	4/1/2016	02450	ARTHUR N. GAUDET & ASSOCIATES, INC.	\$750.00	
00020620	4/1/2016	02580	ASSOCIATED PETROLEUM	\$2,678.76	
00020621	4/1/2016	02825	AUTO PLUS - OLYMPIA	\$152.68	
00020622	4/1/2016	02990	B&B SIGN COMPANY LLC	\$311.68	
00020623	4/1/2016	04040	BUD CLARY CHEVROLET	\$28,473.00	
00020624	4/1/2016	06060	CITY OF OLYMPIA	\$899.94	
00020625	4/1/2016	06205	CJI RESEARCH CORP	\$12,698.00	
00020626	4/1/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$2,163.86	
00020627	4/1/2016	06830	CONSOLIDATED PRESS	\$11,220.13	
00020628	4/1/2016	07150	CROSSROADS COLLISION CENTER	\$12,769.55	
00020629	4/1/2016	07220	CUMMINS INC	\$0.00	✓
00020630	4/1/2016	07220	CUMMINS INC	\$7,503.30	
00020631	4/1/2016	08780	EMERALD SERVICES INC	\$590.40	
00020632	4/1/2016	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$713.52	
00020633	4/1/2016	09820	FLEET-NET CORP	\$5,619.52	
00020634	4/1/2016	10477	GALLS, LLC	\$839.91	
00020635	4/1/2016	10580	GENE'S TOWING INC	\$86.96	
00020636	4/1/2016	10607	GENUINE AUTO GLASS	\$415.84	
00020637	4/1/2016	10660	GILLIG LLC	\$0.00	✓
00020638	4/1/2016	10660	GILLIG LLC	\$13,963.16	
00020639	4/1/2016	10863	GRAYS HARBOR TRANSIT	\$462.00	
00020640	4/1/2016	11810	INTERSTATE BATTERY	\$478.50	
00020641	4/1/2016	11905	JANEK CORPORATION	\$293.76	
00020642	4/1/2016	13850	MASON TRANSIT AUTHORITY	\$954.00	
00020643	4/1/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00020644	4/1/2016	14590	MOHAWK MFG & SUPPLY	\$102.60	
00020645	4/1/2016	14750	MULLINAX FORD	\$18,049.96	
00020646	4/1/2016	14900	NAPA AUTO PARTS	\$415.31	
00020647	4/1/2016	15140	NISQUALLY TOWING SERVICE	\$540.00	
00020648	4/1/2016	16557	PACIFIC MODULAR, INC	\$707.20	
00020649	4/1/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00020650	4/1/2016	16595	PACIFIC POWER GROUP LLC	\$655.06	
00020651	4/1/2016	16765	PETRO CARD	\$40,060.84	
00020652	4/1/2016	17420	R&R TIRE COMPANY, INC.	\$1,789.76	
00020653	4/1/2016	17505	RAINIER DODGE INC	\$385.12	
00020654	4/1/2016	17560	RE AUTO ELECTRIC INC	\$284.54	
00020655	4/1/2016	17705	RICHARDS UPHOLSTERY	\$326.40	
00020656	4/1/2016	17893	SCHEDULE MASTERS	\$9,016.80	
00020657	4/1/2016	17900	SCHETKY NW SALES INC	\$1,365.57	
00020658	4/1/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$797.38	
00020659	4/1/2016	18145	SIX ROBBLEES INC	\$37.38	
00020660	4/1/2016	18355	SOUND TRANSIT	\$28,400.71	
00020661	4/1/2016	18470	SPORTWORKS NORTHWEST INC	\$361.77	
00020662	4/1/2016	18720	SUPER BEE WHEEL ALIGNMENT	\$104.49	
00020663	4/1/2016	18746	SUSTAINABLE SOUTH SOUND	\$1,000.00	
00020664	4/1/2016	18900	TEKNON CORPORATION	\$1,175.04	
00020665	4/1/2016	21660	THERMO KING NORTHWEST	\$787.63	
00020666	4/1/2016	21830	THURSTON COUNTY SOLID WASTE	\$46.12	
00020667	4/1/2016	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/01/2016

Thru Date: 04/01/2016

Check #	Check Date	Ref #	Name	Amount	Voided
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00020669	4/1/2016	21950	TITUS-WILL CHEVROLET	\$2,105.44	
00020670	4/1/2016	21985	TOTAL FILTRATION SERVICES	\$287.95	
00020671	4/1/2016	22010	TOYOTA OF OLYMPIA	\$96.48	
00020672	4/1/2016	22320	TSS DIGITAL SERVICES INC	\$4,200.00	
00020673	4/1/2016	23660	UNITED WAY OF THURSTON COUNTY	\$953.00	
00020674	4/1/2016	23755	VALLEY FREIGHTLINER	\$9,466.60	
00020675	4/1/2016	24100	WA ST DEPT OF ECOLOGY 1	\$351.63	
00020676	4/1/2016	24750	WA ST GET PROGRAM	\$227.00	
00020677	4/1/2016	24755	WA ST HEALTH CARE AUTHORITY	\$315,991.61	
00020678	4/1/2016	25540	WASHINGTON STATE RIDESHARING ORG	\$375.00	
00020679	4/1/2016	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$110.00	
00020680	4/1/2016	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
00020681	4/1/2016	25858	WESTCARE CLINIC LLC PS	\$1,360.00	
Total:				\$571,042.24	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/22/2016

Thru Date: 04/22/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020686	4/22/2016	14065	MCCARTHY, LINNA	\$7,200.00	
00020687	4/22/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$121,970.66	
00020688	4/22/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$11,099.59	
00020707	4/22/2016	01295	ACCEL PLASTICS	\$768.69	
00020708	4/22/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00020709	4/22/2016	01820	AMERICAN DRIVING RECORDS INC	\$358.25	
00020710	4/22/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,726.44	
00020711	4/22/2016	01960	AMERICAN SEATING COMPANY	\$499.56	
00020712	4/22/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$92.04	
00020713	4/22/2016	02380	ARAMARK UNIFORM SERVICES	\$1,311.15	
00020714	4/22/2016	02480	ASE SUPPLY INC	\$60.21	
00020715	4/22/2016	02580	ASSOCIATED PETROLEUM	\$406.29	
00020716	4/22/2016	03610	BLANCHARD ELECTRIC	\$2,725.44	
00020717	4/22/2016	05340	CAPITOL COURIER SERVICE	\$382.37	
00020718	4/22/2016	05740	CED	\$696.33	
00020719	4/22/2016	06140	CITY OF TUMWATER	\$400.00	
00020720	4/22/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$445.31	
00020721	4/22/2016	07150	CROSSROADS COLLISION CENTER	\$9,854.64	
00020722	4/22/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00020723	4/22/2016	07220	CUMMINS INC	\$21,435.08	
00020724	4/22/2016	07560	DATAQUEST	\$74.00	
00020725	4/22/2016	09660	FERGUSON ENTERPRISES, INC	\$20.19	
00020726	4/22/2016	09805	FLEET PRIDE	\$124.54	
00020727	4/22/2016	10605	GENFARE	\$913.77	
00020728	4/22/2016	10607	GENUINE AUTO GLASS OF LACEY	\$658.14	
00020729	4/22/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00020730	4/22/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00020731	4/22/2016	10660	GILLIG LLC	\$18,345.58	
00020732	4/22/2016	10758	GORDON THOMAS HONEYWELL LLP	\$9,333.33	
00020733	4/22/2016	11615	INDUSTRIAL HYDRAULICS INC	\$99.65	
00020734	4/22/2016	11765	INTERCITY TRANSIT PETTY CASH	\$472.45	
00020735	4/22/2016	11865	ISLAND SUPERIOR AIR FILTER	\$378.15	
00020736	4/22/2016	11905	JANEK CORPORATION	\$1,033.60	
00020737	4/22/2016	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00020738	4/22/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$3,951.60	
00020739	4/22/2016	13510	LES SCHWAB TIRE CENTER	\$274.31	
00020740	4/22/2016	13661	LOOMIS	\$556.57	
00020741	4/22/2016	14750	MULLINAX FORD	\$2,001.62	
00020742	4/22/2016	14900	NAPA AUTO PARTS	\$489.99	
00020743	4/22/2016	15585	OLYMPIA FOOD CO-OP	\$65.00	
00020744	4/22/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00020745	4/22/2016	16595	PACIFIC POWER GROUP LLC	\$75.47	
00020746	4/22/2016	16765	PETRO CARD	\$24,400.81	
00020747	4/22/2016	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00020748	4/22/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$600.00	
00020749	4/22/2016	17290	PUGET SOUND ENERGY	\$18,698.80	
00020750	4/22/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$4,966.72	
00020751	4/22/2016	17505	RAINIER DODGE INC	\$1,168.87	
00020752	4/22/2016	17560	RE AUTO ELECTRIC INC	\$420.86	
00020753	4/22/2016	17900	SCHETKY NW SALES INC	\$1,148.65	
00020754	4/22/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$994.74	
00020755	4/22/2016	18068	SHINING EXAMPLE INC	\$303.33	
00020756	4/22/2016	18075	SIEGEL OIL COMPANY	\$166.66	
00020757	4/22/2016	18470	SPORTWORKS NORTHWEST INC	\$210.11	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/22/2016

