

AGENDA
INTERCITY TRANSIT AUTHORITY
July 6, 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. **Chris Alfonso, Maintenance Supervisor** (*Paul Koleber*)
 - C. **Tom Crow, Maintenance Supervisor** (*Paul Koleber*)

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

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** June 1, 2016, Regular Meeting; and June 15, 2016, Work Session.

 - B. **Payroll:** June 2016 Payroll in the amount of \$2,121,976.51.

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board** (*Debbie Sullivan*) **3 min.**
 - C. **Citizen Advisory Committee** (*Quinn Johnson*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **2017-2020 TIP Adoption** (*Eric Phillips*) **10 min.**
 - B. **Draft Annual Update TDP** (*Dennis Bloom*) **60 min.**
 - C. **Citizen Advisory Committee Bylaws Amendment** (*Ann Freeman-Manzanares*) **10 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
June 1, 2016

CALL TO ORDER

Vice Chair Warner called the June 1, 2016, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Virgil Clarkson (Alternate); City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

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

Staff Present: Ann Freeman-Manzanares; Brent Campbell; Katie Cunningham; Paul Koleber; Steve Krueger; Jeff Peterson; Jim Merrill; Eric Phillips; Pat Messmer; Carolyn Newsome.

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

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Eric Phillips introduced **Steve Krueger, Procurement/Capital Projects Mgr.**

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Carmody and Councilmember Clarkson to approve the consent agenda as presented.

A. **Approval of Minutes:** May 4, 2016, Regular Meeting; and May 18, 2016, Special Meeting.

Intercity Transit Authority Regular Meeting

June 1, 2016

Page 2 of 9

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. Scheduled a Public Hearing on the Transit Development Plan 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.

E. Surplus Property: Declared the property listed on Exhibit “A” as surplus. (*Katie Cunningham*).

PUBLIC HEARING

A. 2017-2020 Transportation Improvement Program (TIP)

Development Director, Eric Phillips, presented for public comment the draft 2017-2020 Transportation Improvement Program. No written comments were received pertaining to this hearing, and there have been no changes to the plan.

Vice Chair Warner opened the public hearing at 5:38 p.m. to receive comments on the Transportation Improvement Program (TIP).

Hearing no comments, Vice Chair closed the public hearing at 5:38 p.m.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Karen Messmer said TRPC met on May 6. It was announced that Executive Director, Lon Wyrick is retiring. Messmer is a member of the recruitment panel and they meet June 2 to begin work on the recruitment process.

The next meeting is June 3 and the main topic covers review of the comments from the Draft Regional Transportation Plan. The expectation is they would consider the Plan in July for adoption.

Intercity Transit Authority Regular Meeting

June 1, 2016

Page 3 of 9

Messmer said a 40-page document of all the comments and responses was prepared, and she is satisfied with most of these, including the language Intercity Transit suggested on certain issues. She feels the response from the Transportation Policy Board (TPB) about our comment letter has been really good. After reviewing the actual changes made, the one thing she is concerned about is it still feels like the urgency needs to be turned up. The introduction to those changes still needs to reflect a serious look and make fairly dramatic changes. It's still feeling "soft." She's not quite sure if the Plan reflects the letter Intercity Transit submitted. Another concern is the 40 pages of small print of comments and responses, and although our comments were responded to, and there was good reaction, there were a lot of comments that just said "comment noted" because the TPB didn't have time to review them.

Messmer thanked Councilmember Sullivan for her participation on the Transportation Policy Board (TPB), because she feels that due to her participation, most of the comments submitted in our letter were discussed by the TPB.

Sullivan said it was a lot of information for one meeting. She said different regions of our county have different perceptions of what is specific, and she thinks there was a disconnect of understanding on what was trying to be communicated. The TPB did discuss the timeline. She felt it was not realistic and it was too optimistic.

Commissioner Blake arrived.

- B. Transportation Policy Board (TPB).** Sullivan said the TPB met May 11 and members reviewed/discussed the Draft Regional Transportation Plan.
- C. Citizen Advisory Committee.** Lin Zenki had nothing new to report. However, she said the CAC is doing a good job and is well represented. She is impressed with the number of young members who bring a lot of energy to the CAC, and hopes the Authority can do more to encourage them.

NEW BUSINESS

A. Telephone Equipment Purchase.

Procurement Coordinator, Jeff Peterson, presented the purchasing, training and support of a replacement telephone system. The current system was purchased in 2005 and has exceeded its useful life. A consultant was hired to review the existing phone system and make recommendations. The recommendations were to consider a ShoreTel or Mitel solution. Both manufactures demonstrated their product's capabilities, and presentations were made to members of staff from several different

Intercity Transit Authority Regular Meeting

June 1, 2016

Page 4 of 9

departments including Customer Service and Dial-A-Lift. Both manufacturers had a solution to satisfy Intercity Transit's communication needs, however, ShoreTel, represented by Structured Communication Systems offered the best value.

It was M/S/A by Councilmember Sullivan and Citizen Representative Melnick to 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. Vehicle Lift and Alignment Equipment Purchase.

Procurement Coordinator, Katie Cunningham, presented for consideration the purchase of new Vehicle Lift and Alignment Equipment for the Maintenance facility. Staff intends to improve and enhance the maintenance facility through the installation of one four-post vehicle lift, alignment and related equipment and accessories. This equipment is available through the Washington State Department of Enterprise Services Contract 06405.

It was M/S/A by Citizen Representative Messmer and Councilmember Gilman to 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.

C. Citizen Advisory Committee Reappointment.

Freeman-Manzanares explained 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 is resigning as he is leaving the community, and his term would expire June 30, 2017.

Sullivan asked what the timeframe will be to replace Richardson. Freeman-Manzanares said staff is considering changing the timeframe for recruitment. Previously, recruitment took place in the spring; however, staff has had more success with a fall recruitment. Staff is considering adjusting the CAC bylaws to reflect this and will bring that before the Authority in July.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to reappoint Leah Bradley, Sue Pierce, Victor VanderDoes and Michael Van Gelder to another three-year term ending June 30, 2019.

D. 2017-2022 Strategic Plan Policy Positions.

Second review of policy issues

- 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.

Authority Direction for 2017: 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.

Freeman-Manzanares asked the Authority to consider finalizing design for the Pattison Street facility. There is \$3.5M in the long term financials. From staff's perspective, now is the time to take this step if we hope to get federal funding.

Authority Direction for 2017: To move forward with final design of the Pattison Street facility.

- 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.

Authority Direction for 2017: Continue to support these efforts.

Messmer would like staff to take a better look at the PSE green energy program and determine if we can invest and spend less energy.

Melnick said there may be other places besides PSE who provide green energy programs. Messmer said the City of Olympia did some research on this.

4. Is the current fare policy appropriate?

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

Authority Direction for 2017: 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.

Authority Direction for 2017: Move forward with the study to replace the current CAD-AVL system and proceed with signal prioritization.

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.

Authority Direction for 2017: Continue to support this effort.

Freeman-Manzanares said staff purchased a software program called Remix. The program provides an outline of what the agency might be able to do with service in terms of going into northeast Lacey. Staff can plug in perimeters and identify various service time scenarios.

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.

Authority Direction for 2017: Continue to support this effort.

Staff does not anticipate a continuation of grant funding for the Tumwater to Lakewood and Olympia to Seattle routes as of June 30, 2017. Both of these grant-funded services are rated in the 2015 Route Service Summary as unsatisfactory. They fall under the agency's performance standards.

Messmer asked if there will be any additional grant opportunities available for the regional service. Freeman-Manzanares said there will likely be regional mobility grant funds available but our focus will be on building a package to support the Pattison rehabilitation and expansion project. WSTA and SMTA are having conversations with WSDOT and legislators statewide about WSDOT's role in providing service regionally. It will be part of their legislative agenda to focus on travel between jurisdictions.

Carmody said it's crucial we consider regional mobility because people are pretty mobile and willing to commute. Dropping it would make it more difficult to start up again.

Messmer said the agency needs to explore other ways to fund this service. It's a regional and state issue. Sullivan said there are other options like vanpools and other alternatives besides fixed route. Gilman said there are many who ride the service other than "commuters." There are those taking the bus to doctor appointments and other services.

Warner said it might be worth looking into other options the agency can promote for one-time riders. Newsome said Kitsap is experimenting with a smart phone application where a vanpool can report when there is an available seat, so one-time riders can pay a daily fare for that seat.

Clarkson asked what the current average cost of a DAL trip is, and what our current Passenger per Service Hour efficiency is. As of 2015:

Intercity Transit Authority Regular Meeting

June 1, 2016

Page 8 of 9

- 2015 DAL Cost per Rider: \$48.21
- 2015 P/SH: 2.35
- 2015 Ridership: 161,594 – 5% increase over 2014.

GENERAL MANAGER'S REPORT

The state auditor is on site through June 21.

The Bicycle Commuter Contest (BCC) recorded 1,800 participants for 2016 – the highest ever recorded.

The first year of the Mini BCC resulted in nine schools and a total of 124 students participating.

Intercity Transit is participating in the Capital City Pride Parade taking place Sunday, June 19 in downtown Olympia. Everyone is encouraged to participate.

Joy Gerchak, Customer Service Manager, is graduating from Thurston County's Leadership Thurston County on June 8, 2016.

AUTHORITY ISSUES

Sullivan said the City of Tumwater will hold their Annual Retreat this weekend and she expects transportation will be one of the included topics.

Melnick said we need to focus on upgrading the public's perception of the value we provide.

Carmody said the City of Yelm is in the midst of some major personnel changes. Leaving are: The Public Works Director in two weeks; the Building Inspector in September; and the HR Director in October; and three Police Officers in June. This leaves the City of Yelm understaffed.

Blake asked if a Planning Session Facilitator has been selected. The Chair and Vice Chair requested an interview of Paula Dillard and Bob Jean. From there a selection will be made.

Messmer sits on a committee at the City of Olympia representing Olympia Safe Streets Campaign which is looking at multi-modal concurrency and level of service impact fee issues. It's in relations to the Growth Management Act, allowing, providing and requiring we have concurrency of the transportation systems. The current measurement being use is based on motor vehicle traffic being congested and impact

Intercity Transit Authority Regular Meeting

June 1, 2016

Page 9 of 9

fees can only be spent to reduce congestion of motor vehicles, and transit is part of the solution to that.

Messmer appreciates staffs participation in the Thurston Thrives Community Design Action Team. It's a valuable place to have conversations about the health of our community and how infrastructure and land use issues can be driving to improve the health of the community with community design.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Councilmember Sullivan to adjourn the meeting at 7:30 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 6, 2016.

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

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 (Customer Service)	11TG912	1	\$10.00	\$10.00
12	West Bend Radar Gun w/rechargeable external battery pack & case (Operations)	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
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Minutes
INTERCITY TRANSIT AUTHORITY
WORK SESSION
June 15, 2016

CALL TO ORDER

Chair Gadman called the June 15, 2016, Work Session of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Lacey Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; Thurston County Commissioner Bud Blake; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer (via phone); Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Duncan Green; Steve Krueger; Pat Messmer; and Eric Phillips.

Others Present: Ursula Euler, Citizen Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

CITIZEN ADVISORY COMMITTEE REPORT

Citizen Advisory Committee Member, Ursula Euler said the CAC met on May 16. The members changed the timeframe of the nomination of electing officers and adjusted the term end date of existing officers; discussed the CAC Self-Assessment; viewed the video of the pressure washing art; and were given a presentation on the long range financials. Euler said she found that of great value as it helps to plan in advance

She said one of the CAC members proposed that each CAC member come forward with at least one idea on how to get people more interested in riding Intercity Transit. She said members came up with some really inventive ideas, and fed ideas off of each other. Many suggestions were geared towards where people are actively recruiting people - not where Intercity Transit is doing all of the work.

Intercity Transit Authority Work Session

June 15, 2016

Page 2 of 9

BICYCLE COMMUTER CONTEST UPDATE

BCC Specialist and Coordinator, Duncan Green provided an update on the 2016 Bicycle Commuter Contest (BCC). This was the 29th annual BCC and the 11th year hosted by Intercity Transit, and Green's 8th year as coordinator.

The 2016 theme was "Be a Vehicle for Change" inviting people to change their habits in how they commute, including bicycling. Green said as coordinator, he brings core values to the BCC that includes cooperation, communication and community building. A lot of what he does in order to grow and improve the BCC is to work with people to get new ideas and to extend the reach of the BCC. Collaborative efforts include working with Intercity Transit's Cut Commute Committee to foster and further the Intercity Transit's BCC team. Intercity Transit also has rewards for people who participate in the Bike to Work day. Green is very involved in the Walk N Roll program. He also collaborates with the City of Olympia and their Bike to Work activities in the area and with state agencies (Department of Licensing and Department of Transportation). Green is in constant communication with the transportation coordinators at the various worksites. He said there is a lot of "networking" that takes place, which helps to grow and invigorate the program.

New this year is an event called the School Mini BCC that Green developed with Jessica Gould and the Walk N Roll program. They reached out to nine elementary schools and recruited 125 students to do a compressed version of the BCC that fits better with the school season and with the ability to reach the kids, which has always been a challenge in the past. This year there was an all-time record of 1,800 participants who signed up; over a third of those who participated this year were doing it for the first time; and pretty decent follow through with participation. The Intercity Transit team finished with 42 participants - 384 commute trips and racked up 2,785 miles during the month of May

Green went through a PowerPoint presentation.

Green said the BCC is a lot about the way to engage people with fun and community, and some of the approaches include having various family-friendly events and group bike rides, and reaching out online with a BCC blog and Facebook. BCC includes "tons" of prizes. There were over 50 sponsors that donated everything from bicycles to coffee mugs, bike lights, and gift cards from local businesses. Everyone who signs up and turns in a mileage log receives valuable coupons for discounts.

BCC events include the Earth Day Market Ride with over 200 participants; winter Mini-BCC with 198 participants; Inter-Agency Bike Ride; and the Prize Hoopla. Another

Intercity Transit Authority Work Session

June 15, 2016

Page 3 of 9

collaborative event is National Bike to Work Day which is held the third Friday in May and there were an estimated 300 participants.

Participation in the BCC is on an upward trend and the goal is to get up to 2,000 participants. Green shared more statistics about the 2016 BCC. This year:

- 1,853 riders over 100 teams
- 13,223 round-trips
- Traveled 105,876 miles, saving 50 tons of CO2

The future of the BCC:

- Change the name to “Bicycle Commuter Challenge”
 - To reflect a more inclusive attitude and make it less about a competition
- Grow the Winter BCC and School Mini-BCC
- Add an interactive online Mileage Log
- Keep pedaling and keep growing

Carmody would like to bring a Mini BCC to Yelm to get more students and teachers walking and biking. Green said the Walk N Roll program would oversee the “walking” events and Jessica Gould would be the contact. He would like to activate a BCC in Yelm, but he’s not sure what the hurdles may be and he will do whatever he can to support that. Carmody said there is a new Principle of the high school and now would be a good time to make a connection.

Gilman asked Green to explain the prize distribution at the Hoopla and how that all evolved. Green said it used be that prizes were awarded in different categories for those who rode the most miles and most days in the month of May. The idea about having multiple categories for ages and within that first timers or returning participants – the idea being lots of different people would win. However, Green discovered it was basically the same people winning every year because they were big bikers. He changed it so everyone who signs up wins a prize. He kept the competitive aspect for teams in terms of miles and days. Individuals are entered in random drawings to win prizes. There is a range of value on the prizes - bikes are awarded in random drawings among all participants. There is one bike drawing among junior and youth categories, and a random drawing for the adult and senior category. Everyone receives coupons.

STRATEGIC PLAN

Freeman-Manzanares provided a third review of policy issues.

What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?

Intercity Transit Authority Work Session

June 15, 2016

Page 4 of 9

Authority Direction for 2017: Continue to work with the state to identify and promote adequate parking for Dash service; including the provision of park and ride spaces at the Olympia Farmers Market during the legislative session. Work with State, local jurisdictions and major employers regarding parking and promote Commute Trip Reduction. Work with area stakeholders to market and cross promote transit in core areas of Lacey, Olympia and Tumwater.

Freeman-Manzanares said staff is looking forward to doing a short and long range plan and figuring out how to combine that activity with the community conversations and have it follow on the larger community conversation about trains and transit.

Melnick asked if there is a way to include the term “funding.” One way is to think about a way to engage the city and business in helping to find funding. Freeman-Manzanares said one of the conversations that raised some interest is the beneficial nature of Dash, and this will allow the opportunity to add a third party consultant looking at our service and talking about areas we’re currently not serving like northeast Lacey, and Tumwater, and some areas where customers are requesting additional service.

Is there a role for local express service in the current service area?

Authority Direction for 2017: Intercity Transit currently operates no local express service. Local express service generally operates in major corridors with service speeds increased by reducing the number of stops and/or by introducing transit priority measures in the corridor.

Freeman-Manzanares said the agency experimented with local express service and that there is some travel from Hawks Prairie to the Capitol. It’s still in the “unsatisfactory” rate in terms of the number of people who are riding per trip. Over the year, northbound for that inter-county trip (the 609 and 592 routes which are regional mobility grant funded projects) we moved about 1,243 people, and that’s less than a person a trip over a period of a year. That equates to about 73 people per month for the 609 and 30 people a month on the 592.

Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?

Authority Direction for 2017: Continue the implementation of the pilot signal preemption project in the Martin Way and Capital corridors.

Intercity Transit Authority Work Session

June 15, 2016

Page 5 of 9

Messmer asked if the Authority should consider, in the future, a dedicated bus lane or right-of-way to expand the ability to provide local express service. Perhaps look at a bigger picture to move people more quickly at a higher speed service. What kind of right-of-way planning might be needed?

Carmody suggested Intercity Transit go to local councils about creating bus lanes from non-bus lanes.

Gadman said it's a conversation worth approaching with the jurisdictions; however, it will be a long conversation because right-of-way is expensive and any discussion about eliminating motor travel lanes creates congestion.

Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2017: Continue Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.

Melnick said Intercity Transit should talk with school districts about collaborating to find a way to save money since the buses both IT and the districts currently run are similar, in that they all have wheels and diesel engines. He feels there may be opportunities for IT and the districts to collaborate on cost savings measures.

Warner said that could be problematic with the Federal Transportation Association. Gadman said there was a conversation about this with parents from the north Thurston school district and the resistance from parents was unbelievable – they do not want their young children riding public transit with adults.

Carmody asked why Intercity Transit couldn't contract with the school districts to provide buses to transport the students and the students purchase yearly school passes.

Freeman-Manzanares said there is room to be more involved in the middle and high schools in terms of providing transportation to students going to jobs, New Market or SPSCC. Staff can explore these options. She said we may be reaching that ground though our emergency management plan as being listed as the number one transportation provider in the county.

Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2017: Focus on community outreach and engagement and aggressively market its services.

LONG RANGE FINANCIAL REVIEW

Freeman-Manzanares, along with Ben Foreman, Director of Finance, continued with a review of the long range financial scenarios in preparation for the Strategic Plan.

Freeman-Manzanares presented base model assumptions and a variety of scenarios.

Funding Assumptions:

- Federal formula funds continue as currently programmed
- Federal dollars through PSRC for express services (fixed route and vanpool) continues
- Vanpool Incentive Programs continues
- Sales Tax Revenue at 3% growth rate for 2017 and the remainder of the forecast
- Sales Tax Income remains at 8/10th of 1 percent
- Inflation at 3.5%

Service Assumptions:

- Fixed Route Service remains as currently programmed January 1 – June 30, 2017
- Reduced fixed route service by 9,500 service hours effective July 1, 2017 in response to expiration of Regional Mobility Grant expiration
- 2,000 additional service hours for Dial-A-Lift Services

Capital Assumptions:

- Includes Pattison Street Rehabilitation and Expansion Final Engineering
- Pattison Street Construction scheduled for 2019. Project will not proceed without grant funding. (Programmed in at 80% grant/20% local match)
- No new park-and-ride lots scheduled to be constructed
- Continue to purchase hybrid buses
- Bus replacement cycle of 15 years

Employees:

- Does not include any additional employees

Wage Assumptions:

- Non-represented employees – 3% placeholder
- ATU – 2017; 2.75 – 3% placeholder thereafter
- IAM – 3% placeholder thereafter

Fuel:

Intercity Transit Authority Work Session

June 15, 2016

Page 7 of 9

- 2017 at \$4.07 a gallon; adding 3% thereafter for the remainder of the forecast

Freeman-Manzanares reviewed three model scenarios:

- Scenario on page 1 reflected a base assumption using 9% sales tax.
- Scenario on page 2 compared 17-year hybrid versus 15 and 17-year diesel.
- Scenario on page 3 shows the best case financial scenario in 2016-2017 with 9% sales tax and 15-year diesel; and 15-year diesel and adding the final 1/10th of 1 percent.

Chair Gadman said it is presumptuous to assume 9% in 2017 because a lot of the sales tax growth in 2015 and 2016 has been due to large one-time construction projects.

Blake asked about using compressed natural gas (CNG)? Freeman-Manzanares said Intercity Transit decided to not use CNG after a fuel survey was conducted several years ago, which brought up the issue of infrastructure that needed to put in place. Freeman-Manzanares said staff could look into alternative fuel sources.

Chair Gadman said the Authority direction appears to be going back to diesel options, using the more conservative financial model. Freeman-Manzanares will invite Maintenance to an Authority meeting to present statistics on hybrid versus diesel.

Gilman would also like to look at passenger miles per gallon and marginal differential because diesel is becoming efficient.

Melnick would like to see the cost of dollars per mile, including battery disposal costs.

Messmer noted that with biodiesel, staff needs to look at the entire life-cycle for how that is produced and transported to make sure it's environmentally sound.

GENERAL MANAGER'S REPORT

Sales tax for May was at 11.80%

Ridership for May was 362,091 boardings. That is 1.3% down from last year. Year-to-date there 1,812,422 boardings which is 3.4% down compared to 2015.

AUTHORITY ISSUES

Intercity Transit Authority Work Session

June 15, 2016

Page 8 of 9

Carmody said Yelm has a new school Supervisor and high school Principle and she would like to see Intercity Transit begin communications with both regarding the BCC and Walk N Roll programs.

Melnick said Intercity Transit needs a "PTA" (independent third party) who advocates for public transit issues/customers.

Gadman said with the addition of a new marketing manager, perhaps this topic can be discussed at the work session in October.

Warner said he represented the Authority and participated in the entrance interview with the state auditors on Friday, June 3. The auditor asked about Intercity Transit's process and how financial matters are communicated to the Board. The auditor was pleased with Warner's response.

Sullivan said the Tumwater City Council recently held their retreat. Mayor Kmet raised the topic of bringing in rail to Thurston County. It would be beneficial to have a conversation about the realities of affording to bring rail to Thurston County.

