

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**November 2**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS** **1 min.**
  - A. **Introduce Suzanne Coit, Finance Manager** (*Ben Foreman*)
  
- 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:** October 5, 2016, Regular Meeting; and October 19, 2016, Special Meeting.
  
  - B. **Payroll:** October 2016 - \$2,114,550.47.
  
  - C. **Accounts Payable:** Warrants dated October 14, 2016, numbers 21635-21708, in the amount of \$340,369.47; Warrants dated October 28, 2016, numbers 21723-21792, in the amount of \$268,440.05. Automated Clearing House Transfers for October 2016 in the amount of \$7,268.52 for a monthly total of \$616,078.04.
  
  - D. **Surplus Property - Declare the property listed on Exhibit A as surplus to our needs.** (*Katie Cunningham*)
  
- 5) **PUBLIC HEARING - 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** (*Jan Burt*) **3 min.**

- 7) **NEW BUSINESS**
  - A. **Replace Mobile Digital Video Recording System and Upgrade Cameras** (*Jeff Peterson*) **5 min.**
  - B. **Purchase & Installation of Automatic Chain Deployment System For Buses** (*Jeff Peterson*) **5 min.**
  - C. **2017 Draft Budget** (*Ben Foreman*) **10 min.**
  - D. **Surplus Van Grant Program Update** (*Carolyn Newsome*) **10 min.**
  - E. **2016 Fall Citizen Advisory Committee Recruitment** (*Ann Freeman-Manzanares*) **10 min.**
  
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
  
- 9) **AUTHORITY ISSUES** **10 min.**
  
- 10) **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](mailto: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**  
**October 5, 2016**

**CALL TO ORDER**

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

**Members Present:** Chair and City of Lacey Councilmember, Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; City of Tumwater Councilmember Debbie Sullivan; Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; and Citizen Representative Don Melnick; and Labor Representative Rusty Caldwell (alternate).

**Members Excused:** City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; and Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; Katie Cunningham; Ben Foreman; Steve Krueger; Jim Merrill; Eric Phillips; Pat Messmer; Heather Stafford-Smith; and Kasey Soto.

**Others Present:** Citizen Advisory Committee Member, Michael Van Gelder; and Legal Counsel, Dale Kamerrer.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS/RECOGNITIONS**

**A. Operators - Class 16-02:** Kenneth Dail; Regina Burns; Brianna Bowles; Jason Gilpin; Ed Thierry; William Ward; David Cabe; Ron Hughes; Celso Rangel  
(Mark Sandberg)

**B. 2016 Excellence in Transit Winners** (Ann Freeman-Manzanares) – The 2016 Excellence in Transit winners were recognized for their achievements. Chong Shin, Operator; Joy Gerchak, Customer Service Manager; and the Safety Committee (Jim Merrill, Ben Foreman, Paul Koleber, Mark Kallas, Heather Stafford-Smith, Dave Finnell, Buddy Foster, Chuck Graham, Rusty Caldwell, Shannie Jenkins).

**PUBLIC COMMENT** – None.

**APPROVAL OF CONSENT AGENDA ITEMS**

**Intercity Transit Authority Regular Meeting**

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

**APPROVAL OF CONSENT AGENDA ITEMS**

- A. Approval of Minutes:** September 7, 2016, Regular Meeting; and September 21, 2016, ITA/CAC Joint Meeting.
- B. Payroll:** September 2016 - \$2,163,361.36
- C. Accounts Payable:** Warrants dated September 2, 2016, numbers 21410-21465, in the amount of \$1,029,559.51; Warrants dated September 16, 2016, numbers 21476-21548, in the amount of \$525,790.47; Warrants dated September 30, 2016, numbers 21554-21628, in the amount of \$991,480.06. Automated Clearing House Transfers for September 2016 in the amount of \$16,607.76 for a monthly total of \$2,563,437.80.
- D. Surplus Property - Declared the property listed on Exhibit A as surplus to our needs.** (*Katie Cunningham*)

**PUBLIC HEARING - None.**

**COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC met September 9, 2016. Members received an update from Michael Cade of the Economic Development Council about the potential formation of an Economic Development District that is different than the Economic Development Council. More information about this alliance that was formed and the strategic planning that's being done in regard to economic development can be found on the EDC website. TRPC is scheduled to adopt the Regional Transportation Improvement Program at the October 7 meeting. They will also review a draft of the TRPC Public Participation Plan.
- B. Transportation Policy Board (TPB).** Sullivan said the TPB met September 14, 2016. The TBP discussed regional projects and asked for updates on several projects, which include: City of Yelm - Yelm Byway; City of Tumwater - E Street & Deschutes Valley Trail; City of Olympia - Log Cabin Extension & Woodland Trail Feasibility Study Phase; City of Lacey - Diverging Diamond Video.
- C. Citizen Advisory Committee.** Van Gelder reported due to the ITA/CAC Joint meeting held September 21, 2016 the CAC did not meet separately in September. He noted a well-rounded discussion took place at the joint meeting.

**NEW BUSINESS**

- A. **Operations Uniform Contract Extension.** Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Galls LLC for the purchase of Operations' staff uniform items.

**It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000, including taxes.**

- B. **Vehicle Maintenance Pit Construction Contract Award.** Procurement Coordinator, Katie Cunningham, presented for consideration a contract award to General Mechanical, Inc. for Vehicle Maintenance Pit Construction. Intercity Transit re-released a Request for Bids for Vehicle Maintenance Pit Construction and four bids were received by the submittal deadline of September 26, 2016. The bid submitted by General Mechanical, Inc. in the amount of \$71,489 was determined to be the lowest responsive and responsible bid.

Our engineer's estimated value to complete the pit construction work is between \$63,000 and \$77,000. The low bid is \$5,511 or 7% lower than the engineer's maximum estimated value.

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Warner to authorize the General Manager to enter into a contract with General Mechanical, Inc. to complete the Vehicle Maintenance Pit Construction in the amount of \$71,489, including taxes.**

- C. **2017 Draft Budget.** Finance Director, Ben Foreman, presented the 2017 Budget Calendar and introduced the 2017 Proposed Capital Program. He is also seeking approval to schedule a public hearing for the 2017 draft budget on Wednesday, November 16, 2016.

He indicated there was a correction to the calendar cancelling the October 14, 2016, Budget Team Meeting because staff completed the process early. At the November 2, 2016, Authority meeting, he will present the Draft Budget/Budget Books, which will be available to the Authority and the public. He anticipates adoption of the 2017 budget at the December 7 Authority meeting.

Foreman reviewed the Capital Expenses for 2017, pointing out highlights that include \$5.5M to replace the ACS Orbital/Radio System which is our computer aided dispatch automated vehicle locator and analog radio system. This will move us to a digital system. Also included is the Pattison final design/future

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enhancements of \$4.1M which is an increase of \$100,000 over the previous handout; 2010 hybrid mid-life rebuild of \$1.8M, which likely won't happen, but it's included just in case; fare boxes/ smartcards at \$1.5M and replacement vanpool vehicles at \$1.1M.

Messmer asked if staff keeps track of the Amtrak facility separately as an individual project in terms of planning for future expenses. Foreman said yes, because the other jurisdictions participate in the major comp purchases. This helps to keep them informed of the budget for that facility.

Van Gelder asked if the staff cars are going to be purchased in 2017 or continue to be rolled-over. Foreman said the staff cars listed likely won't be purchased until necessary. When the cost to maintain existing vehicles exceeds a set amount, they will be replaced.

**It was M/S/A by Councilmember Sullivan and Citizen Representative Messmer to schedule a public hearing for the 2017 draft budget at 5:30 p.m. on Wednesday, November 16, 2016. Final adoption is proposed for December 7, 2016.**

- D. Request to Set Public Hearing for the 2017-2022 Strategic Plan.** Freeman-Manzanares said its policy to review and accept comments from the public prior to adopting the annual budget and strategic plan. Staff will finalize the draft documents with the Authority at the October 19, 2016, work session. She requested approval to set a public hearing to receive comment on the 2017-2022 Strategic Plan.

**It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to schedule a public hearing for the 2017-2022 Strategic Plan at 5:30 p.m. on Wednesday, November 16, 2016.**

- E. Discounted Bus Pass Program.** Freeman-Manzanares provided a history of the Discounted Bus Pass program, which is in its sixth year, and shared the list of current recipients. Applications will be sent out on October 17, 2016; applications are due on November 18, 2016. To date for 2016, Intercity Transit distributed \$260,184 in discounted bus passes to non-profit and governmental agencies throughout Thurston County.

### **GENERAL MANAGER'S REPORT**

October 5, 2016, was Proclaimed International Walk-to-School Day, and Intercity Transit held events at six schools. Thank you to Authority members Karen Messmer and Debbie Sullivan for participating. Many staff members also attended along with a variety of others, including the Tumwater Superintendent of Schools, and two

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candidates from the House of Representatives. There was an estimated 600 people who walked to school today.

Sales tax for September was at 10.11%. We are 9.27% on the year.

Freeman-Manzanares is working with the state advocates. The advocates were on site September 28, 2016, and conducted a tour with Beth Doglio and Laurie Dolan, two candidates from the House of Representatives. There has been discussion about immediate legislative priorities which includes the Pattison Street rehab and expansion project; the additional local sales tax option; and funding Dash service.

Freeman-Manzanares asked the Authority for comments regarding the Authority Planning Session held on September 23, 2016, that was facilitated by Jason Robertson from J Robertson and Company along with Thomas Wittmann with Nelson/Nygaard.

The Authority was impressed with the facilitators. They kept on task and had a great deal of knowledge about transit. It felt like a lot was accomplished and will allow the Authority to move forward on specific topics.

Freeman-Manzanares said there has been conversation about citing schools outside of the urban growth management area. Support and incentive for annexation of urban growth areas and there are a couple of governor previsos we're participating in, one of which is providing regional transit services on state roads and also traffic mitigation as part of the CEPA process. Rather than having a construction project that is being managed by a different local agency and having the transit system step in to mitigate whatever construction issues there are, there is a request to talk about looking at that as part of the state environmental review and recognizing there is going to be an impact on transit and not just expecting that transit will pick up all the costs.

Staff submitted two Regional Mobility grants last week. One grant is for additional express service. The other grant is for a Regional Vanpool Service Center, which is specifically for final design and propose a match at 50%; and the second part is for construction and we're asking for \$3.9M in matching that with \$2.1M. The next set of grant applications to TRPC include continuation of the Youth Education Program and funding ADA bus stop pads.

The CAC recruitment is underway with a total of six applications received to date, one of which may be outside of the district.

The Annual Holiday Banquet will be held on Friday, December 9 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.

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### **AUTHORITY ISSUES**

Melnick provided a summary of his recent visit to the APTA Annual Conference (Distributed a handout to the Authority).

Melnick said in regards to the Economic Development Council Regional Alliance Program, he urges the elected officials sitting on the Board to give consideration and actively participate.

Messmer said she participated in the Walk to School at Pioneer Elementary and had the opportunity to meet the new Principle. She hopes they can find funding to provide coverage for the parking. There are so many students riding their bicycles that they are having to park in the rain.

Messmer participated in the tour and meeting with Intercity Transit's state advocates and Beth Doglio and Laurie Dolan on September 28.

Sullivan said at the October 4 Tumwater City Council meeting the members awarded Intercity Transit with a Proclamation for the 2016 International Walk to School Month. She participated in the Walk to School to Peter G. Schmidt Elementary in Tumwater. Beth Doglio and Laurie Dolan also participated. Sullivan noted the elementary school is newly built.

Gadman said last week he was asked by Dr. Mike Beehler, Chair of the Lacey Planning Commission, "What can the Planning Commission do for the Council to insure the success of the transit system?" This is a strong indication of the attention Intercity Transit is receiving.

Van Gelder said there is a program where the City of Lacey splits the cost of construction (i.e. ADA sidewalk enhancements). This would be an interesting way to expand Intercity Transit's resources. Freeman-Manzanares said the agency has done something similar on a fairly large project with the City of Lacey. There is a process in place where staff meets with jurisdictions and talks about combining projects.