Thru Date: 04/22/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020758	4/22/2016	18610	STEPHAN J PARROTT	\$675.00	
00020759	4/22/2016	21610	TETRA TECH INC	\$38,973.88	
00020760	4/22/2016	21660	THERMO KING NORTHWEST	\$114.72	
00020761	4/22/2016	21930	TIRES INC	\$22,887.59	
00020762	4/22/2016	21950	TITUS-WILL CHEVROLET	\$1,528.40	
00020763	4/22/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$95.96	
00020764	4/22/2016	22010	TOYOTA OF OLYMPIA	\$479.43	
00020765	4/22/2016	22100	TRANSIT SOLUTIONS, LLC	\$380.77	
00020766	4/22/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$26,386.39	
00020767	4/22/2016	23755	VALLEY FREIGHTLINER	\$8,793.17	
00020768	4/22/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$217.56	
00020769	4/22/2016	24640	WA ST DEPT OF TRANSPORTATION	\$32,166.60	
00020770	4/22/2016	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$1,002.09	
00020771	4/22/2016	24742	WA ST EMPLOYMENT SECURITY	\$26.29	
00020772	4/22/2016	24750	WA ST GET PROGRAM	\$227.00	
00020773	4/22/2016	25380	WASHINGTON GARDENS	\$315.52	
00020774	4/22/2016	25858	WESTCARE CLINIC LLC PS	\$255.00	
Total:				\$413,549.40	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/29/2016

Thru Date: 04/29/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020775	4/29/2016	06060	CITY OF OLYMPIA	\$2,944.00	
00020776	4/29/2016	01405	ADVANCE GLASS INC	\$649.86	
00020777	4/29/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,836.22	
00020778	4/29/2016	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00020779	4/29/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$6,587.78	
00020780	4/29/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$319.16	
00020781	4/29/2016	02380	ARAMARK UNIFORM SERVICES	\$690.50	
00020782	4/29/2016	02580	ASSOCIATED PETROLEUM	\$2,070.39	
00020783	4/29/2016	02825	AUTO PLUS - OLYMPIA	\$353.13	
00020784	4/29/2016	06040	CITY OF LACEY	\$1,267.00	
00020785	4/29/2016	06060	CITY OF OLYMPIA	\$856.40	
00020786	4/29/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$562.87	
00020787	4/29/2016	07150	CROSSROADS COLLISION CENTER	\$1,663.12	
00020788	4/29/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00020789	4/29/2016	07220	CUMMINS INC	\$7,863.23	
00020790	4/29/2016	08780	EMERALD SERVICES INC	\$549.16	
00020791	4/29/2016	08840	EMPLOYER RESOURCES NORTHWEST	\$6,793.04	
00020792	4/29/2016	09853	FLOREN, DAVID	\$56.00	
00020793	4/29/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020794	4/29/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020795	4/29/2016	10477	GALLS, LLC	\$3,504.68	
00020796	4/29/2016	10580	GENE'S TOWING INC	\$260.88	
00020797	4/29/2016	10607	GENUINE AUTO GLASS OF LACEY	\$722.90	
00020798	4/29/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00020799	4/29/2016	10660	GILLIG LLC	\$24,969.10	
00020800	4/29/2016	10863	GRAYS HARBOR TRANSIT	\$692.00	
00020801	4/29/2016	11142	HAWK ENVIRONMENTAL SERVICES	\$1,300.00	
00020802	4/29/2016	11702	INSPECTORATE AMERICA CORPORATION	\$2,856.10	
00020803	4/29/2016	11810	INTERSTATE BATTERY	\$514.40	
00020804	4/29/2016	11895	J&I POWER EQUIPMENT INC	\$8.17	
00020805	4/29/2016	12620	KEYBANK NATIONAL ASSOCIATION	\$33.76	
00020806	4/29/2016	13510	LES SCHWAB TIRE CENTER	\$183.78	
00020807	4/29/2016	13850	MASON TRANSIT AUTHORITY	\$945.00	
00020808	4/29/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00020809	4/29/2016	14900	NAPA AUTO PARTS	\$1,508.33	
00020810	4/29/2016	15140	NISQUALLY TOWING SERVICE	\$810.00	
00020811	4/29/2016	16593	PACIFIC OFFICE AUTOMATION	\$914.88	
00020812	4/29/2016	16595	PACIFIC POWER GROUP LLC	\$649.23	
00020813	4/29/2016	16765	PETRO CARD	\$50,593.79	
00020814	4/29/2016	16820	PIERCE COUNTY SECURITY	\$15,743.52	
00020815	4/29/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$600.00	
00020816	4/29/2016	17893	SCHEDULE MASTERS	\$1,100.00	
00020817	4/29/2016	17900	SCHETKY NW SALES INC	\$684.98	
00020818	4/29/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$844.77	
00020819	4/29/2016	18145	SIX ROBBLEES INC	\$144.70	
00020820	4/29/2016	18160	SKILLINGS CONNOLLY INC	\$7,918.62	
00020821	4/29/2016	18470	SPORTWORKS NORTHWEST INC	\$73.67	
00020822	4/29/2016	18695	SUMMIT LAW GROUP PLLC	\$1,404.00	
00020823	4/29/2016	18940	TENNANT COMPANY	\$18.50	
00020824	4/29/2016	21610	TETRA TECH INC	\$9,720.53	
00020825	4/29/2016	21660	THERMO KING NORTHWEST	\$62.89	
00020826	4/29/2016	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,372.25	
00020827	4/29/2016	21930	TIRES INC	\$398.38	
00020828	4/29/2016	21950	TITUS-WILL CHEVROLET	\$988.65	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/29/2016

Thru Date: 04/29/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020829	4/29/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$31.99	
00020830	4/29/2016	22010	TOYOTA OF OLYMPIA	\$159.82	
00020831	4/29/2016	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
00020832	4/29/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00020833	4/29/2016	23530	U S POSTAL SERVICE	\$215.00	
00020834	4/29/2016	23660	UNITED WAY OF THURSTON COUNTY	\$951.00	
00020835	4/29/2016	23710	UNIVERSITY OF WASHINGTON	\$700.00	
00020836	4/29/2016	23755	VALLEY FREIGHTLINER	\$5,329.14	
00020837	4/29/2016	24640	WA ST DEPT OF TRANSPORTATION	\$631.59	
00020838	4/29/2016	24750	WA ST GET PROGRAM	\$227.00	
00020839	4/29/2016	24755	WA ST HEALTH CARE AUTHORITY	\$312,392.43	
00020840	4/29/2016	25858	WESTCARE CLINIC LLC PS	\$85.00	
Total:				\$527,059.05	

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
08005 DIRITO CHRISTINE										
00	04/18-21/16	DI	4/29/2016			353.15	353.15	353.15		353.15
10205 FREEMAN-MANZANARES ANN										
00	01-04/16	DI	4/29/2016			211.82	211.82	211.82		564.97
00	3/12 - 16/16	DI	4/29/2016			1,756.00	1,756.00	1,967.82		2,320.97
11308 HOFSTETTER SHANNON										
00	04/22/16	DI	4/29/2016			192.30	192.30	192.30		2,513.27
11355 HOOSIER, CAROL										
00	04/10 - 14/16	DI	4/29/2016			1,876.07	1,876.07	1,876.07		4,389.34
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2016APR	DI	4/29/2016			917.00	917.00	917.00		5,306.34
11775 INTERCITY TRANSIT WELLNESS										
00	2016APR	DI	4/29/2016			619.00	619.00	619.00		5,925.34
17085 PRATT, ERIN										
00	2016APR	DI	4/29/2016			913.02	913.02	913.02		6,838.36
22055 TRAIL, NANCY										
00	3/22 - 24/16	DI	4/29/2016			101.00	101.00	101.00		6,939.36

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	2015/04-12	DI	4/22/2016			3,456.00	3,456.00	3,456.00		3,456.00
07543 DANIEL, CURT										
00	2016APR	DI	4/22/2016			316.58	316.58	316.58		3,772.58
11308 HOFSTETTER SHANNON										
00	4/8/16	DI	4/22/2016			192.30	192.30	192.30		3,964.88
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2016 APR	DI	4/22/2016			2,874.25	2,874.25	2,874.25		6,839.13