Gilman said the Bike Corridor Pilot Project for Olympia had a soft launch open house on June 4. Using the least used routes, the pilot project will connect the eastside neighborhood to downtown from Lions Park to Sylvester Park along portions of 5th and 7th Avenue. Some of the project will be built with interim, or less permanent, materials. This project installs special signs and pavement markings to clearly designate the route as a Bike Corridor.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to adjourn the meeting at 7:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Jeff Gadman, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: July 6, 2016

Intercity Transit Authority Work Session
June 15, 2016
Page 9 of 9

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

PERIOD DATES: 6/16-6/28/2016					PERIOD DATES: 6/29-6/11/16				
PAYDATE 6/3/2016					PAYDATE 6/17/16				
	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	76,012.62		3	FIT	EFT	77,932.77	
4	MT	EFT	10,550.61	86,563.23	4	MT	EFT	21,466.88	99,399.65
5	A2/35	Life Ins. Check Dave 2nd	1,727.41	0.00	5	AL/35	Life Ins. Check Dave 2nd	3,075.27	0.00
6	D3/31	Disability Ins Check Dave 2nd	1,833.39	0.00	6	DI/31	Disability Ins Check Dave 2nd	2,323.69	0.00
7	HE/37	Health In1st Check Dave 2nd	16,418.50	0.00	7	HI/38	Health In 2ND Check Dave 2nd	28,633.50	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 Hfsttler/Brkmp	384.3		9	CC/61	Child Care Hfsttler/Brkmp	384.3	
10	GN/08	Garnish CHECK last	282.41		10	GN/08	Garnish CHECK last	308.44	
11	CS/09	DSHS EFT	2,529.88	2,529.88	11	CS/09	DSHS EFT	2,461.52	2,461.52
12	CS/09	ExpertPay EFT	0.00	0.00	12	CS/09	ExpertPay- OTHER STATE EFT	0.00	0.00
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	9,257.47	9,257.47	14	D1/98	D.Dep. #1 ACH WIRE every	8,900.82	8,900.82
15	D2/97	D.Dep. #2 ACH WIRE every	18,631.59	18,631.59	15	D2/97	D.Dep. #2 ACH WIRE every	18,167.00	18,167.00
16	GT/63	G.Ed.Tuit Check every	227.00		16	GT/63	G.Ed.Tuit 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	44,065.46		18	DC/97	Vgrd EE Wire	46,003.48	
19	DC/22	Vgrd ER Wire	30,091.56	74,157.02	19	DC/22	Vgrd ER Wire	31,791.29	77,794.77
20	L2/29	401k Ln#2 Wire	5,290.71		20	L2/29	401k Ln#2 Wire	5,150.23	
21	LN/29	401k Ln #1 Wire	8,485.95	13,776.66	21	LN/29	401k Ln #1 Wire	8,485.95	13,636.18
22	TTL VNGRD		87,933.68		22	TTL VNGRD		91,430.95	
23	LI/02	L&I EFT Quarterly	34,319.02		23	LI/02	L&I -LA +LI +ER EFT Quarterly	28,545.99	
24	MD/51	Mch.UnDues Check last	1,319.19		24	MD/51	Mch.UnDues- 164 PEREE Check last	1,281.43	
25	MI/52	Mac.Initlon Check last	0.00		25	MI/52	Mac.Initlon Check last	0.00	
26	MS/60	Payroll Corr check	0.00		26	MS/60	Payroll Corr check	0.00	
27	GL/11	GTLife	0.00		27	GL/11	GTLife-ER/EE TERM/YRLY	0.00	
28	TF/	Tx.Fr.Benefit Employer	0.00	0.00	28	TF/	Tx.Fr.Benefit Employer	451.00	0.00
29	PA/66	Proj.Asslst Check last	447.00		29	PA/66	Proj.Asslst Check last	447.00	
30	PN/04	PERS EE EFT	46,171.63	0.00	30	PN/04	PERS EE EFT	46,056.82	0.00
31	PN/04	PERS ER EFT	83,951.74	130,123.37	31	PN/04	PERS ER EFT	83,735.62	129,792.44
32	TTL PERS		<u>130,123.37</u>		32	TTL PERS		<u>129,792.44</u>	
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	5,526.52		34	RC/24	ICMA EE WIRE	5,473.03	
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	3,192.55	8,719.07	37	RR/25	ICMA ER WIRE	3,251.45	8,724.48
38	TTL ICMA		<u>10,813.49</u>	<u>11,328.10</u>	38	TTL ICMA		<u>10,818.90</u>	<u>11,333.51</u>
39	SD/26	457 ST EE EFT	12,094.48		39	SD/26	457 ST EE EFT	18,847.20	
40	SR/27	457 ST ER EFT	7,316.68	19,411.16	40	SR/27	457 ST ER EFT	7,234.02	26,081.22
41	ST/67	ShTrmDisab- AFLA EFT	4,214.86	4,214.86	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	621.00	
44	UD/42	Un Dues Check last	5,794.85		44	UD/42	Un Dues-BOTH PP Check last	5,716.85	
45	UI/41	Un Initlatn Check last	190.00		45	UI/41	Un Initlatn- 100.00 PEREE Check last	90.00	
46	UT/43	Un Tax Check last	3,130.40		46	UT/43	Un Tax IST PP Check last	0.00	
47	UW/62	United Way Check last	483.50		47	UW/62	United Way Check last	465.50	
48	WF/64	Wellness Check last	344.50		48	WF/64	Wellness Check last	349.50	
49	NP	NET PAY (dir. Deposit) ACH Wire every	464,367.40	464,367.40	49	NP	NET PAY (dir. Deposit) ACH Wire every	460,990.19	460,990.19
50		Paychecks	3,777.17		50		Paychecks - LIVE CHECKS	15,247.40	
51		TOTAL TRANSFER (tie to Treasurer Notifications)		<u>\$834,485.74</u>	51		TOTAL TRANSFER (tie to Treasurer Notifications)		<u>\$848,682.30</u>
52		TOTAL PAYROLL*:	<u>\$905,280.38</u>		52		TOTAL PAYROLL*:	<u>\$936,850.17</u>	
53		GROSS EARNINGS:	752,576.90		53		GROSS EARNINGS:	776,736.93	
54		EMPR MISC DED:	149,604.83		54		EMPR MISC DED:	421,773.80	
55		EMPR MEDICARE TAX:	10,550.61		55		EMPR MEDICARE TAX:	10,733.44	
56		TOTAL PAYROLL*:	<u>\$912,732.34</u>		56		TOTAL PAYROLL*:	<u>\$1,209,244.17</u>	
57		TOTAL PAYROLL FOR JUNE 2016			57		TOTAL PAYROLL FOR JUNE 2016	\$2,121,976.51	
58		ACH WIRE TOTAL	<u>492,381.46</u>		58		ACH WIRE TOTAL	488,183.01	

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, July 8, 2016

8:30 a.m. – 11:00 a.m.

NOTE DATE

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.

- Approval of Minutes – June 3, 2016
- Approval of Vouchers
- Approval of Draft Regional Transportation Plan

Special Recognition – Lon Wyrick Retirement

PRESENTATION

2017 State Legislative Preparation

DISCUSSION

The Council will continue discussion of legislative priorities for the 2017 state legislative session and outreach methods to communicate with our delegation

Executive Director Recruitment

ACTION

The Executive Director Recruitment Subcommittee will brief Council on work they have undertaken to date, and will bring forward a recommendation for approval of an updated Job Description and salary range to be used in the recruitment process.

EXECUTIVE SESSION – Interim Director

DISCUSSION

The Council will move into executive session to review with the Executive Director Recruitment Subcommittee a personnel issue regarding the Interim Director position. No decisions or actions will be taken in the executive session. The executive session is for discussion purposes only.

Appointment of Interim Director

ACTION

The council will review the recommendation of the Executive Director Recruitment Subcommittee regarding the appointment of an Interim Director. The full Council will take action on that recommendation and authorize the Executive Director to sign an agreement with the designated Interim Director regarding term and compensation of that position.

Federal Transportation Funding

INFORMATION

Staff will provide background information on the Regional Surface Transportation Program and Congestion Mitigation Air Quality federal funding processes and discuss a possible framework for a Fall 2016 Call for Projects.

State Transportation Improvement Program (STIP)

INFORMATION

Under federal law, each year, the Washington State Department of Transportation must adopt the STIP, which includes a statewide list of funded transportation projects. To support that effort, by mid-October, TRPC must adopt a Regional TIP comprised of local and transit six-year transportation program information. Staff will provide an overview of the requirements and process in preparation for action in September or October 2016.

Cost of Living Data

INFORMATION

The first quarter 2016 Cost of Living comparison is now available. Staff will brief the Council on this commonly requested data set that allows people to compare the cost of living in the Olympia-Lacey-Tumwater urban area to other participating urban areas throughout the country.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
June 20, 2016

CALL TO ORDER

Chair VanderDoes called the June 20, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Jan Burt; Sue Pierce; Ursula Euler; Jonah Cummings; Ron Hughes; Mitchell Chong; Julie Hustoft; Carl See; and Kahlil Sibree.

Absent: Joan O'Connell; Billie Clark; Quinn Johnson; Michael Van Gelder; Walter Smit; Denise Clark; Aariah Perez; Leah Bradley; Lin Zenki; and Charles Richardson.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; Duncan Green; Eric Phillips; and Pat Messmer

APPROVAL OF AGENDA

It was M/S/A by Pierce and Euler to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, Don Melnick.

RECOGNITIONS

A. Proclamation and Recognition for Outgoing Members Julie Hustoft, Charles Richardson, and Kahlil Sibree. Chair VanderDoes read a Proclamation of Appreciation to Hustoft and Sibree, who served on the CAC since July 2009; and Richardson who served on the CAC since 2011. The meeting recessed at 5:34 p.m. for refreshments.

Chair VanderDoes reconvened the meeting at 5:46 p.m.

MEETING ATTENDANCE

- A. July 6, 2016, Regular Meeting - Quinn Johnson
- B. July 20, 2016, Work Session - Ursula Euler
- C. August 3, 2016, Regular Meeting - Walter Smit

APPROVAL OF MINUTES

It was M/S/A by Hustoft and Cummings to approve the minutes of the May 16, 2016 meeting.

CONSUMER ISSUES

- VanderDoes - Has a question regarding two relocated bus stops.

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 2 of 10

- *Julie Hustoft – Has a question regarding a bus stop.*
- *Carl See – Has a comment on a non-consumer issue.*

NEW BUSINESS

A. BICYCLE COMMUTER CONTEST RESULTS – (Duncan Green)

BCC Specialist and Coordinator, Duncan Green provided an update on the 2016 Bicycle Commuter Contest (BCC). This was the 29th annual BCC and the 11th year hosted by Intercity Transit, and Green's 8th year as coordinator.

The 2016 theme was "Be a Vehicle for Change" inviting people to change their habits in how they commute, including bicycling. Green said as coordinator, he brings core values to the BCC that includes cooperation, communication and community building. A lot of what he does in order to grow and improve the BCC is to work with people to get new ideas and to extend the reach of the BCC. Collaborative efforts include working with Intercity Transit's Cut Commute Committee to foster and further the Intercity Transit's BCC team. Intercity Transit also has rewards for people who participate in the Bike to Work day. Green is very involved in the Walk N Roll program. He also collaborates with the City of Olympia and their Bike to Work activities in the area and with state agencies (Department of Licensing and Department of Transportation). Green is in constant communication with the transportation coordinators at the various worksites. He said there is a lot of "networking" that takes place, which helps to grow and invigorate the program.

New this year is an event called the School Mini BCC that Green developed with Jessica Gould and the Walk N Roll program. They reached out to nine elementary schools and recruited 125 students to do a compressed version of the BCC that fits better with the school season. This year there was an all-time BCC record of 1,800 participants who signed up; over a third of those who participated this year were doing it for the first time; and pretty decent follow through with participation. The Intercity Transit team finished with 42 participants - 384 commute trips and racked up 2,785 miles during the month of May

Green went through a PowerPoint presentation.

Green said the BCC is looking to continually improve and meet the needs of cyclist. It's continued support for long time commuters and encouragement and making connections in the community for those new to commuting by bike. Some of the approaches include having various family-friendly events and group bike rides, and reaching out online with a BCC blog and Facebook. BCC includes prizes donated by a number of local, regional and national supporters. There were over 50 sponsors that donated everything from bicycles to coffee mugs, bike lights, and gift cards. Everyone who signs up and turns in a mileage log receives valuable coupons for discounts.

BCC events include the Earth Day Market Ride with over 200 participants; winter Mini-BCC with 198 participants; Inter-Agency Bike Ride; and the Prize Hoopla. Another collaborative event is National Bike to Work Day which is held the third Friday in May and there were an estimated 300 participants.

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 3 of 10

Participation in the BCC is on an upward trend and the goal is to get up to 2,000 participants. Green shared more statistics about the 2016 BCC. This year:

- 1,853 riders over 100 teams
- 13,223 round-trips
- Traveled 105,876 miles, saving 50 tons of CO₂

The future of the BCC:

- Change the name to "Bicycle Commuter Challenge"
 - To reflect a more inclusive attitude and make it less about a competition
- Grow the Winter BCC and School Mini-BCC
- Add an interactive online Mileage Log
- Keep pedaling and keep growing

Euler asked if bike stations are available during bike rides. Green said bike stations are set up during Bike-to-Work day. He coordinates with different businesses to host the bike stations such as coffee shops around town, bike shops, Ralph's Thriftway and Evergreen State College. This year there were a total of seven stations throughout Olympia, Lacey and Tumwater.

Hustoft asked if the Mini BCC is implemented in all school districts. Green said the Youth Education Coordinator (Jessica Gould) reached out to the schools and set up that process, and he would be happy to pass the question along to her.

Freeman-Manzanares said these programs continue to evolve, and the Mini BCC is a great outcome with coordination with the Youth Education program. She encourages CAC members to let staff know of schools interested or that have a connection. This will help in growing these programs with limited staff.

Cummings asked if there are any statistics regarding logistics where the BCC participants generate from? Green said the majority of participants show addresses from Olympia - roughly 70%. However, there is a good chunk of participants from Lacey and Tumwater and other communities within the county, as well as people who live outside the county and work in Thurston County and bike in from Shelton or from Tacoma.

See asked if there are comparable programs in other locations or is Intercity Transit the trailblazer. Green said there are other programs around our region and the country; however, the BCC is one of the oldest forms still going. Both Pierce and King Counties have similar events; Portland has a similar event, but those programs have not been around as long as our BCC. Green noted there is a guide book for creating an event like the BCC that was largely written by the early organizers of the BCC that is now incorporated into a guidebook put out by the League of American Bicyclists.

See asked if other BCC's are funded through transit organizations. Green said Intercity Transit is unique in that respect. The Pierce County event is hosted by Pierce Transit; the King County event is run by the Cascade Bicycle Club, and Portland is hosted by the Bicycle Transportation Alliance.

Kahlil arrived.

Chair VanderDoes took a few moments to present Kahlil with his Proclamation and clock.

B. LONG TERM FINANCIAL REVIEW - (Ann Freeman-Manzanares)

Freeman-Manzanares and Ben Foreman, Director of Finance, reviewed the draft long range financial scenarios in preparation for the Strategic Plan.

As part of the Strategic Plan, Intercity Transit publishes a 6-year financial forecast as part of the document. During the recession, and with the elimination of bus and bus facility funds, we fell "off the cliff" in year seven and thought it important to make that clear to our policy makers. The extended forecast projects a full vehicle replacement cycle which is a significant expense for the agency so it's good to get it out there for planning purposes. Forecasting is difficult to do, particularly when the largest source of income is something as volatile as sales tax, and a major expense is fuel, which also is volatile and difficult to predict. We also recognize that the further out we get, the higher the likelihood that something will change to affect the outcome.

Freeman-Manzanares presented base model assumptions. *Below are the highlights:*

Funding Assumptions:

- Sales Tax Revenue for 2016 is estimated at 4.5%. We are hoping that it is higher at the conclusion of the year.
- Sales Tax Revenue growth rate thereafter would be at 3%
- Sales Tax Income remains at 8/10th of 1 percent
- Inflation at 3.5%

Service Assumptions:

- Fixed Route service remains status quo through the end of June 2016. At that point in time, our Regional Mobility Grants expire.
- Add 2,000 service hours to Dial-A-Lift

Capital Assumptions:

- Includes Pattison Street Rehabilitation and Expansion Final Engineering
- Pattison Street Construction scheduled for 2019. Project will not proceed without grant funding. (Programmed in at 80% grant/20% local match)
- No new park-and-ride lots scheduled to be constructed
- Continue to purchase hybrid buses
- Bus replacement cycle of 15 years

Employees:

- Does not include any additional employees

Wage Assumptions:

- Non-represented employees - 3% placeholder 2017 - 2019; 2.5% thereafter
- ATU - 2017; 2.75 - 3% placeholder 2017-2019; 2.5% thereafter
- IAM - 3% placeholder 2017-2019; 2.5% thereafter

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 5 of 10

Fuel:

- 2017 at \$4.07 a gallon; adding 3% thereafter for the remainder of the forecast

Freeman-Manzanares reviewed the base model assumption scenarios.

- Base Assumption
- 2016 = 9% Sales Tax
- 2016 + 2017 = 9% Sales Tax
- 17-Year Hybrid
- 15-Year Diesel
- 17-Year Diesel
- 2016 + 2017 = 9% Sales Tax
 - 15-Year Diesel
- 2016 + 2017 = 9% Sales Tax
 - 15-Year Diesel + 1/10th of 1 Percent

Cummings referred to phasing out the express service when the grant expires and he wanted to know if those match each other one-for-one or is that going to have some sort of effect on the rest of the budget. He asked if we reduce the grant funded service do we have some ability to use those operational dollars elsewhere. *Freeman-Manzanares said not really because it's funded at 80% with grant funds.*

Cummings asked what will happen to current express passengers if/when express service is eliminated. Will they switch to vanpools? *Freeman-Manzanares said there is the potential of that happening, and that was a big push staff made when some of the hours were altered. Staff was looking at the ridership numbers for both of those services and the numbers had an unsatisfactory rating. Staff would work to get riders into vanpools or into other express service.*

Freeman-Manzanares and Foreman experimented with different numbers changing the results of the scenarios (such as adding service, and changing the fuel or sales tax numbers).

Euler suggested that a financial policy could be formulated to set some criteria that allows a scenario showing six years' worth of at least 3% sales tax growth and if the sales tax is higher than that, the money could be banked. Perhaps we can expand service and even if there is a downturn, there is enough resources stashed away to maintain that expanded service. What are the solutions for not excluding the possibility of expansion? She says to stay flexible operationally to have higher balances, and if there is a plan that states why we are building a fund balance, you can defend it.

See asked what is the main difference of the purchase cost between diesel and hybrid vehicles. *Freeman-Manzanares said the difference in capital cost is between \$200,000 and \$250,000. Foreman said the mid-life rebuild is \$50,000 on the diesel and \$300,000 on the hybrids and the difference in cost is about \$450,000.*

Pierce said in her experience as a rider, hybrids have more issues versus diesel, and she is curious to see overall where the glitches are. *Freeman-Manzanares said she will ask Paul Koleber, Maintenance Manager, to provide a refresher update about the hybrids and the diesel.*

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 6 of 10

Cummings asked how an increase in ridership would affect the numbers. *Foreman said an increase in ridership wouldn't be that significant in terms of income. Currently our farebox income is 10 to 12%. If the increase in ridership is significant, we might need to put more buses on the road, which would require more buses and more staff. It's a negative from a budget perspective. The 62 for instance, is already standing room only at times of the day and that is 15 minute service.*

See asked how you factor in population and growth. *Foreman said there is the 2,000 hours for Dial-A-Lift and that's growth and aging population. The rest of it is at 3% for inflation. When we do revenue increases at 3% that's straight population growth.*

VanderDoes asked what costs would look like if all buses were electric from an operational standpoint in ten years. He understands there would be capital expenditures for underground hardware, and overhead, etc. *Freeman-Manzanares said it would likely be more beneficial to work outside of the model and prepare capital and operating expenses for an all-electric fleet. The expense would be far greater than that of a hybrid electric fleet.*

Cummings asked if there is a negative return with the corporate-type bus passes like for the colleges when they pay a lump sum whether people ride or not. *Freeman-Manzanares said our contracts are at a discounted rate based on service counts. She doesn't believe it would have a huge impact on the overall budget. The lack of convenience in not having one would likely negatively impact our ridership numbers.*

C. 2017-2022 STRATEGIC PLAN – (Ann Freeman-Manzanares)

Freeman-Manzanares reviewed the twenty strategic plan policy statements and decisions made by the Authority.

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 for grant funding.

VanderDoes said it's really important to be shovel-ready for whatever we have available. In the next national elections things could change and we could start working on infrastructure.

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 the good work of all of these programs in future years. Continue to seek grant funding to support the Village Vans Program. No programs would be added.

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.

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.

See asked if there is consideration of how to engage those current park-and-rides in other partnerships. Freeman-Manzanares said yes, staff will continue to look at those opportunities. She said there is still capacity at Martin Way and Hawks Prairie.

See asked about seeking opportunities to put in a restaurant or drive-thru coffee shop at the park-and-rides. Freeman-Manzanares said we would have to go through the Department of the Blind. Staff did an analysis when that request was made about the Centennial Station and it wasn't allowed.

5. *Should the vanpool program continue to expand to keep pace with demand?*

Authority direction for 2017: Utilize existing equipment. If demand exceeds our capacity, look at expansion. Otherwise, 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: Our programs serve the community well. Continue to build these programs. Add 2,000 service hours to DAL to use as necessary.

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.

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.

9. *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 2017: Continue to focus on this effort.

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

Authority Direction for 2017: Our planning should be financially constrained. The recent recession had significant negative impact on our budget. Sales tax has rebounded but we cannot predict future years funding.

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

Authority Direction for 2017: Continue to support these efforts in a way that is also fiscally responsible.

12. *Is the current fare policy appropriate?*

Authority Direction for 2017: Continue with our current fare structure.

See asked about the Dash. Freeman-Manzanares said that would be an interesting conversation as we talk about our long and short range plan when we bring in a consultant to look at the

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 8 of 10

PTBA and the customer comments and operators. The Dash is a very interesting part of that because many people are supportive but ridership on the Dash is low.

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

Authority Direction for 2017: Move forward with the study to replace the current CAD-AVL system.

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

Authority Direction for 2017: The focus is to maintain existing service recognizing the elimination of Regional Mobility Grant funded express service July 1, 2017.

Chong left the meeting.

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

Authority Direction for 2017: Support this effort to the extent our budget allows.

16. What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?

Authority Direction for 2017: Work with the state to identify parking and use of DASH. Work with stakeholders to market and cross promote transit.

Cummings said he noticed that when the legislature is in session there seemed to be a disproportioned number of legislators and lobbyists using the Dash.

See said there are hotels going in on the other side of I-5, and there are terrible pathways in that area – is there any way Dash could go out that way during the legislative session.

Pierce suggested reminding the restaurants and other establishments downtown that their customers can get around on Dash.

Freeman-Manzanares said staff works with the DES so when they have events, they advertise Dash services.

Pierce suggested utilizing the tourist bureau to assist and answer questions for those visiting Olympia and getting more local people on the Dash.

17. Is there a role for local express service in the current service area?

Authority Direction for 2017: There will be a role for local express in the future.

18. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?

Authority Direction for 2017: Continue to focus on the signal prioritization project.

19. Should Intercity Transit pursue efforts to coordinate service with local school districts?

Authority Direction for 2017: Continue to work with the school districts and explore potential partnerships. *Freeman-Manzanares said the service the school districts provide is different because they go door-to-door and down residential streets. She would like to see a more*

cooperative relationship with the school districts. We're making strides in Emergency Management with the districts and we're the lead Emergency Management transportation provider in the county with the schools as a resource we can draw on.

20. Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2017: Continue to focus and intensify our marketing, communications and community outreach efforts. Freeman-Manzanares said the agency has been operating for a year and half without a marketing manager and a new manager begins on July 18. Staff has been having conversations about what it looks like in terms of staff to do more effective outreach.

Euler is wondering if any of these policy issues allow room to include the conversation about what role Intercity Transit could play in the shared economy. Is the Authority having conversations to start thinking about what that could look like depending on how the next few years develop? She noted public transportation offers safety and reliability.

CONSUMER ISSUES

- **Hustoft** – noticed that a few feet down from the bus stop behind the old Capitol Building on Franklin and Legion there are construction markings on the sidewalk and she wants to know if they are installing a bus shelter and when that would be completed.
 - Freeman-Manzanares will ask staff to check into this.
- **See** – said he was in Vancouver and he noticed C-Tran opened up a BRT line and he is wondering if Intercity Transit can look at that as we grow, especially along Martin Way, and he would like to understand what is driving C-Tran's capacity to do that.
 - Freeman-Manzanares said she attended the state transportation conference when they held the ground breaking for the Vine and she took the opportunity to meet with community organizers.
- **Sibree** – asked what the status is for installing a bus shelter at the bus stop down the street from Yelm High School near the huge subdivision – in the direction leaving Yelm. He said he's talked with Dennis Bloom about this and has stressed how desperately that bus stop needs a shelter because numerous people stand in the rain at that location.
 - Freeman-Manzanares will follow up with Dennis Bloom in the Planning Department.
- **VanderDoes** – said he noticed two bus shelters were moved at the Red Wind Casino, and there is a lot of construction taking place in that area, and he wants to know who paid for that?
 - Freeman-Manzanares will ask staff to look into this. It is likely part of the casino's construction project.
- **VanderDoes** - noted the corner of Custer/North Avenue and Cleveland is a bad intersection for buses during rush hour. Is there anything staff can do to work with the City of Tumwater to make traffic at that location move more efficiently?
 - Freeman-Manzanares said we do not have a signal priority project going in through that area. However, staff has had conversations with the jurisdictional traffic engineers, and will continue to have conversations about the benefits signal prioritization. The conversation will also include Martin Way and Galaxy. Staff will also look at this from the Operators' perspective because they do report these types of issues to the Operations Communication and Policy Committee. It

Intercity Transit Citizen Advisory Committee

June 20, 2016

Page 10 of 10

then gets turned over to Planning and Development who in turn talks with the jurisdictions.

REPORTS

- May 18, 2016 Work Session – No report.
- June 1, 2016, Regular Meeting – No report.
- *Ursula Euler* – provided the report from the June 15, 2016, Work Session. The Authority received the same presentations the CAC is receiving this evening. There was discussion about hybrid versus diesel buses. Chair Gadman indicated there was a consensus among the Authority regarding a financial accountability of not being able to justify continuing with the purchase of hybrids. Councilmember Sullivan pointed out how disposal of the hybrid batteries impacts the environment.
- **General Manager's Report**

The Authority confirmed the reappointment of CAC members Leah Bradley, Sue Pierce, Victor VanderDoes and Michael Van Gelder at the June 1, 2016, meeting.