*Pursuant to RCW 42.30.140 (4) (b), Chair Gadman reminded the Authority there will be a brief break after adjourning the meeting before conducting a discussion about the IAM District Lodge 160 negotiations.*

### **ADJOURNMENT**

**Chair Gadman adjourned the meeting at 6:39 p.m.**

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**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: November 2, 2016.**

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

**EXHIBIT A - SURPLUS PROPERTY - OCTOBER 2016**

<b>FACILITIES &amp; MAINTENANCE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Cushioned Breakroom Lounge Chair	NA	3	\$10.00	\$30.00
2	Cushioned Breakroom Couch	NA	1	\$25.00	\$25.00
3	Hotsy Automatic Parts Washer Volt 460, Hertz 60, Amps 11, Phase 3 - 50 gal. tank. Motor Inoperable.	Model # APW7320 Serial# C0305-60566	1	\$150.00	\$150.00
4	Niehoff 28 Volt/300 Amp Alternator	C-706	6	\$25.00	\$150.00
<b>FACILITIES &amp; MAINTENANCE TOTAL</b>					<b>\$355.00</b>
<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Dell UltraSharp 2007FPb Flat Panel (MON-276)	MX-0C9536-46634-72C-2D6S	1	\$15.00	\$15.00
2	Dell UltraSharp 2007FPb Flat Panel (MON-280)	MX-0C9536-46634-72C-2EES	1	\$15.00	\$15.00
3	Dell UltraSharp 2007FPb Flat Panel (MON-282)	MX-0C9536-46634-72C-2DVS	1	\$15.00	\$15.00
4	Dell UltraSharp 2007FPb Flat Panel (MON-283)	MX-0C9536-46634-72L-292L	1	\$15.00	\$15.00
5	Dell UltraSharp 2007FPb Flat Panel (MON-289)	MX-0C9536-46634-72C-2E6S	1	\$15.00	\$15.00
6	Dell UltraSharp 2007FPb Flat Panel (MON-296)	MX-0C9536-46634-72C-2DYS	1	\$15.00	\$15.00
7	Dell UltraSharp 2007FPb Flat Panel (MON-297)	MX-0C9536-46634-72C-2EJS	1	\$15.00	\$15.00
8	Dell UltraSharp 2007FPb Flat Panel (MON-362)	MX-0G324H-74262-9BA-3WYL	1	\$15.00	\$15.00
9	Dell UltraSharp 2007FPb Flat Panel (MON-363)	MX-0G324H-74262-9BA-3WPL	1	\$15.00	\$15.00
10	Dell Precision T5400 (CPU-376)	GXSBBG1	1	\$35.00	\$35.00
11	Dell Precision T5400 (CPU-377)	HWSBBG1	1	\$35.00	\$35.00
12	Dell Precision T5400 (CPU-378)	4YSBBG1	1	\$35.00	\$35.00
13	Simplematic Manual paper Folder 0618	300E9386	1	\$10.00	\$10.00
14	3 - First Mobile laptop docks	NA	1	\$15.00	\$15.00
15	Dell Latitude C600	GBZKN01	1	\$5.00	\$5.00
16	Dell Latitude E5500 (LAP-074)	55YJY1	1	\$25.00	\$25.00
17	Dell Latitude E5500 (LAP-077)	JXQRCL1	1	\$25.00	\$25.00
18	Dell Latitude E5500 (LAP-078)	8KK9BM1	1	\$25.00	\$25.00
19	Dell Latitude E5500 (LAP-079)	6KK9BM1	1	\$25.00	\$25.00
20	Dell Latitude E5500 (LAP-081)	1KK9BM1	1	\$25.00	\$25.00
21	Dell Latitude E5500 (LAP-082)	4KK9BM1	1	\$25.00	\$25.00
22	Dell Latitude E5500 (LAP-083)	JJK9BM1	1	\$25.00	\$25.00
23	Dell Latitude E5500 (LAP-084)	FJK9BM1	1	\$25.00	\$25.00
24	Samsung Chromebook	HY3A91KD123911D	1	\$20.00	\$20.00
25	HP Proliant ML150 G6 server	USE949N99Q	1	\$35.00	\$35.00
26	Wygant Voice recording box	NA	1	\$10.00	\$10.00
27	Wygant Voice recording box	NA	1	\$10.00	\$10.00
28	AVOCENT DSR 2020 (KVM-009)	100072109	1	\$35.00	\$35.00
29	Dell PowerConnect 2724 switch	2BXP291	1	\$35.00	\$35.00
30	Cisco RPS 675	DTH09040F25	1	\$25.00	\$25.00
31	Cisco RPS 675	DTH09040157	1	\$25.00	\$25.00
32	Cisco ASA5505 security appliance	JMX1122Z1BM	1	\$50.00	\$50.00
33	Cisco ASA5505 security appliance	JMX1336Z05N	1	\$50.00	\$50.00
34	Cisco PIX 501 firewall (NET-117)	88809471014	1	\$10.00	\$10.00
35	Brother Printer/Fax MFC-8890DW	U62267B1J674237	1	\$100.00	\$100.00
36	6 - Tripp Lite IBAR12/20 surge strips	NA	1	\$150.00	\$150.00
37	2 - APC Switched Rack PDUs	NA	1	\$150.00	\$150.00
38	Mitsubishi VCR (AUD-010)	088380M	1	\$5.00	\$5.00
39	Security Camera and housing	NA	1	\$20.00	\$20.00

40	Large rolling Pelican box	NA	1	\$60.00	\$60.00
41	Large carry case	NA	1	\$10.00	\$10.00
42	5 - Misc Rolls of plotter paper 24" to 36"	NA	1	\$25.00	\$25.00
43	CPI Server Rack 2 post model with shelves	NA	1	\$150.00	\$150.00
44	Misc. Small Computer & phone parts & cables	Box # 1	1	\$35.00	\$35.00
45	Phone System: 100 optiPoint 420 Advance (phones) 3 optiPoint SLK Module (phones) 29 optiPoint 500 Standard (phones) 5 optiPoint - Analog - info (phones) 1 Interalia Digital Voice Announcer (PBX Equip.) 1 Siemens Custom Callout Adapter II (PBX Equip) 1 Interalia XMU (PBX Equip.) 1 Siemens HiPath 4000 Communications Server 3 Siemens AP3700 #1 (PBX Equip.) 13 optiPoint Wall Mount Brackets (Misc.) 16 optiPoint Recorder Adapter (Misc.)	S30817-S7207-A107-8 S30817-S7206-A107-7 S30817-S7103-A107-15 L28155-H9100-A100 DMU-2RAB 1152570 NA NA NA NA NA	1	\$1,000.00	\$1,000.00
46	Polycom Soundstation 2 (phone)	NA	1	\$75.00	\$75.00
47	Polycom Soundstation VTX 1000 (phone)	NA	2	\$100.00	\$200.00

**INFORMATION SYSTEMS TOTAL**      **\$2,755.00**

**INVENTORY**

ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	TOGGLE SWITCH	55017	4	\$0.83	\$3.34
2	SWITCH, DOOR	68102	1	\$2.28	\$2.28
3	LIGHT, INDICATOR, 4-WAY FLSHRS	68130	2	\$4.88	\$9.76
4	SWITCH, INTERLOCK	68140	3	\$5.10	\$15.29
5	CLAMP, 3" V	89505K	2	\$4.31	\$8.61
6	FILTER, TRANSMISSION	4864505	1	\$1.96	\$1.96
7	GASKET, COOLANT FILTER HOUSING	4942874	1	\$1.69	\$1.69
8	STUD, LH REAR	5920L	10	\$1.68	\$16.78
9	STUD, RH REAR	5920R	20	\$1.19	\$23.76
10	SOCKET, INTERIOR LIGHT	82-13446-2	2	\$2.61	\$5.21
11	DECAL, EMERGENCY HATCH INSTR	82-1445	3	\$7.35	\$22.06
12	BUZZER, LOW AIR WARNING	51-14135-2	1	\$19.09	\$19.09
13	CIRCUIT BREAKER, 30 AMP	51-20829-030	1	\$1.93	\$1.93
14	SWITCH, REAR DOOR	51-25069-1	3	\$7.13	\$21.39
15	SWITCH, LIMIT	51-29031	2	\$2.19	\$4.39
16	TIE ROD END, FRONT DOOR	82-21024	4	\$2.12	\$8.48
17	WELDMENT, SWITCH TRIP	82-30187	2	\$6.79	\$13.59
18	CLIP, RETAINER OVERHEAD COMP	82-31390	3	\$1.27	\$3.80
19	REGULATOR, VOLTAGE	82-33154-000	1	\$29.35	\$29.35
20	WASHER, FRONT WHEEL LOCK	82-3348	8	\$0.06	\$0.51
21	LOCKRING	82-3357	8	\$0.79	\$6.35
22	TORQUE ROD, REAR LOWER R&L	82-36403	2	\$42.32	\$84.63
23	CABLE ASSY, ROOF HATCH	82-4464-1	1	\$2.31	\$2.31
24	CLIP, WINDOW	82-52050	25	\$0.50	\$12.50
25	GLASS, VENT	8X52	1	\$2.50	\$2.50
26	NUT PUSH, SHOULDER HARNESS	9906-7	63	\$0.31	\$19.70
27	FUSE, AGC 4 AMP	AGC4	14	\$0.13	\$1.83
28	PRESSURE TRANSDUCER	P227493	1	\$43.20	\$43.20
29	BELT, W/C TIE DOWN	Q8-6200-R19	2	\$22.45	\$44.89
30	COVER, DR SEAT BACK	1001/120	2	\$20.11	\$40.22

31	CIRCUIT BREAKER, 40 AMP	30055-40	3	\$0.57	\$1.70
32	CIRCUIT BREAKER, 20 AMP	30409-20	3	\$0.63	\$1.88
33	RACE, REAR INNER WHEEL	382A	3	\$1.44	\$4.33
34	BEARING, REAR INNNER WHEEL	387AS	3	\$2.54	\$7.63
35	ALARM, AUDIOLARM, FLASHERS	5200-1980	2	\$7.80	\$15.60
36	HATCH, EMERGENCY ROOF	55-08792-000	1	\$26.40	\$26.40
37	FENDER FLARE	19094	1	\$26.67	\$26.67
38	STUD, REAR AXLE	392013S4361	12	\$0.52	\$6.29
39	O-RING, OUTPUT SHAFT SPEED SEN	3C3Z7Z101BA	6	\$0.36	\$2.15
40	BUSHING KIT, RADIUS ARM	K8268	1	\$3.27	\$3.27
41	RACE, REAR OUTER WHEEL	LM104911	4	\$0.91	\$3.65
42	BEARING, REAR OUTER WHEEL	LM104949	4	\$1.66	\$6.65
43	SOCKET, DASH LAMP/SPEEDO	LS6500	8	\$0.35	\$2.81
44	DIODE, NEGATIVE	PX-2541	2	\$13.99	\$27.98
45	REGULATOR, VOLTAGE	PX-5000	1	\$35.53	\$35.53
46	WIPER REFILL, DRIVER	85214-44140	1	\$1.14	\$1.14
47	WIPER REFILL, PASSENGER	85214-46011	1	\$0.67	\$0.67
48	PLUG, ENGINE DRAIN	90341-10012	1	\$0.48	\$0.48
49	BELT, RETRACT W/C HEIGHT ADJ	Q8-6411	3	\$5.93	\$17.80
50	FILTER, TRANSMISSION	1-5920	9	\$3.19	\$28.69
51	CONNECTOR, W/S WASHER 90 DEGRE	711022	4	\$0.32	\$1.26
52	LAMP, HEATER CONTROL	16203883	6	\$0.63	\$3.77
53	SEAT BELT, RH FRONT FEMALE	19148952	1	\$12.83	\$12.83
54	HOSE, AIR COMPRESSOR INTAKE	170479	2	\$9.29	\$18.59
55	GASKET, TRANSMISSION	1-7596	6	\$1.51	\$9.04
56	PIN SLIDE & SEAL KIT, REAR CALIPER	19150984	2	\$6.74	\$13.47
57	HUBO 275R22.5 DATA TRAC	82-58402	2	\$10.77	\$21.53
58	HUBO, 305 DATA TRAC	53-00743-35	1	\$13.24	\$13.24
59	SEAL, ALTERNATOR	82-42404-000	4	\$0.94	\$3.76
60	PLATE, 50DN BEARING RETAINER	1956310-1	2	\$4.73	\$9.46
61	CONTROL, HEAT, A/C & R DEFOG	15130958	1	\$43.39	\$43.39
62	ANTI-SKID, 6" BLACK	3JW44	78	\$0.25	\$19.67
63	FILTER, AIR, ESS COOLER	29542864	6	\$41.80	\$250.82
64	NIPPLE, 5/8	28604	1	\$0.42	\$0.42
65	NIPPLE, 3/4	65096	5	\$0.43	\$2.13
66	CONNECTOR, FEMALE (ALLISON)	PT06SE168SR	1	\$12.70	\$12.70
67	GASKET, FUEL PUMP	23505248	1	\$0.25	\$0.25
68	RING GEAR	29502093	1	\$22.79	\$22.79
69	O-RING, TRANS DRAIN PLUG	29507700	1	\$0.25	\$0.25
70	CIRCUIT BREAKER, 25 AMP	13-48003-4	2	\$2.43	\$4.85
71	FITTING, PROBALYZER PLUG	22305X4	2	\$0.60	\$1.20
72	FILTER, HVAC	22-54558N000	1	\$9.75	\$9.75
73	CLAMP, ELECT CABLE	53-28321	1	\$14.80	\$14.80
74	PUMP, HYDRAULIC	53-29058-12	1	\$124.59	\$124.59
75	RIVNUT, 14"-20	54-13104-11	6	\$0.18	\$1.08
76	LATCH ASSY, PANEL	54-37647	1	\$1.67	\$1.67
77	SEAL, CAMSHAFT THRUST PLATE	23521935	2	\$0.98	\$1.96
78	VALVE, COOLANT SHUTOFF - 1"	53-02317-1	2	\$1.98	\$3.96
79	DIPSTICK, HYDRAULIC RESERVOIR	53-22412-1	2	\$0.96	\$1.92
80	VALVE, PROTECTION	53-319	1	\$4.92	\$4.92
81	WASHER, COPPER LO PRESS CUTOUT	330768	4	\$0.30	\$1.21
82	O-RING, ESPAR	32075104	4	\$1.01	\$4.05