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/13/2016

Thru Date: 05/13/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020846	5/13/2016	18683	SULLIVAN, DEBBIE	\$265.00	
00020847	5/13/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00020848	5/13/2016	01815	AMERICAN CUSTODIAL INC	\$10,055.00	
00020849	5/13/2016	01850	AMERICAN FENCE RENTAL LLC	\$2,232.15	
00020850	5/13/2016	01960	AMERICAN SEATING COMPANY	\$824.78	
00020851	5/13/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$97.01	
00020852	5/13/2016	02380	ARAMARK UNIFORM SERVICES	\$876.47	
00020853	5/13/2016	02580	ASSOCIATED PETROLEUM	\$398.17	
00020854	5/13/2016	02990	B&B SIGN COMPANY LLC	\$102.82	
00020855	5/13/2016	04120	BUILDERS HARDWARE CO	\$54.66	
00020856	5/13/2016	05740	CED	\$93.31	
00020857	5/13/2016	06060	CITY OF OLYMPIA	\$410.00	
00020858	5/13/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$804.14	
00020859	5/13/2016	07150	CROSSROADS COLLISION CENTER	\$9,030.01	
00020860	5/13/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00020861	5/13/2016	07220	CUMMINS INC	\$32,559.07	
00020862	5/13/2016	08725	ELERT & ASSOCIATES	\$13,680.00	
00020863	5/13/2016	08780	EMERALD SERVICES INC	\$459.39	
00020864	5/13/2016	08840	EMPLOYER RESOURCES NORTHWEST	\$6,842.49	
00020865	5/13/2016	09660	FERGUSON ENTERPRISES, INC	\$271.38	
00020866	5/13/2016	09820	FLEET-NET CORP	\$714.00	
00020867	5/13/2016	10455	GADMAN, JEFF	\$267.00	
00020868	5/13/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020869	5/13/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020870	5/13/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020871	5/13/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020872	5/13/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020873	5/13/2016	10477	GALLS, LLC	\$9,348.14	
00020874	5/13/2016	10607	GENUINE AUTO GLASS OF LACEY	\$896.29	
00020875	5/13/2016	10660	GILLIG LLC	\$11,300.29	
00020876	5/13/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00020877	5/13/2016	11498	IBI GROUP, US	\$7,073.61	
00020878	5/13/2016	11615	INDUSTRIAL HYDRAULICS INC	\$8.93	
00020879	5/13/2016	11765	INTERCITY TRANSIT PETTY CASH	\$474.88	
00020880	5/13/2016	11865	ISLAND SUPERIOR AIR FILTER	\$350.00	
00020881	5/13/2016	11905	JANEK CORPORATION	\$233.92	
00020882	5/13/2016	12116	JONES, NATHANIEL	\$331.45	
00020883	5/13/2016	12845	KNIGHT FIRE PROTECTION	\$871.52	
00020884	5/13/2016	12867	KOLOWINSKI, ANNA	\$37.76	
00020885	5/13/2016	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
00020886	5/13/2016	14590	MOHAWK MFG & SUPPLY	\$170.16	
00020887	5/13/2016	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
00020888	5/13/2016	14750	MULLINAX FORD	\$1,062.25	
00020889	5/13/2016	14900	NAPA AUTO PARTS	\$148.31	
00020890	5/13/2016	15140	NISQUALLY TOWING SERVICE	\$367.65	
00020891	5/13/2016	15255	NORTHWEST PUMP & EQUIPMENT	\$42.31	
00020892	5/13/2016	15300	OAK HARBOR FREIGHT LINES INC	\$404.35	
00020893	5/13/2016	16557	PACIFIC MODULAR, INC	\$489.60	
00020894	5/13/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00020895	5/13/2016	16595	PACIFIC POWER GROUP LLC	\$30.84	
00020896	5/13/2016	16765	PETRO CARD	\$43,585.77	
00020897	5/13/2016	16820	PIERCE COUNTY SECURITY	\$15,407.12	
00020898	5/13/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$900.00	
00020899	5/13/2016	17290	PUGET SOUND ENERGY	\$13,363.70	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/13/2016

Thru Date: 05/13/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020900	5/13/2016	17391	QUALITY MUFFLER & BRAKE	\$823.50	
00020901	5/13/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00020902	5/13/2016	17420	R&R TIRE COMPANY, INC.	\$3,068.16	
00020903	5/13/2016	17505	RAINIER DODGE INC	\$649.12	
00020904	5/13/2016	17900	SCHETKY NW SALES INC	\$125.12	
00020905	5/13/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,235.41	
00020906	5/13/2016	18068	SHINING EXAMPLE INC	\$303.33	
00020907	5/13/2016	18145	SIX ROBBLEES INC	\$1,528.65	
00020908	5/13/2016	18160	SKILLINGS CONNOLLY INC	\$1,230.00	
00020909	5/13/2016	18610	STEPHAN J PARROTT	\$675.00	
00020910	5/13/2016	21930	TIRES INC	\$516.34	
00020911	5/13/2016	21950	TITUS-WILL CHEVROLET	\$469.97	
00020912	5/13/2016	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$95.96	
00020913	5/13/2016	22010	TOYOTA OF OLYMPIA	\$128.73	
00020914	5/13/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00020915	5/13/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$96,470.84	
00020916	5/13/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,454.21	
00020917	5/13/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$23,670.41	
00020918	5/13/2016	23740	USSC LLC	\$576.36	
00020919	5/13/2016	24000	W W GRAINGER INC	\$149.37	
00020920	5/13/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$192.45	
00020921	5/13/2016	24215	WA ST DEPT OF L & I	\$564.85	
00020922	5/13/2016	24750	WA ST GET PROGRAM	\$227.00	
00020923	5/13/2016	25130	WALTER E NELSON CO OF WESTERN WA	\$600.31	
00020924	5/13/2016	25380	WASHINGTON GARDENS	\$315.52	
00020925	5/13/2016	25858	WESTCARE CLINIC LLC PS	\$340.00	
				Total:	\$339,489.94

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/27/2016

Thru Date: 05/27/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020931	5/27/2016	01360	ACT TRAFFIC SOLUTIONS INC	\$126,370.11	
00020932	5/27/2016	01405	ADVANCE GLASS INC	\$649.86	
00020933	5/27/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,700.22	
00020934	5/27/2016	01820	AMERICAN DRIVING RECORDS INC	\$286.70	
00020935	5/27/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00020936	5/27/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$386.50	
00020937	5/27/2016	02380	ARAMARK UNIFORM SERVICES	\$965.73	
00020938	5/27/2016	02580	ASSOCIATED PETROLEUM	\$463.17	
00020939	5/27/2016	02825	AUTO PLUS - OLYMPIA	\$117.40	
00020940	5/27/2016	03250	BATTERY SYSTEMS, INC	\$392.19	
00020941	5/27/2016	03608	BLAKE, WALTER T	\$235.78	
00020942	5/27/2016	05340	CAPITOL COURIER SERVICE	\$349.12	
00020943	5/27/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$2,074.82	
00020944	5/27/2016	06120	CITY OF OLYMPIA UTILITIES	\$858.75	
00020945	5/27/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$1,374.59	
00020946	5/27/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00020947	5/27/2016	07220	CUMMINS INC	\$30,722.98	
00020948	5/27/2016	08060	DON SMALL AND SONS OIL	\$646.27	
00020949	5/27/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020950	5/27/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00020951	5/27/2016	10477	GALLS, LLC	\$2,613.68	
00020952	5/27/2016	10580	GENE'S TOWING INC	\$68.70	
00020953	5/27/2016	10607	GENUINE AUTO GLASS OF LACEY	\$659.48	
00020954	5/27/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00020955	5/27/2016	10660	GILLIG LLC	\$17,471.54	
00020956	5/27/2016	11351	HOOPER, DEENA	\$90.00	
00020957	5/27/2016	11615	INDUSTRIAL HYDRAULICS INC	\$824.75	
00020958	5/27/2016	11765	INTERCITY TRANSIT PETTY CASH	\$197.33	
00020959	5/27/2016	11905	JANEK CORPORATION	\$233.92	
00020960	5/27/2016	11930	JERRYS AUTOMOTIVE TOWING	\$326.40	
00020961	5/27/2016	12875	KPFF CONSULTING ENGINEERS INC	\$3,704.46	
00020962	5/27/2016	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,000.00	
00020963	5/27/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,111.80	
00020964	5/27/2016	13510	LES SCHWAB TIRE CENTER	\$183.78	
00020965	5/27/2016	13661	LOOMIS	\$402.69	
00020966	5/27/2016	14335	MELNICK, DON	\$267.00	
00020967	5/27/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00020968	5/27/2016	14750	MULLINAX FORD	\$426.42	
00020969	5/27/2016	14900	NAPA AUTO PARTS	\$272.94	
00020970	5/27/2016	16593	PACIFIC OFFICE AUTOMATION	\$452.83	
00020971	5/27/2016	16765	PETRO CARD	\$60,572.68	
00020972	5/27/2016	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00020973	5/27/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$600.00	
00020974	5/27/2016	17505	RAINIER DODGE INC	\$605.76	
00020975	5/27/2016	17560	RE AUTO ELECTRIC INC	\$323.86	
00020976	5/27/2016	17900	SCHETKY NW SALES INC	\$1,575.74	
00020977	5/27/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,724.84	
00020978	5/27/2016	18160	SKILLINGS CONNOLLY INC	\$1,555.40	
00020979	5/27/2016	18197	SMART TALENT LLC	\$462.00	
00020980	5/27/2016	18355	SOUND TRANSIT	\$53,011.30	
00020981	5/27/2016	18695	SUMMIT LAW GROUP PLLC	\$142.50	
00020982	5/27/2016	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00020983	5/27/2016	21930	TIRES INC	\$890.92	
00020984	5/27/2016	21950	TITUS-WILL CHEVROLET	\$2,349.89	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/27/2016