Sales tax was 11.8% in May (typically comes from construction and car sales).

Ridership for May was at 362,091 boardings, which is down 1.3% from May of 2015. Year-to-date, there is 1,812,422 boardings which is down 3.4% from the first five months in 2015.

The Olympia Pride Parade was well attended and Intercity Transit's participation was well received.

Intercity Transit will participate in both the Tumwater 4th of July parade and the Lakefair parade, and all are invited to join in the fun.

NEXT MEETING: July 18, 2016.

ADJOURNMENT

It was M/S/A by VanderDoes and See to adjourn the meeting at 7:57 p.m.

Minutes prepared by Pat Messmer
Executive Assistant/Clerk of the Board

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: July 6, 2016

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

- 1) **The Issue:** Whether to adopt the 2017-2020 transportation improvement program (TIP) for projects with anticipated Federal funding over the next four years.

- 2) **Recommended Action:** Adopt the 2017-2020 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- 3) **Policy Analysis:** Federal grant guidelines require that the TIP be adopted by the governing body.

- 4) **Background:** The draft 2017-2020 TIP presented for consideration for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. 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 Improvement Program (STIP).

This year's TIP update process began May 4, 2016, when the ITA scheduled a public hearing on the draft 2017-2020 TIP. Following formal public notice and additional notice onboard buses and posted to the Intercity Transit website, the Authority conducted a public Hearing on June 1, 2016. No formal written comments or public testimony was provided during the comment period or at the June 1 hearing.

The draft 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*. These documents are published and available on the agency website.

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;
- Funding the Design and Engineering Phase for the Pattison Maintenance and Operations base Expansion; and
- Funding which anticipates utilization of PSRC “earned share” portion of formula funds 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 needed for this project has been adjusted this year 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 identified in the draft TIP 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 Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2017-2020 TIP projects total more than \$70.8 million with more than \$47.7 million of federal funding anticipated.

5) **Alternatives:**

- A. Adopt the 2017-2020 TIP as recommended. This will meet our local requirements for programming Federal funds.
- B. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

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 – Proposed- *Final 2017-2020 TIP*

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)
IT 1702	Pattison Maintenance Facility Expansion (Design and Engineering phase only)	\$700,000	\$1,900,000	\$900,000		\$3,500,000	\$1,225,000	Sec. 5307, 5339 & PSRC Earned Share est at only 35% Match	\$2,275,000	\$3,500,000	Planned Not secured New Project Approval Required
Total Federal Funded Projects		\$20,935,384	\$19,987,768	\$12,933,765	\$16,958,790	\$70,815,708	\$47,727,883		\$23,087,825	\$70,815,708	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											

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: July 6, 2016

FOR: Intercity Transit Authority
FROM: Dennis Bloom, Planning Manager, 705-5832
SUBJECT: Review Draft of Annual Update of the Transit Development Plan

-
- 1) **The Issue:** Review update of the Transit Development Plan (TDP) for 2016-2021.
-
- 2) **Recommended Action:** For information and discussion purposes. Staff will provide a presentation on the highlights of the 2015 Annual Report and the 2016-2021 Transit Development Plan. This will provide a baseline of ridership information to kick-off the short and long range planning process.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 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 - 2021).

This year's update remains an administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget and had been traditionally a part of the TDP process, continues later this year after submission of this document.

A public hearing on the TDP is anticipated for August 3, 2016, with a request for adoption by the ITA on August 17, 2016. Staff will also present an overview of the annual TDP update to the Citizen Advisory Committee on July 18.

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

6) **Budget Notes:** This is currently covered under the 2016 Budget. The TDP simply reports on past and projected agency elements based on the current budget year. The development of next year's budget will be accomplished later in 2016, when discussions on the annual update of the agency's Strategic Plan takes place.

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

8) **References:** Draft: 2015 Annual Report & Transit Development Plan 2016-2021.

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

DRAFT

Intercity Transit

2015

Annual Report

&

2016 – 2021

Transit Development Plan

Prepared by the

Intercity Transit Executive Department - Planning Division

Intercity Transit Authority:

Jeff Gadman - Chair - City of Lacey
Ryan Warner - Vice Chair - Citizen Representative
Ed Bricker - Labor Representative
Bud Blake - Thurston County
Molly Carmody- City of Yelm
Clark Gilman - City of Olympia
Don Melnick - Citizen Representative
Karen Messmer - Citizen Representative
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If you have any questions concerning this policy or practice please, contact: Intercity Transit, 526 Pattison SE, PO Box 659, Olympia, WA 98507 or by calling the agency's Title VI Officer at: 360.705.5885 or bholman@intercitytransit.com

This document can be made available in other accessible formats. Please contact Customer Service: 360-786-1881 or outside Thurston County: 1-800-287-6348 TTY: 360-943-5211, Fax: 360-943-8760 or Customerservice@intercitytransit.com.

Table of Contents

Section 1:	Organization.....	1
Section 2:	Physical Plant.....	3
Section 3:	Service Characteristics.....	4
Section 4:	Service Connections.....	5
Section 5:	Activities in 2015.....	6
Section 6:	State Proposed Action Strategies 2016 - 2021.....	8
Section 7:	Summary of Proposed Changes 2016 - 2021.....	12
Section 8:	Capital Improvement Program 2015 - 2021.....	14
Section 9:	Operating Revenues & Expenditures 2015 - 2021...	24
Appendix:	31
	A: Organizational Chart	
	B: Service Area	
	C: Transportation Management Systems (WSDOT forms)	
	D: Operating Data	

Introduction to Intercity Transit's 2015 Annual Report and 2016 - 2021 Transit Development Plan

This year's Transit Development Plan (TDP) continues a practice adopted by Intercity Transit in 2005. Prior to 2005 the "TDP process" was an opportunity to engage our governing body – the Intercity Transit Authority – our employees, customers and the general public to help define the direction of the transit system for the next six years.

At the time the TDP was combined with the update of the agency's "Strategic Plan," which provided an in-depth process for considering and developing future service designs, capital facilities, equipment, agency policies and other key business strategies. It also served as the basis for developing the coming year's annual budget. The time frame for this process covered several months and was completed each year in June and submitted to the WSDOT as required by Washington State law, RCW 36.57A.

With changes in WSDOT reporting requirements for the TDP in 2004 the current Intercity Transit process, established in 2005, now provides the basic reporting components and sections required under Washington State law. Intercity Transit however, continues to involve the public, agency staff, our Citizen Advisory Committee (CAC) and Transit Authority in annually reviewing and updating our "Strategic Plan," which is a separate process and document. The 'Plan' utilizes components of the TDP, but provides the more in-depth analysis and discussions for developing next year's annual budget (2017) and provides guidance for the future direction of the agency.

This year's "Draft 2015 Annual Report and 2016 – 2021 Transit Development Plan" will be presented at the Intercity Transit Authority meeting on July 6, 2016. Distribution of the draft document will then be made available the following week on Intercity Transit's web site, at local public libraries, Intercity Transit's OTC Customer Service Center in downtown Olympia, or by contacting Intercity Transit's administrative office. Local media news will be notified about the document and a notice and invitation to the public to comment on the TDP either electronically, by mail, fax, telephone, or in person at the hearing will be provided through the distribution of an on-board Rider News newsletter (July) with details on our web site and other social media outlets. This year it is anticipated the public hearing will be held at the Transit Authority meeting, 526 Pattison St SE, Olympia, WA, on August 03, 2016, starting at 5:30 pm.

Section 1: Organization

This document represents Intercity Transit's annual update of a 5-year Transit Development Plan (TDP), as required under Washington State RCW Section 35.58.2795 and the federal *Moving Ahead for Progress in the 21st Century* (MAP-21). This report provides summary information for 2015 as well as projected changes for 2016 – 2021.

Intercity Transit, the business name for the Thurston County Public Transportation Benefit Area (PTBA), was established in September 1980 as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a sales tax of up to 3/10ths of 1% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred. Thurston County voters outside the urban area approved the 3/10ths of 1% sales tax to support the expansion of the PTBA to include all of Thurston County. This included the south county cities and towns and rural areas of unincorporated Thurston County.

1995 - 1999: Local sales tax revenue slowed dramatically and resulted in the gradual reduction of service as a way of balancing service costs with revenues. In March 1999, a proposed 2/10ths of 1% increase in the sales tax for preserving service and a modest expansion failed, forcing an 8% reduction in service. Then in November '99, statewide Initiative 695 passed, which cut Motor Vehicle Excise Tax (MVET) revenue for transit. The courts found it unconstitutional, but the State Legislature subsequently eliminated it for public transit use.

2000 - 2002: The loss of MVET funding resulted in a decrease of 40% in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the jurisdictions in Thurston County resulting in agreement that reduced the service boundary to the urbanized areas of Olympia, Lacey, Tumwater and Yelm. The new boundary, established September 2002, became effective January 2003. In September '02, voters within the new boundary approved an increase of 3/10ths to 6/10ths of 1% in local sales tax. The new rate went into effect in 2003.

2003 - 2005: Incremental service increases in 3 phases began. This reversed a trend that saw over a 50% reduction in fixed-route service since 1995. Both Phase 1 (February '03) and Phase 2 (September '04) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in '04. During 2005 the focus was on rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops and completing market research and ridership studies.

2006 - 2007: Implemented a Phase 3 increase of over 15% in service hours. A circulator route, "Dash," was begun between the Capitol Campus and downtown Olympia. Completed a fixed route Short and Long Range Service Plan; 26 expansion vanpools acquired; installation of a communications system with advanced digital radio, AVL tracking, stop announcements and auto-passenger counters were completed in '07. In '07 a new multi-year service plan and a foundation for technological investments got underway. A small increase in service hours was implemented and upgrading of the fleet included 23 new buses (5 expansion), three Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in '07 increased 12% above '06. A

new education program, "Smart Moves," for middle and high school students began; completed state funded Trip Reduction program with state offices in Tumwater; engaged over 1,000 participants in the annual Bicycle Commuter Contest.

2008 - 2009: An 11% increase in service hours focused on local service enhancements and 15 minute service on major corridors. Expansion of the Martin Way Park & Ride Lot (Lacey) began. Installation of on-board security camera for the fleet was completed. System wide ridership hit new record of over 5.1 million boardings in '08 as fuel prices nationwide rose to \$3.50 gal. Received two national awards in '09: APTA's "Outstanding Public Transportation System" for medium sized systems and FTA's "Success in Enhancing Transit Ridership." Martin Way P&R expansion completed (138 to 319 stalls); completed major market research and ridership studies; completed master site plan for expansion of the operations base and updated plan for the Olympia Transit Center (OTC) expansion; received WSDOT grants to construct a 300 stall P&R on the Thurston County Waste and Recovery Center; and a 'Safe Routes to Schools' program for bicycle youth program at several schools. System's base fare increased from \$.75 to \$1.

2010 - 2011: Acquired six hybrid replacement buses. Voters approved a 0.2% increase in local sales tax for transit, bringing the rate to 0.8% beginning Jan. '11. A Discounted Bus Pass pilot program began, to help local non-profit and human service agencies with their client's transportation needs. CTR law changes significantly increased the number of affected Thurston County worksite. 30th Anniversary in 2011. Implemented a 3.1% service increase. Implemented an online trip planner and a regional application for 'next bus' information. Selected by FTA to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training and created an agency ESMS. Continued major capital facility projects for the OTC (including accommodations for Greyhound), Operations Base, and Hawks Prairie P&R Lot. Completed DAL client survey. Record fixed-route ridership of 4.5 million, and 5.3 million system wide.

2012: First transit system in the country to be awarded 'Gold Level' APTA Sustainability Commitment status. Continuation of innovative programs including Smart Moves youth outreach and BikePARTners that supports healthy commutes to schools. Bicycle Commuter Contest celebrates 25th Anniversary. Mike Harbour, GM for 17 years, moves on. Ann Freeman-Manzanares, Development Director, appointed Interim GM. Base adult fare increase of 25% approved for fixed route service and a 10% increase for vanpool fares. Demonstration Discounted Pass Program, begun in 2010, approved for future years. New federal legislation under "MAP-21" eliminates discretionary funding for buses and bus facilities.

2013: ITA selects Ann Freeman-Manzanares as new General Manager. Local base fare increased from \$1 to \$1.25. New 332 stall Hawks Prairie Park & Ride Lot officially opens in NE Lacey and receives American Public Works Assoc. "Project of the Year" for Washington State. Agency earns ISO 14001 Certification for Sustainability and Environmental practices, one of only nine transit systems in the country that have earned it to date. Implemented two WSDOT grant funded demonstration Express routes for service between Tumwater/Lakewood and limited Sound Transit peak service between Olympia/Seattle; includes partnering and opening a 30 stall park & ride at a State Dept. of Health lot in Tumwater.

2014: Saw a modest 1% annual increase in fixed route ridership, but our 3rd highest ridership year. The 'Walk N Roll' youth outreach program along with Bike PARTners continued to grow and is now in every school district we serve. Technology enhancement included relocating computer servers to a state agency facility in Olympia, which significantly reduced safety issues and remodeling costs on-site. Received Thurston County Chamber of Commerce 'Green Business of the Year Award.'

2015: The 'Walk N Roll' program continued to grow, adding 6 more schools to the program. Enhanced ADA accessibility to 30 more bus stops including the addition of four more shelters. Travel Trainers helped 72 individuals, teaching them to use bus service safely and confidently. Achieved first-ever statewide Grand Champion honor in State Public Transportation Roadeo competition.

Governing Board

The Intercity Transit Authority governs the organization. The board increased to nine members with a state mandated addition of a labor representative in 2010. The other members consist of five elected officials representing the jurisdictions of Thurston County, Lacey, Olympia, Tumwater, and Yelm, plus three citizen representatives appointed by the Transit Authority. Citizen representatives serve three-year terms and elected officials are appointed by their respective jurisdiction. Intercity Transit is the only system in Washington State with citizen members serving on its governing board.

Table of Organization

At the end of January 2015, Intercity Transit had 314 full-time equivalent staff positions (see table below for FTE's and Appendix A for organization chart).

Department	Jan 2013	Jan 2014	Jan 2015	Jan 2016
<i>Executive</i>	4.5	3.0	3.0	3.0
Development – (moved under Executive mid-2013)	18.25	17.25	18.75	19.0
<i>Grants & Sustainability</i>	3.0	2.0	2.0	2.0
<i>Planning</i>	4.0	4.0	4.0	4.0
<i>Procurement/Inventory</i>	6.0	6.0	7.0	7.0
<i>Marketing & Communications</i>	5.25	5.75	5.75	6.0
Human Resources - Assistants & Analysts	4.5	6.0	6.0	7.0
Finance & Administration	11.0	11.0	11.0	10.0
<i>Accounting, Inventory, Clerical,</i>	6.0	6.0	6.0	5.0
<i>*Information Systems to Maintenance mid '08</i>	5.0*	5.0	5.0	5.0
<i>back to Finance late-'10</i>				
Operations:	221.0	229.0	232.0	226.0
<i>Operators</i>	179.0	185.0	188.0	181.0
<i>Customer Service</i>	8.0	8.0	8.0	8.0
<i>Vanpool staff</i>	5.0	5.0	5.0	6.0
<i>Dial-A-Lift staff</i>	11.0	11.0	11.0	11.0
<i>Supervisors and Administrative</i>	15.0	18.0	18.0	18.0
<i>*Village Vans to Operations in '10</i>	1.75	2.0	2.0	2.0
Maintenance: (moved under Operations early 2014)	48.0	47.0	47.0	49.0
<i>Coach/Auto Technicians</i>	22.0	22.0	22.0	22.0
<i>Facilities Maintenance</i>	7.0	7.0	7.0	7.0
<i>Other Maintenance</i>	19.0	18.0	18.0	18.0
Total Employees	307.25	313.75	317.75	314.0

Section 2: Physical Plant

Intercity Transit dispatches all services from its administrative/operations base facility at 526 Pattison Street SE, Olympia. See Appendices for the completed forms for the State's information about Intercity Transit's rolling stock, owned equipment, and facility inventories.

Section 3: Service Characteristics - 2015

During 2015, Intercity Transit provided a variety of transportation services benefiting the citizens of Thurston County (See Appendix for service area district maps):

Fixed Route Service Operation

During 2015, 25 fixed routes as well as ADA paratransit (Dial-A-Lift) service were provided. Days of service on weekdays, generally 5:40 a.m. – 11:55 p.m.; Saturdays, generally 8:15 a.m. – 11:55 p.m.; and Sundays between 8:30 a.m. – 9:00 p.m. No service on three national holidays.
Fares: Recovered 11.7% of operating costs for Local service and 9.9% for Express.
Total Boardings: 4,306,582, a decrease of -4.2% from 2014.

Services for Persons with Disabilities Operation

“Dial-A-Lift” provides door-to-door service for people with qualified ADA disabilities, which prevents them from using regular bus services. Dial-A-Lift hours of operation reflect all Fixed Route service. No service on three national holidays.
Fares: Recovered about 3.5% of operating costs.
Total Boardings: 161,594, an increase of 4.7% above 2014.

2014 Fare Structure for Fixed Route and Dial-A-Lift Service

Local Service			Express Service		
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6 -17 yrs) [Under 5 ride free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$.50	\$1.00	\$15.00	\$1.25	\$37.50
Dial-A-Lift Reduced*	\$1.00	\$2.00	\$36.00 \$15.00*	NA	NA

* Reduced Fare Permit required. Eligibility based on age, disability or possession of a Medicare card.

Vanpool Services Operation

By the end of 2015 there were 192 Intercity Transit commuter vanpools in operation throughout the Puget Sound region. This was a decrease from 214 the year before. Over the year, the vanpools carried an average of 1,400 daily riders.

Intercity Transit staff markets the vanpool program to employers and individuals, facilitates group formation and provides defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis, operate independently and are generally in service weekdays, from 5 a.m. – 6:30 p.m.

Fares: Recovered 100% of the operating costs.

Total Boardings: 685,112 a decrease of 7.9% from 2014.

Ridematching: Free service. Intercity Transit is a member of the Washington State Ridematch network that provides a computerized database of individuals interested in carpooling and vanpooling. Established in 1997, it allows commuters the ability to make contacts throughout the state either through a toll free call, over the internet or with a local transit system.

Village Vans Operation

Service began in 2002 for this grant-funded program. Intercity Transit operates with three vans to help meet work-related transportation challenges for families with low incomes. The program provided employment support transportation for 238 individuals totaling 4,728 rides in 2015 (13.4% increase from 2014). Of the client base, 19% were qualified under Temporary Assistance for Needy Families and 81% were low-income receiving some type of state or federal assistance. Vans are driven by eligible job seekers participating in the Customized Job Skills Training Program, volunteering a total of 6,109 hours in 2015. Ten drivers secured employment (five in transportation) as did dozens of passengers. This innovative program works with representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council and other local service agencies to support their client needs.

Commute Trip Reduction Program

In 2005, the Thurston region implemented a program transition with a cooperative effort that includes the Thurston Regional Planning Council overseeing program administration and worksite support and Intercity Transit providing outreach and marketing efforts. The partnership continues for the 2013-15 biennium. It makes a commitment to the goals of the CTR law while providing on-going assistance to both local jurisdictions and affected worksites. With the goal of reducing the number of single occupant vehicle trips, vehicle miles traveled, congestion, greenhouse gases, and providing other options for commuters, the region is now required under Senate Bill 6088 that all state worksites and state colleges – no matter the size – in the urban portions of Lacey, Olympia and Tumwater to participate in CTR. Currently, the regional team supports 196 active worksites of which 190 are affected sites and 6 are voluntary.

Land Use Review and Support Program

Intercity Transit is one of a number of local agencies to review land use permitting requests. Staff works with local government staff (Development and Public Works departments), Planning Commissions, as well as public and private developers to maximize the opportunities for public transportation through effective land use planning and urban design. During 2015 staff received 347 submissions, reviewed 13 and commented on 13 applications requesting transit amenities that typically are for a stop, shelter or improved ADA access to an existing stop.

Agency Performance

Intercity Transit actively pursues efforts to improve the internal operations of the agency through improved communications, increased employee involvement and better understanding of the needs and desires of customers and employees. These efforts are aimed at making Intercity Transit a valued employer and enabling employees to effectively serve their customers.

Intercity Transit reviews financial and ridership performance on a monthly basis, and provides regular updates to the Citizen Advisory Committee and the Intercity Transit Authority.

Section 4: Service Connections

In 2015 Intercity Transit provided connections with five other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

Grays Harbor Transit Service between Aberdeen, WA and Olympia’s Capital Mall, Greyhound terminal and the Olympia Transit Center.

Mason County Transit	Service connections between Shelton and Olympia’s Capital Mall and Olympia Transit Center.
Pierce Transit (PT)	IT’s Express service connects with PT’s local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma.
Sound Transit (ST)	IT funds a limited service ST Route 592 weekday extension between Olympia and DuPont, where it returns to regular service to Seattle. IT’s Express routes also connect with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to Seattle.
AMTRAK	Intercity Transit Routes 64 and 94 provide half hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station location.
Greyhound	Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
Rural Transportation (South Thurston Co - Olympia)	South Thurston County system funded by a WSDOT grant provides regional connections with Intercity Transit routes in a number of locations within our service district.
Park & Ride Lots (P&R)	Fixed routed service available at four lots: Lacey: Martin Way P&R (Local & Express) Hawks Prairie P&R (Express) Tumwater: DOH Lot (Local & Express) Thurston Co: Amtrak rail station (Local)
Educational Facilities	Fixed route service is available to many public and private schools throughout the service district. Of four school districts that exist within Intercity Transit’s service district, 43 of the 50 public schools are served by transit routes. A number of these routes also have schedules that coincide with the school’s opening and closing hours of operation. Intercity Transit provides service to the Olympia campuses of South Puget Sound Community College and The Evergreen State College. The school’s participate in local Commute Trip Reduction incentives and have transit pass programs for students, faculty and staff. Service is also available to Saint Martin’s University (Lacey), but not onto the campus. The University has a student pass program for undergraduates.

Section 5: Activities in 2015

Fixed route ridership decreased (-4.2%) from the year before with 4.47 million boardings and 1.56% decrease overall for all services at 5.3 million boardings. Significant agency activity during the year continued with on-going capital facility project reviews and work on environmental sustainable goals. The effort to limit the use of non-renewable resources, reducing waste and

pollution, promoting public stewardship and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff. This year we conducted our second 'surveillance' audit of the agency's international ISO 14001 Certification and maintained it.

Capital facilities involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and on-going efforts to secure additional funds for fuel tank replacements at our Pattison Street operations base. Highlights of other agency efforts during the year included:

New Fleet Vehicles: Vanpool - 42 replacements acquired.

Transit Service: Service hours increased slightly (0.3%) with the extension of Route 42 to serve the Thurston County's Accountability and Restitution Center in Tumwater.

New Shelters and Amenities: Retrofitted 2 additional shelters with interior solar lighting. Accessibility improvements were added to 30 stops. This included 2 completed through private developer improvements, 1 through local road improvements and 4 shelters/pads added to existing stops.

Service Planning: Continued to monitor service and make service adjustments to improve on-time performance and transfer connections. On-going participation with local jurisdictions on road improvement projects including regional projects for I-5 (JBLM, various interchanges) and SR 101. The "Smart Corridor" transit priority demonstration project got underway with the hiring of a consultant team to help implement the project over the next 2 years.

Ridership: System-wide Total Boardings (Fixed Route, DAL and Vanpool) decreased -4.5% from 2014. The downturn, though modest, appears to reflect a drop in regional fuel prices. Fixed Route boardings decreased -4.2%, Vanpooling was down - 7.9%, but Dial-A-Lift increased 4.7%.

Village Van: This unique 'Welfare-to-Work' transportation program had 4,728 boardings (13.4% increase from 2014) but provided transportation to 238 low-income job seekers and workers during 2015. This program operates in partnership with 16 local social and public service agencies, including the South Puget Sound Community College and WorkSource Thurston County. The program trains individuals to become skilled employees and provides rides to qualified individuals.

Vanpool Program: The 685,112 passenger trips recorded during 2015 was a decrease of -7.9% from the previous year's tally. The decrease appears to reflect partly the increase in monthly fares but also the drop in local fuel prices. Groups dropped from 220 in 2014 to 192. Vans operate throughout a five countywide region. With certified and trained volunteer drivers in place, these vanpools carried an average of 1,400 daily riders removing over 1,000 vehicles from our congested roadways each weekday.

Innovative Programs: Intercity Transit continued the growth of its "Walk N Roll" youth education program throughout the year reaching an estimated 2,429 students in 17 schools through field trips, school assemblies, and special events like, "Bike and Walk to School Days." The program also included after school classes where students receive 8 hours of bike maintenance and safe riding instruction. Student completing the class earned a functional bike, helmet, lock and lights. Total instruction time was 592 hours. The intent of this award winning program is to build the next generation of safe and healthy bikers, walkers and transit riders. We also provided on-line trip planning for fixed route service and participation in regional smart phone applications for 'next bus' arrival information and trip planning. Our *Travel Training* and *Bus Buddy* program also works with individuals to help them either transition from paratransit - DAL service to fixed route or to help with people becoming comfortable with riding a bus.