83	O-RING, ESPAR	32075119	6	\$0.14	\$0.83
84	CUP SIEVE, ESPAR	201312000006	4	\$0.45	\$1.82
85	BURNER HYD B4/5 S+SC	201818110000	1	\$19.47	\$19.47
86	BLOWER, COMBUSTABLE AIR 12V	201819991600	1	\$28.93	\$28.93
87	GASKET, ESPAR	201820990001	4	\$2.47	\$9.88
88	CONTROLLER CONNECTOR, 12V	221000301010	1	\$7.41	\$7.41
89	7 DAY TIMER	221000303600	1	\$35.60	\$35.60
90	O-RING, ESPAR	221000700009	6	\$0.14	\$0.83
91	PUMP, FUEL DOSING, 12V	224504030000	2	\$23.16	\$46.32
92	PUMP, FUEL METERING, 12V	224517040000	2	\$30.05	\$60.09
93	CONTROLLER, ESPAR 12V	225201040006	2	\$78.22	\$156.44
94	CONTROLLER, ESPAR 24V	225202011001	2	\$108.36	\$216.72
95	ENDCAP, EXHAUST TUBE	251729800600	4	\$3.00	\$11.99
96	SENSOR, FLAME, ESPAR	251920370000	3	\$9.45	\$28.34
97	PUMP, FUEL METERING, 24V	251942450000	2	\$42.99	\$85.98
98	PLUG, GLOW, ESPAR 12 VOLT	252106011000	2	\$17.12	\$34.24
99	PLUG, GLOW, ESPAR 24 VOLT	252107011000	2	\$17.76	\$35.51
100	PUMP, COOLANT, 24V	252118250000	2	\$40.72	\$81.44
101	O-RING, LINING, ESPAR	252121990113	4	\$2.29	\$9.14
102	BLOWER, COMBUSTABLE AIR 24V	252146991700	3	\$27.33	\$81.99
103	SENSOR, OVERHEAT W/CABLE, 24V	252147012300	3	\$6.24	\$18.71
104	BURNER D4/5 S+SC HYD	252216100000	2	\$19.65	\$39.31
105	PUMP, ONLY WATER, ESPAR	252218250000	2	\$37.14	\$74.27
106	SENSOR, OVERHEAT W/CABLE 12V	252219012300	2	\$7.72	\$15.45
107	BULB, ESPAR CONTROL, 12V	82-41672-000	24	\$0.51	\$12.18
108	BULB, ESPAR CONTROL, 24V	82-41672-001	10	\$2.62	\$26.16
109	EXHAUST TUBE, ESPAR	82-42502-000	3	\$10.09	\$30.28
110	AIR VENT	79	1	\$16.00	\$16.00
111	SOCKET, MOG PRONG PAR56	3579	5	\$5.00	\$25.00
112	FILTER, FUEL	30033	10	\$7.58	\$75.83
113	FILTER, CULLIGAN, RO SYS	00-9550-04	6	\$1.78	\$10.65
114	LAMP	20MR16	4	\$0.84	\$3.36
115	LAMP, SPRING 51K MOGUL BASE	28942H51K	6	\$3.80	\$22.80
116	LAMP	300PAR56/NSP	5	\$1.05	\$5.27
117	LAMP, 50 K MED BASE	4894250K	9	\$2.20	\$19.80
118	BELT, DRIVE, IN BUS GATE	4L270	2	\$0.90	\$1.79
119	LAMP	CF20EL	12	\$1.33	\$15.97
120	FILTER, FUEL ISLAND, 25 MICRON	FBO 60338	7	\$21.95	\$153.64
121	IGNITOR	MH100-3A	3	\$16.22	\$48.67
122	BOLT, BATTERY B+	W301557	3	\$0.43	\$1.28
123	CAP, HI PRESSURE	W302646	3	\$1.29	\$3.88
124	O-RING, EGR TOOL	WWV215	2	\$0.50	\$1.00
125	SLEEVE, STEERING TUBE BEARING	FODZ3518A	3	\$0.43	\$1.28
126	HEADLAMP, HALOGEN 12V	9007	4	\$1.61	\$6.42
127	NUT, GLAND	13009	3	\$5.07	\$15.22
128	HINGE, ALUM. EMERG. HATCH	2083	1	\$10.40	\$10.40
129	BULKHEAD CONNECTORS 1/4 NPT	54-13093-5	2	\$0.42	\$0.84
130	REGENERATION VALVE KIT	82-58305	2	\$21.24	\$42.48
131	S-CAM, RH FRONT	82-03763	1	\$13.05	\$13.05
132	S-CAM, LH FRONT	82-03769	1	\$13.05	\$13.05
133	HANDLE, EMER WINDOW RELEASE	82-07628-000	1	\$2.73	\$2.73
134	RESISTOR, FRONT HEAT MOTOR	82-21972	3	\$2.39	\$7.16

135	SCREWS, OVERHEAD COMPARTMENT	82-28615	8	\$0.60	\$4.80
136	WASHERS, OVERHEAD COMPARTMENT	82-28616	8	\$0.07	\$0.53
137	CAPSCREW	413-4005	4	\$0.40	\$1.61
138	SCREWS. W/C RAMP WEAR EDGE	415-9035	20	\$0.13	\$2.60
139	CLAMP, EXHAUST ESPAR	0030557	5	\$0.28	\$1.38
140	GLASS, DESTINATION SIGN	12X75	1	\$9.80	\$9.80
141	FUSE HOLDER - VUPS	345101	8	\$0.39	\$3.14
142	TRAY, ORBITAL	13-37783	1	\$74.07	\$74.07
143	FUSE, VUPS 5 AMP	7085K93	20	\$0.27	\$5.37
144	FILTER, FUEL	33584	1	\$3.12	\$3.12
145	GROMMET, W/C LIFT ARM RUBBER	23391	6	\$0.38	\$2.27
146	COVER, RUBR NUT, W/C LIFT DOOR	67677	8	\$0.49	\$3.94
147	ROLLER, W/C CAM	V2-AC-124	2	\$1.00	\$2.00
148	PIN, W/C	V2-PI-091	1	\$5.66	\$5.66
149	SEAL KIT, W/C MANUAL PUMP	V2-SH-220	2	\$3.22	\$6.43
150	SADDLE BLOCK ASSY	VT-AC-046	2	\$6.52	\$13.03
151	FRAME ASM , DRIVERS SEAT	1100-106502	1	\$89.93	\$89.93
152	BELT, DRIVERS 3 PT	82-47864-3	4	\$47.47	\$189.86
153	FOG LAMP PACKAGE	12341840	1	\$16.53	\$16.53
<b>INVENTORY TOTAL</b>					<b>\$3,450.99</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$6,560.99</b>

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**October 19, 2016**

**CALL TO ORDER**

Chair Gadman called the October 19, 2016, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

**Members Excused:** Labor Representative Ed Bricker.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Jeff Brewster; Steve Krueger; Pat Messmer; Carolyn Newsome; Eric Phillips; and Heather Stafford-Smith.

**Others Present:** Jonah Cummings, Citizen Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**CITIZEN ADVISORY COMMITTEE REPORT**

Citizen Advisory Committee (CAC) member, Jonah Cummings, said the CAC met on October 17, 2016. The committee is preparing for the election of new officers, and members made nominations for Chair and Vice Chair. Officers will be elected at the November meeting. They are preparing for the interviews for four new CAC members. Interviews will be held on November 16. Under consumer issues, they talked about a rider who needed to take her large dog to the vet. Intercity Transit's current policy states non-service animals must be in a container. However, larger animals in a carrier can be difficult to navigate. Freeman-Manzanares said Jim Merrill, Director of

## **Intercity Transit Authority Special Meeting**

**October 19, 2016**

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Operations will attend the CAC meeting in November to discuss the policy. Staff will provide the Authority with an update at the December meeting.

*Citizen Representative / Vice Chair Warner arrived.*

### **2017-2019 DISADVANTAGE BUSINESS ENTERPRISE PLAN**

Procurement/Capital Projects Manager, Steve Krueger, explained the purpose of the Disadvantage Business Enterprise Plan (DBE) is to foster opportunity for firms owned and operated by disadvantaged individuals. Agencies who receive Federal Transit Association grants are required to submit an updated comprehensive DBE Plan for review and approval. One of the objectives in managing grants is tracking to the agency's DBE goals. The federal government is very serious about tracking DBE goals to ensure a percentage of federal dollars an agency receives gets allocated to the Disadvantage Business Enterprise. A report on how well the goals are being tracked must be submitted every six months.

Krueger used Intercity Transit's previous plan and refreshed it with new projects tied to federal dollars. Intercity Transit's 2017-19 DBE plan is updated to reflect all known assisted projects and the most current DBE consensus related data. Intercity Transit's resulting DBE goal is 4.95% for known FTA assisted projects.

*Commissioner Blake arrived.*

### **CAPITAL BUDGET UPDATE**

Freeman-Manzanares reported staff is preparing for the public comment process, with the entire budget being presented to the Authority at the November 2 meeting; the public hearing follows on November 16, with final approval at the December 7 meeting.

Freeman-Manzanares reviewed a handout of the Capital Rolled Over from 2016 which covers the most urgent projects to be addressed, including the UST Replacement/Renovation Project and the Olympia Transit Center expansion. She pointed out the dollar amount noted on the attachment for the short/long range service plan will increase to amend the contract with Nelson Nygaard for their participation in the Authority Planning Retreat.

Freeman-Manzanares reviewed the Capital per Strategic Plan for 2017 showing large projects, many of which staff is starting the research process. She indicated the replacement of the ACS Orbital/Radio System is a large project with a high dollar value. Staff will also begin researching fareboxes, including talking with the other South Puget Sound Systems as many are also exploring ORCA.



## Intercity Transit Authority Special Meeting

October 19, 2016

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Freeman-Manzanares pointed out the vehicle replacements noted on the handout (i.e. 2010 Hybrid Mid-Life Rebuild) will not necessarily be replaced in 2017. Vehicles will only be replaced when there is an absolute need.

### VANPOOL UPDATE

Carolyn Newsome, Vanpool Manager, provided an update on the Vanpool Program. The program currently has 177 active vanpools groups with 42 vans currently available. Newsome and her staff are researching ways to increase ridership. Statewide programs are experiencing a decrease in vanpool groups/riders, with approximately a 20% decrease average. King County Metro is the only system that has increased its market share.

Newsome indicated that driving their private car is still more attractive to most people. People show interest when the commute gets harder, gas prices are high and there is more congestion. Staff is also working with JBLM, but not having much success with the soldiers, and is hoping to focus more on the Department of Defense civilian employees. Currently, there are 30 vans going to JBLM.

Staff is very interested in getting the Intercity Transit message out because much of the public still do not know what a vanpool is.

Newsome is working with Marketing on strategies which include:

- Intensify marketing
- Get help from employers
- The CAC suggested putting some form of “fun” ad that reflects different businesses in the area
- Spruce up the outside of the vans to make them less “boring” and send a clear message about what they are all about.
- Place something environmentally “green” on the vans
- Increase incentive program in 2017 to \$25,000.
  - Current Incentive Program includes:
    - Those who start a new group get their choice of the 1<sup>st</sup> month fare free or \$100 gift card
    - Current riders receive a \$50 gift card if they recruit new riders or join an existing vanpool
  - To date, \$15,000 spent on incentives
- Lower the fares 10% - high or increased fares major reason riders quit before and didn't come back.
  - The current program requires 100% recovery. Fares were increased in 1998, 2004, 2007, 2009, and 2013. If fares were lowered, looking at

## **Intercity Transit Authority Special Meeting**

**October 19, 2016**

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\$175,000 per each 10% the fare is lowered, and it's not clear if lowering the fares would boost ridership.

- Absorb online credit fee currently charged to customers.
  - Intercity Transit is the only agency who charges a fee to the customer. Customers pay about \$10,000 in fees.
  - 24% customers use online payment.
- Customers would like to turn reports in electronically and pay electronically. And it's easier to electronically collect reports.
- The members of the CAC suggested providing chargers in the vans.

The Authority provided the following suggestions and comments:

- Wrap vans with local business ads and invite businesses in the area to sponsor a van.
- Have vanpool riders participate in selecting the wrap
- Balance creativity with our current brand. It can't be so unique that no one recognizes it is an IT van.
- Focus groups to gather input from riders
- Promote the message: "Don't like congestion? Think about riding in a vanpool."
- Ask the question: "What is the image people have of themselves who are drivers and riders?" Would having a beautiful water or forest scene help them feel better and does it attract non-riders?
- Not comfortable lowering fares - not necessarily the best approach.
- Keep in mind teleworking may impact ridership.

### **The Authority agreed to:**

- Increase 2017 budget to \$25,000 to push incentives
- Increase 2017 budget to explore idea of branding vehicles differently
- Include money in the 2017 budget to absorb online fees

### **CANCEL DECEMBER WORK SESSION**

Freeman-Manzanares recommended canceling the December 21, 2016, work session due to the lack of agenda items.

**It was M/S/A Citizen Representative Warner and Citizen Representative Melnick to cancel the Wednesday, December 21, 2016, Work Session.**

### **GENERAL MANAGER'S REPORT**

- Ridership for September was 330,277. Down 3.0% from 2015. Boardings year-to-date is 3,124,452 - down 3.4% from the first nine months of 2015.