Thru Date: 05/27/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00020985	5/27/2016	22010	TOYOTA OF OLYMPIA	\$158.50	
00020986	5/27/2016	22100	TRANSIT SOLUTIONS, LLC	\$521.29	
00020987	5/27/2016	23660	UNITED WAY OF THURSTON COUNTY	\$946.00	
00020988	5/27/2016	23740	USSC LLC	\$338.74	
00020989	5/27/2016	23755	VALLEY FREIGHTLINER	\$2,539.20	
00020990	5/27/2016	24100	WA ST DEPT OF ECOLOGY 1	\$58.60	
00020991	5/27/2016	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$550.00	
00020992	5/27/2016	24215	WA ST DEPT OF L & I	\$578.84	
00020993	5/27/2016	24750	WA ST GET PROGRAM	\$227.00	
00020994	5/27/2016	24755	WA ST HEALTH CARE AUTHORITY	\$324,578.56	
00020995	5/27/2016	25540	WASHINGTON STATE RIDESHARING ORG	\$900.00	
Total:				\$670,603.57	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	11308 HOFSTETTER SHANNON									
00	05/06/16	DI	5/13/2016			192.30	192.30	192.30		192.30
	11785 INTERNATIONAL ASSOCIATION OF MACHINIS									
00	2016 MAY	DI	5/13/2016			2,667.63	2,667.63	2,667.63		2,859.93
	11925 JENKINS SHANNIE									
00	05/2-3/16	DI	5/13/2016			94.22	94.22	94.22		2,954.15
	12020 JOHNSON VERLIN									
00	1/21/16	DI	5/13/2016			59.35	59.35	59.35		3,013.50
	12375 KALLAS, MARK									
00	05/01-02/16	DI	5/13/2016			161.52	161.52	161.52		3,175.02
	14385 MESSMER, PAT									
00	04/24-26/16	DI	5/13/2016			267.04	267.04	267.04		3,442.06

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11308 HOFSTETTER SHANNON										
00	05/20/16	DI	5/27/2016			192.30	192.30	192.30		192.30
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2016MAY	DI	5/27/2016			907.00	907.00	907.00		1,099.30
11775 INTERCITY TRANSIT WELLNESS										
00	2016MAY	DI	5/27/2016			757.00	757.00	757.00		1,856.30
13396 LARSON, DAVE										
00	2016CDL	DI	5/27/2016			85.00	85.00	85.00		1,941.30

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
08550 EASY SPEAKERS CLUB										
00	2016DUES/JB	DI	4/1/2016			48.00	48.00	48.00		48.00
09615 FELICIANO, DONNA										
00	2/27-3/2/16	DI	4/1/2016			322.08	322.08	322.08		370.08
10205 FREEMAN-MANZANARES ANN										
00	03/10-11/16	DI	4/1/2016			333.16	333.16	333.16		703.24
00	1/29-2/2/16	DI	4/1/2016			1,862.80	1,862.80	2,195.96		2,566.04
11308 HOFSTETTER SHANNON										
00	03/25/2016	DI	4/1/2016			192.30	192.30	192.30		2,758.34
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2016MAR	DI	4/1/2016			2,832.38	2,832.38	2,832.38		5,590.72
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2016 MAR	DI	4/1/2016			924.00	924.00	924.00		6,514.72
11775 INTERCITY TRANSIT WELLNESS										
00	2016 MAR	DI	4/1/2016			699.00	699.00	699.00		7,213.72
16905 PLUMMER, DAVID										
00	2016CDL	DI	4/1/2016			85.00	85.00	85.00		7,298.72

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Everett Gage

City of Tenino
David Watterson

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
Mark Campeau

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Bill McGregor

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, June 3, 2016 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 – May 6, 2016
- b. Approval of Vouchers

DRAFT Regional Transportation Plan (RTP) Review

1ST REVIEW

The public comment period for the Regional Transportation Plan closed on May 9, 2016. The Transportation Policy Board reviewed all comments and made recommendations for plan revisions. A revised plan will be brought to Council for review.

Climate Change Impacts for the Puget Sound Region

PRESENTATION

TRPC is developing a [Thurston Climate Adaptation Plan](#) with strategies and actions that the region's public and private sectors could take to prepare for and cope with the effects of climate change-exacerbated natural hazards (e.g., rising sea levels, more frequent and intense storms) and other impacts in the coming decades. Lara Whitely Binder, an outreach specialist with the University of Washington Climate Impacts Group and a member of the TRPC project's Science Advisory Committee, will discuss historical and projected climate change impacts for the Puget Sound region.

Executive Director Recruitment Process

DISCUSSION

At the May meeting, following the announcement of Director Wyrick's retirement, Chair Clarkson appointed a subcommittee to work out the details of recruiting for an executive director. That committee will report to the Council the results of their initial meeting and seek feedback on next steps.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
May 16, 2016

CALL TO ORDER

Chair VanderDoes called the May 16, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:33 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Sue Pierce; Ursula Euler; Jonah Cummings; Ron Hughes; Michael Van Gelder; Walter Smit; Mitchell Chong; Lin Zenki; Denise Clark; Ariaiah Perez; Leah Bradley; Charles Richardson; and Julie Hustoft.

Absent: Vice-Chair Jan Burt; Joan O'Connell; Billie Clark; Quinn Johnson; Carl See; and Kahlil Sibree.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

VanderDoes introduced Authority member, ED BRICKER.

MEETING ATTENDANCE

- A. May 18, 2016, Work Session - Billie Clark
- B. June 1, 2016, Regular Meeting - Lin Zenki
- C. June 15, 2016, Work Session - Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and CLARK, D. to approve the minutes of the April 18, 2016 meeting.

CONSUMER ISSUES

- *Hustoft* - Kudos for a driver.
- *Zenki* - Dial-A-Lift questions.

NEW BUSINESS

- A. **ANNUAL SELF-ASSESSMENT** - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated the CAC completes an annual self-assessment each spring to assess the health of the committee. The assessment tells us what's going well and what isn't. Nancy will send out a link to the survey tomorrow. We would like those completed by June 3, 2016. The

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 2 of 10

CAC has a joint meeting with the ITA on September 21st in place of the regular CAC meeting. The ITA will review the results of the assessment with the CAC at the meeting.

Freeman-Manzanares answered questions.

Euler – inquired about trouble submitting the survey last year.

Trail – responded just hit submit or send button at the end of the survey.

Pierce – commented she couldn't find the comment section last year.

Trail – responded she would double check and make sure it's available.

B. MODIFY TIMEFRAME FOR THE NOMINATION AND ELECTION OF OFFICERS - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated typically staff has done recruitment in the spring and terms started in July. Recently the fall timeframe has proven to yield more candidates so staff has transitioned to doing recruitment in the fall. This change has created a six month gap where there are less than 20 members on the committee. In an effort to reduce the gap staff is recommending a change to the CAC Operating Procedures and Bylaws to nominate new members in October, and elect new members in November. Staff also recommends the CAC allow current Chair VanderDoes and Vice-Chair Burt to continue in those offices through December. Staff has omitted committing the process to the month of December since we have been able to conclude CAC business in November to allow us to skip the December CAC meeting in honor of the holiday.

Freeman-Manzanares answered questions.

Smit – asked about moving the timeframe for the Self-Assessment.

Freeman-Manzanares – responded most likely not if the CAC intends to share the results at the joint meeting with the ITA which occurs in September. The ITA appreciates the opportunity to review the assessment with the CAC members, ask questions and share their appreciation for their participation.

VANDERDOES asked if there was a motion to approve these changes. A motion was received by VAN GELDER; and it was seconded by EULER. These changes will be forwarded to the ITA.

C. CAC TERMS ENDING & REAPPOINTMENTS - (*Ann Freeman-Manzanares*) Freeman-Manzanares provided a list of members who are seeking reappointment for an additional three year term including VANDERDOES; VAN GELDER; PIERCE; and BRADLEY. There are two members SIBREE and HUSTOFT, who have both served on the committee since July, 2009, and their terms are expiring. Also, RICHARDSON is resigning his appointment on the CAC.

EULER moved to recommend the ITA appoint the four members seeking second terms and it was seconded by RICHARDSON. These recommendations will be forwarded to the ITA for consideration

D. PRESSURE WASHING ART – (*Ann Freeman-Manzanares*) Freeman-Manzanares identified the three facilities staff recently featured in a story in *The Olympian*, Rati; Jason and Joe. This story begins when Joe encountered a mom at a bus stop whose little boy was crying. Joe asked him what his favorite animal was and he drew it with the pressure washer on the sidewalk. The little boy stopped crying and that is how it all started.