Section 6: State Proposed Action Strategies 2016 - 2021

The Washington State Department of Transportation (WSDOT) requires transit agencies report how they are accomplishing the state’s public transportation objectives as identified in state’s Transportation System Policy Goals (RCW 47.04.280). This supersedes WSDOT’s “Investment Guidelines” previously requiring listing of accomplishments.

1. PRESERVATION

Preserve and extend prior investments in existing transportation facilities and the services they provide to people and commerce.

2015	2016 - 2021
Continued Effort	Continuing Effort

2015

- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Vanpool program had 42 replacements, which keeps the fleet at 257 vans.
- Continued efforts on fuel tank replacements and expanding vehicle parking at Intercity Transit base of operations.
- Continued master plan for expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).
- Maintained two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties. Includes weekday service between Tumwater - Lakewood and extension of existing ST 592 (DuPont/Seattle) to Olympia.

2016-2021

- Depending on how much local economic recovery might occur it appears that basic service levels may remain the same over the next 3 - 5 years.
- Update fixed route Short (6 yr) and Long Range (20 yr) Service Plan.
- Intercity Transit will continue to provide performance measurement reports that provide summaries to the public providing attributes, costs and utilization of the existing system services.
- Continue to replace aging fleet vehicles but the loss of federal discretionary grant funding continues to have a major impact on agency finances.
- Continue work on capital facility projects, but expansion/remodeling of Operations Base in Olympia will be toward fuel tank replacement and environmental work while the rest of the project is on hold due to change in federal assistance. Continue effort to expand the downtown Olympia Transit Center as a transportation hub, including accommodating Greyhound service.

2. SAFETY

Target construction projects, enforcement, and education to save lives, reduce injuries, and protect property.

2015	2016 - 2021
Made Progress	Continuing Effort

2015

- Safety is the system’s #1 priority. A Safety Committee meets monthly and, if necessary, confers on major events. Reviews monthly safety report, maintains ongoing safety records, and makes recommendations to General Manager on issues involving employee and customer safety.
- Outreach program to local schools for “Bike and Walk to School Days.” Other sponsored programs include classes where students receive a recycled bike and learn maintenance and traffic skills and PE classes where students learn how to walk and bike to stay healthy and safe.
- Regular and on-going training of Operations and Maintenance staff as well as other agency support staff, remains a vital component of the organization.
- Participates in local and regional efforts to increase and improve security components within the service district and improve coordination between agencies, especially with local emergency services.
- Updated security cameras to capture images for service facilities. Cameras dramatically improved the ability to document safety concerns and to provide additional evidence in the case of security and accidents.
- Continued participation in the regional coordination of the *Puget Sound Transportation Recovery Plan* for major disruptions to vital transportation facilities and links at both the local and regional level. Continued a staff committee to review and assemble an *Emergency Preparedness Plan*.

2016 - 2021

- Agency will continue to develop programs for agency staff. In-house safety programs and committees will meet on a regular basis to review existing conditions with an eye toward making improvements.
- Continue to work and make improvements with other public agencies and school districts regarding safety on both the local and regional level.
- Inter-local project with City of Tumwater to improve on-street Tumwater Sq. transfer station accessibility, pedestrian safety and bus alignments.
- Provide training to ensure understanding and integration of National Incident Management System, the Emergency Preparedness and Security Plan and the continuity of an Operations Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.

3. STEWARDSHIP

Continuously improve the quality, effectiveness, and efficiency of the transportation system.

2015	2016 - 2021
Continued Effort	Continuing Effort

2015

- Intercity Transit continues to be involved with working with local jurisdictions and employers to promote the use of alternative transportation

	<p>modes as well as Transportation Demand Management and Commute Trip Reduction efforts.</p> <ul style="list-style-type: none"> • Active in local and regional partnerships that regularly review, plan, coordinate and implement improvements to the local transportation network of roads, technology and services. • Transit staff regularly attend community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network. • Actively participate in a coordination network of human service organizations to improve mobility for those challenged by income, age and/or disabilities. • Actively participating in on-going efforts of the regional Sustainability Plan that includes housing and transportation choices.
2016 - 2021	<ul style="list-style-type: none"> • Staff will continue to work with and participate in community based efforts to improve transportation efficiency in both the technical and service fields. • Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including but not limited to updates of local Comprehensive Plans, Joint Base Lewis McChord/I-5 impacts, Inter-change Justification Reports (I-5), and Regional Transportation Plan updates.

4. MOBILITY

Facilitate movement of people and goods to contribute to a strong economy and a better quality of life for citizens.

2015	2016 - 2021
Made Progress	Continuing Effort

2015

	<ul style="list-style-type: none"> • Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single occupant vehicles. Staff also takes an active role with regional long range transportation planning activities dealing with congestion and environmental impacts. • Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools (over 2,400 students). And staff coordinates annual county-wide bicycle commuting contest (May of each year). • Staff regularly participates in local jurisdictional land use reviews, development of community design components (land and roads) and comments on transportation/transit integration and ADA accessibility. • Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service. • Continued regional integration of transportation services for fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Van program for qualified low-income recipients. • Continued fare integration partnerships with public agency employers and colleges that support employees and students use of transit. This included
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on-going work with WSDOT on state employee's transit 'STAR Pass' program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, Evergreen State College and St. Martin's University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia continued.

- Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state and tribal staff. Over the past year, the agency continued the regional effort, now funded with federal CMAQ funds, to make improvements in local traffic control technologies that will incorporate a 'transit signal priority' system.
- Continued for the 2015-17 Biennium two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

2016 - 2021

- Intercity Transit staff will continue to work proactively on a range of transportation planning activities on the local and state level.
- Additional community based and target marketing efforts will continue.
- The agency will continue to work with the other regional transportation providers to improve service connections between providers.
- Staff will continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.
- Staff will also continue to work with local jurisdictions, state, and tribal organizations in partnership to improve public transportation in the region for services along state roads and federal interstate.
- Agency will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays and other information materials that encourage and promote transportation alternatives.

5. ENVIRONMENTAL QUALITY AND HEALTH

Bring benefits to the environment and our citizens' health by improving the existing transportation infrastructure.

2015	2016 - 2021
Made Progress	Continuing Effort

2015

- Intercity Transit continues to utilize biodiesel fuel of a 5 - 20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards including recycling antifreeze, engine oil, office paper, cardboard and printer inks.
- In-house Sustainability Committee continued to review and analyze existing conditions, made recommendations for improving the agency's sustainability efforts, continued to provide in-house training of agency staff, and conduct an annual audit and report.
- Agency staff continued to monitor and track Sustainability Commitment status for Environmental & Sustainability Policies and ISO 14001 certification of meeting those standards. Staff continued to coordinated in-house efforts

2016 - 2021

<ul style="list-style-type: none"> for training, monitoring and improving agency-wide sustainability efforts. On-going effort to coordinate and implement sustainability practices into a variety of transportation related programs and projects around our service district and region. This includes on-going participation with <i>Sustainable Thurston County</i> and <i>Thurston Thrives</i> activities
<ul style="list-style-type: none"> Intercity Transit will continue to utilize biodiesel and ultra-low sulfur diesel. Higher blends of biodiesel maybe possible depending on cost. Implementing testing of synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage. Agency core staff will continue work on <i>Environmental and Sustainability Management Systems</i> as a certified agency. Continue the audit and reporting process that “analyzes, controls and reduces the environmental impact of the agency’s activities, products and services and to operate with greater efficiency and control.” On-going review and consideration of better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses. Continue growth of the “Smart Moves” youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit. Support healthy choices year-round of biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.

Section 7: Summary of Proposed Changes 2016 - 2021

In addition to the efforts Intercity Transit will engage in to meet Washington State’s *Transportation System Policy Goals*, the following table provides a summary of proposed changes for service, facilities and equipment over the next six years:

2016	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	(Express) WSDOT grant funded	No Change
Facilities	Bus stop improvements (Tumwater Sq Transfer Station)	No Change
Equipment	DAL: 5 Vanpools: 38	DAL: 2
2017	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	(Express) WSDOT grant funded thru 6/30/17	No Change
Facilities	Bus Stop improvements	No Change
Equipment	Buses: 7 Vanpools: 38 DAL: 1	Vanpools: 11

<u>2018</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	DAL: 18 Vanpools: 37	Vanpools: 11
<u>2019</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Buses: 10 Vanpools: 30 Village Vans: 1	Buses: 10 DAL: 2 Vanpools: 11
<u>2020</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements Facility Improvements	No Change
Equipment	DAL: 10 Vanpools: 55	Vanpools: 11
<u>2021</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 49 Village Vans: 2	Vanpools: 11 DAL: 1

Section 8: Capital Improvement Program 2015 - 2021

VEHICLE PROJECTIONS												
	2015	2016	2017	2018	2019	2020	2021	2015	2016	2017	2018	
Total Revenue Vehicles at Y/E	366	368	380	391	404	415	427					
Fixed Route Coaches												
Beg. Yr. # of Vehicles in Fleet	71	71	71	71	71	71	71					
Replacement Cycle (Standard 15 Years)	6	0	7	0	10	0	0					
Replacement Vehicles - Hybrids	6	0	7	0	10	0	0					
Replacement Vehicles Conventional Expansion Vehicles	0	0	0	0	0	0	0					
From Contingency Fleet												
End of Yr. Fleet Size	71	71	71	71	71	71	71					
Total Actual Coach Purchases	6	0	7	0	10	0	0					
Dial-A-Lift Vans												
Beg. Yr. # of Vehicles in Fleet	35	35	37	38	38	40	40					
Replacement Vehicles		5		18		10						
Expansion Vehicles		2	1		2		1					
End of Yr. Fleet Size	35	37	38	38	40	40	41					
Total Actual DAL Van Purchases	0	7	1	18	2	10	1					
Vanpools												
Beg. Yr. # of Vehicles in Fleet	257	257	257	268	279	290	301					
Replacement Vehicles	42	38	38	37	30	55	49					
Expansion Vehicles			11	11	11	11	11					
End of Yr. Fleet Size	257	257	268	279	290	301	312					
Total Actual Vanpool Purchases	42	38	49	48	41	66	60					
Village Vans												
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3	3					
Replacement Vehicles				0	1	0	2					
Expansion Vehicles												
End of Yr. Fleet Size	3	3	3	3	3	3	3					
Total Actual V/V Van Purchases	0	0	0	0	1	0	2					
Total Vehicles Purchased by Year	48	45	57	66	54	76	63					

Vehicle Expenses										
Coaches	2015	2016	2017	2018	2019	2020	2021	2015	2016	2017
Vehicle Cost Inflation Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%			
Coach Unit Cost - Hybrid	\$ 721,000	\$ 742,630	\$ 764,909	\$ 787,856	\$ 811,492	\$ 835,837	\$ 860,912			
Total Units Purchased	0	0	0	4	4	17	0			
Total Expense	\$0	\$0	\$0	\$3,151,425	\$3,245,967	\$14,209,222	\$0			
Major Vehicle Components										
Battery Unit Cost/Mid Life Rehab			\$300,000	\$300,000	\$300,000	\$300,000	\$300,000			
Total Units Purchased	0	0	6	0	7	0	5			
Total Expense	\$0	\$0	\$1,800,000	\$0	\$2,100,000	\$0	\$1,500,000			
Dial-A-Lift Vans										
DAL Van Unit Cost	\$ 145,642	\$ 150,673	\$ 155,947	\$ 161,405	\$ 167,054	\$ 172,901	\$ 178,952			
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%			
Total Units Purchased	0	7	3	18	2	10	1			
Total Expense	\$ -	\$ 1,054,712	\$ 467,840	\$ 2,905,287	\$ 334,108	\$ 1,729,009	\$ 178,952			
Vanpools										
Vanpool Van Unit Cost	\$ 23,539	\$ 29,645	\$ 30,683	\$ 31,756	\$ 32,868	\$ 34,018	\$ 35,209			
Total Units Purchased	42	38	49	48	41	66	60			
Total Expense	\$988,624	\$ 1,126,510	\$ 1,503,446	\$ 1,524,310	\$ 1,347,586	\$ 2,245,209	\$ 2,112,538			
Village Vans										
Village Vans	\$ 28,610	\$ 29,611	\$ 30,647	\$ 31,720	\$ 32,830	\$ 33,979	\$ 35,169			
Total Units Purchased	0	0	0	0	1	0	2			
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 32,830	\$ -	\$ 70,337			

Total Expenses										
Expenses	2015	2016	2017	2018	2019	2020	2021			
Coaches	\$ -	\$ -	\$ -	\$ 3,151,425	\$ 3,245,967	\$ 14,209,222	\$ -			
Major Vehicle Components	\$ -	\$ -	\$ 1,800,000	\$ -	\$ 2,100,000	\$ -	\$ 1,500,000			
Dial-A-Lift Vans	\$ -	\$ 1,054,712	\$ 467,840	\$ 2,905,287	\$ 334,108	\$ 1,729,009	\$ 178,952			
Vanpools	\$ 988,616	\$ 1,126,510	\$ 1,503,446	\$ 1,524,310	\$ 1,347,586	\$ 2,245,209	\$ 2,112,538			
Village Vans	\$ -	\$ -	\$ -	\$ -	\$ 32,830	\$ -	\$ 70,337			
Total Expenses for Vehicles	\$ 988,616	\$ 2,181,222	\$ 3,771,286	\$ 7,581,022	\$ 7,060,491	\$ 18,183,440	\$ 3,861,827			

	2015		2016		2017		2018		2019		2020		2021	
	14	15	15	16	15	16	15	16	15	16	15	16	15	16
Staff Vehicles														
Total Staff Vehicles at Y/E														
VM Service Trucks														
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles			1											
Expansion Vehicles														
End of Yr. Fleet Size	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total Actual VM Service Truck Purchases	0	0	1	0	1	1	1	1	0	0	0	0	0	0
Ops Service Trucks - 5 Year Cycle														
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Replacement Vehicles			2											
Expansion Vehicles														
End of Yr. Fleet Size	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Total Actual Ops Service Van Purchases	0	0	2	0	2	2	1	1	0	0	0	0	0	0
General Staff Vans														
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Replacement Vehicles														
Expansion Vehicles														
End of Yr. Fleet Size	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total Actual Staff Van Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0	1
General Staff Car														
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles														
Expansion Vehicles														
End of Yr. Fleet Size	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total Actual Staff Car Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Staff Car - Electric														
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles														
Expansion Vehicles														
End of Yr. Fleet Size	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total Actual Staff Car Purchases	0	0	1	1	0	0	0	0	0	0	0	0	0	0
General Staff Station Wagon														
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Replacement Vehicles														
Expansion Vehicles														
End of Yr. Fleet Size	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total Actual Staff Station Wagon Purchases	1	0	0	0	0	0	0	0	0	0	0	0	0	0

	2015	2016	2017	2018	2019	2020	2021
Facility Truck							
Beg. Yr. # of Vehicles in Fleet	5	5	6	6	6	6	6
Replacement Vehicles	1	1	1	3	1		
Expansion Vehicles			1				
End of Yr. Fleet Size	5	6	6	6	6	6	6
Total Actual Facility Truck Purchases	0	1	1	3	1	0	0
Facility Maintenance Trailers							
Beg. Yr. # of Vehicles in Fleet	0	1	1	1	1	1	1
Replacement Vehicles							
Expansion Vehicles	1						
End of Yr. Fleet Size	1	1	1	1	1	1	1
Total Actual Facility Truck Purchases	1	0	0	0	0	0	0
Total Staff Vehicles Purchased by Year	2	2	4	5	1	0	1
Vehicle Expenses & Revenues							
VM Service Trucks							
VM Service Truck Unit Cost	\$60,900	\$63,000	\$65,200	\$67,500	\$69,900	\$72,300	\$74,800
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	1	1	0	0	0
Total Expense	\$ -	\$ -	\$ 65,200	\$ 67,500	\$ -	\$ -	\$ -
Ops Service Trucks							
Op Service Van Unit Cost	\$37,500	\$38,800	\$40,200	\$41,600	\$43,100	\$44,600	\$46,200
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	2	1	0	0	0
Total Expense	\$ -	\$ -	\$ 80,400	\$ 41,600	\$ -	\$ -	\$ -
General Staff Vans							
General Staff Van Unit Cost	\$30,600	\$31,700	\$32,800	\$33,900	\$35,100	\$36,300	\$37,600
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	0	1
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,600

	2015	2016	2017	2018	2019	2020	2021
General Staff Car							
General Staff Car Unit Cost	\$32,200	\$33,300	\$34,500	\$35,700	\$36,900	\$38,200	\$39,500
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	0	0
Total Expense	0	0	0	0	0	0	0
General Staff Car - Electric							
General Staff Car Unit Cost	\$44,000	\$45,320	\$47,400	\$49,100	\$50,800	\$52,600	\$54,400
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	0	0	0	0	0
Total Expense	\$ -	\$ 45,320	\$ -	\$ -	\$ -	\$ -	\$ -
General Staff Station Wagon							
General Staff Station Wagon Unit Cost	\$26,300	\$26,780	\$28,200	\$29,200	\$30,200	\$31,300	\$32,400
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	0	0	0	0	0
Total Expense	\$ -	\$ 26,780	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Truck							
Facility Truck Unit Cost	\$71,415	\$50,000	\$51,747	\$53,555	\$55,426	\$57,362	\$59,366
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	1	3	1	0	0
Total Expense	\$ -	\$ 50,000	\$ 51,747	\$ 160,664	\$ 55,426	\$ -	\$ -

Facility Trailers	2015	2016	2017	2018	2019	2020	2021
Facility Trailer Unit Cost	\$15,000	\$10,800	\$11,200	\$11,600	\$12,000	\$12,400	\$12,800
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	0
Total Expense	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses/Revenues Expenses	2015	2016	2017	2018	2019	2020	2021
VM Service Trucks	\$ -	\$ -	\$ 65,200	\$ 67,500	\$ -	\$ -	\$ -
Ops Service Vans	\$ -	\$ -	\$ 80,400	\$ 41,600	\$ -	\$ -	\$ -
General Staff Vans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,600
General Staff Car	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Staff Car- Electric	\$ -	\$ 45,320	\$ -	\$ -	\$ -	\$ -	\$ -
General Staff Station Wagon	\$ -	\$ 26,780	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Truck	\$ -	\$ 50,000	\$ 51,747	\$ 160,664	\$ 55,426	\$ -	\$ -
Facility maintenance Trailers	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses for Staff Vehicles	\$ 15,000	\$ 122,100	\$ 197,347	\$ 269,764	\$ 55,426	\$ -	\$ 37,600

OTHER CAPITAL AND FACILITIES-Amended

	2015	2016	2017	2018	2019	2020	2021
MIS & Communication Equipment							
FleetNet Replacement			2,000,000				
Data Deduplication System (Single Sys/5 Yr)			60,000				60,000
Laptops - Tough Book Type (7/4YR)		10,000				10,000	
Personal Computers	60,000	30,000	60,000	60,000	60,000	60,000	60,000
Phone System Replacement	50,000	150,000					
Plotter (1/5 Yr)			15,000				15,000
Projector/Equipment OTC conference room							
Projectors-Normal replacements		5,500	5,000			5,500	
ID Printer - OTC	6,000					12,000	
Voice Recorder	15,000					15,000	
Security Cameras (Lene) for Buildings	137,000	250,000					
Servers - High Performance (8 @ 5 Yr)	70,000						70,000
Servers - Standard (10 @ 5 yr cycle)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Storage Area Network (SAN) (1/5YR)	90,000		12,000	12,000		90,000	12,000
Tremble Unit							50,000

Network Hardware

Ethernet Switches (14/7 YR)	10,000	10,000	150,000	10,000	10,000	10,000	10,000
Fiber Optics/High Speed Links							
Firewalls (7 Yr)							
Network Wiring (10 year cycle)							
OTC new building network equipment			60,000				
Wireless access point replacement			5,000				

Software

ACS Orbital/Radio System Replacement			50,000	5,000,000			
Analytical Software Used by Development							
Adobe Software Upgrades		10,000					10,000
Antivirus Software Upgrades				6,000			
Backup Software	55,000					55,000	
FleetNet Additional Modials				15,000			
FleetWatch							
Microsoft Server Software Upgrades/Repl.			130,000				
Office Upgrades (130/5yrs)	15,000	120,000					120,000
POS system updates - VP in 2014 and OTC in 2018				60,000			
Router/switch Replacement							
SharePoint Maintenance/Upgrades			60,000				60,000
TMS Replacement				100,000			
VMWare Software (8 Units/5 Yrs)		25,000					25,000
Windows OS replacement (PC Operating Systems)		55,000					35,000
Total	\$468,000	\$765,500	\$2,637,000	\$5,293,000	\$100,000	\$287,500	\$557,000

Facilities	2015	2016	2017	2018	2019	2020	2021
Air Compressors (2)	10,000						
Antrak HVAC Replacement		30,000					
Antrak Barrel Tile Roof Replacement							
Antrak Carpet							
Antrak Fire/Security Alarm Replacement			30,000				
Antrak Floor Tile Replacement			25,000				
Antrak Gate Opener			36,000				
Antrak Landscaping (drought tolerant)			325,000				
Antrak Seal Coat/Repairs	125,000		400,000				
Catwalk Around Heat Recovery Units							
Exterior Painting All Facilities (7 yrs)							
Glass Block and Soffit Replacement - Both Pattison							
Grout & Seal Pattison Bus Lot	75,000						
Hawks Prairie Seal Coat		10,000				32,000	
Interior Paint Antrak			250,000				
Interior Painting Pattison (10 yrs)			5,000				
Lighting Upgrade - Main Fac			25,000				
LTC Interior Painting (10 yrs)							
LTC Landscaping (drought tolerant)							
LTC Roof Replacement			30,000				50,000
Merlin Way P&R Seal Coat (7 yrs)							
OPS Dispatch Repairs/Upgrads		40,000					
OTC Carpet Replacement							
OTC Fire/Security Alarm Replacement				12,000			
OTC HVAC #16- 16a Replacement						15,000	
OTC HVAC #15 Replacement			50,000				
OTC HVAC Replacement							
OTC Interior Painting			9,000				
OTC New Office Bldg Exterior Painting							
OTC New Office Bldg Interior Painting							
OTC Tile Replacement			8,000				
Pattison Additional Fall Protection in bays			75,000		200,000		
Pattison Auto Bay Lift Replacements							
Pattison Bus Air Shears / Blowers				100,000			
Pattison Carpet Replacement			50,000				
Pattison Chassis Wash Lift Replacement							
Pattison Concrete Slab Replacement							
Pattison ECO Lift (5 Bays) Replacement							
Pattison Electrical Upgrades					1,500,000		
Pattison Facility Rehabilitation Projects			3,500,000				
Pattison Fencing/security/gate openers			150,000		27,463,203		
Pattison Fill Pits/add 2 Eco Lifts			450,000				
Pattison Fire/Security Alarm Replacement			100,000				
Pattison Generator Engineering	20,000						
Pattison HVAC #1 thru #8a Replacement						125,000	
Pattison HVAC #9-9a Replacement		20,000		12,000			
Pattison HVAC Engineering				9,000			
Pattison Job Crane (Taller / battery packs)			200,000				
Pattison Landscaping (drought tolerant)			30,000				
Pattison Maint Office Renovation			400,000				
Pattison Maintenance Boiler Upgrades	120,000						
Pattison Mezzanine Replacement					14,000		
Pattison Rubber Flooring Replacement					30,000		
Pattison Server HVAC #17-18 Replacement							
Pattison Tire Bay Mezz w/stairs			200,000				
Pattison Trash Compactor							15,000
Pattison UST Tank Replacement/Site Enviro Review		7,005,000	1,000,000				
Pattison Office Window Replacement			100,000				
Pattison Maintenance Lift/Cover Pit		200,000					
Replace Gasoline Pump							
Replace OTC Roof				210,000			
Replace Roof - Pattison, Both Facilities			412,000				
Reverse Osmosis	5,000						
Total	\$355,000	\$7,355,000	\$7,835,000	\$343,000	\$29,207,203	\$190,000	\$65,000

Intelligent Transportation Systems Projects									
	2015	2016	2017	2018	2019	2020	2021		
<i>Expansion</i>									
Signal Priority Project	900,000		150,000						200,000
<i>Replacement</i>									
Advanced Communications Systems			1,050,000						
Fare boxes/Smartcards			1,200,000						
Total	900,000	-	1,200,000	-	-	-	-	-	200,000