## Intercity Transit Authority Special Meeting

October 19, 2016

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- Grant applications were submitted to the state for regional mobility projects. One for service (13 additional trips for the 612 Lakewood/Tacoma run); and one for funding for a portion of the next phase of the Pattison Street facility construction project.
- Grant applications were submitted for federal dollars through TRPC (Youth Education Grant and bringing bus stops into ADA compliance).
- Staff researched installing automatic chains on the buses during winter that automatically deploy chains on tires. The estimated cost to outfit the buses is \$90,000, which is not budgeted for 2016. However, staff is considering going out for bid to see if this could be accomplished with dollars already in the current budget. This method would save money in the long term.
  - **The Authority gave staff permission to move forward and pursue automatic chains, and to present a contract at a future meeting.**
- Freeman-Manzanares met with state advocates to help approach the legislature in pursuing:
  - Funding for the Pattison Street Rehabilitation and Expansion
  - Additional local sales tax options
  - 1/3 funding for DASH through state legislature
  - Pursuing approximately \$10,000 dollars to replace Amtrak lease agreement that expires in 2018.
- CAC interviews will be held at 2 p.m. on November 16. Seven applications received to date. Application submittal deadline is October 28.
- All are welcome to the Bus Buddy Open House being held at IT October 28, 2016, from 11:30 a.m. to 1:00 p.m.
- The Community Action Council will pick up their van on October 26 and begin providing transportation on October 27.

### AUTHORITY ISSUES

Warner asked if Intercity Transit is providing DASH service during the Governor's Ball. Freeman-Manzanares confirmed yes. Warner suggested the Authority participate and ride the DASH and promote Intercity Transit.

Gilman asked about Intercity Transit trying to get traffic construction mitigation money from the Fort Lewis project. Freeman-Manzanares replied its part of the Washington State Transit Association legislative plan. It's about traffic mitigation and the funding be project-related and falling to the transit systems.

**Intercity Transit Authority Special Meeting**

**October 19, 2016**

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**CLOSED SESSION**

Chair Gadman recessed the meeting at 7:03 p.m. for approximately 20 minutes to allow Authority members and necessary staff to go into a closed session authorized by RCW 42.30.140(4)(b) to review the final proposal made in negotiations for a collective bargaining agreement with IAM District Lodge 160.

Attending the closed session were: *Chair and Councilmember Jeff Gadman; Vice Chair and Citizen Representative Ryan Warner; Councilmember Clark Gilman; Councilmember Debbie Sullivan; Councilmember Molly Carmody; Thurston County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; General Manager, Ann Freeman-Manzanares; Human Resources Director, Heather Stafford-Smith.*

***Chair Gadman reconvened to a regular meeting at 7:27 p.m.***

The Director of Human Resources Heather Stafford-Smith brought before the Authority for approval a three-year Collective Bargaining Agreement between Intercity Transit and the International Association of Machinists. She noted the collective bargaining agreement dictates wage and other benefit costs for 35 IAM represented employees of Intercity Transit. The current agreement expires on December 31, 2016. The new contract is effective January 1, 2017, through December 31, 2019.

**It was M/S/A by Councilmember Sullivan and Commissioner Blake to approve the three-year Collective Bargaining Agreement between Intercity Transit and the International Association of Machinists (IAM).**

**ADJOURNMENT**

**There being no further business to come before the Authority, Chair Gadman adjourned the meeting at 7:29 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Jeff Gadman, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: November 2, 2016**

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

PERIOD DATES: 09/18/2016 - 10/01/2016						PAYDATE 10/07/2016					PERIOD DATES: 10/02/2016 - 10/15/2016						PAYDATE 10/21/2016				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT				
3	FIT		EFT	76,233.47		3	FIT		EFT	74,760.42		3	FIT		EFT	74,760.42					
4	MT		EFT	21,000.74	97,234.21	4	MT		EFT	21,043.86	95,804.28	4	MT		EFT	21,043.86	95,804.28				
5	A2/35	Life Ins.	Check Dave 2nd	1,684.78	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,070.06	0.00	5	AL/35	Life Ins.	Check Dave 2nd	3,070.06	0.00				
6	D3/31	Disability Ins	Check Dave 2nd	1,772.10	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,281.98	0.00	6	DI/31	Disability Ins	Check Dave 2nd	2,281.98	0.00				
7	HE/37	Health In1st	Check Dave 2nd	15,726.25	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	309,805.50	0.00	7	HI/38	Health In 2ND	Check Dave 2nd	309,805.50	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	8	TH/39	Taxed Hlth- DO NOT USE	Check Dave 2nd	0.00	0.00				
9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30		9	CC/61	Child Care	Hfsttler/Brkmp	384.30					
10	GN/08	Garnish	CHECK last	782.96		10	GN/08	Garnish	CHECK last	115.38		10	GN/08	Garnish	CHECK last	115.38					
11	CS/09	DSHS	EFT	2,709.66	2,709.66	11	CS/09	DSHS	EFT	2,132.74	2,132.74	11	CS/09	DSHS	EFT	2,132.74	2,132.74				
12	CS/09	ExpertPay	EFT	0.00	0.00	12	CS/09	ExpertPay- OTHER STATE	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	13	CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00				
14	D1/98	D.Dep. #1	ACH WIRE every	8,683.43	8,683.43	14	D1/98	D.Dep. #1	ACH WIRE every	9,937.53	9,937.53	14	D1/98	D.Dep. #1	ACH WIRE every	9,937.53	9,937.53				
15	D2/97	D.Dep. #2	ACH WIRE every	17,714.85	17,714.85	15	D2/97	D.Dep. #2	ACH WIRE every	17,702.95	17,702.95	15	D2/97	D.Dep. #2	ACH WIRE every	17,702.95	17,702.95				
16	GT/63	G.Ed.Tuit	Check every	227.00		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	17	HS/69	Health Svgs	ACH Wire every	125.00	125.00				
18	DC/97	Vgrd EE	Wire	44,171.96		18	DC/97	Vgrd EE	Wire	44,678.83		18	DC/97	Vgrd EE	Wire	44,678.83					
19	DC/22	Vgrd ER	Wire	30,396.29	74,568.25	19	DC/22	Vgrd ER	Wire	30,522.06	75,200.89	19	DC/22	Vgrd ER	Wire	30,522.06	75,200.89				
20	L2/29	401k Ln#2	Wire	4,883.38		20	L2/29	401k Ln#2	Wire	4,823.38		20	L2/29	401k Ln#2	Wire	4,823.38					
21	LN/29	401k Ln #1	Wire	8,252.76	13,136.14	21	LN/29	401k Ln #1	Wire	8,192.60	13,015.98	21	LN/29	401k Ln #1	Wire	8,192.60	13,015.98				
22	TTL VNGRD			87,704.39		22	TTL VNGRD			88,216.87		22	TTL VNGRD			88,216.87					
23	LI/02	L&I	EFT Quarterly	30,760.62		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	32,607.03		23	LI/02	L&I -LA +LI +ER	EFT Quarterly	32,607.03					
24	MD/51&M2	Mch.UnDues	Check last	1,357.68		24	MD/51&M2	Mch.UnDues- 164 PEREE	Check last	1,357.82		24	MD/51&M2	Mch.UnDues- 164 PEREE	Check last	1,357.82					
25	MI/52	Mac.Inltion	Check last	0.00		25	MI/52	Mac.Inltion	Check last	0.00		25	MI/52	Mac.Inltion	Check last	0.00					
26	MS/60	Payroll Corr check		0.00		26	MS/60	Payroll Corr check		244.37		26	MS/60	Payroll Corr check		244.37					
27	GL/11	GTLife		0.00		27	GL/11	GTLife-ER/VE TERM/YRLY		0.00		27	GL/11	GTLife-ER/VE TERM/YRLY		0.00					
28	TF/	Tx.Fr.Benefit	Employer	55.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00				
29	PA/66	Proj.Asslst	Check last	430.00		29	PA/66	Proj.Assist	Check last	435.00		29	PA/66	Proj.Assist	Check last	435.00					
30	PN/04	PERS EE	EFT	46,067.65	0.00	30	PN/04	PERS EE	EFT	46,758.87	0.00	30	PN/04	PERS EE	EFT	46,758.87	0.00				
31	PN/04	PERS ER	EFT	83,617.53	129,685.18	31	PN/04	PERS ER	EFT	84,890.20	131,649.07	31	PN/04	PERS ER	EFT	84,890.20	131,649.07				
32	TTL PERS			129,685.18		32	TTL PERS			131,649.07		32	TTL PERS			131,649.07					
33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00	33	R3/20	ICMA Ln#2	WIRE	393.87	0.00				
34	RC/24	ICMA EE	WIRE	5,380.73		34	RC/24	ICMA EE	WIRE	5,470.08		34	RC/24	ICMA EE	WIRE	5,470.08					
35	RI/23	ICMA Roth	WIRE	514.61	514.61	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	2,010.00	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00	36	RL/21	ICMA Ln#1	WIRE	1,616.13	2,010.00				
37	RR/25	ICMA ER	WIRE	3,024.32	8,405.05	37	RR/25	ICMA ER	WIRE	3,128.06	8,598.14	37	RR/25	ICMA ER	WIRE	3,128.06	8,598.14				
38	TTL ICMA	10,415.05		10,929.66		38	TTL ICMA	10,608.14		11,122.75		38	TTL ICMA	10,608.14		11,122.75					
39	SD/26	457 ST EE	EFT	12,395.33		39	SD/26	457 ST EE	EFT	12,695.44		39	SD/26	457 ST EE	EFT	12,695.44					
40	SR/27	457 ST ER	EFT	7,039.04	19,434.37	40	SR/27	457 ST ER	EFT	7,233.77	19,929.21	40	SR/27	457 ST ER	EFT	7,233.77	19,929.21				
41	ST/67	ShTrmDisab- AFLA	EFT	4,030.91	4,030.91	41	ST/67	ShTrmDisab-AFLAC	EFT	0.00	0.00	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	-		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	600.00		43	UA/44	Un Assess -2ND PP	Check last	600.00					
44	UD/42	Un Dues	Check last	5,601.14		44	UD/42	Un Dues-BOTH PP	Check last	5,607.19		44	UD/42	Un Dues-BOTH PP	Check last	5,607.19					
45	UI/41	Un Inltatn	Check last	90.00		45	UI/41	Un Inltatn- 100.00 PEREE	Check last	0.00		45	UI/41	Un Inltatn- 100.00 PEREE	Check last	0.00					
46	UT/43	Un Tax	Check last	3,035.10		46	UT/43	Un Tax IST PP	Check last	0.00		46	UT/43	Un Tax IST PP	Check last	0.00					
47	UW/62	United Way	Check last	458.50		47	UW/62	United Way	Check last	440.50		47	UW/62	United Way	Check last	440.50					
48	WF/64	Wellness	Check last	349.50		48	WF/64	Wellness	Check last	349.50		48	WF/64	Wellness	Check last	349.50					
49	NP	NET PAY (dir. Deposit)	ACH Wire every	461,338.50	461,338.50	49	NP	NET PAY (dir. Deposit)	ACH Wire every	458,142.45	458,142.45	49	NP	NET PAY (dir. Deposit)	ACH Wire every	458,142.45	458,142.45				
50		Paychecks		5,526.72		50		Paychecks - LIVE CHECKS		14,264.18		50		Paychecks - LIVE CHECKS		14,264.18					
51		TOTAL TRANSFER (tie to Treasurer Notifications)			\$839,590.16	51		TOTAL TRANSFER (tie to Treasurer Notifications)			\$834,762.85	51		TOTAL TRANSFER (tie to Treasurer Notifications)			\$834,762.85				
52		TOTAL PAYROLL*:		\$907,947.81		52		TOTAL PAYROLL*:		\$1,206,602.66		52		TOTAL PAYROLL*:		\$1,206,602.66					
53		GROSS EARNINGS:		748,639.25		53		GROSS EARNINGS:		762,597.82		53		GROSS EARNINGS:		762,597.82					
54		EMPR MISC DED:		148,808.19		54		EMPR MISC DED:		433,482.91		54		EMPR MISC DED:		433,482.91					
55		EMPR MEDICARE TAX:		10,500.37		55		EMPR MEDICARE TAX:		10,521.93		55		EMPR MEDICARE TAX:		10,521.93					
56		TOTAL PAYROLL FOR OCTOBER 2016		\$907,947.81		56		TOTAL PAYROLL FOR OCTOBER 2016		\$1,206,602.66		56		TOTAL PAYROLL FOR OCTOBER 2016		\$1,206,602.66					
57		ACH WIRE TOTAL		487,861.78		57		ACH WIRE TOTAL		485,907.93		57		ACH WIRE TOTAL		485,907.93					