Freeman-Manzanares reviewed the slideshow of pictures showing the artistic talent of the facilities staff.

Bradley arrived

Freeman-Manzanares – indicated King County Metro recently had an article on artists working independently who put a substance on the ground that made the art come out when it rained.

Bricker – remarked he would be attending a conference of union workers in the near future and would like to borrow the presentation to show at the conference.

Freeman-Manzanares – responded Nancy can get a copy for you.

Zenki- remarked it could be used to encourage riders – “you win if you’re riding transit.”

E. LONG RANGE FINANCIALS – (*Ann Freeman-Manzanares & Ben Foreman*) Freeman-Manzanares indicated the long range financials support the strategic plan. The strategic plan is updated every year for a six year period, and staff is very early in the process. There is a potential to fall off the cliff in year seven and we wanted everyone to see that. Staff uses this spreadsheet to show what things could look like further into the future. It allows staff to show different scenarios and their impacts going out several years. The further out you go the looser the numbers get because it is hard to predict that far out. Staff is putting the numbers together with the recently finalized 2015 grant information. Some assumptions have been made for the federal funding based on what the agency is getting now.

Freeman-Manzanares reviewed some of the assumptions including continuing to buy hybrid buses, but there are toggle switches to see what it looks like if conventional diesel vehicles are purchased instead. Not only do hybrids cost more initially, they are also more expensive to rehab at midlife. Sales tax growth is estimated at 3%. Being overly optimistic might mean eliminating service. Last year sales tax was about 9%. This helps with the \$14M lost during the recession but doesn’t replace it. The other assumptions are 3% for salaries for the next three years and then 2.5% thereafter. The model shows rehabbing the Pattison facility in 2019 with \$3.5M for design work to get to 100% design. The hope is that will make the agency more competitive for federal funding. Gas was left at \$3.84 and includes a 3% escalator. Keep in mind a \$1.00 bump in prices equates to a million dollars for the year. These numbers are looking a lot better than they did last year.

Freeman-Manzanares indicated that while FTA and manufacturers recognize the lifecycle of a bus at 12 years, we are looking to replace them at 15 years. There are currently five coaches that have cracked chassis and that cuts into the FTA required percentage of spares.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 4 of 10

Foreman reviewed the spreadsheet and began making some changes to the assumptions to show what that looks like going forward including bus replacements from 15 to 17 years. Small changes make a big impact over time. Changing the sales tax from .08% to .09 in 2019 takes the agency out of the red in 2022, but still doesn't provide for any service increase.

Hustoft - inquired about the capital costs.

Foreman indicated most of the costs are buses. There is \$8M for the UST's and \$8M for the OTC project. Taking those out doesn't help.

Euler - inquired if switching to diesel altogether would help.

Foreman - responded there would still be hybrids in the fleet that would need to have the mid-life rehab. So the agency can't switch to all diesels instantly.

Freeman-Manzanares - responded it does give us more time before we go into the red.

Foreman - indicated it might take the agency out to 2029 before it goes negative.

Freeman-Manzanares stated the spreadsheet shows what it would look like if the agency had to eliminate or add service.

Foreman indicated based on the way service is structured any reduction would come out of fixed route. The assumption in the spreadsheet includes 2,000 hours per year increase due to our aging population. It also adds two vehicles and a driver per year for DAL.

Foreman showed the committee what different scenarios looked like removing service hours. He explained the Puget Sound Regional Council (PSRC) grant money that provides funds for trips into Seattle for every mile.

Freeman-Manzanares remarked how difficult this work is when 70% of the budget is sales tax and a large part is also based on the cost of fuel. They are both so hard to predict and it becomes tricky to be really clear about communicating this.

Zenki - indicated gas prices are a common denominator when talking to the public.

Hughes - inquired about the monetary impact of increasing ridership.

Foreman - indicated revenue from ridership makes up about 10% of the budget. An increase of 10% would add \$300-\$400k. Unfortunately if the agency has a fare increase most of the times there is a drop in ridership. In 2008 it didn't give the agency additional funds to buy buses or add service hours.

Hughes - inquired about the farebox ratios for fixed route.

Foreman - responded the recovery for fixed-route is approximately 12%; vanpool is almost 100% and DAL is 3%.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 5 of 10

Zenki – asked how this compared to systems of this size nationwide.

Freeman-Manzanares – indicated it has a lot to do with land use and density. It wouldn't be comparable to New York.

Foreman – remarked it depends on how you put service out. Our community wants early morning and late at night and weekends. If the agency didn't do weekends the revenue would be higher. Kitsap Transit for instance has a different type of service structure; they move people to and away from the docks.

Zenki – remarked that is harder to explain it to the public. If you know that and have something to compare it to people can relate to it.

Euler – inquired about the increases for salaries and wages.

Freeman-Manzanares – indicated the wage increases are locked in based on the union contracts. The agency looks at CPI and other transit agencies as well.

Euler – remarked that inflation was much lower than that. The CPI in Tacoma, Bremerton & Seattle was 1.6% and it may not make a big difference overall.

Foreman – stated it's about \$243k for the number of employees.

Freeman-Manzanares – indicated the agency looks at our comparable transit systems Lane, Salem, and Whatcom, for the non-union employees.

Cummings – asked if the agency had considered looking at different fuel contracts. He also asked if smart phone applications provide any more refined system usage data for the agency.

Freeman-Manzanares – responded that the agency utilizes the fuel contract with the state of Washington. They don't hedge because it is considered gambling and that is frowned upon utilizing federal dollars. The state contract allows the agency to get deliveries first since it is considered an emergency provider. She addressed the second part of his questions in that the onebusaway app doesn't provide data. The coaches have automatic passenger counters that give the on and off counts at every stop. One of the things the CAC and ITA have struggled with is how many people the buses are moving. There is also the issue of coverage and it is a balance. She indicated the committee would get a transit planning 101 presentation to see what it looks like and what it costs to add service.

VanderDoes – asked if there was anything in the model that takes future technology into consideration.

Freeman-Manzanares – indicated the model includes future purchases for software and equipment upgrades.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 6 of 10

VanderDoes - remarked there will be a lot of technology changes in the next 10 years.

Foreman- responded it does not take that into account.

Clark, D. left.

Euler - asked if the model factors in the possibility of an economic downturn.

Foreman - indicated the model is static, but he could add a negative number for sales tax revenue.

Freeman-Manzanares - stated staff is pretty conservative by nature and looking over the lifetime of the agency the average sales tax is at 5.6% so using 3% in the model is conservative.

Foreman - stated last year's sales tax was a bit less than 9% and this year is also at about 9% thus far.

VanderDoes - remarked moving the entire system to smaller units would increase the demand for drivers.

Foreman - responded labor is the main cost.

Freeman-Manzanares - advised part of the agency's response to the regional transportation plan was to stop talking about trains. It is likely not a reality for this area anytime soon. The Transportation Policy Board (TPB) and Thurston Regional Planning Council (TRPC) will have a forum to help people see past that and instead talk about providing express service to tie into trains that exist. She recently spoke with Graeme Sackrison who is the vice-chair of TPB about what the agency can do to better serve the community. Does that include greater frequency, and/or earlier and later service. The agency feels that the question would have more validity if it came from another source.

Euler - remarked she was pleasantly surprised with the numbers and thought it might be worse. Maybe the additional local options will go through the legislature. The 90 days reserve is a healthy reserve.

Foreman - indicated it is the board's desired reserve.

Freeman-Manzanares - stated there is still more work to do to expand service.

F. ONE IMPACTFUL OUTREACH LOCATION/EVENT/ACTIVITY - (*Ann Freeman-Manzanares*) *Freeman-Manzanares* indicated this is an idea that was brought by Joan O'Connell who is ill this evening. The question is what is that place or how do we do great outreach out in the community.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 7 of 10

Pierce – asked if the agency has buses at events for kids to crawl all over. Staff could hang informational boards on the outside. It would also provide a place for seniors to sit and rest. They are voters.

Freeman-Manzanares – responded we do that and we can let the committee know where and when we'll be places if people are interested in attending.

Smit – remarked those might be good places to put the mission/vision statements; service area maps showing coverage and make it an educational opportunity.

Bricker – remarked the union partners well with the management at the agency. A while back one of the drivers was beaten. The union and the agency worked together on that to lessen the negative impact.

VanderDoes – stated it might be interesting to show some of the videos staff shared at the meeting a few months back at some of the public events. People enjoy that type of stuff.

Freeman-Manzanares – added it might bring more people to the display.

Bricker – remarked driver's dressing up at Halloween was a good way to engage riders.

Smit – indicated the driver's summer shirts are cool and he would wear one.

Freeman-Manzanares – shared the agency tries to keep operator uniforms separate because we want the public to be able to distinguish between who is and isn't an operator. The agency doesn't donate the old uniforms.

Bricker – relayed there is a lot of jealousy amongst other transit agencies regarding Intercity Transit's driver uniforms.