Shop Equipment									
	2015	2016	2017	2018	2019	2020	2021		
Replace Two Bus Washers									
Hoisy Parts Washer		15,000							
Tire Machine		25,000			25,000				
Spin Balancer									
Bead Blaster			10,000						
Articulated Boom Lift			55,000						
Total	\$0	\$40,000	\$65,000	\$0	\$25,000	\$0	\$0	\$0	\$0

FACILITIES & LAND									
	2015	2016	2017	2018	2019	2020	2021		
Bus Stop Improvements Facilities (2016 = Solar Lights)		45,000	100,000	100,000	100,000	100,000	100,000		100,000
Bus Stop Improvements - Planning	185,000		35,000						
OTC Expansion		8,492,282							
Pattison Street Phase I									
Pattison Street Phase II									
Pattison Street Phase III									
Pattison Street Preliminary Engineering/Construction									
Total	\$185,000	\$8,572,282	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

TRANSIT CENTERS & PARK and RIDES									
	2015	2016	2017	2018	2019	2020	2021		
Tunwater Park and Ride									500,000
Hawkes Prairie Park and Ride		2,500							1,500,000
Yelm Park and Ride									2,000,000
Total	-	2,500	-	-	-	-	-	-	2,000,000

TOTAL OTHER CAPITAL COSTS									
	2015	2016	2017	2018	2019	2020	2021		
Total	\$1,908,000	\$16,735,282	\$11,837,000	\$5,736,000	\$29,432,203	\$577,500	\$2,922,000	\$0	\$2,922,000

Section 9: Operating Revenues 2015 - 2021

WSDOT Report - 2015	General Fund	Working Capital	Total
Beginning Balance January 1, 2015	\$23,757,544	\$9,437,091	\$33,194,635
Revenues			
Sales Tax	33,696,773		33,696,773
Motor Vehicle Excise Tax			-
Farebox	4,760,962		4,760,962
Sales Tax Equalization			
Federal Operating Grants	3,948,818		3,948,818
State Operating Grants	1,759,477		1,759,477
Other	653,017		653,017
Contribution To Accounts	(364,567)	364,567	-
Total Available	\$68,212,024	\$9,801,658	\$78,013,682
Operating Expenses			
Vanpool/Rideshare P&M	1,724,094		1,724,094
Vanpool/Rideshare System Expansion	-		-
Fixed Route P&M	21,379,926		21,379,926
Fixed Route System Expansion			-
Commuter Bus P&M	2,887,771		2,887,771
Commuter Bus System Expansion			
Paratransit ADA P&M	8,045,987		8,045,987
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	65,484		65,484
Annual Depreciation	6,534,955		6,534,955
Contribution To Accounts			-
Total Expenses	\$40,638,217	-	\$40,638,217
Add Back Depreciation	6,534,955		6,534,955
Net Cash Available	\$34,108,762		\$34,108,762
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	614,238		614,238
State Capital Grants	-		-
Total Capital Revenue	\$614,238	-	\$614,238
Capital Expenses			
System P&M			
Equipment & Furnishings	820,318		820,318
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -			-
Replace Vanpool Vans -	988,624		988,624
Replace Staff Vehicles			-
Facilities			
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities	7,945		7,945
Total Capital Expenses	1,816,887		\$1,816,887
Ending Balance December 31, 2015	\$32,906,113	\$9,801,658	\$42,707,771

WSDOT Report - 2016	General Fund	Working Capital	Total
Beginning Balance January 1, 2016	\$32,906,113	\$9,801,658	\$42,707,771
Revenues			
Sales Tax	33,696,773		33,696,773
Motor Vehicle Excise Tax			-
Farebox	4,760,962		4,760,962
Sales Tax Equalization			
Federal Operating Grants	4,302,114		4,302,114
State Operating Grants	1,308,941		1,308,941
Other	2,889,670		2,889,670
Contribution To Accounts	(200,293)	200,293	-
Total Available	\$79,664,280	\$10,001,951	\$89,666,231
Operating Expenses			
Vanpool/Rideshare P&M	1,860,368		1,860,368
Vanpool/Rideshare System Expansion	-		-
Fixed Route P&M	26,278,799		26,278,799
Fixed Route System Expansion			-
Commuter Bus P&M	3,116,024		3,116,024
Commuter Bus System Expansion			-
Paratransit ADA P&M	8,681,951		8,681,951
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	70,660		70,660
Annual Depreciation	6,731,004		6,731,004
Contribution To Accounts			-
Total Expenses	\$46,738,807	-	\$46,738,807
Add Back Depreciation	6,731,004		6,731,004
Net Cash Available	\$39,656,477		\$39,656,477
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	8,246,526		8,246,526
State/Local Capital Grants	22,500		22,500
Total Capital Revenue	\$8,269,026	-	\$8,269,026
Capital Expenses			
System P&M			
Equipment & Furnishings	555,500		555,500
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,049,616		1,049,616
Replace Vanpool Vans -	1,126,510		1,126,510
Replace Staff Vehicles	122,100		122,100
Facilities	15,979,782		15,979,782
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$18,833,508		\$18,833,508
Ending Balance December 31, 2016	\$29,091,995	\$10,001,951	\$39,093,946

WSDOT Report - 2017	General Fund	Working Capital	Total
Beginning Balance January 1, 2017	\$29,091,995	\$10,001,951	\$39,093,946
Revenues			
Sales Tax	35,213,128		35,213,128
Motor Vehicle Excise Tax			-
Farebox	5,029,358		5,029,358
Sales Tax Equalization			
Federal Operating Grants	3,732,215		3,732,215
State Operating Grants	385,922		385,922
Other	2,280,122		2,280,122
Contribution To Accounts	(158,881)	158,881	-
Total Available	\$75,573,859	\$10,160,832	\$85,734,691
Operating Expenses			
Vanpool/Rideshare P&M	1,889,921		1,889,921
Vanpool/Rideshare System Expansion	76,358		76,358
Fixed Route P&M	26,619,881		26,619,881
Fixed Route System Expansion			-
Commuter Bus P&M	3,165,522		3,165,522
Commuter Bus System Expansion			
Paratransit ADA P&M	8,819,865		8,819,865
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	71,783		71,783
Annual Depreciation	6,932,934		6,932,934
Contribution To Accounts			-
Total Expenses	\$47,576,264	-	\$47,576,264
Add Back Depreciation	6,932,934		6,932,934
Net Cash Available	\$34,930,529		\$34,930,529
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,037,943		1,037,943
State Capital Grants	320,007		320,007
Total Capital Revenue	\$1,357,950	-	\$1,357,950
Capital Expenses			
System P&M			
Equipment & Furnishings	7,337,000		7,337,000
Replace Coaches -	1,800,000		1,800,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	311,893		311,893
Replace Vanpool Vans -	1,165,938		1,165,938
Replace Staff Vehicles	197,347		197,347
Facilities	4,500,000		
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van	155,947		155,947
Vanpool Van	337,508		337,508
Facilities			-
Total Capital Expenses	\$15,805,633		\$15,805,633
Ending Balance December 31, 2017	\$20,482,846	\$10,160,832	\$30,643,678

WSDOT Report - 2018	General Fund	Working Capital	Total
Beginning Balance January 1, 2018	\$20,482,846	\$10,160,832	\$30,643,678
Revenues			
Sales Tax	37,357,607		37,357,607
Motor Vehicle Excise Tax			-
Farebox	5,213,432		5,213,432
Sales Tax Equalization			
Federal Operating Grants	3,273,399		3,273,399
State Operating Grants	385,922		385,922
Other	1,065,916		1,065,916
Contribution To Accounts	(482,014)	482,014	-
Total Available	\$67,297,108	\$10,642,846	\$77,939,954
Operating Expenses			
Vanpool/Rideshare P&M	2,059,556		2,059,556
Vanpool/Rideshare System Expansion	79,981		79,981
Fixed Route P&M	27,802,705		27,802,705
Fixed Route System Expansion			-
Commuter Bus P&M	3,315,689		3,315,689
Commuter Bus System Expansion			-
Paratransit ADA P&M	9,238,265		9,238,265
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	75,188		75,188
Annual Depreciation	7,140,922		7,140,922
Contribution To Accounts			-
Total Expenses	\$49,712,306	-	\$49,712,306
Add Back Depreciation	7,140,922		7,140,922
Net Cash Available	\$24,725,724		\$24,725,724
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	3,574,865		3,574,865
State Capital Grants	329,457		329,457
Total Capital Revenue	\$3,904,322	-	\$3,904,322
Capital Expenses			
System P&M			
Equipment & Furnishings	5,293,000		5,293,000
Replace Coaches -	3,151,425		3,151,425
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	2,905,287		2,905,287
Replace Vanpool Vans -	1,174,992		1,174,992
Replace Staff Vehicles	269,764		269,764
Facilities	443,000		443,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	349,322		349,322
Facilities			-
Total Capital Expenses	\$13,586,790		\$13,586,790
Ending Balance December 31, 2018	\$15,043,256	\$10,642,846	\$25,686,102

WSDOT Report - 2019	General Fund	Working Capital	Total
Beginning Balance January 1, 2018	\$15,043,256	\$10,642,846	\$25,686,102
Revenues			
Sales Tax	38,478,335		38,478,335
Motor Vehicle Excise Tax			-
Farebox	5,401,440		5,401,440
Sales Tax Equalization			
Federal Operating Grants	3,338,867		3,338,867
State Operating Grants	385,922		385,922
Other	978,344		978,344
Contribution To Accounts	(494,070)	494,070	-
Total Available	\$63,132,094	\$11,136,916	\$74,269,010
Operating Expenses			
Vanpool/Rideshare P&M	2,238,860		2,238,860
Vanpool/Rideshare System Expansion	83,694		83,694
Fixed Route P&M	29,009,690		29,009,690
Fixed Route System Expansion			-
Commuter Bus P&M	3,469,613		3,469,613
Commuter Bus System Expansion			
Paratransit ADA P&M	9,667,131		9,667,131
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	78,678		78,678
Annual Depreciation	7,355,149		7,355,149
Contribution To Accounts			-
Total Expenses	\$51,902,814	-	\$51,902,814
Add Back Depreciation	7,355,149		7,355,149
Net Cash Available	\$18,584,429		\$18,584,429
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	25,530,092		25,530,092
State Capital Grants	339,239		339,239
Total Capital Revenue	\$25,869,331	-	\$25,869,331
Capital Expenses			
System P&M			
Equipment & Furnishings	100,000		100,000
Replace Coaches -	5,345,964		5,345,964
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	366,938		366,938
Replace Vanpool Vans -	986,041		986,041
Replace Staff Vehicles	55,426		55,426
Facilities	1,869,000		1,869,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	361,548		361,548
Facilities	27,463,203		27,463,203
Total Capital Expenses	\$36,548,120		\$36,548,120
Ending Balance December 31, 2019	\$7,905,640	\$11,136,916	\$19,042,556

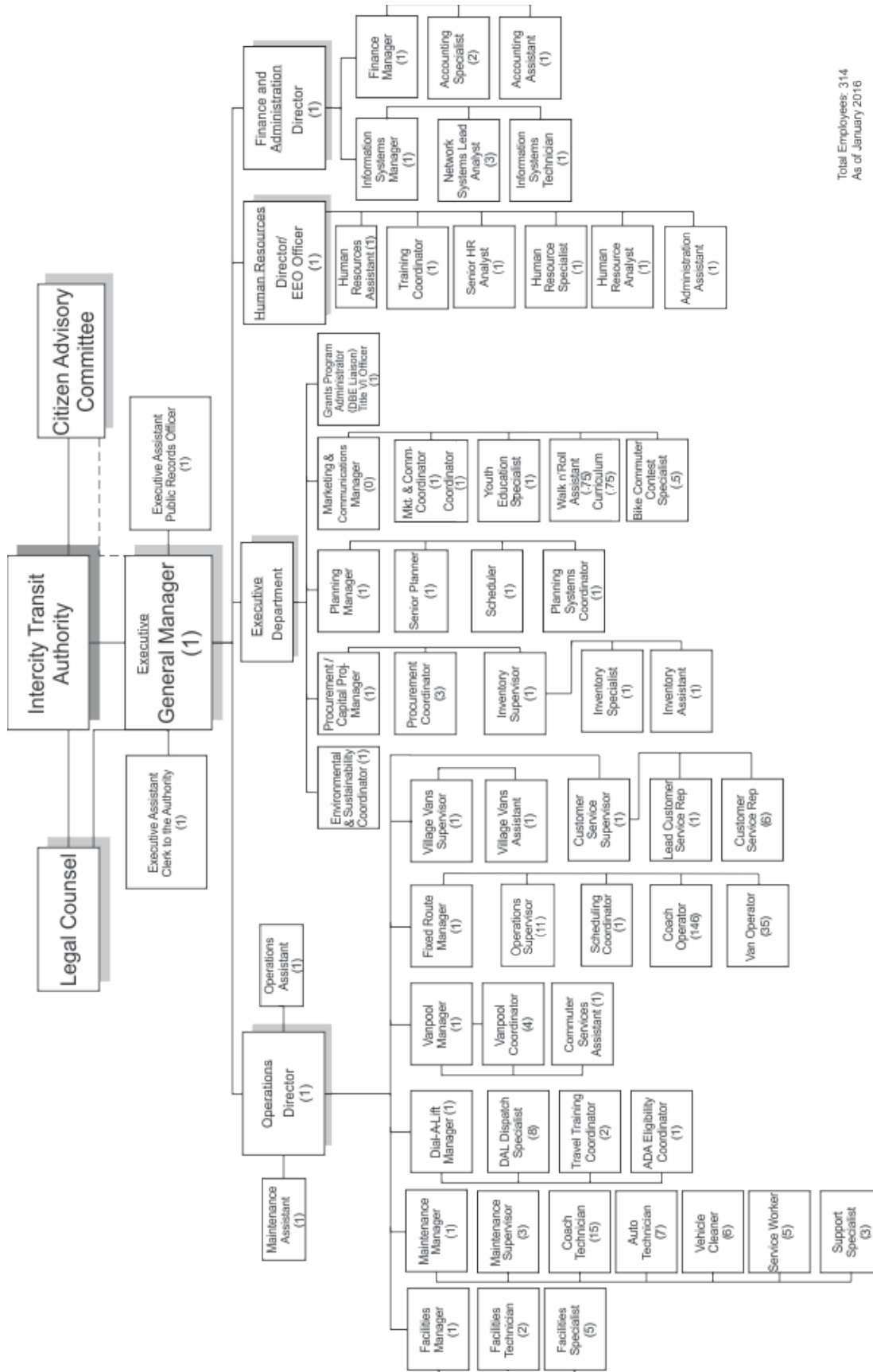
WSDOT Report - 2020	General Fund	Working Capital	Total
Beginning Balance January 1, 2018	\$7,905,640	\$11,136,916	\$19,042,556
Revenues			
Sales Tax	39,632,685		39,632,685
Motor Vehicle Excise Tax			-
Farebox	5,593,485		5,593,485
Sales Tax Equalization			
Federal Operating Grants	3,405,644		3,405,644
State Operating Grants	385,922		385,922
Other	857,498		857,498
Contribution To Accounts	(404,206)	404,206	-
Total Available	\$57,376,668	\$11,541,122	\$68,917,790
Operating Expenses			
Vanpool/Rideshare P&M	2,406,849		2,406,849
Vanpool/Rideshare System Expansion	86,731		86,731
Fixed Route P&M	29,975,843		29,975,843
Fixed Route System Expansion			-
Commuter Bus P&M	3,595,540		3,595,540
Commuter Bus System Expansion			
Paratransit ADA P&M	10,017,992		10,017,992
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	81,534		81,534
Annual Depreciation	7,575,804		7,575,804
Contribution To Accounts			-
Total Expenses	\$53,740,292	-	\$53,740,292
Add Back Depreciation	7,575,804		7,575,804
Net Cash Available	\$11,212,180		\$11,212,180
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	10,834,888		10,834,888
State Capital Grants	349,361		349,361
Total Capital Revenue	\$11,184,249	-	\$11,184,249
Capital Expenses			
System P&M			
Equipment & Furnishings	287,500		287,500
Replace Coaches -	14,209,223		14,209,223
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,729,009		1,729,009
Replace Vanpool Vans -	1,871,008		1,871,008
Replace Staff Vehicles			-
Facilities	290,000		290,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	374,202		374,202
Facilities			-
Total Capital Expenses	\$18,760,941		\$18,760,941
Ending Balance December 31, 2020	\$3,635,488	\$11,541,122	\$15,176,610

WSDOT Report - 2021	General Fund	Working Capital	Total
Beginning Balance January 1, 2018	\$3,635,488	\$11,541,122	\$15,176,610
Revenues			
Sales Tax	40,821,666		40,821,666
Motor Vehicle Excise Tax			-
Farebox	5,789,815		5,789,815
Sales Tax Equalization			
Federal Operating Grants	3,473,757		3,473,757
State Operating Grants	385,922		385,922
Other	792,548		792,548
Contribution To Accounts	(477,780)	477,780	-
Total Available	\$54,421,416	\$12,018,902	\$66,440,318
Operating Expenses			
Vanpool/Rideshare P&M	2,418,703		2,418,703
Vanpool/Rideshare System Expansion	87,158		87,158
Fixed Route P&M	31,807,234		31,807,234
Fixed Route System Expansion			-
Commuter Bus P&M	3,613,248		3,613,248
Commuter Bus System Expansion			
Paratransit ADA P&M	10,067,331		10,067,331
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	81,936		81,936
Annual Depreciation	7,575,804		7,575,804
Contribution To Accounts			-
Total Expenses	\$55,651,414	-	\$55,651,414
Add Back Depreciation	7,575,804		7,575,804
Net Cash Available	\$6,345,806		\$6,345,806
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,385,839		1,385,839
State Capital Grants	1,959,839		1,959,839
Total Capital Revenue	\$3,345,678	-	\$3,345,678
Capital Expenses			
System P&M			
Equipment & Furnishings	557,000		557,000
Replace Coaches -	1,500,000		1,500,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	-		-
Replace Vanpool Vans -	1,795,591		1,795,591
Replace Staff Vehicles	37,600		37,600
Facilities	2,365,000		2,365,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van	178,952		178,952
Vanpool Van	387,284		387,284
Facilities			-
Total Capital Expenses	\$6,821,427		\$6,821,427
Ending Balance December 31, 2021	\$2,870,057	\$12,018,902	\$14,888,959

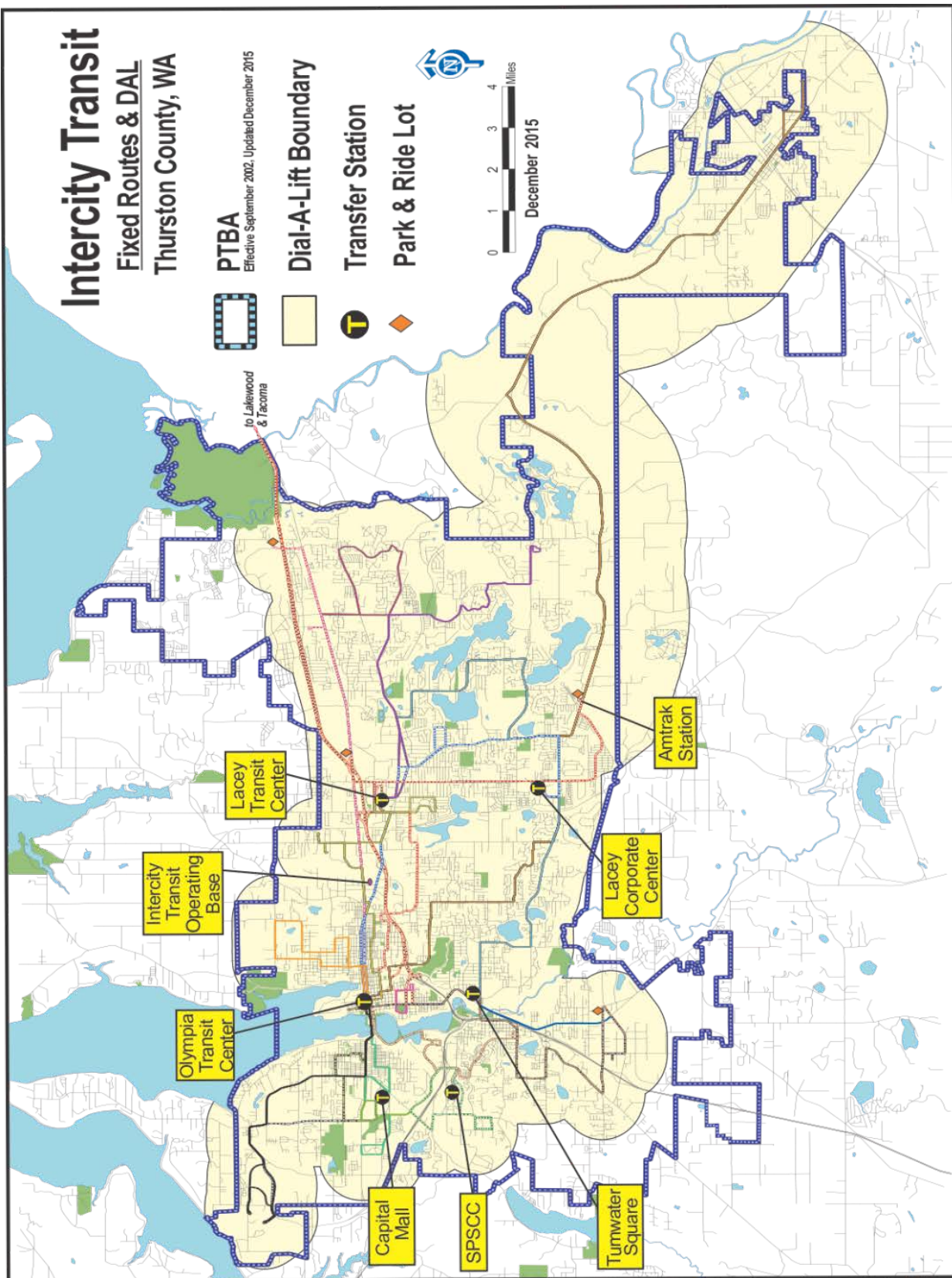
Appendix

Appendix A:	Organizational Chart
Appendix B:	System Map and Service Boundary Map
Appendix C:	Public Management System (WSDOT forms)
Appendix D:	Operating Data

Appendix A



Total Employees: 314
As of January 2016



Intercity Transit Mission:

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision: To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Bus Service in 2015

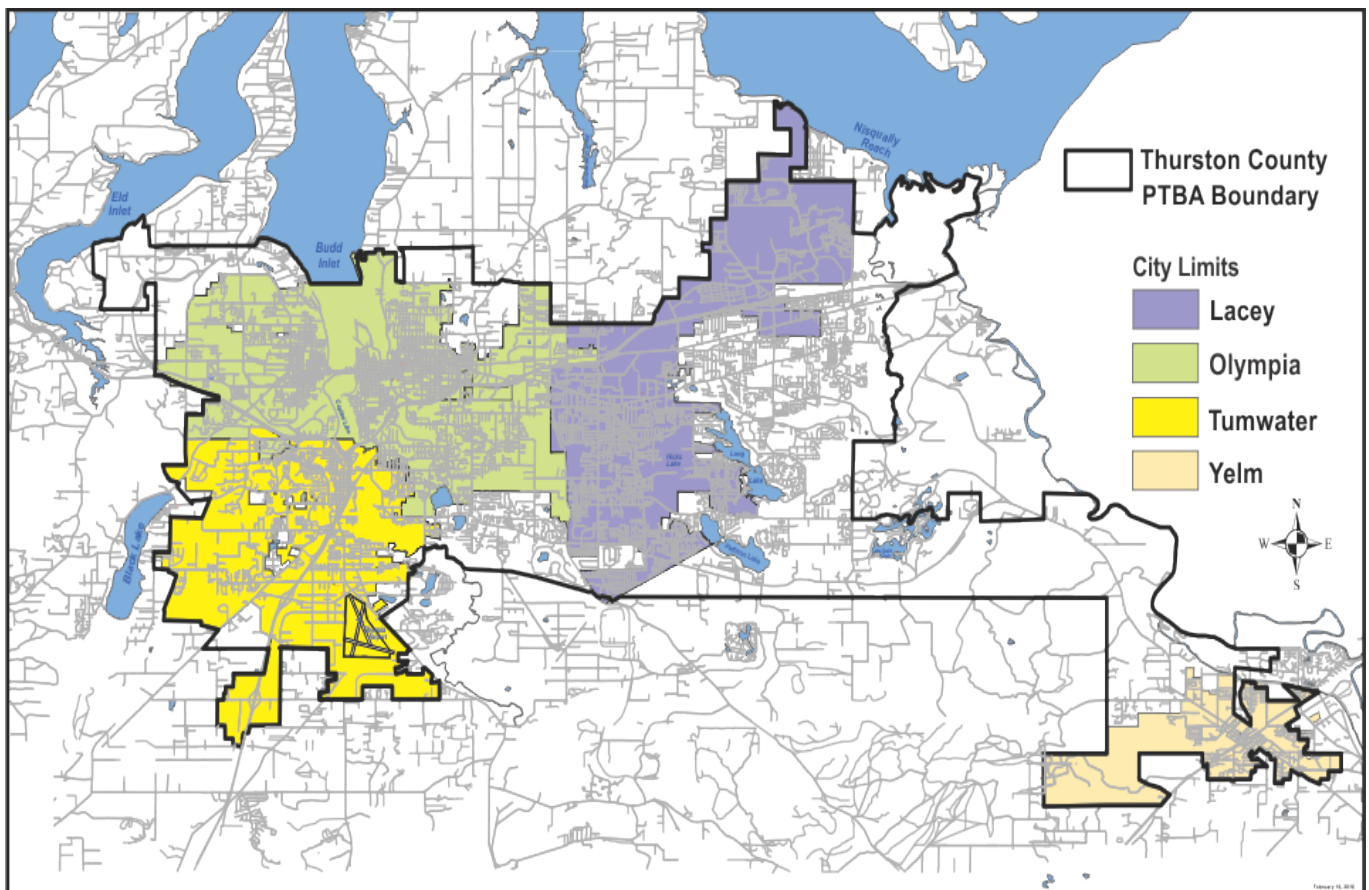
Fixed route service available weekdays on 25 routes, 18 routes operating Saturdays, 15 routes on Sundays. Dial-A-Lift (ADA/paratransit) service available during fixed route service hours. Bus fleet is ADA accessible and all fixed route coaches have two-position bike racks:

- Twenty local routes serving the greater Olympia/Lacey/Tumwater/Yelm area. Connections to Grays Harbor Transit and Mason Transit service (in Olympia) and regional connections to Amtrak and Greyhound service are also available.
- Five inter-county routes provide Express service between Thurston and Pierce Counties with connections to Pierce Transit local service and Sound Transit Express and commuter service in Lakewood and Tacoma. Grant funded contract with Sound Transit for extension of existing route for limited peak trips between Olympia and DuPont with service to Seattle.