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/14/2016

Thru Date: 10/14/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021635	10/14/2016	11740	INTERCITY TRANSIT ADVANCED TRAVEL	\$2,739.56	
00021636	10/14/2016	01405	ADVANCE GLASS INC	\$541.55	
00021637	10/14/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$116.00	
00021638	10/14/2016	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
00021639	10/14/2016	01820	AMERICAN DRIVING RECORDS INC	\$452.46	
00021640	10/14/2016	02060	AMERISAFE	\$425.41	
00021641	10/14/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$139.82	
00021642	10/14/2016	02380	ARAMARK UNIFORM SERVICES	\$936.54	
00021643	10/14/2016	02580	ASSOCIATED PETROLEUM	\$487.56	
00021644	10/14/2016	02825	AUTO PLUS - OLYMPIA	\$156.53	
00021645	10/14/2016	03250	BATTERY SYSTEMS, INC	\$2,504.16	
00021646	10/14/2016	06610	COMMERCIAL BRAKE & CLUTCH	\$278.07	
00021647	10/14/2016	06830	CONSOLIDATED PRESS	\$14,481.88	
00021648	10/14/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00021649	10/14/2016	07220	CUMMINS INC	\$12,605.04	
00021650	10/14/2016	07619	DAVID S FOSTER	\$875.00	
00021651	10/14/2016	09805	FLEET PRIDE	\$108.20	
00021652	10/14/2016	10580	GENE'S TOWING INC	\$149.47	
00021653	10/14/2016	10607	GENUINE AUTO GLASS OF LACEY	\$652.80	
00021654	10/14/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021655	10/14/2016	10660	GILLIG LLC	\$10,609.69	
00021656	10/14/2016	10720	GLOBE TICKET AND LABEL	\$434.18	
00021657	10/14/2016	11498	IBI GROUP, US	\$7,671.32	
00021658	10/14/2016	11615	INDUSTRIAL HYDRAULICS INC	\$52.27	
00021659	10/14/2016	11702	INSPECTORATE AMERICA CORPORATION	\$2,380.10	
00021660	10/14/2016	11810	INTERSTATE BATTERY	\$119.63	
00021661	10/14/2016	11892	J ROBERTSON AND COMPANY	\$2,712.50	
00021662	10/14/2016	11905	JANEK CORPORATION	\$174.08	
00021663	10/14/2016	12360	KALIKOW & GUSA PLLC	\$181.68	
00021664	10/14/2016	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,303.25	
00021665	10/14/2016	13510	LES SCHWAB TIRE CENTER	\$183.78	
00021666	10/14/2016	14160	MCMASTER-CARR SUPPLY CO.	\$85.70	
00021667	10/14/2016	14335	MELNICK, DON	\$446.20	
00021668	10/14/2016	14750	MULLINAX FORD	\$604.04	
00021669	10/14/2016	14900	NAPA AUTO PARTS	\$449.03	
00021670	10/14/2016	15140	NISQUALLY TOWING SERVICE	\$270.00	
00021671	10/14/2016	15255	NORTHWEST PUMP & EQUIPMENT	\$71.59	
00021672	10/14/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$13.98	
00021673	10/14/2016	15585	OLYMPIA FOOD CO-OP	\$65.00	
00021674	10/14/2016	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00021675	10/14/2016	16765	PETRO CARD	\$31,942.69	
00021676	10/14/2016	16820	PIERCE COUNTY SECURITY	\$15,356.66	
00021677	10/14/2016	17290	PUGET SOUND ENERGY	\$10,865.66	
00021678	10/14/2016	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00021679	10/14/2016	17420	R&R TIRE COMPANY, INC.	\$4,346.56	
00021680	10/14/2016	17505	RAINIER DODGE INC	\$178.00	
00021681	10/14/2016	17560	RE AUTO ELECTRIC INC	\$1,090.43	
00021682	10/14/2016	17900	SCHETKY NW SALES INC	\$565.70	
00021683	10/14/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,953.19	
00021684	10/14/2016	18355	SOUND TRANSIT	\$26,097.43	
00021685	10/14/2016	18612	STEPHANIE GRIST	\$875.00	
00021686	10/14/2016	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$4,988.73	
00021687	10/14/2016	18940	TENNANT COMPANY	\$43.57	
00021688	10/14/2016	21610	TETRA TECH INC	\$4,686.52	

# Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/14/2016

Thru Date: 10/14/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021689	10/14/2016	21660	THERMO KING NORTHWEST	\$744.57	
00021690	10/14/2016	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,372.25	
00021691	10/14/2016	21930	TIRES INC	\$5,356.25	
00021692	10/14/2016	21950	TITUS-WILL CHEVROLET	\$901.12	
00021693	10/14/2016	22000	TOYOTA LIFT NORTHWEST	\$232.59	
00021694	10/14/2016	22010	TOYOTA OF OLYMPIA	\$198.18	
00021695	10/14/2016	22100	TRANSIT SOLUTIONS, LLC	\$450.04	
00021696	10/14/2016	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$78,073.11	
00021697	10/14/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	☑
00021698	10/14/2016	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$14,545.24	
00021699	10/14/2016	23410	U S BANK VOYAGER FLEET SYSTEMS	\$27,321.90	
00021700	10/14/2016	23715	URBAN SOLAR CORPORATION	\$16,864.00	
00021701	10/14/2016	23740	USSC LLC	\$42.66	
00021702	10/14/2016	23755	VALLEY FREIGHTLINER	\$553.10	
00021703	10/14/2016	24750	WA ST GET PROGRAM	\$227.00	
00021704	10/14/2016	25380	WASHINGTON GARDENS	\$315.52	
00021705	10/14/2016	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$1,470.00	
00021706	10/14/2016	25670	WAXIE SANITARY SUPPLY	\$445.95	
00021707	10/14/2016	25858	WESTCARE CLINIC LLC PS	\$0.00	☑
00021708	10/14/2016	25858	WESTCARE CLINIC LLC PS	\$1,445.00	
<b>Total:</b>				<b>\$340,369.47</b>	

## Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/28/2016

Thru Date: 10/28/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021723	10/28/2016	01780	AMALGAMATED TRANSIT UNION 1765	\$14,933.43	
00021724	10/28/2016	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00021725	10/28/2016	01960	AMERICAN SEATING COMPANY	\$399.16	
00021726	10/28/2016	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$113.10	
00021727	10/28/2016	02380	ARAMARK UNIFORM SERVICES	\$917.82	
00021728	10/28/2016	02580	ASSOCIATED PETROLEUM	\$39,515.18	
00021729	10/28/2016	03240	BATTERIES PLUS	\$52.06	
00021730	10/28/2016	03250	BATTERY SYSTEMS, INC	\$4,706.29	
00021731	10/28/2016	04040	BUD CLARY CHEVROLET	\$31,339.00	
00021732	10/28/2016	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$2,861.94	
00021733	10/28/2016	05740	CED	\$117.44	
00021734	10/28/2016	06060	CITY OF OLYMPIA	\$21,417.71	
00021735	10/28/2016	06120	CITY OF OLYMPIA UTILITIES	\$1,759.37	
00021736	10/28/2016	07105	CRAIN'S OFFICE SUPPLY	\$10.34	
00021737	10/28/2016	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00021738	10/28/2016	07220	CUMMINS INC	\$8,438.97	
00021739	10/28/2016	08780	EMERALD SERVICES INC	\$707.44	
00021740	10/28/2016	08840	EMPLOYER RESOURCES NORTHWEST	\$7,630.33	
00021741	10/28/2016	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00021742	10/28/2016	09660	FERGUSON ENTERPRISES, INC	\$5,285.81	
00021743	10/28/2016	09885	FMNA LLC	\$110.60	
00021744	10/28/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021745	10/28/2016	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
00021746	10/28/2016	10477	GALLS, LLC	\$3,741.10	
00021747	10/28/2016	10605	GENFARE	\$412.59	
00021748	10/28/2016	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00021749	10/28/2016	10660	GILLIG LLC	\$16,874.13	
00021750	10/28/2016	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
00021751	10/28/2016	10863	GRAYS HARBOR TRANSIT	\$599.00	
00021752	10/28/2016	10880	GRIMM COLLECTIONS	\$2,099.00	
00021753	10/28/2016	11810	INTERSTATE BATTERY	\$239.25	
00021754	10/28/2016	11895	J&I POWER EQUIPMENT INC	\$8.17	
00021755	10/28/2016	11905	JANEK CORPORATION	\$456.96	
00021756	10/28/2016	11943	JOANNA GRIST	\$875.00	
00021757	10/28/2016	12620	KEYBANK NATIONAL ASSOCIATION	\$38.27	
00021758	10/28/2016	13510	LES SCHWAB TIRE CENTER	\$122.52	
00021759	10/28/2016	13661	LOOMIS	\$398.81	
00021760	10/28/2016	13850	MASON TRANSIT AUTHORITY	\$1,001.00	
00021761	10/28/2016	14160	MCMASTER-CARR SUPPLY CO.	\$134.23	
00021762	10/28/2016	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00021763	10/28/2016	14750	MULLINAX FORD	\$1,110.56	
00021764	10/28/2016	14900	NAPA AUTO PARTS	\$334.37	
00021765	10/28/2016	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$4,270.38	
00021766	10/28/2016	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$820.68	
00021767	10/28/2016	15300	OAK HARBOR FREIGHT LINES INC	\$554.44	
00021768	10/28/2016	16557	PACIFIC MODULAR, INC	\$489.60	
00021769	10/28/2016	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,500.00	
00021770	10/28/2016	17505	RAINIER DODGE INC	\$446.03	
00021771	10/28/2016	17900	SCHETKY NW SALES INC	\$1,001.73	
00021772	10/28/2016	17965	SEATTLE AUTOMOTIVE DIST.	\$1,206.29	
00021773	10/28/2016	18068	SHINING EXAMPLE INC	\$303.33	
00021774	10/28/2016	18610	STEPHAN J PARROTT	\$725.00	
00021775	10/28/2016	18651	STORMANS (LICENSING)	\$47.75	
00021776	10/28/2016	21610	TETRA TECH INC	\$48,852.77	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/28/2016

Thru Date: 10/28/2016

Check #	Check Date	Ref #	Name	Amount	Voided
00021777	10/28/2016	21660	THERMO KING NORTHWEST	\$755.12	
00021778	10/28/2016	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00021779	10/28/2016	21930	TIRES INC	\$5,301.09	
00021780	10/28/2016	21950	TITUS-WILL CHEVROLET	\$2,493.54	
00021781	10/28/2016	22010	TOYOTA OF OLYMPIA	\$242.37	
00021782	10/28/2016	22325	TTL PARTNERS LLC	\$3,446.00	
00021783	10/28/2016	23660	UNITED WAY OF THURSTON COUNTY	\$899.00	
00021784	10/28/2016	23755	VALLEY FREIGHTLINER	\$3,703.33	
00021785	10/28/2016	23757	VAN GELDER, MICHAEL	\$128.28	
00021786	10/28/2016	24000	W W GRAINGER INC	\$151.23	
00021787	10/28/2016	24030	WA ST AUDITORS OFFICE	\$977.55	
00021788	10/28/2016	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$120.40	
00021789	10/28/2016	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$10,074.63	
00021790	10/28/2016	24750	WA ST GET PROGRAM	\$227.00	
00021791	10/28/2016	25580	WASHINGTON STATE TRANSIT INSURANCE	\$150.00	
00021792	10/28/2016	25858	WESTCARE CLINIC LLC PS	\$255.00	
<b>Total:</b>				<b>\$268,440.05</b>	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>03885 BREWSTER, JEFFERY A</b>									
00	09/26-27/16	DI	10/14/2016			156.56	156.56	156.56		156.56
	<b>08550 EASY SPEAKERS CLUB</b>									
00	2016OCT	DI	10/14/2016			80.00	80.00	80.00		236.56
	<b>10205 FREEMAN-MANZANARES ANN</b>									
00	09/17-21/16	DI	10/14/2016			763.96	763.96	763.96		1,000.52
	<b>11308 HOFSTETTER SHANNON</b>									
00	10/7/16	DI	10/14/2016			192.30	192.30	192.30		1,192.82
	<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>									
00	2016OCT	DI	10/14/2016			2,937.54	2,937.54	2,937.54		4,130.36
	<b>16757 PETERSON, LEE</b>									
00	09/18-21/16	DI	10/14/2016			66.00	66.00	66.00		4,196.36
	<b>18218 SMITH, HEATHER</b>									
00	09/20-21/16	DI	10/14/2016			199.80	199.80	199.80		4,396.16

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>03123 BARLOW ELIZABETH</b>									
00	10/9-11/16	DI	10/28/2016			93.00	93.00	93.00		93.00
	<b>03810 BRANDT, JESSICA</b>									
00	10/9-11/16	DI	10/28/2016			108.00	108.00	108.00		201.00
	<b>05105 CALQUHOUN, GREG</b>									
00	10/16-18/16	DI	10/28/2016			67.77	67.77	67.77		268.77
	<b>11308 HOFSTETTER SHANNON</b>									
00	12/21/16	DI	10/28/2016			192.30	192.30	192.30		461.07
	<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>									
00	2016OCT	DI	10/28/2016			865.00	865.00	865.00		1,326.07
	<b>11775 INTERCITY TRANSIT WELLNESS</b>									
00	2016OCT	DI	10/28/2016			699.00	699.00	699.00		2,025.07
	<b>12375 KALLAS, MARK</b>									
00	10/9-10/16	DI	10/28/2016			99.15	99.15	99.15		2,124.22
	<b>12863 KOLAR, DAVE</b>									
00	10/9-11/16	DI	10/28/2016			274.14	274.14	274.14		2,398.36
	<b>16757 PETERSON, LEE</b>									
00	10/9-11/16	DI	10/28/2016			108.00	108.00	108.00		2,506.36
	<b>17530 RANDOLPH, STEFANIE</b>									
00	10/9-11/16	DI	10/28/2016			108.00	108.00	108.00		2,614.36
	<b>18741 SWAN, STEVE</b>									
00	10/5-7/16	DI	10/28/2016			258.00	258.00	258.00		2,872.36

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: November 2, 2016**

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

- 
- 1) **The Issue:** Whether or not to declare property surplus.
- 
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
- 
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
- 
- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles and a Vehicle Maintenance item attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$250,479.
- 
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- In the event that any vanpool vehicle was purchased with Federal funds, staff will follow the Federal Transit Administration (FTA) rolling stock disposition requirements identified in Chapter IV of FTA Circular 5010.1D. Funds generated in excess of \$5,000 for a federally funded vanpool vehicle may need to be returned to the FTA.
- 
- 7) **Goal Reference:** Not specifically identified in the goals.
- 
- 8) **References:** Exhibit "A" - Surplus Property November 2016.