Perez – indicated teenagers are on social media and when they're scrolling through their news feed seeing some videos from Intercity Transit might catch their attention. Maybe it could be something cool they could participate in. She added that the T-shirt is a great idea and she would wear it at school. Getting people talking about Intercity Transit and sharing their positive experiences is key to getting the word out.

Chong – shared that he participates in the new driver training program and he sees behind the scenes. The agency has really good drivers and he sees how sensitive and responsible they are.

Hustoft – added the agency could participate in the Capital City Pride Parade.

Richardson – remarked if the agency had employee badges they wouldn't have to worry about donating old uniforms with the logo.

Euler – shared partnering with other government agencies and promoting groups of people taking the bus to lunch and making it a fun group event. Maybe agencies could encourage employees to take the bus to meetings.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 8 of 10

Smit – remarked that restaurants would love that. Maybe the agency could show the location of nearby restaurants in their bus shelters.

Zenki – indicated down in San Francisco a numbers of mayors would ride the bus and then the agency would use it as a promotion to “guess who’s on the bus?” They would get a little media attention and do their own videos and they were very popular.

Bricker – added maybe staff could get the Governor to take a dash?

Hustoft – shared maybe the agency could leverage the YMCA youth in government.

Euler – remarked maybe the agency could coordinate some ‘Random Acts of Culture’ on a bus. Maybe a group singing on a fairly crowded bus or something like that.

VanderDoes – indicated the agency might be able to do some kind of classes on the bus while they are in service. Use the opportunity to educate the riders.

Bricker – shared he used to drive an evening route and became very familiar with the riders. They would have random conversations and sometimes people would sing Christmas carols.

Bradley – remarked she is always thinking about the Boys and Girls Club and they have some participants who do volunteer service and maybe they could put in volunteer time on the bus and see how cool it is. The group has natural leaders and if they go back and talk about how cool it is and give other kids some knowledge and then they will talk to their parents about it and parents make the decisions.

Cummings – shared targeting some of the business groups and chambers of commerce because business owners aren’t typically bus riders.

VanderDoes – added maybe conduct meetings on the bus.

Bricker – remarked maybe the agency could piggy back with a neighboring transit agency and coordinate some transportation to events like the Puyallup Fair.

Pierce – indicated art submissions from the kids at local elementary schools could be displayed on the bus.

Richardson left.

Perez – added the agency should have more interaction with the high schools and encourage clubs to ride the bus.

Bradley – shared maybe students could put together a skit about riding the bus and share it at school.

Chong left.

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 9 of 10

Perez – asked what CAC members can do to break the stereotype.

Smit – remarked tell students they won't have to find parking.

Bricker – indicated maybe adding a youth day where kids below 18 could ride for free, possibly during Lakefair.

Hustoft – added getting clubs at high schools to use the bus for field trips.

Freeman-Manzanares – remarked on the need to connect with schools.

Perez – indicated it's important to talk about all the other things Intercity Transit is involved in including the environment. She is involved in STEM and there are a lot of jobs in those industries at Intercity Transit.

Smit – shared at Olympia HS there are clubs that buy bulk tickets for members to use the bus.

Hughes – indicated there was an ad campaign called NW Profiles and it included the "blue tarp campers" and featured real people. The agency could do something like that and then add that the person donated the money they saved riding the bus to some local charity, or scholarship fund for disadvantaged youth.

Van Gelder – remarked the postal worker food drive was a few days ago. Maybe the agency could declare a route free for anyone who donates cans of food. It could involve some good photo ops and it connects the agency as part of the community and helping the community.

Phillips – added the idea of things that connect the community is important.

CONSUMER ISSUES

- *Hustoft* – shared kudos for the route #60 driver named Rick. He avoided a tight situation with another bus and impatient drivers; helped a passenger who slipped out of her wheelchair and then helped Julie with an encounter with a bee. He did all this with a good attitude.
- *Zenki* – noted that she had called for a DAL ride to the meeting and the scheduler said there is nothing. She is used to being put on a wait list and wasn't sure what the policy was at Intercity Transit. She also inquired about service animals on DAL and asked if people can run in and pick up a to-go order at a restaurant and get back on the same DAL vehicle.

Freeman-Manzanares will speak with the DAL manager and advise.

REPORTS

Intercity Transit Citizen Advisory Committee

May 16, 2016

Page 10 of 10

- *VanderDoes* – provided the report from the April 20, 2016 Work Session – they were entertained by a performance from the Heartsparkle Players and the ITA was very engaged. There was strategic planning; and someone spoke about the Transit Signal Priority (TSP) project which changes the signals. He added the CAC would enjoy a presentation on TSP.

Zenki left.

- *Perez* – provided the report from the May 4, 2016, Work Session – they talked about the City of Lacey/City of Olympia and bringing in trains. They also talked about why people would want to ride the train when they won't ride the bus. The reason she joined is to get bus service in the Hawks Prairie area and it was also a topic of conversation at the meeting.

Bricker – remarked on the value the Committee brings to the agency and how amazing it is.

NEXT MEETING: June 20, 2016.

ADJOURNMENT

It was M/S/A by VAN GELDER and BRADLEY to adjourn the meeting at 8:40 pm.

Prepared by Nancy Trail

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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Schedule a Public Hearing on the Transit Development Plan

-
- 1) **The Issue:** Whether to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Schedule a public hearing for August 3, 2016, for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2015 Summary and the 2016 - 2021 Plan. Request for Adoption of the TDP will come before the Authority on August 17.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing on the annual update of the Transit Development Plan. Authority policy also provides an opportunity for public comment.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2015 Summary);
- b) Description of planned changes, if any, to services and facilities (2016-21); and
- c) Operating and capital financing elements for the previous year (2015), budgeted for current year (2016), and planned for five years (2017 - 21).

Staff will present the Draft TDP for discussion purposes to the Authority at the July 6 meeting and at the Citizen's Advisory Committee meeting on July 18. The document will be available for public review and comment on July 20. After the public hearing, staff will request adoption by the Authority at their August 17, 2016, meeting. Upon final approval, the document is to be sent to WSDOT, local jurisdictions and other appropriate organizations and businesses.

-
- 5) **Alternatives:**
A. Set a later date for the public hearing and approval of the TDP. Setting an adoption date past September 2016 will require a request to WSDOT for an extension of the due date.

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

-
- 7) **Goal Reference:** Conducting a public hearing for the draft TDP reflects all current goals established for the agency.

-
- 8) **References:**

2016 Timeline for TDP Process:

July 6, ITA: Present Draft TDP
July 18, CAC: Present Draft TDP
July 20, Public: Draft available to the public
August 3, ITA: Conduct Public Hearing
August 17, ITA: Request to Adopt TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority
FROM: Eric C. Phillips, AICP, Development Director, 705.5885
SUBJECT: Public Hearing - 2017-2020 Transportation Improvement Program

1) **The Issue:** Take public testimony on the draft 2017-2020 Transportation Improvement Program (TIP) for anticipated federally funded projects prior to proposed ITA adoption on July 6, 2016.

2) **Recommended Action:** Consider public testimony.

3) **Policy Analysis:** Federal grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.

4) **Background:** On May 4, 2016, the ITA scheduled a public hearing on the draft 2017-2020 Transportation Improvement Program (TIP) for Federal Transit Administration funding. The TIP is consistent with projects that are identified in Intercity Transit's *2015-2025 Capital Improvement Program* (an internal planning document), the *2015-2020 Transit Development Plan*, and the *2016-2021 Strategic Plan*. Both of these documents are published and available on the agency website. The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight's scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects.

Program elements in the draft 2017-2020 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2017-2020;
- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks (USTs) at IT's maintenance and operations facility;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or active forms of transportation;

- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources; and
- Operations funding with PSRC “earned share” for activities supporting vanpool vans and commuter coach operations.

A significant project that Intercity has not secured federal funding for - The Phase 2 Pattison Maintenance Facility Expansion Project- is identified in the TIP as a regionally significant project. Anticipated funding need for this project has been adjusted to \$26 million. This project is related but separate from the UST project (UST Phase 1 -\$7.6 Million) identified in the project list above.