Intercity Transit Service Boundary

Approved April 2002, Implemented September 2002,

Updated with City Annexations: 2005 - 2015



Public Management System

I hereby certify that all information reported in this inventory reflects true, accurate and complete information for the agency/organization listed.

Signature and Title (original signed by P. Koleber)

Public Transportation Management System Owned Rolling Stock Inventory

Agency/Organization: Intercity Transit

Date: 1/22/2016

	Year/Make/Model	Vehicle Code	Vehicle Identification Number	Agency Vehicle Number	Current Odometer	Condition (points)	Age Years	Remaining Useful Life (years)	Replacement Cost	ADA Access (yes/no)	Seating Capacity	Fuel Type	WSDOT Title (yes/no)
1	2008/Eldorado/Aerotech	11	1FD4E45P88DA39644	130	204,844	80	7	0	\$133,000	yes	12	BD	no
2	2008/Eldorado/Aerotech	11	1FD4E45P88DA39645	131	244,575	80	7	0	\$133,000	yes	12	BD	no
3	2008/Eldorado/Aerotech	11	1FD4E45P88DA39646	132	240,368	80	7	0	\$133,000	yes	12	BD	no
4	2008/Eldorado/Aerotech	11	1FD4E45P18DA39647	133	247,127	80	7	0	\$133,000	yes	12	BD	no
5	2008/Eldorado/Aerotech	11	1FD4E45P38DA39648	134	202,588	80	7	0	\$133,000	yes	12	BD	no
6	2009/Eldorado/Aerotech	11	1FDFE45P99DA72356	140	162,006	80	6	1	\$133,000	yes	12	BD	no
7	2009/Eldorado/Aerotech	11	1FDE45P09DA72357	141	158,918	80	6	1	\$133,000	yes	12	BD	no
8	2011 Eldorado/Aerotech	11	1GB6G5BL5B1121747	150	101,608	90	4	3	\$133,000	yes	12	BD	no
9	2011 Eldorado/Aerotech	11	1GB6G5BL9B1121783	151	115,114	90	4	3	\$133,000	yes	12	BD	no
10	2011 Eldorado/Aerotech	11	1GB6G5BL3B1122279	152	98,943	90	4	3	\$133,000	yes	12	BD	no
11	2011 Eldorado/Aerotech	11	1GB6G5BL3B1121892	153	120,629	90	4	3	\$133,000	yes	12	BD	no
12	2011 Eldorado/Aerotech	11	1GB6G5BL7B1122351	154	123,405	90	4	3	\$133,000	yes	12	BD	no
13	2011 Eldorado/Aerotech	11	1GB6G5BL4B1122307	155	114,455	90	4	3	\$133,000	yes	12	BD	no
14	2011 Eldorado/Aerotech	11	1GB6G5BL1B1122085	156	101,267	90	4	3	\$133,000	yes	12	BD	no
15	2011 Eldorado/Aerotech	11	1GB6G5BL0B1124264	157	123,927	90	4	3	\$133,000	yes	12	BD	no
16	2011 Eldorado/Aerotech	11	1GB6G5BL0B1124202	158	127,872	90	4	3	\$133,000	yes	12	BD	no
17	2011 Eldorado/Aerotech	11	1GB6G5BL2B1154169	159	123,227	90	4	3	\$133,000	yes	12	BD	no
18	2011 Eldorado/Aerotech	11	1GB6G5BL9B1154234	160	119,744	90	4	3	\$133,000	yes	12	BD	no
19	2011 Eldorado/Aerotech	11	1GB6G5BL0B1155269	161	102,219	90	4	3	\$133,000	yes	12	BD	no
20	2011 Eldorado/Aerotech	11	1GB6G5BL4B1155128	162	104,233	90	4	3	\$133,000	yes	12	BD	no
21	2011 Eldorado/Aerotech	11	1GB6G5BL9B1156128	163	103,104	90	4	3	\$133,000	yes	12	BD	no
22	2011 Eldorado/Aerotech	11	1GB6G5BL0B1155076	164	119,512	90	4	3	\$133,000	yes	12	BD	no
23	2011 Eldorado/Aerotech	11	1GB6G5BL8B1155617	165	112,064	90	4	3	\$133,000	yes	12	BD	no
24	2011 Eldorado/Aerotech	11	1GB6G5BL2B1155872	166	127,065	90	4	3	\$133,000	yes	12	BD	no
25	2011 Eldorado/Aerotech	11	1GB6G5BL5B1154781	167	111,490	90	4	4	\$133,000	yes	12	BD	no
26	2012 Eldorado/Aerotech	11	1GB6G5BL4C1180905	170	78,346	90	3	4	\$133,000	yes	12	BD	no
27	2012 Eldorado/Aerotech	11	1GB6G5BLXC1181606	171	90,366	90	3	4	\$133,000	yes	12	BD	no
28	2012 Eldorado/Aerotech	11	1GB6G5BL7C1182857	172	80,747	90	3	4	\$133,000	yes	12	BD	no
29	2012 Eldorado/Aerotech	11	1GB6G5BL0C1182196	173	93,726	90	3	4	\$133,000	yes	12	BD	no
30	2012 Eldorado/Aerotech	11	1GB6G5BL9C1182567	174	87,157	90	3	4	\$133,000	yes	12	BD	no
31	2012 Eldorado/Aerotech	11	1GB6G5BL0C1182585	175	69,298	90	3	4	\$133,000	yes	12	BD	no
32	2012 Eldorado/Aerotech	11	1GB6G5BL3C1181642	176	70,075	90	3	4	\$133,000	yes	12	BD	no
33	2012 Eldorado/Aerotech	11	1GB6G5BL6C1181358	177	79,916	90	3	4	\$133,000	yes	12	BD	no
34	2012 Eldorado/Aerotech	11	1GB6G5BL6C1181926	178	84,851	90	3	4	\$133,000	yes	12	BD	no
35	2012 Eldorado/Aerotech	11	1GB6G5BL9C1180477	179	88,890	90	3	5	\$133,000	yes	12	BD	no
36	2010/Gillig Hybrid	10	15GGD3013A1177058	400	272,353	100	5	10	\$630,700	yes	38	DE	no

	Year/Make/Model	Vehicle Code	Vehicle Identification Number	Agency Vehicle Number	Current Odometer	Condition (points)	Age Years	Remaining Useful Life (years)	Replacement Cost	ADA Access (yes/no)	Seating Capacity	Fuel Type	WSDOT Title (yes/no)
37	2010/Gillig Hybrid	10	15GGD3013A1177059	401	286,382	100	5	10	\$630,700	yes	38	DE	no
38	2010/Gillig Hybrid	10	15GGD3013A177060	402	318,857	100	5	10	\$630,700	yes	38	DE	no
39	2010/Gillig Hybrid	10	15GGD3011A177061	403	321,405	100	5	10	\$630,700	yes	38	DE	no
40	2010/Gillig Hybrid	10	15GGD3013A1177062	404	297,196	100	5	10	\$630,700	yes	38	DE	no
41	2010/Gillig Hybrid	10	15GGD3015A1177063	405	311,737	100	5	10	\$630,700	yes	38	DE	no
42	2012 Gillig Hybrid	10	15GGD3014C1180619	410	220,466	100	3	12	\$630,700	yes	38	DE	no
43	2012 Gillig Hybrid	10	15GGD3010C1180620	411	178,844	100	3	12	\$630,700	yes	38	DE	no
45	2012 Gillig Hybrid	10	15GGD3012C1180621	412	196,034	100	3	12	\$630,700	yes	38	DE	no
46	2012 Gillig Hybrid	10	15GGD3014C1180622	413	182,651	100	3	12	\$630,700	yes	38	DE	no
47	2012 Gillig Hybrid	10	15GGD3016C1180623	414	224,325	100	3	12	\$630,700	yes	38	DE	no
48	2012 Gillig Hybrid	10	15GGD3018C1180624	415	190,071	100	3	12	\$630,700	yes	38	DE	no
49	2012 Gillig Hybrid	10	15GGD301XC1180625	416	208,849	100	3	12	\$630,700	yes	38	DE	no
50	2014 Gillig Hybrid	10	15GGD3015E1184391	420	91,636	100	1	14	\$630,700	yes	38	DE	no
52	2014 Gillig Hybrid	10	15GGD3017E1184392	421	88,804	100	1	14	\$630,700	yes	38	DE	no
53	2014 Gillig Hybrid	10	15GGD3019E1184393	422	92,994	100	1	14	\$630,700	yes	38	DE	no
54	2014 Gillig Hybrid	10	15GGD3010E1184394	423	87,968	100	1	14	\$630,700	yes	38	DE	no
55	2014 Gillig Hybrid	10	15GGD3012E1184395	424	92,205	100	1	14	\$630,700	yes	38	DE	no
56	2014 Gillig Hybrid	10	15GGD3014E1184396	425	90,392	100	1	14	\$630,700	yes	38	DE	no
57	2014 Gillig Hybrid	10	15GGD3016E1184397	426	96,034	100	1	14	\$630,700	yes	38	DE	no
58	2014 Gillig Hybrid	10	15GGD3018E1184398	427	83,729	100	1	14	\$630,700	yes	38	DE	no
59	2014 Gillig Hybrid	10	15GGD301XE1184399	428	101,751	100	1	14	\$630,700	yes	38	DE	no
60	2014 Gillig Hybrid	10	15GGD3012E1184400	429	81,897	100	1	14	\$630,700	yes	38	DE	no
61	2004 Gillig Lowfloor	2	15GGB201241070833	920	526,391	80	11	4	\$323,000	yes	31	BD	no
62	2004 Gillig Lowfloor	2	15GGB201441070834	921	538,749	80	11	4	\$323,000	yes	31	BD	no
63	2004 Gillig Lowfloor	2	15GGB201641070835	922	516,716	80	11	4	\$323,000	yes	31	BD	no
64	2004 Gillig Lowfloor	2	15GGB201841070836	923	504,045	80	11	4	\$323,000	yes	31	BD	no
65	2004 Gillig Lowfloor	2	15GGB201X41070837	924	445,831	80	11	4	\$323,000	yes	31	BD	no
66	2004 Gillig Lowfloor	2	15GGB201141070838	925	476,035	80	11	4	\$323,000	yes	31	BD	no
67	2004 Gillig Lowfloor	2	15GGB201341070839	926	553,422	80	11	4	\$323,000	yes	31	BD	no
68	2004 Gillig Lowfloor	2	15GGB201131070840	927	540,488	80	11	4	\$323,000	yes	31	BD	no
69	2005 Gillig Lowfloor	2	15GGB291151075106	930	567,029	80	10	5	\$323,000	yes	32	BD	no
70	2005 Gillig Lowfloor	2	15GGB291351075107	931	563,157	80	10	5	\$323,000	yes	32	BD	no
71	2005 Gillig Lowfloor	2	15GGB291551075108	932	585,534	80	10	5	\$323,000	yes	32	BD	no
72	2005 Gillig Lowfloor	2	15GGV291751075109	933	528,339	80	10	5	\$323,000	yes	32	BD	no
73	2005 Gillig Lowfloor	2	15GGB291951075256	934	531,024	80	10	5	\$323,000	yes	32	BD	no
74	2005 Gillig Lowfloor	2	1555B291951075257	935	610,137	80	10	5	\$323,000	yes	32	BD	no
75	2005 Gillig Lowfloor	2	15GGB291951075258	936	513,709	80	10	5	\$323,000	yes	32	BD	no
76	2005 Gillig Lowfloor	2	15GGB291951075259	937	483,540	80	10	5	\$323,000	yes	32	BD	no
77	2005 Gillig Lowfloor	2	15GGB291651076509	940	496,133	80	10	5	\$323,000	yes	32	BD	no
78	2005 Gillig Lowfloor	2	15GGB291251076510	941	438,402	80	10	5	\$323,000	yes	32	BD	no
79	2005 Gillig Lowfloor	2	15GGB291451076511	942	450,418	80	10	5	\$323,000	yes	32	BD	no
80	2005 Gillig Lowfloor	2	15GGB291651076512	943	431,038	80	10	5	\$323,000	yes	32	BD	no
81	2005 Gillig Lowfloor	2	15GGB291851076513	944	475,215	80	10	5	\$323,000	yes	32	BD	no

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82	2005 Gillig Lowfloor	4	15GGE291451091095	950	153,225	80	10	5	\$300,000	yes	22	BD	no
83	2005 Gillig Lowfloor	4	15GGE291651091096	951	185,930	80	10	5	\$300,000	yes	22	BD	no
84	2005 Gillig Lowfloor	4	15GGE291851091097	952	180,478	80	10	5	\$300,000	yes	22	BD	no
85	2005 Gillig Lowfloor	4	15GGE291X51091098	953	158,781	80	10	5	\$300,000	yes	22	BD	no
86	2007 Gillig Lowfloor	2	15GGD271871077683	960	413,649	90	8	7	\$323,000	yes	32	BD	no
87	2007 Gillig Lowfloor	2	15GGB271X71077684	961	410,036	90	8	7	\$323,000	yes	32	BD	no
88	2007 Gillig Lowfloor	2	15GGB271171077685	962	416,533	90	8	7	\$323,000	yes	32	BD	no
89	2007 Gillig Lowfloor	2	15GGB271371077686	963	417,854	90	8	7	\$323,000	yes	32	BD	no
90	2007 Gillig Lowfloor	2	15GGB271571077687	964	415,395	90	8	7	\$323,000	yes	32	BD	no
91	2007 Gillig Lowfloor	4	15GGE271471091376	970	197,902	90	8	7	\$300,000	yes	22	BD	no
92	2007 Gillig Lowfloor	4	15GGE271671091377	971	259,142	90	8	7	\$300,000	yes	22	BD	no
93	2007 Gillig Lowfloor	4	15GGE271871091378	972	330,459	90	8	7	\$300,000	yes	22	BD	no
94	2007 Gillig Lowfloor	4	15GGE271X71091379	973	194,561	90	8	7	\$300,000	yes	22	BD	no
95	2007 Gillig Lowfloor	4	15GGE271671091380	974	251,857	90	8	7	\$300,000	yes	22	BD	no
96	2007 Gillig Lowfloor	4	15GGE271871091381	975	200,958	90	8	7	\$300,000	yes	22	BD	no
97	2007 Gillig Lowfloor	4	15GGE271X71091382	976	260,228	90	8	7	\$300,000	yes	22	BD	no
98	2007 Gillig Lowfloor	4	15GGE271171091383	977	269,850	90	8	7	\$300,000	yes	22	BD	no
99	2007 Gillig Lowfloor	2	15GGB271571078385	980	368,654	90	8	7	\$323,000	yes	32	BD	no
100	2007 Gillig Lowfloor	2	15GGB27177078386	981	378,455	90	8	7	\$323,000	yes	32	BD	no
101	2007 Gillig Lowfloor	2	15GGB27191078387	982	386,011	90	8	7	\$323,000	yes	32	BD	no
102	2007 Gillig Lowfloor	2	15GGB271071078388	983	345,896	90	8	7	\$323,000	yes	32	BD	no
103	2007 Gillig Lowfloor	2	15GGB271271078389	984	371,364	90	8	7	\$323,000	yes	32	BD	no
104	2007 Gillig Lowfloor	1	15GGD271671078390	990	468,610	90	8	7	\$323,000	yes	32	BD	no
105	2007 Gillig Lowfloor	1	15GGD271871078391	991	433,424	90	8	7	\$323,000	yes	32	BD	no
106	2007 Gillig Lowfloor	1	15GGD271X71078392	992	445,489	90	8	7	\$323,000	yes	32	BD	no
107	2007 Gillig Lowfloor	1	15GGD271171078393	993	409,722	90	8	7	\$323,000	yes	32	BD	no
108	2007 Gillig Lowfloor	1	15GGD271371078394	994	501,451	90	8	7	\$323,000	yes	32	BD	no
109	2006 Dodge Caravan	13	1D8GP12R1B8637752	1531	115,567	90	8	0	\$22,000	no	7	GA	yes
110	2006 Ford Econoline	13	1FBNE31L66DA24651	1542	113,534	90	8	0	\$24,320	no	12	GA	yes
111	2004 Ford Econoline	14	1FTE34L54HB35935	1576	41,622	50	11	0	\$48,000	yes	9	GA	no
112	2005 Ford Econoline	13	1FBNE31L15HB38564	1789	71,701	50	10	0	\$24,320	no	12	GA	no
113	2012 MV-1	14	523MF1A65CM101163	1806	44,194	80	3	4	\$48,000	yes	4	GA	no
114	2014 Chevy Express	14	1GNWGRFA7E1212784	1807	24,598	90	1	6	\$22,000	yes	4	GA	no
115	2014 Chevy Express	14	1GAWGRFA0E1212854	1808	24,730	90	1	6	\$22,000	yes	4	GA	no
116	2007 Chevy Express	13	1GAHG35U171188987	1821	110,076	50	8	0	\$24,320	no	12	GA	no
117	2007 Chevy Express	13	1GAHG35U671189259	1823	104,419	50	8	0	\$24,320	no	12	GA	no
118	2007 Chevy Express	13	1GAHG35U971189143	1825	87,639	50	8	0	\$24,320	no	12	GA	no
119	2007 Chevy Express	13	1GAHG35U971189952	1829	115,034	50	8	0	\$26,910	no	12	GA	no
120	2007 Chevy Express	13	1GAHG35U671189603	1830	98,096	50	8	0	\$24,320	no	12	GA	no
121	2007 Chevy Express	14	1GAHG35U971189112	1831	102,049	50	8	0	\$24,320	no	12	GA	no
122	2007 Chevy Express	13	1GAHG35U071190276	1842	97,537	50	8	0	\$24,320	no	12	GA	yes
123	2007 Chevy Express	13	1GAHG35U671191139	1844	96,821	50	8	0	\$24,320	no	12	GA	yes
124	2007 Chevy Express	13	1GAHG35U471190152	1845	100,902	50	8	0	\$24,320	no	12	GA	yes
125	2007 Chevy Express	13	1GAHG35U971191118	1847	91,571	50	8	0	\$24,320	no	12	GA	yes
126	2007 Chevy Express	14	1GAHG35U771189447	1855	102,747	50	8	0	\$24,320	no	12	GA	yes

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127	2007 Chevy Express	13	1GAHG35U471191317	1857	93,313	50	8	0	\$24,320	no	12	GA	yes
128	2007 Chevy Express	13	1GAHG35U171190576	1860	107,593	50	8	0	\$24,320	no	12	GA	yes
129	2007 Chevy Express	13	1GAHG35U471239477	1862	99,975	50	8	0	\$24,320	no	12	GA	no
130	2008 Chevy Uplander	13	1GNDV23W38D197613	1901	89,953	50	7	0	\$22,000	no	7	GA	no
131	2008 Chevy Uplander	13	1GNDV23W48D196485	1904	104,800	50	7	0	\$22,000	no	7	GA	no
132	2008 Chevy Uplander	13	1GNDV23W78D196741	1905	93,347	50	7	0	\$22,000	no	7	GA	no
133	2008 Chevy Uplander	13	1GNDV23W38D197621	1906	86,029	50	7	0	\$22,000	no	7	GA	no
134	2008 Chevy Uplander	14	1GNDV23WX8D196491	1907	107,770	50	7	0	\$22,000	no	7	GA	no
135	2008 Chevy Uplander	13	1GNDV23W08D208549	1909	77,300	50	7	0	\$22,000	no	7	GA	no
136	2008 Chevy Uplander	13	1GNDV23W08D208440	1910	74,966	50	7	0	\$22,000	no	7	GA	no
137	2008 Chevy Uplander	13	1GNDV23W98D207917	1911	96,269	50	7	0	\$22,000	no	7	GA	no
138	2008 Chevy Uplander	13	1GNDV23WX8D207828	1912	67,516	50	7	0	\$22,000	no	7	GA	no
139	2008 Chevy Uplander	13	1GNDV23W48D207825	1913	112,827	50	7	0	\$22,000	no	7	GA	no
140	2008 Chevy Uplander	13	1GNDV23W88D206547	1915	114,114	50	7	0	\$22,000	no	7	GA	no
141	2008 Chevy Uplander	14	1GNDV23W88D208752	1917	116,715	50	7	0	\$22,000	no	7	GA	no
142	2008 Chevy Express	13	1GAHG35K681217707	1920	55,549	50	7	0	\$24,320	no	12	GA	yes
143	2008 Chevy Express	13	1GAHG35K881217711	1921	98,491	50	7	0	\$24,320	no	12	GA	yes
144	2008 Chevy Express	13	1GAHG35K781219854	1923	98,476	50	7	0	\$24,320	no	12	GA	yes
145	2008 Chevy Express	13	1GAHG35K481218340	1925	79,829	50	7	0	\$24,320	no	12	GA	yes
146	2008 Chevy Express	13	1GAHG35K681219148	1926	76,865	50	7	0	\$24,320	no	12	GA	yes
147	2008 Chevy Express	13	1GAHG35K281219132	1927	81,963	50	7	0	\$24,320	no	12	GA	yes
148	2008 Chevy Express	13	1GAHG35KX81220528	1928	52,836	50	7	0	\$24,320	no	12	GA	yes
149	2008 Chevy Express	13	1GAHG35K181220627	1929	52,475	50	7	0	\$24,320	no	12	GA	yes
150	2008 Chevy Express	13	1GAHG35K481220704	1930	65,902	50	7	0	\$24,320	no	12	GA	yes
151	2008 Chevy Express	13	1GAHG35K181219459	1939	96,181	50	7	0	\$24,320	no	12	GA	no
152	2008 Chevy Express	13	1GAHG35K381220015	1943	70,061	50	7	0	\$24,320	no	12	GA	no
153	2008 Chevy Express	13	1GAHG35K581220419	1944	68,478	50	7	0	\$24,320	no	12	GA	no
154	2008 Chevy Express	13	1GAHG35KX81233733	1946	89,276	50	7	0	\$24,320	no	12	GA	no
155	2008 Chevy Express	13	1GAHG39K381218971	1950	111,797	50	7	0	\$26,910	no	15	GA	no
156	2009 Toyota Sienna	13	5TDZK23C19S278371	2000	88,847	50	6	1	\$22,000	no	7	GA	yes
157	2009 Toyota Sienna	13	5TDZK23C49S278378	2001	149,023	50	6	1	\$22,000	no	7	GA	yes
158	2009 Toyota Sienna	13	5TDZK23C19S278872	2002	68,571	50	6	1	\$22,000	no	7	GA	yes
159	2009 Toyota Sienna	13	5TDZK23C19S279232	2003	73,631	50	6	1	\$22,000	no	7	GA	yes
160	2009 Toyota Sienna	13	5TDZK23C39S279666	2004	121,818	50	6	1	\$22,000	no	7	GA	yes
161	2009 Toyota Sienna	13	5TDZK23C29S279206	2005	90,272	50	6	1	\$22,000	no	7	GA	yes
162	2009 Toyota Sienna	13	5TDZK23CX9S278823	2006	97,838	50	6	1	\$22,000	no	7	GA	yes
163	2009 Toyota Sienna	13	5TDZK23C89S280179	2007	126,566	50	6	1	\$22,000	no	7	GA	yes
164	2009 Toyota Sienna	13	5TDZK23C19S280203	2008	91,552	50	6	1	\$22,000	no	7	GA	yes
165	2009 Toyota Sienna	13	5TDZK23C89S279677	2009	87,691	50	6	1	\$22,000	no	7	GA	yes
166	2009 Toyota Sienna	13	5TDZK23C49S282916	2020	125,064	50	6	1	\$22,000	no	7	GA	no
167	2009 Toyota Sienna	13	5TDZK23C69S283145	2021	72,035	50	6	1	\$22,000	no	7	GA	no
168	2009 Toyota Sienna	13	5TDZK23C19S282307	2022	88,282	50	6	1	\$22,000	no	7	GA	no
169	2009 Toyota Sienna	13	5TDZK23C69S282956	2023	47,253	50	6	1	\$22,000	no	7	GA	no
170	2009 Toyota Sienna	13	5TDZK23C99S282328	2024	52,450	50	6	1	\$22,000	no	7	GA	no