**EXHIBIT A - SURPLUS PROPERTY - NOVEMBER 2016**

<b>VEHICLE MAINTENANCE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PART #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Hydraulic Floor Jack (Needs Repair) - 4 Ton	NA	1	\$20.00	\$20.00
<b>VEHICLE MAINTENANCE TOTAL</b>					<b>\$20.00</b>
<b>VANPOOL</b>					
<b>ITEM</b>	<b>VEHICLE</b>	<b>VAN #</b>	<b>SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
1	2008 Chevrolet Express	1926	12	80,353	\$9,490.00
2	2008 Chevrolet Express	1927	12	84,521	\$9,203.00
3	2008 Chevrolet Express	1943	12	77,496	\$9,707.00
4	2008 Chevrolet Express	1944	12	69,067	\$10,293.00
5	2009 Chevrolet Express	2052	12	93,053	\$9,302.00
6	2009 Chevrolet Express	2057	12	89,737	\$9,600.00
7	2009 Chevrolet Express	2059	12	77,469	\$10,539.00
8	2009 Chevrolet Express	2063	12	76,305	\$10,619.00
9	2010 Dodge Caravan	2111	7	115,112	\$4,330.00
10	2011 Ford Econoline	2141	12	102,461	\$9,859.00
11	2011 Ford Econoline	2144	12	99,099	\$10,102.00
12	2011 Ford Econoline	2146	12	98,605	\$10,185.00
13	2011 Ford Econoline	2149	12	80,166	\$11,767.00
14	2011 Ford Econoline	2150	12	80,914	\$11,767.00
15	2011 Ford Econoline	2151	12	96,686	\$10,351.00
16	2011 Ford Econoline	2154	12	85,615	\$11,309.00
17	2011 Ford Econoline	2158	12	90,690	\$10,865.00
18	2011 Ford Econoline	2159	12	85,860	\$11,309.00
19	2012 Chevrolet Express	2222	12	82,568	\$11,767.00
20	2012 Chevrolet Express	2223	12	115,158	\$9,182.00
21	2012 Chevrolet Express	2224	12	115,484	\$9,182.00
22	2012 Chevrolet Express	2225	12	96,415	\$10,560.00
23	2012 Chevrolet Express	2227	12	93,547	\$10,810.00
24	2012 Chevrolet Express	2228	12	129,627	\$8,284.00
25	2012 Chevrolet Express	2230	12	102,370	\$10,077.00
<b>VANPOOL TOTAL</b>					<b>\$250,459.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$250,479.00</b>

## 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**  
JW Foster

**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**  
Pending

**The Evergreen State College**  
Jeanne Rynne

**Timberland Regional Library**  
Cheryl Heywood



REGIONAL VISION • COOPERATION • INFORMATION

## PRE-AGENDA Friday, November 4, 2016 8:30 a.m. – 11:00 a.m.

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

### Consent Calendar

**ACTION**

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

- a. Approval of Minutes – October 7, 2016
- b. Approval of Vouchers
- c. Approval of Thurston Regional Planning Council Bylaws and Agreement

### LOTT Reclaimed Water Infiltration Study

**PRESENTATION**

LOTT staff will provide an update on the Reclaimed Water Infiltration Study, which is currently underway to explore the fate of residual chemicals in reclaimed water and the environment.

### Amendment to 2016 Budget

**ACTION**

Every year staff reviews the budget at mid-year to evaluate if it is necessary to make a budget revision. For 2016, staff is proposing a small budget amendment to account for staff changes and new projects. This budget amendment will be presented for approval.

### Position Classification Descriptions

**1<sup>ST</sup> REVIEW**

Since early last year when the new agency management structure was implemented, the management team has been working with staff to review and update agency position classification descriptions. The purpose of the updates was to: update any outdated information; align series position descriptions to better reflect a progression of responsibilities; and review classifications with regards to the changes in the Fair Labor Standards Act (FLSA). Council will review updated position classifications in November, and move them forward for adoption in December.

### 2017-2019 Federal Funding Call for Project Proposals

**1<sup>ST</sup> REVIEW**

TRPC'S Call for Projects for the Regional Surface Transportation Program, Transportation Alternatives Program, and Congestion Mitigation Air Quality Improvement Program was open from September 19 to October 15. A total of 28 applications were submitted. Council members will be briefed on the projects and the funding process in November. Council will conduct its final review and select projects for funding on December 2.

### Draft 2017 Work Program

**1<sup>ST</sup> REVIEW**

The Work Program Subcommittee reviewed TRPC's annual work program in October. The work program outlines the programs and projects TRPC will undertake in 2017. Council will review the draft work program during the November meeting. Any changes will be incorporated and presented to Council for adoption in December.

### New TRPC Membership

**DISCUSSION**

The Work Program Subcommittee will lead a discussion of opportunities for new TRPC membership.

### Executive Director Recruitment

**UPDATE**

The Executive Director Recruitment Committee will update Council on the progress of the recruitment search.

### 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.

### Report from Outside Committee Assignments

**INFORMATION**

### Member Check In

**DISCUSSION**

### Interim Director's Report

**INFORMATION**

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**October 17, 2016**

**CALL TO ORDER**

Chair VanderDoes called the October 17, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Victor VanderDoes; Vice Chair Jan Burt, Sue Pierce; Jonah Cummings; Walter Smit; Billie Clark; Joan O'Connell; Carl See; Mitchell Chong; Lin Zenki; Michael Van Gelder; Denise Clark; and Leah Bradley.

**Absent:** Ursula Euler; Aria Perez; Quinn Johnson.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; Jeff Brewster; Carolyn Newsome and Nancy Trail.

**APPROVAL OF AGENDA**

It was M/S/A by BURT and VAN GELDER to approve the agenda.

**INTRODUCTIONS**

VanderDoes introduced Authority member, KAREN MESSMER.

**MEETING ATTENDANCE**

- A. **October 19, 2016, Work Session - Jonah Cummings**
- B. **November 2, 2016, Regular Meeting - Jan Burt**
- C. **November 16, 2016, Work Session - Denise Clark**

**APPROVAL OF MINUTES**

It was M/S/A by VAN GELDER and BURT to approve the minutes of the August 15, 2016 meeting.

**NEW BUSINESS**

- A. **VANPOOL UPDATE - (Carolyn Newsome)** Newsome introduced herself as the vanpool manager and indicated the program had 30 vanpoolers when she started. At its peak the program had 220, and today it has 177 groups. Currently there are 42 vans that are ready for service. She requested the CAC's assistance with ideas to grow the vanpool program.

Newsome shared that vanpool programs statewide are down on average of approximately 16%. Most are down about 20% or greater. The off-set to the state average is King County Metro who is experiencing growth. It is believed that the significant congestion in King County is driving their growth. Snohomish and Pierce are seeing some growth in their programs as those areas experience issues with congestion as well. Our program is

## **Intercity Transit Citizen Advisory Committee**

**October 17, 2016**

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approximately down 20% from our highest number of vanpool groups. Most programs point to low gas prices as the main driver for the decrease in vanpool groups.

Newsome indicated vanpool is a unique program the agency has that is more formal than riding fixed route. You join a group that you ride to and front work together. The biggest competitor is an individual's private car. People aren't used to sharing their commute with 5, 6, 7, or 8 people. She indicated her staff is great with customers, and they try to ensure customer experiences are positive. When speaking with drivers and other members of a vanpool we remind them to avoid political and religious conversations in the van. Sometimes staff has to have conversations with people to tell them that vanpool might not be the best option for them.

Newsome remarked staff is working on ways to get information out about the program. It is amazing how many people don't know what vanpool is. Some think it is employees driving the vans. One of the things the agency would like to do is intensify marketing efforts. The recent vanpool survey indicated people learned about vanpool by word of mouth or by seeing vanpool vans on the way to work or in their work parking lots. The agency is looking at sprucing vanpool graphics up to make them look a bit bolder. To share the message of what they are a bit more clearly. Staff will be mindful that riders are professionals and the look must be tempered.

Newsome hoped committee members would have ideas on how to get the vanpool message out. Staff is looking to work more closely with employers. They currently have a good relationship with the state. Unfortunately they're not seeing vanpools forming from the events they attend. Staff has dedicated time to working with JBLM and they haven't been very successful with active duty. They are now focusing on DOD employees. Even though it is free to DOD employees it's still not getting much traction. They utilize 30 vans, which is great but that is where we've been for a while.

Newsome relayed that historically fares were raised in 1998, 2004, 2007, 2009 & 2013. The program lost 10 vanpool groups with the last fare increase, and none of them have come back.

*Pierce* – asked if staff had worked with State Farm in Tacoma.

*Newsome* – indicated staff had, but a lot of them work in a call centers and those are tough, even though State Farm covers all but \$20 of vanpool fares. She asked if Pierce would be willing to hand out some her business cards on the bus and Pierce agreed.

*Van Gelder* – stated the Capitol Campus is working on demand and capacity in terms of parking. At the same time major construction on 1063 will bring about 400 more people to campus. The strategy is to try and free up spaces by relocating visitor parking. Possibly staff could work with those agencies assigned to 1063 before they move and sign up for parking. Van Gelder added there is also construction activity at 1009 in Lacey. It is being remodeled to accommodate a DSHS office. This will bring in about 100 people. MJR also just renovated a complex in Woodland Square. They are sponsoring a gathering for employees in the area and maybe that could include a transit fair.



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Newsome continued sharing that the vanpool program has had some wonderful incentives in 2016, including the first month free or a \$100 gift card. They have been trying to target JBLM offering \$50 for joining an existing group and \$50 for a recruiter. Then everyone is entered into a drawing for \$500. This promotion cost the agency about \$74 per customer. The survey responses indicated not enough people knew about the incentives. Maintenance began putting flyers in the vans when they came in for service and incentive information was included in all customer emails.

*Zenki* – asked if there is a minimum number of days per week for vanpool indicating many need transportation to church.

*Newsome* – responded that would be a good use for community vans. Vanpooling for commuters going to work. Vanpool is a lot like a gym membership, in that you pay if you use it or not.

*O'Connell* – inquired about the process for new people to find out about vanpooling. She suggested a simple email detailing the parameters that ETC's can distribute with a number people can call for a consultation.

*Newsome* – added that folks get to try it for a week for free.

*Cummings* – asked if there were any opportunities to target night shift workers where a traditional bus schedule doesn't work. He also suggested reaching out to staffing agencies to form temporary vanpools for project type work. Marketing could do some sort of joke related to road rage or something that makes people think about other things they could be doing with their commute time instead of driving or being angry.

*See* – inquired about thoughts on ways to support multi-modal transportation with a bike rack or trips to match the Sounder train.

*Newsome* – Some vanpool groups have bike racks on their vehicles. Maybe when Sounder is in Dupont it might work better as a multi-modal trip. Our experience is if they are traveling that far, they go all the way in the van.

*Clark, B.* – asked who drives the vans.

*Newsome* – indicated they require three members of the vanpool to be certified to drive the vanpool. The agency provides the insurance and train drivers.

*O'Connell* – suggested adding a banner to the website.

*Newsome* – stated the program recently began accepting online payments and made the decision to have customers pay fee for online payments. Customers typically mention that no other transit agency does that. The vanpool survey indicates customers do not like paying the fee. Currently 24% use the online payment system and that equates to about \$10k in credit card fees. In 2015 the program recovered 106% of direct operating costs. If the program forgoes the fee customers can file their reports online along with the payment.

*VanderDoes*- asked if most routes were single or multi-point destinations.

## Intercity Transit Citizen Advisory Committee

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*Newsome* – responded that some are single-point like Boeing but most are multi-point.

*VanderDoes* – asked if staff had worked with any of the hospitals up north.

*Pierce* – added staff should try hospitals in Lakewood and Tacoma.

*Freeman-Manzanares* – remarked that anyone is eligible for the recruitment reward. Even if you're not in a vanpool. Many people join a vanpool because someone they know has talked to them about the program. It does save money and allows people to do things they can't do when you are responsible for driving. The agency is looking at adding some more funding to the 2017 budget to support the program. Marketing staff will work with Eben Design to spruce up the graphics on the vans with something that might be more attention gathering. Staff is proposing the agency pay the credit card fees because it is less expensive for the agency to process payment and reports electronically.

*VanderDoes* – inquired about the imaging considered for the vans.