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on July 6, 2016. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2017-2020 TIP projects total more than \$67.3 million with more than \$46.5 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2017 through 2020 annual Intercity Transit budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

8) **References:** Exhibit 1 – Draft 2017-2020 TIP
Exhibit 2 - Published TIP News Release

IT #	Project	2017	2018	2019	2020	TOTAL 2017-2020	Federal	Type	Local	Total	Project Status
IT 1601	Capital Preventive Maintenance (TRPC & PSRC estimated apportionments)	\$5,766,570	\$5,881,901	\$5,999,539	\$6,119,530	\$23,767,541	\$19,014,033	Sec. 5307 IT Apportionment & PSRC Earned Share	4,753,508	23,767,541	Planned & Secured 5307/5340
IT 1602	Construction Phase for Replacement of Underground Storage Tanks at Pattison Maintenance Facility with grading to meet expansion needs.	\$7,600,000				\$7,600,000	\$2,900,000	Sec. 5339 thru WSDOT and FHWA (STP) thru TRPC	4,700,000	7,600,000	Secured funding. Transfers from FHWA Completed 3/16
IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$456,093	\$456,093	\$912,186	\$912,186	\$2,736,558	\$2,189,246	Sec. 5307 & PSRC Earned Share	547,312	2,736,558	Planned & Secured (includes PSRC 5307 Earned Share)
IT 1604	FHWA Transfer (TAP & CMAQ) Bus Stop Enhancements	\$185,000	\$185,000	\$185,000	\$185,000	\$740,000	\$640,100	FHWA (TAP) transfer to FTA	99,900	740,000	Planned FHWA funding 2016 forward. Applications in process.
IT 1605	FHWA Transfer (CMAQ &/or TAP) Walk-N-Roll Youth Transportation Education	\$39,000	\$39,000	\$39,000		\$117,000	\$101,205	FHWA (CMAQ in 2016) transfer to FTA	15,795	117,000	Planned FHWA funding 2016 forward. Applications in process.
IT 1606	Vanpool & Fixed Route Operations (PSRC est)	\$1,463,275	\$1,463,274	\$1,492,540	\$1,492,540	\$5,911,629	\$2,955,814	Sec. 5307 & PSRC Earned Share	2,955,814	5,911,629	Planned & Secured (includes PSRC 5307 Earned Share portion)
IT 1700	Olympia Transit Center Improvements (Expansion - Design and CN Phases)	\$585,000	\$6,345,000	\$1,318,000	\$270,000	\$8,518,000	\$4,362,500	Earmark(s) Sec. 5309 and STP(U) TRPC	4,155,500	8,518,000	Planned and Secured (Includes 2016 68,500)
IT 1701	Replacement, heavy duty coaches - order in 2017-19	\$4,140,446	\$3,717,500	\$2,087,500	\$7,979,534	\$17,924,980	\$14,339,984	Sec. 5307, 5339 & PSRC Earned Share est.	3,584,996	17,924,980	(includes PSRC 5307 and 5339 Earned Share)
Total Federal Funded Projects		\$20,235,384	\$18,087,768	\$12,033,765	\$16,958,790	\$67,315,708	\$46,502,883		\$20,812,825	\$67,315,708	Secured and Estimated Federal Funding Sources
Regionally Significant Project - Federal Funds Not Yet Identified											
IT #	Project	2017-2020				State	Type	Local	Total	Federal	
	Pattison Maintenance Facility Expansion		\$26,000,000				unknown	unknown	unknown	unknown	Regionally Significant RTIP Project Contingent on Securing Federal \$\$
NOTES: Grant type: Sec. 5307 & PSRC* 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council											



News Release

For Immediate Release:
May 6, 2016

Transit Seeks Public Comment on Transportation Improvement Projects

Olympia/Thurston County, WA - Intercity Transit invites public comment on potential federally funded transit projects currently proposed in its 2017-2020 Transportation Improvement Program (TIP). The comment period will culminate with a public hearing Wednesday, June 1, 2016, at 5:30 p.m. at Intercity Transit's business office, 526 Pattison Street SE, Olympia. Bus Routes 62A, 62B, and 66 serve this location.

List of Projects

The proposed TIP projects could total more than \$67 million in combined federal and local funds for 2017-2020.

Intercity Transit has programmed the following projects for potential funding:

- Preventive maintenance of fleet vehicles;
- Purchasing of heavy-duty coaches (25) to replace vehicles that have been in service beyond their expected useful life;
- Purchasing additional or replacement vanpool vans;
- Construction to replace aging underground storage tanks at Intercity Transit's maintenance and operations facility;
- Continuing Youth Education Program(s) that fosters potential for using transit, biking, and walking for transportation;
- Providing bus stop enhancements including ADA improvements in partnership with local agencies;
- Construction of the Olympia Transit Center Improvements utilizing secured Federal and Local fund sources; and
- Funding the operation of services with PSRC "earned share" for activities supporting vanpool vans and commuter coach operations.

The draft TIP represents Intercity Transit's complete program of potential federally funded projects for 2017-2020. They include projects also programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC).

Once the Intercity Transit Authority approves the projects outlined in its TIP, TRPC and PSRC will review them. These regional planning organizations must integrate projects specific to their respective areas into the State Transportation Improvement Program, which is subject to federal and state transportation agency review.

Getting Information

The draft Intercity Transit TIP for federally funded projects is available online at www.intercitytransit.com or by contacting Intercity Transit's business office, 526 Pattison Street SE, Olympia, 360.786.8585. The business office is open Monday through Friday, 8 a.m. to 5 p.m.

Making Comment

The public may comment at the June 1 public hearing or by writing to the Development Director, Intercity Transit, P.O. Box 659, Olympia, WA, 98507-0659. Intercity Transit must receive written comments by 4 p.m. Tuesday, May 31, 2016, to be considered. Questions or comments may also be e-mailed to ephillips@intercitytransit.com or by phone to 360-705-5885.

For More Information:

Donna Feliciano 360-705-5891
dfeliciano@intercitytransit.com
www.intercitytransit.com

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Telephone Equipment Purchase

-
- 1) **The Issue:** Consideration of the purchase, training, and support of a replacement telephone system.
-
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order, pursuant to Washington State Contract 01114, to Structured Communication Systems for equipment and services required to replace the existing telephone system throughout the agency in the amount of \$119,901, including tax.
-
- 3) **Policy:** The procurement policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit's current phone system was acquired in 2005. The system has exceeded its useful life and is in need of replacement.

A consultant was hired in October 2015 to review our existing system and make recommendations regarding future steps. The consultant determined a new phone system would better meet our communications needs, provide operational efficiencies as well as provide an improved, yet less expensive, maintenance support plan.

The consultant recommended Intercity consider a ShoreTel or Mitel solution. Both options are available under a Washington State master contract. As a political subdivision, Intercity Transit is eligible to purchase off Washington State contracts.

Intercity Transit asked both manufacturers to demonstrate their product's capabilities. Presentations were made to representatives of several different departments, including Customer Service and Dial-A-Lift. Product demonstrations were beneficial in understanding the technology that is available today. Both manufacturers had a solution that would satisfy Intercity Transit's communication needs.

Intercity Transit, with the assistance of the consultant, compiled specifications and presented them to the manufacturers for a quote. ShoreTel (represented by Structured Communication Systems) offered the best value.

Intercity Transit sent technicians and key call center representatives to view the ShoreTel system at a public entity that handles similar call volumes. It was apparent the phone system would serve our needs well.

Some of the key features of the new phone system are as follows:

- Coordination with Outlook Calendar
- Conference bridge
- Call centers can receive text messages
- Emergency notification system when 911 is dialed
- Take and receive calls through a computer or cell phone
- Survivability, should one facility go off-line.

Upon review of multiple phone systems, and with support from our consultant, staff recommends awarding a contract to Structured Communication Systems for the ShoreTel solution.

5) **Alternatives:**

A) Authorize the General Manager to issue a purchase order, pursuant to Washington State Contract 01114, to Structured Communication Systems for equipment and services required to replace the existing telephone system throughout the agency in the amount of \$119,901, including tax.

B) Defer action. Continue to pay for support of our existing telephone system.

C) Survey the marketplace for alternate telephone systems.

6) **Budget Notes:**

The 2016 budget includes \$150,000 to replace the phone system. The initial purchase price of \$119,901 includes the first year of service and maintenance. Annual maintenance thereafter for the new system will cost \$7,943.60. The existing system costs \$30,588.54 per year to maintain. Annual savings for maintenance alone will be \$22,644.94. The ShoreTel system provides increased technological solutions and will pay for itself within seven years.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.” Goal #5:* *“Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Vehicle Lift and Alignment Equipment Purchase

1) **The Issue:** Consideration of the purchase of new Vehicle Lift and Alignment Equipment for the Maintenance Facility.

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 06405, to issue a purchase order to Mohawk Resources for the purchase of Vehicle Lift and Alignment Equipment in the amount of \$92,542.27, including tax.

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

4) **Background:** Funding has been designated to add a four-post vehicle lift and alignment equipment to the Maintenance inspection pit.

In order to achieve operational efficiencies and improvements, maintenance staff has identified a need for more usable working space in the facility. Staff intends to improve and enhance this area through the installation of one four-post vehicle lift, alignment and related equipment and accessories. Staff anticipates that this additional equipment will increase efficiencies, our overall productivity and enhance our ability to serve our customers by creating a more versatile work space which allows staff to perform in-house rolling stock alignments, and provides additional space for vehicle repair.

To confirm the equipment is compatible with Transit's vehicles, maintenance staff recently visited a Les Schwab location to test it. Our engineering firm, in coordination with information provided by a Mohawk representative, also evaluated the equipment to verify it will meet Transit's needs and that our facility has sufficient infrastructure to support it.