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171	2009 Toyota Sienna	13	5TDZK23C79S282635	2025	76,510	50	6	1	\$22,000	no	7	GA	no
172	2009 Toyota Sienna	13	5TDZK23C49S283161	2026	95,350	50	6	1	\$22,000	no	7	GA	no
173	2009 Toyota Sienna	13	5TDZK23C19S283375	2027	74,178	50	6	1	\$22,000	no	7	GA	no
174	2009 Toyota Sienna	13	5TDZK23C19S283389	2028	139,373	50	6	1	\$22,000	no	7	GA	no
175	2009 Toyota Sienna	13	5TDZK23C09S282640	2029	88,459	50	6	1	\$22,000	no	7	GA	no
176	2009 Toyota Sienna	13	5TDZK23C09S282282	2030	79,214	50	6	1	\$22,000	no	7	GA	no
177	2009 Toyota Sienna	13	5TDZK23C79S284997	2031	92,421	50	6	1	\$22,000	no	7	GA	no
178	2009 Toyota Sienna	13	5TDZK23C09S284727	2032	78,959	50	6	1	\$22,000	no	7	GA	no
179	2009 Toyota Sienna	13	5TDZK23C19S285854	2033	81,667	50	6	1	\$22,000	no	7	GA	yes
180	2009 Toyota Sienna	13	5TDZK23C49S286349	2034	100,325	50	6	1	\$22,000	no	7	GA	yes
181	2009 Toyota Sienna	13	5TDZK23CX9S286355	2035	161,720	50	6	1	\$22,000	no	7	GA	yes
182	2009 Toyota Sienna	13	5TDZK23C19S286597	2036	64,384	50	6	1	\$22,000	no	7	GA	yes
183	2009 Chevy Express	13	1GAHG35K791155459	2051	103,978	50	6	1	\$24,320	no	12	GA	no
184	2009 Chevy Express	13	1GAHG35K591155282	2052	91,247	50	6	1	\$24,320	no	12	GA	no
185	2009 Chevy Express	13	1GAHG35K391156673	2053	59,727	50	6	1	\$24,320	no	12	GA	no
186	2009 Chevy Express	13	1GAHG35K491156567	2054	105,028	50	6	1	\$24,320	no	12	GA	no
187	2009 Chevy Express	13	1GAHG35KX91156010	2055	99,907	50	6	1	\$24,320	no	12	GA	no
188	2009 Chevy Express	13	1GAHG35K191156705	2056	102,060	50	6	1	\$24,320	no	12	GA	no
189	2009 Chevy Express	13	1GAHG35K791156739	2057	87,378	50	6	1	\$24,320	no	12	GA	no
190	2009 Chevy Express	13	1GAHG35K691156442	2060	62,823	50	6	1	\$24,320	no	12	GA	no
191	2009 Chevy Express	13	1GAHG35K191156607	2061	51,949	50	6	1	\$24,320	no	12	GA	no
192	2009 Chevy Express	13	1GAHG35K291155823	2062	96,922	50	6	1	\$24,320	no	12	GA	no
193	2009 Chevy Express	13	1GAHG35K891166308	2063	69,271	50	6	1	\$24,320	no	12	GA	yes
194	2009 Chevy Express	13	1GAHG35K791166557	2064	112,959	50	6	1	\$24,320	no	12	GA	yes
195	2009 Chevy Express	13	1GAHG39KX91155224	2080	77,811	50	6	1	\$26,910	no	15	GA	no
196	2009 Chevy Express	13	1GAHG39KX91155675	2081	112,608	50	6	1	\$26,910	no	15	GA	no
197	2010 Dodge Caravan	13	2D4RN5D15AR356401	2100	72,188	60	5	2	\$22,000	no	7	GA	no
198	2010 Dodge Caravan	13	2D4RN5D17AR356402	2101	61,941	60	5	2	\$22,000	no	7	GA	no
199	2010 Dodge Caravan	13	2D4RN5D10AR356404	2102	96,786	60	5	2	\$22,000	no	7	GA	no
200	2010 Dodge Caravan	13	2D4RN5D13AR356400	2103	118,410	60	5	2	\$22,000	no	7	GA	no
201	2010 Dodge Caravan	13	2D4RN5D19AR356403	2104	40,489	60	5	2	\$22,000	no	7	GA	no
202	2011 Dodge Caravan	13	2D4RN4DG7BR715120	2110	93,894	70	4	3	\$22,000	no	7	GA	yes
203	2011 Dodge Caravan	13	2D4RN4DG1BR715114	2111	107,341	70	4	3	\$22,000	no	7	GA	yes
204	2011 Dodge Caravan	13	2D4RN4DG3BR715115	2112	96,148	70	4	3	\$22,000	no	7	GA	yes
205	2011 Dodge Caravan	13	2D4RN4DG0BR715119	2113	38,744	70	4	3	\$22,000	no	7	GA	yes
206	2011 Dodge Caravan	13	2D4RN4DG8BR715112	2114	39,452	70	4	3	\$22,000	no	7	GA	yes
207	2011 Dodge Caravan	13	2D4RN4DG0BR715122	2115	48,758	70	4	3	\$22,000	no	7	GA	yes
208	2011 Dodge Caravan	13	2D4RN4DH7BR715117	2116	57,991	70	4	3	\$22,000	no	7	GA	yes
209	2011 Dodge Caravan	13	2D4RN4DG9BR715121	2117	30,990	70	4	3	\$22,000	no	7	GA	yes
210	2011 Dodge Caravan	13	2D4RN4DG9BR715118	2118	83,346	70	4	3	\$22,000	no	7	GA	yes
211	2011 Dodge Caravan	13	2D4RN4DG2BR732486	2119	49,519	70	4	3	\$22,000	no	7	GA	yes
212	2011 Dodge Caravan	13	2D4RN4DGXBR715113	2120	53,861	70	4	3	\$22,000	no	7	GA	yes
213	2011 Dodge Caravan	13	2D4RN4DG5BR715116	2121	48,354	70	4	3	\$22,000	no	7	GA	yes
214	2011 Dodge Caravan	13	2D4RN4DG7BR732497	2122	52,352	70	4	3	\$22,000	no	7	GA	yes
215	2011 Dodge Caravan	13	2D4RN4DG4BR732487	2123	133,487	70	4	3	\$22,000	no	7	GA	yes

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216	2011 Dodge Caravan	13	2D4RN4DG6BR732491	2124	32,859	70	4	3	\$22,000	no	7	GA	yes
217	2011 Dodge Caravan	13	2D4RN4DG3BR732495	2125	56,976	70	4	3	\$22,000	no	7	GA	yes
218	2011 Dodge Caravan	13	2D4RN4DGXBR732493	2126	93,974	70	4	3	\$22,000	no	7	GA	yes
219	2011 Dodge Caravan	13	2D4RN4DG5BR732496	2127	80,503	70	4	3	\$22,000	no	7	GA	yes
220	2011 Dodge Caravan	13	2D4RN4DG0BR788801	2128	59,191	70	4	3	\$22,000	no	7	GA	yes
221	2011 Dodge Caravan	13	2D4RN4DG2BR788802	2129	45,804	70	4	3	\$22,000	no	7	GA	yes
222	2011 Dodge Caravan	13	2D4RN4DGXBR788787	2130	55,231	70	4	3	\$22,000	no	7	GA	yes
223	2011 Dodge Caravan	13	2D4RN4DG1BR788788	2131	66,843	70	4	3	\$22,000	no	7	GA	yes
224	2011 Dodge Caravan	13	2D4RN4DG3BR788789	2132	41,033	70	4	3	\$24,320	no	12	GA	yes
225	2011 Ford Econoline	13	1FBNE3BL9BDA90474	2140	60,241	70	4	3	\$24,320	no	12	GA	yes
226	2011 Ford Econoline	13	1FBNE3BL0BDA90475	2141	95,002	70	4	3	\$24,320	no	12	GA	yes
227	2011 Ford Econoline	13	1FBNE3BL4BDA90480	2142	52,716	70	4	3	\$24,320	no	12	GA	yes
228	2011 Ford Econoline	13	1FBNE3BL8BDA90465	2143	110,120	70	4	3	\$24,320	no	12	GA	yes
229	2011 Ford Econoline	13	1FBNE3BL6BDA90464	2144	92,355	70	4	3	\$24,320	no	12	GA	yes
230	2011 Ford Econoline	13	1FBNE3BL5BDA90472	2145	109,096	70	4	3	\$24,320	no	12	GA	yes
231	2011 Ford Econoline	13	1FBNE3BL5BDA90469	2146	90,420	70	4	3	\$24,320	no	12	GA	yes
232	2011 Ford Econoline	13	1FBNE3BL8BDA90482	2147	94,320	70	4	3	\$24,320	no	12	GA	yes
233	2011 Ford Econoline	13	1FBNE3BL7BDA90473	2148	29,205	70	4	3	\$24,320	no	12	GA	yes
234	2011 Ford Econoline	13	1FBNE3BL1BDA90467	2149	74,494	70	4	3	\$24,320	no	12	GA	yes
235	2011 Ford Econoline	13	1FBNE3BL3BDA90471	2150	68,874	70	4	3	\$24,320	no	12	GA	yes
236	2011 Ford Econoline	13	1FBNE3BL4BDA90477	2151	92,556	70	4	3	\$24,320	no	12	GA	yes
237	2011 Ford Econoline	13	1FBNE3BLXBDA90466	2152	110,848	70	4	3	\$24,320	no	12	GA	yes
238	2011 Ford Econoline	13	1FBNE3BL6BDA90478	2153	106,162	70	4	3	\$24,320	no	12	GA	yes
239	2011 Ford Econoline	13	1FBNE3BL6BDA90481	2154	79,826	70	4	3	\$24,320	no	12	GA	yes
240	2011 Ford Econoline	13	1FBNE3BL1BDA90484	2155	106,890	70	4	3	\$24,320	no	12	GA	yes
241	2011 Ford Econoline	13	1FBNE3BL1BDA90470	2156	108,835	70	4	3	\$24,320	no	12	GA	yes
242	2011 Ford Econoline	13	1FBNE3BL8BDA90479	2157	105,824	70	4	3	\$24,320	no	12	GA	yes
243	2011 Ford Econoline	13	1FBNE3BLXBDA90483	2158	81,990	70	4	3	\$24,320	no	12	GA	yes
244	2011 Ford Econoline	13	1FBNE3BL3BDA90468	2159	83,248	70	4	3	\$24,320	no	12	GA	yes
245	2011 Ford Econoline	13	1FBNE3BL2BDA90476	2160	105,975	70	4	3	\$24,320	no	12	GA	yes
246	2011 Ford Econoline	13	1FBSS3BL6BDA90492	2170	67,909	70	4	3	\$26,910	no	15	GA	yes
247	2011 Ford Econoline	13	1FBSS3BLXBDA90494	2171	70,361	70	4	3	\$26,910	no	15	GA	yes
248	2011 Ford Econoline	13	1FBSS3BL8BDA90493	2172	50,329	70	4	3	\$26,910	no	15	GA	yes
249	2012 Dodge Caravan	13	2C4RDGBG7CR281433	2200	32,431	80	3	4	\$22,000	no	7	GA	yes
250	2012 Dodge Caravan	13	2C4RDGBG8CR281442	2201	49,519	80	3	4	\$22,000	no	7	GA	yes
251	2012 Dodge Caravan	13	2C4RDGBG9CR281434	2202	55,424	80	3	4	\$22,000	no	7	GA	yes
252	2012 Dodge Caravan	13	2C4RDGBG1CR281430	2203	30,923	80	3	4	\$22,000	no	7	GA	yes
253	2012 Dodge Caravan	13	2C4RDGBG3CR281428	2204	45,887	80	3	4	\$22,000	no	7	GA	yes
254	2012 Dodge Caravan	13	2C4RDGBG6CR281441	2205	42,671	80	3	4	\$22,000	no	7	GA	yes
255	2012 Dodge Caravan	13	2C4RDGBG4CR281440	2206	56,366	80	3	4	\$22,000	no	7	GA	yes
256	2012 Dodge Caravan	13	2C4RDGBG6CR281438	2207	50,079	80	3	4	\$22,000	no	7	GA	yes
257	2012 Dodge Caravan	13	2C4RDGBG3CR281431	2208	29,412	80	3	4	\$22,000	no	7	GA	yes
258	2012 Dodge Caravan	13	2C4RDGBG2CR281436	2209	23,970	80	3	4	\$22,000	no	7	GA	yes
259	2012 Dodge Caravan	13	2C4RDGBGXCR281426	2210	62,148	80	3	4	\$22,000	no	7	GA	yes
260	2012 Dodge Caravan	13	2C4RDGBGXCR281443	2211	60,304	80	3	4	\$22,000	no	7	GA	yes

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261	2012 Dodge Caravan	13	2C4RDGBG5CR281429	2212	38,999	80	3	4	\$22,000	no	7	GA	yes
262	2012 Dodge Caravan	13	2C4RDGBG8CR281439	2213	27,440	80	3	4	\$22,000	no	7	GA	no
263	2012 Dodge Caravan	13	2C4RDGBG5CR281432	2214	65,577	80	3	4	\$22,000	no	7	GA	yes
264	2012 Dodge Caravan	13	2C4RDGBG4CR281437	2215	28,344	80	3	4	\$22,000	no	7	GA	no
265	2012 Dodge Caravan	13	2C4RDGBG0CR281435	2216	55,961	80	3	4	\$22,000	no	7	GA	yes
266	2012 Dodge Caravan	13	2C4RDGBG1CR281427	2217	51,870	80	3	4	\$22,000	no	7	GA	yes
267	2012 Chevrolet Express	13	1GAZGYFA5C1146340	2220	64,220	80	3	4	\$24,320	no	12	GA	yes
268	2012 Chevrolet Express	13	1GAZGYFA7C1144945	2221	59,183	80	3	4	\$24,320	no	12	GA	yes
269	2012 Chevrolet Express	13	1GAZGYFA3C1146532	2222	77,128	80	3	4	\$24,320	no	12	GA	yes
270	2012 Chevrolet Express	13	1GAZGYFA7C1144735	2223	111,411	80	3	4	\$24,320	no	12	GA	yes
271	2012 Chevrolet Express	13	1GAZGYFA3C1146028	2224	111,029	80	3	4	\$24,320	no	12	GA	yes
272	2012 Chevrolet Express	13	1GAZGYFA1C1145220	2225	78,136	80	3	4	\$24,320	no	12	GA	yes
273	2012 Chevrolet Express	13	1GAZGYFAXC1146530	2226	74,126	80	3	4	\$24,320	no	12	GA	yes
274	2012 Chevrolet Express	13	1GAZGYFA9C1146881	2227	87,609	80	3	4	\$24,320	no	12	GA	yes
275	2012 Chevrolet Express	13	1GAZGYFA4C1146264	2228	108,116	80	3	4	\$24,320	no	12	GA	yes
276	2012 Chevrolet Express	13	1GAZGYFA3C1145056	2229	63,193	80	3	4	\$24,320	no	12	GA	yes
277	2012 Chevrolet Express	13	1GAZGYFA0C1145239	2230	92,382	80	3	4	\$24,320	no	12	GA	yes
278	2012 Chevrolet Express	13	1GAZG1FG4C1147166	2240	73,071	80	3	4	\$26,910	no	15	GA	yes
279	2013 Dodge Caravan	13	2C4RDGBG9DR694407	2300	33,369	90	2	5	\$22,000	no	7	GA	no
280	2013 Dodge Caravan	13	2C4RDGBGXDR694402	2301	28,160	90	2	5	\$22,000	no	7	GA	no
281	2013 Dodge Caravan	13	2C4RDGBG4DR694413	2302	44,006	90	2	5	\$22,000	no	7	GA	no
282	2013 Dodge Caravan	13	2C4RDGBG8DR694401	2303	55,903	90	2	5	\$22,000	no	7	GA	no
283	2013 Dodge Caravan	13	2C4RDGBG2DR694409	2304	61,131	90	2	5	\$22,000	no	7	GA	no
284	2013 Dodge Caravan	13	2C4RDGBG0DR694408	2305	25,855	90	2	5	\$22,000	no	7	GA	no
285	2013 Dodge Caravan	13	2C4RDGBG2DR694412	2306	21,348	90	2	5	\$22,000	no	7	GA	no
286	2013 Dodge Caravan	13	2C4RDGBG6DR694400	2307	62,154	90	2	5	\$22,000	no	7	GA	no
287	2013 Dodge Caravan	13	2C4RDGBG1DR694403	2308	48,316	90	2	5	\$22,000	no	7	GA	no
288	2013 Dodge Caravan	13	2C4RDGBG7DR694406	2309	63,492	90	2	5	\$22,000	no	7	GA	no
289	2013 Dodge Caravan	13	2C4RDGBG5DR694405	2310	56,164	90	2	5	\$22,000	no	7	GA	no
290	2013 Dodge Caravan	13	2C4RDGBG0DR694411	2311	16,637	90	2	5	\$22,000	no	7	GA	no
291	2013 Dodge Caravan	13	2C4RDGBG3DR694404	2312	47,043	90	2	5	\$22,000	no	7	GA	no
292	2013 Dodge Caravan	13	2C4RDGBG9DR694410	2313	53,871	90	2	5	\$22,000	no	7	GA	no
293	2013 Ford Econoline	13	1FBNE3BL5DDA71732	2320	30,020	90	2	5	\$24,320	no	12	GA	yes
294	2013 Ford Econoline	13	1FBNE3BL3DDA71731	2321	45,454	90	2	5	\$24,320	no	12	GA	yes
295	2013 Ford Econoline	13	1FBNE3BL1DDA71730	2322	42,642	90	2	5	\$24,320	no	12	GA	yes
296	2013 Ford Econoline	13	1FBNE3BL8DDA71725	2323	36,466	90	2	5	\$24,320	no	12	GA	yes
297	2013 Ford Econoline	13	1FBNE3BLXDDA71726	2324	38,343	90	2	5	\$24,320	no	12	GA	yes
298	2013 Ford Econoline	13	1FBNE3BL5DDA71729	2325	73,667	90	2	5	\$24,320	no	12	GA	yes
299	2013 Ford Econoline	13	1FBNE3BL7DDA71733	2326	25,778	90	2	5	\$24,320	no	12	GA	yes
300	2013 Ford Econoline	13	1FBNE3BL1DDA71727	2327	33,019	90	2	5	\$24,320	no	12	GA	yes
301	2013 Ford Econoline	13	1FBNE3BL3DDA71728	2328	34,550	90	2	5	\$24,320	no	12	GA	yes
302	2013 Ford Econoline	13	1FBNE3BL1DDA87653	2329	63,664	90	2	5	\$24,320	no	12	GA	no
303	2013 Ford Econoline	13	1FBNE3BL7DDA87656	2330	57,429	90	2	5	\$24,320	no	12	GA	no
304	2013 Ford Econoline	13	1FBNE3BL9DDA87657	2331	67,598	90	2	5	\$24,320	no	12	GA	no
305	2013 Ford Econoline	13	1FBNE3BL2DDA87659	2332	37,734	90	2	5	\$24,320	no	12	GA	no

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306	2013 Ford Econoline	13	1FBNE3BL8DDA87648	2333	40,590	90	2	5	\$24,320	no	12	GA	no
307	2013 Ford Econoline	13	1FBNE3BL6DDA87647	2334	41,949	90	2	5	\$24,320	no	12	GA	no
308	2013 Ford Econoline	13	1FBNE3BLXDDA87649	2335	41,257	90	2	5	\$24,320	no	12	GA	no
309	2013 Ford Econoline	13	1FBNE3BL5DDA87655	2336	34,999	90	2	5	\$24,320	no	12	GA	no
310	2013 Ford Econoline	13	1FBNE3BL0DDA87658	2337	50,077	90	2	5	\$24,320	no	12	GA	no
311	2013 Ford Econoline	13	1FBNE3BLXDDA87652	2338	60,302	90	2	5	\$24,320	no	12	GA	no
312	2013 Ford Econoline	13	1FBNE3BL3DDA87654	2339	63,826	90	2	5	\$24,320	no	12	GA	no
313	2013 Ford Econoline	13	1FBNE3BL8DDA87651	2340	57,299	90	2	5	\$24,320	no	12	GA	no
314	2013 Ford Econoline	13	1FBNE3BL6DDA87650	2341	33,988	90	2	5	\$24,320	no	12	GA	no
315	2013 Ford Econoline	13	1FBNE3BL0DDA87644	2342	44,202	90	2	5	\$24,320	no	12	GA	no
316	2013 Ford Econoline	13	1FBNE3BL2DDA87645	2343	33,138	90	2	5	\$24,320	no	12	GA	no
317	2013 Ford Econoline	13	1FBNE3BL4DDA87646	2344	38,189	90	2	5	\$24,320	no	12	GA	no
318	2013 Ford Econoline	13	1FBNE3BL3DDA83667	2345	3,455	90	2	5	\$24,320	no	12	GA	no
319	2013 Ford Econoline	13	1FBNE3BL9DDA87643	2346	36,251	90	2	5	\$24,320	no	12	GA	no
320	2013 Ford Econoline	13	1FBNE3BL0DDA83660	2347	29,167	90	2	5	\$24,320	no	12	GA	no
321	2013 Ford Econoline	13	1FBNE3BL1DDA83666	2348	40,690	90	2	5	\$24,320	no	12	GA	no
322	2013 Ford Econoline	13	1FBNE3BL3DDA83670	2349	16,283	90	2	5	\$24,320	no	12	GA	no
323	2013 Ford Econoline	13	1FBNE3BL8DDA83664	2350	30,259	90	2	5	\$24,320	no	12	GA	no
324	2013 Ford Econoline	13	1FBNE3BL5DDA83668	2351	21,207	90	2	5	\$24,320	no	12	GA	no
325	2013 Ford Econoline	13	1FBNE3BL2DDA83661	2352	72,850	90	2	5	\$24,320	no	12	GA	no
326	2013 Ford Econoline	13	1FBNE3BL5DDA83671	2353	24,935	90	2	5	\$24,320	no	12	GA	no
327	2013 Ford Econoline	13	1FBNE3BL6DDA83663	2354	32,904	90	2	5	\$24,320	no	12	GA	no
328	2013 Ford Econoline	13	1FBNE3BL4DDA83662	2355	22,454	90	2	5	\$24,320	no	12	GA	no
329	2013 Ford Econoline	13	1FBNE3BLXDDA83665	2356	85,052	90	2	5	\$24,320	no	12	GA	no
330	2013 Ford Econoline	13	1FBNEBL7DDA83669	2357	18,716	90	2	5	\$24,320	no	12	GA	no
331	2013 Chevy Express	13	1GAZG1FA3D1156177	2360	40,145	90	2	5	\$26,910	no	15	GA	yes
332	2013 Chevy Express	13	1GAZG1FA9D1156877	2361	52,978	90	2	5	\$26,910	no	15	GA	yes
333	2013 Chevy Express	13	1GAZG1FA3D1184271	2362	50,833	90	2	5	\$26,910	no	15	GA	no
334	2014 Dodge Caravan	13	2C4RDGCG5ER360245	2400	32,695	90	1	6	\$22,000	no	7	GA	yes
335	2014 Dodge Caravan	13	2C4RDGCG9ER360244	2401	12,579	90	1	6	\$22,000	no	7	GA	yes
336	2014 Dodge Caravan	13	2C4RDGCG3ER360250	2402	11,143	90	1	6	\$22,000	no	7	GA	yes
337	2014 Dodge Caravan	13	2C4RDGCGXER360242	2403	17,399	90	1	6	\$22,000	no	7	GA	yes
338	2014 Dodge Caravan	13	2C4RDGCG7ER360246	2404	11,245	90	1	6	\$22,000	no	7	GA	yes
339	2014 Dodge Caravan	13	2C4RDGCG1ER360243	2405	16,547	90	1	6	\$22,000	no	7	GA	yes
340	2014 Dodge Caravan	13	2C4RDGCG8ER360241	2406	14,134	90	1	6	\$22,000	no	7	GA	yes
341	2014 Dodge Caravan	13	2C4RDGCG0ER360251	2407	16,804	90	1	6	\$22,000	no	7	GA	yes
342	2014 Dodge Caravan	13	2C4RDGCG2ER360249	2408	13,816	90	1	6	\$22,000	no	7	GA	yes
343	2014 Dodge Caravan	13	2C4RDGCG9ER360247	2409	11,663	90	1	6	\$22,000	no	7	GA	yes
344	2014 Dodge Caravan	13	2C4RDGCG0ER360248	2410	7,008	90	1	6	\$22,000	no	7	GA	yes
345	2014 Chevy Express	13	1GAWGRFA0E1208321	2420	12,205	90	1	6	\$24,320	no	12	GA	no
346	2014 Chevy Express	13	1GAWGRFA6E1208842	2421	12,520	90	1	6	\$24,320	no	12	GA	no
347	2014 Chevy Express	13	1GAWGRFA8E1208230	2422	12,655	90	1	6	\$24,320	no	12	GA	no
348	2014 Chevy Express	13	1GAWGRFA3E1208409	2423	10,342	90	1	6	\$24,320	no	12	GA	no
349	2014 Chevy Express	13	1GAWGRFA6E1208825	2424	29,604	90	1	6	\$24,320	no	12	GA	no
350	2014 Chevy Express	13	1GAWGRFA4E1208385	2425	22,519	90	1	6	\$24,320	no	12	GA	no