*Zenki* – added it might be possible to capitalize on where the vans are going.

*VanderDoes* – added possibly consider something like the City of Olympia recently added to their power and signal boxes.

*Phillips* – stated one of the things about marketing is keeping it fresh and putting the messages together. For instance, getting the message out that two-thirds of the vanpoolers take a nap on the way home or are able to respond to text messages and emails, or something to encourage people to see the positive.

*Clark, D.* – asked about the demographic staff is trying to target. She suggested using “going green” as a campaign. People in her network are very interested in that.

*Messmer* – stated it would be interesting to survey those that take the vans home about what type of image they would feel good about driving and having parked in front of their house. She added the idea of connecting the message of going green and helping to reduce emissions by vanpooling are interesting.

*Newsome* – indicated the vans used to look like mini buses and that didn't work. She feels asking vanpoolers would be a great idea.

*O'Connell* – added the agency could add, “this vanpool is sponsored by...”

*Zenki* – asked if WIFI on the vans would help.

*Freeman-Manzanares* – responded that research staff has done on WIFI with other systems; it wasn't a selling point.

*See* – remarked that longer commutes would use more data.

## **Intercity Transit Citizen Advisory Committee**

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*Clark, D.* - indicated she felt data wouldn't be an issue with the target audience, but maybe battery charging.

*Clark, D.* - indicated there are a lot of new businesses in NE Lacey staff could reach out to.

*Clark, B.* - asked how many people are needed for a vanpool.

*Newsome* - responded the CTR rules require 5 people for a vanpool. The agency has 7, 12 & 15 passenger vans.

*Bradley arrived.*

*Zenki* - asked if there are lift equipped vans.

*Newsome* - indicated they have one.

**B. NOMINATION OF OFFICERS -** (*Nancy Trail*) Trail stated each year the committee elects a Chair and Vice-Chair. Both Victor VanderDoes and Jan Burt have served one term in their positions. The By-laws allow for two (2) consecutive terms for each position. Earlier this year the By-laws were amended to change the nominations to October and elections to November.

Trail asked if there were any questions prior to opening the floor for nominations.

Trail opened the floor for nominations for the Chair. Victor VanderDoes and Denise Clark were nominated.

Trail asked for any additional nominations for Chair, received none, and closed the nominations for Chair.

Trail opened the floor for nominations for Vice-Chair. Joan O'Connell; Sue Pierce and Jan Burt were nominated.

Trail asked for any additional nominations for Vice-Chair, and received none, and closed the nominations for Vice-Chair.

*Messmer* - asked for confirmation of those nominated.

*Trail* - responded Victor and Denise were nominated for Chair and Joan, Sue and Jan were nominated for Vice-Chair.

*Chong* - asked if there would be an email concerning those nominated.

*Trail* - indicated there would be an agenda item listing those nominated in next month's packet for election of officers.

**C. DISCOUNTED BUS PASS PROGRAM -** (*Ann Freeman-Manzanares*) Freeman-Manzanares announced the program went out on the streets today. She asked the committee to pass it on to anyone in the community who could benefit from the program. Applications are due on

## **Intercity Transit Citizen Advisory Committee**

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November 18, and it will go to the Authority on December 7. The Authority voted to raise the funds available through the program from \$200k to \$300k last year. Twenty-three agencies participated in the program. The agency granted approximately \$260,000 in half price bus passes, leaving approximately \$40k available for 2016. Last year Daryl Rodriguez from the court system came to speak about the importance of the bus pass program. He stressed the importance of having reliable transportation and how things cascade quickly when people are not able to make court obligations. The participating agencies are listed on the attachment to the agenda item. If the committee knows someone please have them contact staff or check the website.

*Freeman-Manzanares* answered questions.

*VanderDoes* – asked about the criteria.

*Freeman-Manzanares* – indicated the agencies establish the criteria.

*Cummings*- asked if the passes were good on express routes.

*Freeman-Manzanares* – responded they are for local bus service. They can be used as a portion of the payment if it is on IT service.

*VanderDoes*- asked if it the passes work on DAL.

*Freeman-Manzanares*- answered they do work on DAL.

*O'Connell* – asked if Safeplace participates in the program.

*Freeman-Manzanares* – responded staff would reach out to them.

**D. DRAFT STRATEGIC PLAN 2017-2022** – (*Ann Freeman-Manzanares*) – *Freeman-Manzanares* indicated the draft Strategic Plan will be out for public hearing in November and staff will ask the Authority to approve it in December. She reminded the committee about changes the Authority made last year to focus on service within the PTBA within financial limitations. The Authority also changed the way they define success and that it is not necessarily based solely on increasing ridership but on satisfaction levels. They had several conversations about providing a safe and secure operating system, and what can be guaranteed. They determined safe and secure was continuous improvement. It was decided that staff should integrate sustainability into all agency decisions with the result being lower environmental impacts. The end policy is to use resources efficiently with minimal impact to the environment. The Authority determined that Capital purchases need to allow for future growth. A while back the Pattison Street Rehabilitation and Construction was removed when funding went away, and it is proposed in the 2017 budget. Staff received direction from the Authority to continue to seek funding for the Village Vans, Community Vans, and Surplus Van Grant programs and not to look at new programs. They directed work to continue in local transportation projects with special emphasis on senior education and outreach because it is a growing market. The Authority discussed what would happen if the agency does not receive funding for Bus Buddies. Staff submitted a grant application to continuing supporting that program, and the same with the youth education program. The Authority directed staff not to pursue additional park and ride lots at this time. The Pattison Expansion project is of such magnitude staff needs to focus on that now. In terms of the

vanpool program the direction was not to grow the program, but continue to support it. The Authority discussed whether DAL, travel training, and accessible fixed route services were adequate and the direction was to continue to support and build on those programs. In terms of passenger amenities the authority directed staff to continue to implement enhancements through a combination of grant and local funding. This includes shelters, benches, lighted stops, and passenger information. The term "amenities" was replaced with "infrastructure." The Authority determined not to pursue expansion of the PTBA, and to focus on the service inside the urban growth boundary. The Community Conversation project will bring together community stakeholders and help shape what service should look like in the future. The agency is working with Thomas Whitman on short and long range plans. The Authority will consider a contract to expand that work to include a community conversation contract with Jason Robertson, who facilitated the Authorities retreat. The Authority considered if the financial plan for the next six years should be financially constrained. They directed staff to work within the current sales tax funding and ensure the agency can maintain current service, and to finalize design of the Pattison Street facility. In terms of steps the Agency should take to reduce emissions and environmental impacts the Authority direction was to maintain ISO 14001 certification for the ESMS program and to continue to partner with groups like Thurston Green Business, PSE's Green Power program, and TCAT. Staff should also continue to work with planning commissions and advocate for transit oriented development. The Authority reviewed the current fare structure and will not look at increasing fares in 2017. They reviewed investments in technology and directed staff to start studying the next CAD/AVL system and farebox equipment/technology. The agency just replaced the phone system. The Authority considered whether to maintain current local service levels or expand to serve the growing population. The Authorities direction was to maintain a conservative approach. In terms of regional mobility the direction was to continue regional service and look for grants and local funds to fill in gaps for grant funded regional service going away in June. Staff has already submitted a Regional Mobility Grant application. The Authorities direction for the role the agency should play in core area service is to continue working with the state to identify DASH parking and asking the legislature to fund one-third of the DASH service. The agency will ask the Legislature to pay a portion of the \$750k operational costs. The Authority directed staff to continue implementing the Transit Signal Priority project. The agency has equipment installed on its vehicles and is working to get inter-local agreements with jurisdictions. The technology functions similar to EMS to hold lights, but EMS has priority. The Authorities direction for marketing efforts in 2017 are to focus on community outreach and engagement and aggressively market services.

*Freeman-Manzanares* answered questions.

*See* - asked how changing the way the agency defines success from ridership to customer satisfaction was flushed out.

*Messmer* - responded the foundation of that has to do with the quality of the service and making sure that it is thought of as a quality service instead of thinking more is better. The agency provides service in places where it is difficult to fill the bus, where it is a lifeline service and important to be there. Saying the only reason to keep or remove service is simply the numbers seemed cold and not responsive to some true needs in the community.

## **Intercity Transit Citizen Advisory Committee**

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*Van Gelder* – remarked the DASH strategy is a good idea and it has come up in the Capitol Campus master planning discussions. The master planning team has a consultant who is doing intermediate and long term planning because the legislature wants some immediate concepts. The consultant has emphasized managing demand and supply of parking as the most effective way to reduce impacts. It makes sense to reduce the number of cars and one of the ways is to increase the funding for DASH and see what else we can get for Intercity Transit versus building parking garages. The current proposals include building parking garages because the executives believe everybody wants them. Two things for consideration are to have more intense and extensive discussions with the executive staff as well as key members of the legislature. It is going to be in the legislature the next session.

*Freeman-Manzanares* – We've been asked about a shuttle service from the west side/courthouse hill area.

*Van Gelder* – responded the idea of a campus shuttle has been discussed. Intercity Transit used to do it and it was funded. He doesn't believe it has any legs.

*Chong* – asked if there was a way to use empty parking lots or supermarket parking lots for park and ride space.

*Messmer* – indicated the Authority had the conversation about how a business might find it in their best interests to offer the parking. If people park there and take the bus it's likely they will buy groceries there. Vanpools take advantage of that. There are not a lot of large parcels of land available and it may be wise to spread out the opportunity in smaller pieces.

*Van Gelder* – added that churches are a good location. Try to persuade retailers that providing 10 stalls isn't going to kill them but it may need corporate support.

*Freeman-Manzanares* – indicated our recently expanded park and ride lots aren't yet fully utilized and have capacity, including Amtrak.

*Messmer* – added Walmart in Yelm is offering spaces.

- E. DRAFT 2017 BUDGET** – (*Ann Freeman-Manzanares*) - Freeman-Manzanares reviewed the proposed 2017 capital budget and the capital rolled over from 2016. Of note for 2017 is that staff is holding on hybrid midlife rebuilds until they are absolutely necessary; staff added the farebox/smartcards project with the added complications of interfacing with the ORCA card; purchasing 5 expansion DAL vehicles this year and next year. Noteworthy for the 2016 capital rolled over is the decommissioning of the underground storage tanks and installing new ones. The OTC expansion project which started with the traditional design/bid/build. Because of the complications of the site and building on every inch of the land the agency will use General Contract Construction Manager (GCCM). The agency will hire someone who is approved by the state. The UST and TSP projects will be done in 2017. The short/long range service plan costs will likely go up with the community conversation.

*Freeman-Manzanares* answered questions.

*Zenki* – asked about the expansion vans.

*Freeman-Manzanares* – responded it is expansion versus replacement.

*Clark; D.* – inquired about the costs for the exterior paint consultant.

*Freeman-Manzanares* – indicated staff does not have the specific expertise needed and we've had difficulty with paint not adhering to older metal structures, bubbling and peeling. The agency has an expert come to advise on what needs to be done to take care of our investment.

*Smit* – asked about the 33 vanpool vehicles.

*Newsome* – responded in 2016 vanpool received 33 replacement vehicles. Many customers prefer the 7 passenger vans but there is a lack of vehicles that met the 'Buy America' standard.

## **CONSUMER ISSUES**

- *Cummings* – relayed a recent issue concerning the on bus pet policy. He was riding the 66 recently and a passenger brought her large dog on to take it to the vet. There was a bit of concern because she did not have the dog in a container. She indicated she couldn't carry the container on the bus because it would be too heavy. They escorted her off the bus. He thought there should be some kind of a contingency plan for those that need to get animals to the vet.

*Chong* – indicated he has seen dogs on the bus sitting under seats with no problems.

*Freeman-Manzanares* – responded operators are typically very respectful of people with animals, but maybe there was some previous experience with this person or this animal. We are not really in the business of transporting animals to the vet. Animals are on our vehicles as service animals. She advised Cummings if he has the route/time staff can look it up on the cameras. She said she would ask Operations to come and talk about animals on our vehicles at a future meeting.

- *VanderDoes* – relayed a recent situation at a meeting with DSHS for parent providers with special needs and the caseworkers were unaware of the Bus Buddy program. He was able to share information with them about the Bus Buddy program and Travel Training. He thought this would be a good area for the agency to provide some outreach.

*O'Connell* – add to be sure and talk with them about vanpool.

## **REPORTS**

- **O'CONNELL** - provided the report from the August 17, 2016, Work Session. They received a report from federal advocate Dale Learn from Washington, DC who indicated some funding may be coming back.