The vehicle lift and alignment equipment that our stakeholder team believes will best meet Transit's needs is available through Washington State Department of Enterprise Services (DES) Contract 06405. DES competitively bid this contract, and as a member of the Washington State Purchasing Cooperative, Intercity

Transit is eligible to purchase from it. Our market research indicates that the contract pricing is competitive, and all indicators and stakeholder input suggest that Mohawk equipment will be able to effectively satisfy our needs.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06405, to issue a purchase order to Mohawk Resources for the purchase of Vehicle Lift and Alignment Equipment in the amount of \$92,542.27, including tax.
 - B. Research alternate Vehicle Lift and Alignment Equipment. This may result in a significant delay in the current project schedule.
 - C. Defer action. Continue to utilize the pit in its existing configuration which limits the type of work Intercity Transit staff are able to perform.
-

6) **Budget Notes:** The cost of this item represents \$92,542.27, which is consistent with our original expectation, of the entire 2016 vehicle inspection pit project budget of \$200,000. Engineering and construction costs are also included in this project budget.

7) **Goal References:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Property

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- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Facilities items, Information Systems items, and Vanpool vehicles attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$25,446.00.
-
- 5) **Alternatives:**
A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
B. Declare a portion of the items surplus.
C. Defer action. Storage availability on-site and off-site storage costs are an issue.
D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property – June 2016.

EXHIBIT A - SURPLUS PROPERTY - JUNE 2016

VANPOOL					
ITEM	DESCRIPTION	VEHICLE #	SEATS	MILEAGE	VALUE
1	2008 Chevy Uplander	1901	7	94,388	\$4,717.00
2	2008 Chevy Uplander	1906	7	91,448	\$4,830.00
3	2008 Chevy Uplander	1909	7	79,711	\$5,309.00
4	2008 Chevy Uplander	1911	7	99,880	\$4,537.00
VANPOOL TOTAL					\$19,393.00
FACILITIES					
ITEM	DESCRIPTION	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Hobart Commercial Refrigerator 120V 60Hz 1 Phase 8.6A R-22 Refrigerant, Model Q2	325600037 RN	1	\$200.00	\$200.00
2	Full sized ace aluminum shelter (bronze w/flat roof)	NA	12	\$350.00	\$4,200.00
3	Office chair	NA	5	\$10.00	\$50.00
4	12' Louisville Tripod Ladder, Type 1A 300 lbs.	Model FT1012	1	\$25.00	\$25.00
5	Posi-Lock Nozzles (prev. rebuilt), Model G2266-rblt	3065 and 3066	2	\$100.00	\$200.00
6	Ultra funnel bung access model for drum w/closing lid	NA	1	\$30.00	\$30.00
7	Small Wisk brooms - Quinn Broom Works - 30" handle (1 box of 8), Lobby model	NA	1	\$10.00	\$10.00
8	Magnetic Whiteboard - 4' x 5' w/tray	NA	1	\$20.00	\$20.00
9	Bulletin board in aluminum case w/two sliding glass doors 3' x 6'	NA	1	\$25.00	\$25.00
10	Whirlpool Refrigerator/Freezer Model ET1FTKXKQ02 Date Nov 2002	EM4817213	1	\$100.00	\$100.00
11	Typewriter - IBM Wheelwriter 1500 by Lexmark, Machine 6783-011 (<i>Customer Service</i>)	11TG912	1	\$10.00	\$10.00
12	West Bend Radar Gun w/rechargeable external battery pack & case (<i>Operations</i>)	Unable to read	1	\$25.00	\$25.00
FACILITIES TOTAL					\$4,895.00
INFORMATION SERVICES					
ITEM	DESCRIPTION	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Dell OptiPlex 780 parts only (CPU-408)	3X3FHK1	1	\$1.00	\$1.00
2	Dell OptiPlex 780 parts only (CPU-422)	3X39GK1	1	\$1.00	\$1.00
3	Dell OptiPlex 780 parts only (CPU-407)	DKFQFK1	1	\$1.00	\$1.00
4	Barracuda Web Filter 310	BAR-YF-481694	1	\$50.00	\$50.00
5	Barracuda Web Filter 310	BAR-YF-533461	1	\$50.00	\$50.00
6	Dell PowerEdge Rack Console 15FP	2HVP	1	\$100.00	\$100.00
7	Cisco 4400 series wireless LAN controller (NET-101), Model 4402 25 AP	FLS1007H009	1	\$25.00	\$25.00
8	Net Optics Dual 8x1 Spam Regeneration tap	123826	1	\$25.00	\$25.00
9	HP LaserJet P2035n printer	VNB3M31095	1	\$35.00	\$35.00
10	Box of Hard Drives Sleds for EMC san	NG	1	\$50.00	\$50.00
11	Box of misc. small computer parts & cables	NG	1	\$40.00	\$40.00
12	SAN and components - ARW NS102700136	QSH00130582	1	\$500.00	\$500.00
13	APC 42 U Rack	NG	1	\$200.00	\$200.00
14	Miscellaneous Server Rack	NA	4	\$15.00	\$60.00
15	VCR 1 (IS) Samsung 4 Head, Model VR5703	6RAD402056	1	\$10.00	\$10.00
16	Double VCR 2 (IS) Go Video, Model DDV9485	943948501176	1	\$10.00	\$10.00
INFORMATION SERVICES TOTAL					\$1,158.00
TOTAL SURPLUS VALUE					\$25,446.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares 705-5838
SUBJECT: Citizen Advisory Committee Reappointment

1) **The Issue:** Whether to consider reappointment of four CAC members.

2) **Recommended Action:**

A. Consider the reappointment of four current members to a term beginning July 1, 2016, through June 30, 2019. *Leah Bradley, Sue Pierce, Victor VanderDoes, and Michael Van Gelder* expressed interest in reappointment, have met attendance requirements, and are eligible for another three-year term.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee.

4) **Background:** There are currently six CAC positions that expire June 30, 2016. Two members are not eligible for reappointment having served two three-year terms: *Julie Hustoft and Kahlil Sibree*. Four CAC members are eligible to seek reappointment for another three-year term: *Leah Bradley, Michael Van Gelder, Sue Pierce and Victor VanderDoes*. (*Pierce and VanderDoes submitted requests for reappointment*).

Charles Richardson wishes to resign, and his term would expire June 30, 2017.

5) **Alternatives:**

- A. Reappoint Leah Bradley, Sue Pierce, Victor VanderDoes and Michael Van Gelder to another three-year term ending June 30, 2019.
 - B. Direct staff to solicit applicants during another recruitment to fill these positions.
-

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: June 1, 2016

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2017 - 2022 Strategic Plan Policy Positions

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- 1) **The Issue:** Second review of policy issues for the 2017-2022 Strategic Plan.
-
- 2) **Recommended Action:** Discuss and provide staff direction.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. This is the second of those meeting sessions.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2016 as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the meeting.

1. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

Authority direction for 2016 was to bring together community stakeholders in having a greater role in providing alternative funding for transit services rather than relying on federal funding.

Work with Thurston Regional Planning Council to educate and facilitate a broader community conversation to explore the gap in regional expectations and funding availability.

Question: Does the Authority wish to continue to support this effort?

2. Should Intercity Transit's planning for the next six years be financially constrained?

Authority direction for 2016 was to consider our current sales tax funding and insure we can maintain current service levels. Intercity Transit will focus on extensive community engagement to help define what public transit should look like in our community.

3. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

Authority direction for 2016 was to maintain ISO 14001 certification for the Environmental and Sustainability Management System program, continue to utilize environmentally friendly products and materials and require, to the maximum extent possible, that our vendors and contractors do the same.

Continue our partnership with Thurston Green Business and Puget Sound Energy's Green Power program and continue to focus efforts on reducing energy and water usage and decrease waste production.

Continue to increase our involvement in local and regional land use planning efforts and advocate for transit oriented development practices that encourage the use of transportation alternatives.

Question: Does the Authority wish to continue to support these efforts?

4. Is the current fare policy appropriate?

Authority direction for 2016 was to continue with our current fare structure.

5. What additional investments in technology should be made beyond the current Advanced Communications System project?

Authority direction for 2016 was to replace the telephone system, upgrade the website and continuing to work to address CAD-AVL glitches.

Question: Move forward with the study to replace the current CAD-AVL system.

6. Should Intercity Transit maintain service levels in 2017 or consider new or expanded local transit services needed to serve the growing population?

While new or expanded services are needed to serve our current population, our financial outlook necessitates a conservative approach. Authority direction for 2016 was to focus on running time and on-time performance issues as well as examine and monitor all routes in regards to productivity and issues of coverage.

7. What is Intercity Transit's role in providing regional mobility?

Authority direction for 2016 was to continue regional services and implement enhancements through a combination of grant and local funding.

Question: Staff does not anticipate a continuation of grant funding for the Tumwater to Lakewood and Olympia to Seattle routes as of June 30 2017.

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

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The strategic plan provides the basis for all our goals.

8) **References:** [Intercity Transit Strategic Plan 2016-2021](#)