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351	2014 Chevy Express	13	1GAWGRFA9E1209094	2426	24,269	90	1	6	\$24,320	no	12	GA	no
352	2014 Chevy Express	13	1GAWGRFA7E1209322	2427	9,271	90	1	6	\$24,320	no	12	GA	no
353	2014 Chevy Express	13	1GAWGRFA6E1208601	2428	19,322	90	1	6	\$24,320	no	12	GA	no
354	2014 Chevy Express	13	1GAWGRFA7E1208834	2429	15,512	90	1	6	\$24,320	no	12	GA	no
355	2014 Chevy Express	13	1GAWGRFA2E1208353	2430	26,342	90	1	6	\$24,320	no	12	GA	no
356	2014 Chevy Express	13	1GAWGRFA8E1209667	2431	8,118	90	1	6	\$24,320	no	12	GA	no
357	2014 Chevy Express	13	1GAWGRFA6E1207884	2432	22,170	90	1	6	\$24,320	no	12	GA	no
358	2014 Chevy Express	13	1GAWGRFA2E1210376	2433	18,046	90	1	6	\$24,320	no	12	GA	no
359	2014 Chevy Express	13	1GAWGRFA6E1207838	2434	3,276	90	1	6	\$24,320	no	12	GA	no
360	2014 Chevy Express	13	1GAWGRFA9E1209791	2435	7,775	90	1	6	\$24,320	no	12	GA	no
361	2014 Chevy Express	13	1GAWGRFA8E1210401	2436	9,000	90	1	6	\$24,320	no	12	GA	no
362	2014 Chevy Express	13	1GAWGRFA8E1210253	2437	30,232	90	1	6	\$24,320	no	12	GA	no
363	2014 Chevy Express	13	1GAWGRFA5E1209299	2438	13,377	90	1	6	\$24,320	no	12	GA	no
364	2014 Chevy Express	13	1GAWGRFA1E1209610	2439	33,550	90	1	6	\$24,320	no	12	GA	no
365	2014 Chevy Express	13	1GAWGRFA7E1210194	2440	12,193	90	1	6	\$24,320	no	12	GA	no
366	2014 Chevy Express	13	1GAWGRFA4E1208175	2441	14,543	90	1	6	\$24,320	no	12	GA	no
367	2014 Chevy Express	13	1GAWGRFA8E1209183	2442	23,882	90	1	6	\$24,320	no	12	GA	no
368	2014 Chevy Express	13	1GAWGRFA7E1207747	2443	3,058	90	1	6	\$24,320	no	12	GA	no
369	2014 Chevy Express	13	1GAWGRFA4E1210119	2444	13,279	90	1	6	\$24,320	no	12	GA	no
370	2014 Chevy Express	13	1GAWGRFA5E1209755	2445	3,523	90	1	6	\$24,320	no	12	GA	no
371	2014 Chevy Express	13	1GAWGRFA4E1209892	2446	14,087	90	1	6	\$24,320	no	12	GA	no
372	2014 Chevy Express	13	1GAWGRFA2E1210393	2447	11,878	90	1	6	\$24,320	no	12	GA	no
373	2014 Chevy Express	13	1GAWGRFA5E1209738	2448	4,053	90	1	6	\$24,320	no	12	GA	no
374	2014 Chevy Express	13	1GAWGRFA5E1208105	2449	16,711	90	1	6	\$24,320	no	12	GA	no
375	2014 Chevy Express	13	1GAWGRFA6E1210433	2450	7,727	90	1	6	\$24,320	no	12	GA	no
376	2014 Chevy Express	13	1GAWGRFA2E1208014	2451	2,367	90	1	6	\$24,320	no	12	GA	no
377	2014 Chevy Express	13	1GAWGRFA0E1208397	2452	3,778	90	1	6	\$24,320	no	12	GA	no
378	2014 Chevy Express	13	1FBNE3BL7DDA83669	2460	23,327	90	1	6	\$26,910	no	15	GA	no
379	2014 Chevy Express	13	1GAZG1FAXE1208938	2461	23,645	90	1	6	\$26,910	no	15	GA	no
380	2014 Chevy Express	13	1GAZG1FA7E1209772	2462	16,582	90	1	6	\$26,910	no	15	GA	no
381	2014 Chevy Express	13	1GAZG1FA0E1209967	2463	13,278	90	1	6	\$26,910	no	15	GA	no
382	2014 Chevy Express	13	1GAZG1FA5E1210077	2464	29,049	90	1	6	\$26,910	no	15	GA	no
383	2014 Chevy Express	13	1GAZG1FA3E1210496	2465	17,895	90	1	6	\$26,910	no	15	GA	no
384	2015 Dodge Caravan	13	2C4RDBG6FR615902	1400	0	100	0	7	\$25,000	no	7	GA	yes
385	2015 Dodge Caravan	13	2C4RDBG2FR624475	1401	0	100	0	7	\$25,000	no	7	GA	yes
386	2015 Dodge Caravan	13	2C4RDBG6FR615617	1402	0	100	0	7	\$25,000	no	7	GA	yes
387	2015 Dodge Caravan	13	2C7WDBG8FR615110	1403	124	100	0	7	\$25,000	no	7	GA	yes
388	2015 Chevy Express	13	1GAWGRFG5F1251638	2500	1,573	100	0	7	\$25,000	no	12	GA	no
389	2015 Chevy Express	13	1GAWGRFG2F1285729	2501	0	100	0	7	\$25,000	no	12	GA	no
390	2015 Chevy Express	13	1GAWGRFG8F1284939	2502	404	100	0	7	\$25,000	no	12	GA	no
391	2015 Chevy Express	13	1GAWGRFG3F1285173	2503	869	100	0	7	\$25,000	no	12	GA	no
392	2015 Chevy Express	13	1GAWGRFG2F1284788	2504	75	100	0	7	\$25,000	no	12	GA	no
393	2015 Chevy Express	13	1GAWGRFG2F1285410	2505	0	100	0	7	\$25,000	no	12	GA	no
394	2015 Chevy Express	13	1GAWGRFG8F1285689	2506	0	100	0	7	\$25,000	no	12	GA	no
395	2015 Chevy Express	13	1GAWGRFG1F1284409	2507	80	100	0	7	\$25,000	no	12	GA	no
396	2015 Chevy Express	13	1GAWGRFG6F1285670	2508	0	100	0	7	\$25,000	no	12	GA	no

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381	2015 Chevy Express	13	1GAWGRFG5F1286034	2509	0	100	0	7	\$25,000	no	12	GA	no
382	2015 Chevy Express	13	1GAWGRFG9F1285761	2510	454	100	0	7	\$25,000	no	12	GA	no
383	2015 Chevy Express	13	1GAWGRFG1F1286080	2511	379	100	0	7	\$25,000	no	12	GA	no
384	2015 Chevy Express	13	1GAWGRFGXF1283954	2512	0	100	0	7	\$25,000	no	12	GA	no
385	2015 Chevy Express	13	1GAWGRFG5F1285630	2513	751	100	0	7	\$25,000	no	12	GA	no
386	2015 Chevy Express	13	1GAWGRFG4F1285151	2514	0	100	0	7	\$25,000	no	12	GA	no
387	2015 Chevy Express	13	1GAWGRFG2F1284628	2515	94	100	0	7	\$25,000	no	12	GA	no
388	2015 Chevy Express	13	1GAWGRFG4F1284971	2516	74	100	0	7	\$25,000	no	12	GA	no
389	2015 Chevy Express	13	1GAWGRFG7F1285810	2517	2,017	100	0	7	\$25,000	no	12	GA	no
390	2015 Chevy Express	13	1GAWGRFG7F1285192	2518	0	100	0	7	\$25,000	no	12	GA	no
391	2015 Chevy Express	13	1GAWGRFG3F1285996	2519	666	100	0	7	\$25,000	no	12	GA	no
392	2015 Chevy Express	13	1GAWGRFG8F1285847	2520	890	100	0	7	\$25,000	no	12	GA	no
393	2015 Chevy Express	13	1GAWGRFGXF1285106	2521	98	100	0	7	\$25,000	no	12	GA	no
394	2015 Chevy Express	13	1GAWGRFG9F1285551	2522	74	100	0	7	\$25,000	no	12	GA	no
395	2015 Chevy Express	13	1GAWGRFG8F1285895	2523	0	100	0	7	\$25,000	no	12	GA	no
396	2015 Chevy Express	13	1GAWGRFG3F1284489	2524	74	100	0	7	\$25,000	no	12	GA	no
397	2015 Chevy Express	13	1GAWGRFGXF1284344	2525	0	100	0	7	\$25,000	no	12	GA	no
398	2015 Chevy Express	13	1GAWGRFG0F1284045	2526	0	100	0	7	\$25,000	no	12	GA	no
399	2015 Chevy Express	13	1GAWGRFG0F1286118	2527	0	100	0	7	\$25,000	no	12	GA	no
400	2015 Chevy Express	13	1GAWGRFG7F1284219	2528	0	100	0	7	\$25,000	no	12	GA	no
401	2015 Chevy Express	13	1GAWGRFG5F1284526	2529	0	100	0	7	\$25,000	no	12	GA	no
402	2015 Chevy Express	13	1GAWGRFG3F1284993	2530	0	100	0	7	\$25,000	no	12	GA	no
403	2015 Chevy Express	13	1GAWGRFG5F1285241	2531	0	100	0	7	\$25,000	no	12	GA	no
404	2015 Chevy Express	13	1GAWGRFGXF1284750	2532	0	100	0	7	\$25,000	no	12	GA	no
405	2015 Chevy Express	13	1GAZG1FG0F1249570	2540	0	100	0	7	\$28,000	no	15	GA	no
406	2015 Chevy Express	13	1GAZG1FG4F1251287	2541	0	100	0	7	\$28,000	no	15	GA	no
407	2015 Chevy Express	13	1GAZG1FG0F1250332	2542	769	100	0	7	\$28,000	no	15	GA	no
408	2015 Chevy Express	13	1GAZG1FG3F1251054	2543	82	100	0	7	\$28,000	no	15	GA	no
409	2015 Chevy Express	13	1GAZG1FG0F1251609	2544	363	100	0	7	\$28,000	no	15	GA	no
410	2005 Ford Clubwagon	14	1FBNE31L86HB38559	1784	73,563	50	10	0	\$24,000	no	12	GA	yes
411	2005 Ford Clubwagon	14	1FBNE31L55HB38566	1791	62,471	50	10	0	\$24,000	no	12	GA	no

Public Transportation Management System Owned Equipment Inventory

Agency/Organization: Intercity Transit
Date: January 13, 2015

	Equipment Code and Description	Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost (\$)	Comments <i>(If more than two lines, please attach a separate comment page)</i>
1.	Telephone System	67	7	3	\$200,000	Software patches and parts replacements as needed
3.	CAD/AVL	85	7	3	\$6,000,000	Regular software patches
4.	Paratransit Dispatch Software	85	7	3	\$450,000	
5.	Mobile Digital Surveillance System	91	4	5	\$850,000	Camera installation should be included in new bus replacements
6.	Fuel Management System	100	0	10	\$300,000	Installation by late 2012
7.	Bus Wash Systems	87	3	12	\$400,000	
8.	Fixed Route Runcutting & Scheduling Software	70	8	2	\$100,000	Frequent software patches as needed to integrate with AVL system
9.	Inventory & Accounting Software	92	7	3	\$750,000	last major upgrade 7 years ago. freq minor upgrades
10.	Digital Voice Recording System	40	7	3	\$100,000	Feature of on-bus announcement system with CAD/AVL system

**Public Transportation Management System
Owned Facility Inventory**

Agency/Organization: Intercity Transit
Date: January 13, 2016

Facility Code	Facility Name	Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost (\$)	Comments <i>(If more than two lines, please attach a separate comment page)</i>
1. 23	Administration Building	55	30	19	\$3,500,000	
2. 11	Maintenance Building	52	30	19	\$10,500,000	
3. 6	Olympia Transit Center	66	21	28	\$7,000,000	
4. 6	Lacey Transit Center	72	19	30	\$1,500,000	
5. 24	Amtrak Depot	70	22	16	\$2,000,000	
6. 9	Martin Way Park and Ride	88	31	34	\$1,000,000	Owned by WSDOT. Lot/capacity redesigned & doubled in 2009
7. 9	Hawks Prairie Park and Ride	97	2	38	\$1,500,000	Property leased from Thurston Co.

Appendix D
Operating Data

2015 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
12-W. Tumwater	30	60	60	60	60	6532	726	653	90,931	9,991	9,186
13-E. Tumwater	15	15	60	60	60	13,419	638	633	150,477	7,604	7,386
21-N. Bethel	30	60		60	60	2,603	298	321	33,331	3,794	4,115
41-TESC	15	30	30	30	30	10,257	1,550	1,281	130,838	19,630	16,333
42-Family Court	30	30				1,632			17,424		
43-SPSCC/Tumwater	30	30		60		6,874	533		86,528	6,956	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,166	1,369	655	102,426	17,213	8,2573
45-Conger/Cap. Mall	30	60		60		3,797	584		38,118	5,161	
47-Capital Mall/CMC	30	30		60	60	6,959	591	637	62,373	5,411	6,371
48-Capital Mall/TESC	30	30	30	30		7,851	1,369		105,549	18,314	
49-Capital Mall					30			623			6,474
60-Lilly/Panorama	30	60		60	60	7,211	871	903	73,062	9,083	9,461
62A-Martin/Meridian	30	30	60	30	60	11,085	1,598	993	135,117	19,778	13,593
62B-Martin/Meadows	30	30	60	30	60	11,968	1,831	985	151,603	23,511	13,883
64-College/Amtrak	30	60		60	60	10,752	1,264	1,257	122,394	14,341	14,286
66-Ruddell	30	30	60	30	30	12,032	2,041	1,957	152,858	26,122	24,819
67-Tri-Lakes	60	60		60		3,435	548		52,224	8,471	
68-Carpenter/Yelm Hwy	30	60		60	60	10,176	1,211	1,306	160,102	18,666	20,172
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,354	1,226	708	211,584	25,179	14,679
101-Dash	12/ 15	12/ 15		10		6,212	348		51,015	2,534	
411-Nightline			60	60	60	126	126	99	1,734	1,734	1,350
* ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					1,862			50,184		
603-Olympia/Tacoma	30	90				6,336			146,227		
605-Olympia/Tacoma	30	90				6,357			151,439		
* 609-Tumwater/Lakewood	30	90				6,123			173,414		
612-Lacey/Tacoma	1 AM/ 1 PM					674			16,263		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,118	1,205		27,781	29,948
System Totals						173,791	19,839	14,217	2,467,215	271,276	200,326
2015 Totals						207,847			2,938,817		

* WSDOT "Regional Mobility Grant:" funded through June 2017.

2015 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	346,969	14,690	23.6	Marginal	
41-TESC	486,936	13,087	37.2	Satisfactory	
44-SPSCC/Cap. Mall	259,266	10,190	25.4	Satisfactory	
48-Capital Mall/TESC	351,426	9,219	38.1	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	25,994	623	41.7	Exceeds	Runs Sunday only.
62A-Martin/Meridian	369,192	13,676	27.0	Satisfactory	
62B-Martin/Meadows	376,896	14,784	25.5	Satisfactory	
66-Ruddell	339,298	16,030	21.2	Marginal	
Secondary Routes					
12-W. Tumwater	127,533	7,911	16.1	Satisfactory	
21-N. Bethel	74,482	3,221	23.1	Satisfactory	
43-Barnes Blvd	188,866	7,407	25.5	Exceeds	
45-Conger/Cap. Mall	51,561	4,381	11.8	Marginal	
47-Capital Mall/CMC	192,478	8,187	23.5	Satisfactory	
60-Lilly/Panorama	131,981	8,974	14.7	Marginal	
64-College/Amtrak	218,292	13,273	16.4	Satisfactory	
67-Tri Lake	37,633	3,983	9.4	Unsatisfactory	
68-Carpenter/Boulevard	222,708	12,694	17.5	Satisfactory	
94-Yelm	191,119	13,287	14.4	Marginal	
Specialized & Shuttle Routes					
42-Family Court	8,058	1,632	4.9	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	82,425	6,560	12.6	Marginal	Productivity: Session 13.3, Non-session 11.4, Saturdays 10.3
411-Nightline	9,148	352	26.0	Exceeds	Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
			Per Trip		
603-Olympia/Tacoma	55,179	6,336	12.7	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	76,218	6,357	16.5	Satisfactory	Runs Weekdays only.
609-Tumwater/Lkwd	28,418	6,123	5.3	Unsatisfactory	Runs Weekdays only. Grant-funded.
612-Lacey/Tacoma	8,874	674	17.3	Satisfactory	Runs Weekdays only.
620-Oly/Tacoma Mall	22,468	2,323	11.8	Marginal	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	23,164	1,862	7.6	Unsatisfactory	Runs Weekdays only. Operated by ST
EXPRESS TOTALS	214,321	23,675	9.1	Unsatisfactory	
Fixed Route Totals	4,306,582	207,847	20.7	Change from 2014: Boardings decreased -4.2%, Hours up 0.1%, Boardings per Hour down -4.3%.	

Other Intercity Transit Services					
Dial-A-Lift Service	161,594	--	--	4.7 % increase from 2014	
Vanpools	685,112	--	--	- 7.9 % decrease from 2014	

System Total	5,153,288				-4.5% decrease from 2014's 5,393,979 Boardings.
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Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Commuter	Express
Riders per Hour					Riders per Trip	
Exceeds standard	>40	>30	>25	>20	25 or more	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10	Less than 10

2015 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
Trunk Routes				
13-E. Tumwater	57	12,41,45,64,66	Large Bus	Runs Mon-Sun.
41-TESC	66	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	65	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	62	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	50	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	52	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	47	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	46	13, 48, 49	Large Bus	Runs Mon-Sun.
Secondary Routes				
12-W. Tumwater	51	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	41	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	53	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	39	12, 13	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	46	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	49	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	43	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	43	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Boulevard	54	47	Medium Bus	Runs Mon-Sun.
94-Yelm	56	48	Large Bus	Runs Mon-Sun.
Specialized & Shuttle Routes				
42-Family Court	39	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	38	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	61	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
Express Routes				
603-Olympia/Tacoma	54	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	63	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	38	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	38	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	51	None	Large Bus	Runs weekends only.

* High Load: Based on APC data provides highest passenger load by route during 2015 (not average trip load).

** Recommended Vehicle Assignment:

Large Bus: Low Floor 40' - Seating Capacity: 38

Medium Bus: Low Floor 35' - Seating Capacity: 32

Small Bus: Low Floor 30' - Seating Capacity Av: 23

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: July 6, 2016

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares (705-5838)
SUBJECT: Citizen Advisory Committee (CAC) Bylaws Amendment

-
- 1) **The Issue:** Consider modifying the timeframe for the nomination and election of officers as the appointment of new members has transitioned from July to January.
-
- 2) **Recommended Action:** Approve changes to the CAC Bylaws as proposed.
-
- 3) **Policy Analysis:** The CAC Bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and ITA members thirty days in advance of the meeting at which the changes are to be acted upon.
-
- 4) **Background:** Historically the nomination and election of officers was done in the spring to coincide with new member appointments in July. The recruitment process was moved to the fall as it proved to yield more applicants. As such new member appointments have transitioned to January.

The terms of office for both the current Chair and Vice Chair expire June 30, 2016. Both Chair VanderDoes and Vice Chair Burt have agreed to continue in said capacity through the next election process to assist in cycling the terms of office.

Historically the timeframe for nominating and electing new officers has directly preceded the appointment of new members. It is appropriate to modify the Operating Procedures and Bylaws, the governing documents of the CAC, to reflect any changes:

PROPOSED MODIFICATION TO CAC OPERATING PROCEDURES

Omit the text with the strikethrough and add the text that is underlined:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~August~~ October (either self-

nomination or nomination by others) and affirmation by majority vote in ~~September~~ November.”

PROPOSED MODIFICATION TO CAC BYLAWS

Omit the text with the strikethrough and add the text that is underlined:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~May~~ October (either self-nomination or nomination by others) and affirmation by majority vote in ~~June~~ November.”

-
- 5) **Alternatives:**
- A. Accept the proposed language.
 - B. Alter the language.
 - C. Continue to work on revisions.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The CAC works in an advisory capacity to the Authority to meet all goals of Intercity Transit.
-
- 8) **References:** Citizen Advisory Committee Bylaws with proposed changes.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit Authority, and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11*)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period will be removed from the committee. If staff needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Citizen Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. (*Amended 12/20/04*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such

items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least five days prior to the meeting and will send a copy of the packet to each member electronically. (Amended 02/13/12)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (Amended 07/16/01)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~May~~ October (either self-nomination or nomination by others) and affirmation by majority vote in ~~June~~ November. (Amended 07/16/01; 2/06/08)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (Amended 07/16/01; 12/20/04)

Section 1. Chair

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. *Vice Chair*

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. *Authority Work Session Representation*

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- *Presentations* made by staff or others should be succinct and relevant.
- *Discussion* of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- *Agreement* on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- *Opposing positions will be shared with the Authority.*
- *Majority Vote* is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process.

The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. *(Amended 07/16/01)*

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. *(Amended 07/16/01; February 14, 2005)*

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. *(New Section Added 12/20/04)*

ADOPTED this 17th day of July, 2000.

Amended:	February 19, 2001	February 6, 2008	September 18, 2013
	July 16, 2001	March 5, 2008	
	December 16, 2002	February 14, 2011	
	December 20, 2004	November 2, 2011	
	February 14, 2005	February 13, 2012	

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Operating Procedures

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority (Authority) concerning public transportation policy issues and American's With Disabilities Act issues, either raised by the Citizen Advisory Committee (CAC) or referred to the CAC by the Authority. *(Amended 07/16/01)*

The term "policy issues" includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit.

The CAC is advisory to the Authority, not the agency.

COMPOSITION

The CAC shall be comprised of no more than nineteen members appointed by the Intercity Transit Authority. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04*)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04*)

ATTENDANCE

Any four unexcused absences in a 12-month period will result in forfeiture of the member's position on the CAC. The staff liaison will track attendance and a notification of membership forfeiture will automatically be sent to the respective member when four unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison prior to the meeting. A pattern of significant absences will be reviewed by the Chair of the Citizen Advisory Committee, hereinafter referred to as the "Chair." (*Amended 07/16/01; 12/16/02; 12/20/04*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. (*Amended 12/20/04*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least one week prior to the meeting.

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (*Amended 07/16/01*)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~August~~ October (either self-nomination or nomination by others) and affirmation by majority vote in ~~September~~ November. (*Amended 07/16/01*)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (*Amended 07/16/01; 12/20/04*)

Section 1. *Chair*

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- attend the regular Authority meeting the 1st Wednesday of each month and provide reports to the CAC;

- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work session. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- ***Agreement*** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- ***Opposing positions will be shared with the Authority.***
- ***Majority Vote*** is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process. The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. (*Amended 07/16/01*)

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. (*Amended 07/16/01; February 14, 2005*)

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These operating principles may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04)

ADOPTED this 17th day of July, 2000.

**Amended: February 19, 2001
July 16, 2001
December 16, 2002
December 20, 2004
February 14, 2005**