## **Intercity Transit Citizen Advisory Committee**

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- **FREEMAN-MANZANARES** - provided the report from the September 21, 2016, Joint Meeting with the Authority. The state Roadeo participants were recognized; the CAC Self-Assessment was reviewed; and they received a review of the Fixed-Route service setting the stage for short/long range plan project. The following Friday the consultant at the Authority planning session discussed several topics including population density; senior low-income; people with no vehicles or single vehicle; what our values should be; how to address issues of coverage; frequency; and span of service; days of service; how to handle transfers; route directness; spacing of stops; and regional vs. local service. The group talked about balance and trade-offs and that there is no one right answer.
- **VAN GELDER** - provided the report from the October 5, 2106, Regular Meeting. It was a short meeting because the ITA was meeting to discuss labor negotiations. They welcomed the new class of operators and he noted it was the second career for a number of them. They also recognized the Safety Committee for the – Excellence in Transit. Staff and Authority members participated in International Walk to School Day that morning.
- **FREEMAN-MANZANARES** - provided the General Manager’s report including participation in International Walk to School Day. She confirmed that CAC interviews are scheduled for November 16, and that Ryan, Karen, Don, Sue, Michael & Jan are on the ad-hoc committee. Currently staff has received 7 applications and is anticipating more. Applications are due October 28. The Bus Buddy program is hosting an open house on October 28 beginning at 11:30 to include time for recognition. The IAM labor union for maintenance staff ratified the new contract last week with a vote of 31-1. Staff will be taking the contract to the Authority Wednesday the 19<sup>th</sup> and it will be done for another three years. Staff submitted a grant application for state funds for express service to fill in the gaps of the expiring grant funded express service; funding to start the vanpool supercenter; Youth Education; and bus stop enhancements. The legislative priorities include DASH funding; additional sales tax options; and funding for the Pattison Street Expansion. She invited everyone to the annual Holiday Banquet on December 9 and advised the program begins at noon.
- **FREEMAN-MANZANARES** – read kudos from Michael Cade, EDC Director for a DASH driver who hopped out of his coach in the pouring down rain to assist changing a flat tire.
- **SEE** – relayed how much he enjoyed being at the WSDOT conference and seeing Intercity Transit do so well in the Roadeo competition. He saw true support and comradery and was glad to be a part of it.

**NEXT MEETING: November 21, 2016.**

### **ADJOURNMENT**

**It was M/S/A by O’CONNELL and BRADLEY to adjourn the meeting at 7:31 pm.**

Prepared by Nancy Trail

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: November 2, 2016**

**FOR: Intercity Transit Authority**

**FROM: Jeff Peterson, 705-5878**

**SUBJECT: Replace Mobile Digital Video Recording System and Upgrade Cameras**

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1) **The Issue:** Consideration of entering into a contract with Transit Solutions, LLC to upgrade our mobile digital video recording (DVR) system and upgrade to high definition front facing cameras.

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2) **Recommended Action:** Authorize the General Manager to enter into a five-year contract, with two one-year extension options, with Transit Solutions, LLC for the provision of a new DVR system, associated mobile digital video recording system components and high definition front facing cameras in the not-to-exceed amount of \$358,641, including tax.

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

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4) **Background:** Our existing mobile DVR system, which has been in service since 2007, will lose technical support by the end of 2016. This jeopardizes our ability to maintain video coverage on our coach and paratransit vehicles.

The system increases safety and security of operators and passengers. It deters vandalism, improves the ability to respond to false claims, helps us better address customer complaints, and has become a valuable community resource, particularly for our law enforcement partners.

In addition to replacing the mobile DVR system, Operations requested new forward road facing, high definition cameras to better capture events and license plates of vehicles in front of the coaches and paratransit vehicles. To ensure a cohesive overall solution that can be supported by a single supplier, the DVR system replacement and high definition cameras were included in a single procurement.

Intercity Transit issued a request for proposal on July 9, 2016, held a pre-proposal conference, and received six (6) responses by the submittal date of August 2, 2016. All responses were determined to be responsive. The evaluation team, which consisted of representatives from Operations, Information Services, and Maintenance scored the proposals according to the criteria in the RFP of 70

points for responsibility and 30 points for cost. The results determined that Transit Solutions' proposal offered the best value. Staff elected to conduct a thirty-day field test to analyze the performance of the equipment, which was scored on a pass/fail bases. The stakeholder team was able to verify that the overall system and equipment proposed meets our requirements and is able to satisfy our needs.

Based on the evaluation process, positive references, and successful field test, staff recommends entering into a contract with Transit Solutions to implement the replacement of our digital recording system and replace the forward facing camera with a high definition camera. The initial installation to replace the existing system is anticipated to occur over the next four months. This term contract will be available for Maintenance to order replacement cameras and for installations on new builds over the next five years.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a five-year term contract, with two one-year extension options, with Transit Solutions, LLC for the provision of mobile digital video recording system components and to purchase a new DVR system and high definition front facing cameras as budgeted for 2016 in the not-to-exceed amount of \$358,641, including tax.
- B. Defer action. A decision to delay may impact the ability to service and support our existing recording devices, which could result in loss of video coverage on our coaches and paratransit vehicles.

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6) **Budget Notes:** The 2016 budget for replacing the digital video recording system is \$250,000. The 2016 budget for replacing the forward road facing camera is \$120,000, for a total of \$370,000. The initial installation, configuration, training, and equipment will be \$358,641, including tax, which is within the overall budget. The installation will not be complete by the end of FY 2016, which means funds will be rolled-over to FY 2017 to complete the project.

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7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."* **Goal #6:** *"Encourage use of services."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: November 2, 2016**

**FOR: Intercity Transit Authority**

**FROM: Jeff Peterson, 705-5878**

**SUBJECT: Purchase & Installation of Automatic Chain Deployment System for Buses**

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1) **The Issue:** Consideration of purchasing an automatic chain deployment system for Intercity Transit's coach fleet.

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2) **Recommended Action:** Authorize the General Manager to purchase an automatic chain deployment system for 71 Gillig coaches with a firm and in an amount to be announced at the November 2, 2016, Authority meeting.

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

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4) **Background:** Traditional snow chains used during our last heavy snow event caused approximately \$100,000 in motor coach body damage. Installing traditional chains are difficult, logistically challenging, labor intensive and the chains are prone to break. Automatic retractable snow chains represent a proven alternative technology that would solve these problems. Operators are able to deploy and retract with a push of a button which is especially useful when transitioning from a snow packed roadway to a cleared freeway. So as to avoid the potential problems associated with the use of traditional chains, staff recommends purchasing and installing automatic retractable snow chains.

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5) **Alternatives:**

A. Authorize the General Manager to purchase an automatic chain deployment system for 71 Gillig coaches with a firm and in an amount to be announced at the November 2, 2016, Authority meeting.

B. Defer action. A decision to delay may impact the ability to service customers during the next snow/ice event and implementing chains during this time could result in excessive overtime for maintenance staff and substantial damage to the coaches from chains that fail.

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6) **Budget Notes:** The 2016 budget does not include the purchase and installing of an automatic chain deployment system on our coaches. Lower than expected

fuel costs, and predictions of a cooler and wetter winter that may result in above average snowfall, prompted staff to request consideration for this purchase.

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7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #6:** *"Encourage use of services."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: November 2, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

**SUBJECT:** 2017 Draft Budget

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- 1) **The Issue:** To present the Draft 2017 Budget including new projects/positions.
- 
- 2) **Recommended Action:** Release the draft budget for public review.
- 
- 3) **Policy Analysis:** The draft budget documents rest heavily on the proposed Strategic Plan that the Authority will have the opportunity to adopt at the December 7, 2016, meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2017.
- 
- 4) **Background:** The Budget Committee, which consists of the General Manager, and seventeen directors/managers and one representative from each of the union groups (total of twenty staff members) reviewed the proposed 2017 operating costs as contrasted against the 2016 adopted budget and reviewed each of the proposed 2017 new projects/positions. Based on that review, staff is recommending the draft 2017 budget as contained in the 2017 Draft Budget document be released to the public and taken forward to the public hearing, which is scheduled for November 16, 2016.
- 
- 5) **Alternatives:**
- A) Release the draft budget for public review.
  - B) Direct staff to revise the proposed projects for inclusion in the draft 2017 budget.
- 
- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The annual budget impacts all agency goals.
- 
- 8) **References:** Draft Budget Book which will be sent electronically just prior to this meeting. 2017 Reconciliation Between Strategic Plan and Draft Budget and Proposed New Projects.

## Reconciliation of Proposed 2017 Budget

Strategic Plan Operating Budget	40,643,330
Strategic Plan Capital Budget	16,868,202
Total Strategic Plan Budget for 2017	<u>57,511,532</u>
Capital and Major Projects Carryover from 2016	20,136,456
Total 2016 Proposed Budget Per the Strategic plan	<u><u>77,647,988</u></u>

### PROPOSED 2017 BUDGET:

New Projects	685,500
Capital Expenditures	16,868,202
Ongoing Projects, including Carryover Projects	20,136,456
Operating Expenses	11,150,848
Salaries/Wages and Benefits	28,067,808
TOTAL PROPOSED 2017 BUDGET	<u><u>76,908,814</u></u>

**NEW POSITIONS/PROJECTS** - Functions, activities and projects that the budget team determined might add to the service provided to our customers, or that would be considered "smart to do."

Project #	Name	Amount	Page #
FIN-010	General Wage Increase - Non reps	300,000	
DEV-008	Traffic Engineering Services	50,000	
PL-011	Analytical Service Software	70,000	
EX-026	Grants Consultant	20,000	
HR-015	Non-Rep Compensation Survey	30,000	
DAL-005	DAL Dispatch Specialist	63,200	
FAC-087	Repl Steam Bay Pressure Washer	15,000	
FAC-088	Replace One-Man Genie Lift	25,000	
FAC-089	Install Motorized Blinds in OTC	10,000	
FAC-090	Install New Tire Carousel	50,000	
FAC-091	Upgrade ECO-60 Vehicle Lifts	40,000	
FAC-092	Install Propane Tank Fuel System	10,000	
VM-020	Hire New Vehicle Service Worker	72,300	
<b>Total New Projects/Positions</b>		<b><u>755,500</u></b>	

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 7-D  
MEETING DATE November 2, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Carolyn Newsome, Vanpool Manager, 360-705-5829

**SUBJECT:** Surplus Van Grant Program Update

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- 1) **The Issue:** Update the ITA on our Surplus Van Grant program.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.
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- 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA.

Applications will be available, November 3, 2016, and due November 30, 2016. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. An open house will be held, Thursday, November 17, 2016, from 4 p.m. to 5 p.m. to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant program has awarded 41 vehicles to organizations such as: Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services and many others.



The most recent van awards went to Catholic Community Services, InterFaith Works, Community Youth Services and the YWCA. These and other organizations use their vans for transporting low-income clients; trips to the food bank, medical and social services appointments; transporting seniors to nutrition services, medical appointments and much more.

In their quarterly program updates, grantees reported the vans were used to assist seniors with essential errands, transport clients to outings, job interviews and socialization events. Olympia Union Gospel Mission operates a fulltime addiction recovery program for both men and women in need of stable housing and recovery from addiction. Grantees use vans for trips to counseling, parenting classes, court mandated appointments and service opportunities. Boys and Girls Club share the vans allowing them the opportunity to take kids on field trips within the county and outside the county. They have provided transportation to college visits and even attended Sounders, Mariners, and Seahawk games. These and other organizations use their vans for transporting low-income and at-risk youth to before and after-school programs and field trips, trips to the food bank, medical and social services appointments and much more.

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

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6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle or a total of \$40,000 for four vehicles.

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6) **Goal Reference:** **Goal #1:** *“Access the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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8) **References:** List of prior Grant Recipients.

## Surplus Van Grant Recipients

<b>Year</b>	<b>Grantee</b>
2015	Community Youth Services
2015	Interfaith Works
2015	Catholic Community Services
2015	YWCA of Olympia
2014	Community Youth Services
2014	Olympia Gospel Mission
2014	Boys and Girls Club of Thurston County
2014	Senior Services for South Sound
2013	Grub
2013	Boy and Girls Club of Thurston County
2013	Panza for Quixote Village
2013	Thurston County Food Bank
2012	Boys and Girls Club of Thurston County
2012	Catholic Community Services
2012	Thurston County Police Athletic League (PAL)
2012	Wee Love Learning Early Learning Center
2011	Olympia Christian School
2011	Olympia Gospel Mission
2011	Senior Services for South Sound
2010	Early Learning Center
2010	Senior Services for South Sound
2009	Capital Clubhouse
2009	Community Youth Services
2009	Yelm Adult Senior Services
2009	Thurston County Food Bank
2007	Behaviorial Health Resources
2007	Bread and Roses
2007	Partners in Prevention
2007	Senior Services for South Sound
2006	Behaviorial Health Resources
2006	Catholic Community Services
2006	Morningside
2006	Senior Services for South Sound
2005	Behaviorial Health Resources
2005	Boys and Girls Club
2005	Pacific Peaks Girl Scout Council
2005	Union Gospel Mission
2004	Behaviorial Health Resources
2004	Bread and Roses
2004	Habitat for Humanity
2004	Senior Services for South Sound

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: November 2, 2016**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares (705-5838)

**SUBJECT:** 2016 Fall Citizen Advisory Committee Recruitment

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1) **The Issue:** To review applications and identify applicants for interviews.

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2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.

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3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.

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4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are currently four vacant positions.

Applications were due October 28, and staff received 21 applications in response to the current recruitment. At the direction of the Intercity Transit Authority, an ad hoc committee will conduct interviews of applicants on November 16, and will make recommendations for appointment at the December 7, 2016, ITA meeting.

New CAC members will be appointed by the Authority at the December 7, 2016, meeting, and they will attend their first meeting on January 9, 2017.

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5) **Alternatives:**

- A. Direct staff to schedule interviews for all or some of the applicants.
- B. Direct staff to defer a new recruitment until 2017.

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

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7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.

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8) **References:** Citizen Advisory Committee applications.

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