

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**August 7, 2013**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS -** **3 min.**
  - A. **Kevin Karkoski, Dial-A-Lift Dispatcher** (*Emily Bergkamp*)
  
- 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 requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address 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:** July 3, 2013, Regular Meeting; July 17, 2013, Special Meeting.
  
  - B. **Payroll:** July 2013 Payroll in the amount of \$1,806,056.18.
  
  - C. **Accounts Payable:** Warrants dated June 14, 2013, numbers 14296-14397, in the amount of \$358,990.37; warrants dated June 28, 2013, numbers 14403-14502 in the amount of \$1,332,085.85 for a monthly total of \$1,691,076.22. Warrants dated July 12, 2013, numbers 14506-14598 in the amount of \$363,243.80; and warrants dated July 26, 2013, numbers 14605-14691 in the amount of \$1,992,698.52, for a monthly total of \$2,355,942.32.
  
  - D. **Schedule a Public Hearing on the Transit Development Plan**  
(*Dennis Bloom*)
  
- 5) **PUBLIC HEARINGS - None** **0 min.**
  
- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**

- |            |   |                |
|------------|---|----------------|
|            | <b>B. Transportation Policy Board</b> ( <i>Ed Hildreth</i> )  | <b>3 min.</b>  |
|            | <b>C. Thurston Sustainable Task Force</b> ( <i>Karen Messmer</i> )  | <b>3 min.</b>  |
|            | <b>D. Citizen Advisory Committee</b> ( <i>Sreenath Gangula</i> )  | <b>3 min.</b>  |
| <b>7)</b>  | <b>NEW BUSINESS</b>   |                |
|            | <b>A. Citizen Advisory Committee Appointments</b> ( <i>Pat Messmer</i> )                                  | <b>5 min.</b>  |
|            | <b>B. Consultant Services for Underground Storage Tank Replacement Project</b> ( <i>Marilyn Hemmann</i> ) | <b>10 min.</b> |
|            | <b>C. Disadvantaged Business Enterprise Goal</b> ( <i>Bob Holman</i> )                                    | <b>10 min.</b> |
|            | <b>D. Approve General Manager Employment Contract</b> ( <i>Heather Stafford</i> )                         | <b>10 min.</b> |
|            | <b>E. Security Camera Consultant Services</b> ( <i>Jeff Peterson</i> )                                    | <b>10 min.</b> |
|            | <b>F. Review Draft Annual Update of Transit Development Plan</b> ( <i>Dennis Bloom</i> )                  | <b>15 min.</b> |
|            | <b>G. Travel Training Pilot and Bus Buddies Update</b> ( <i>Emily Bergkamp</i> )                          | <b>20 min.</b> |
| <b>8)</b>  | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| <b>9)</b>  | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| <b>10)</b> | <b>EXECUTIVE SESSION - None</b>   |                |

**ADJOURNMENT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**July 3, 2013**

**CALL TO ORDER**

Chair Thies called the July 3, 2013, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Lacey Mayor Virgil Clarkson; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

**Staff Present:** Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Brent Campbell; Marilyn Hemmann; Bob Holman; Marc Jones; Meg Kester; Pat Messmer; Carolyn Newsome; and Karl Shenkel.

**Others Present:** Legal Counsel Dale Kamerrer; and Citizen Advisory Committee (CAC) member Valerie Elliott.

**APPROVAL OF AGENDA**

**It was M/S/A by Mayor Clarkson and Councilmember Hildreth to approve the agenda as published.**

**APPROVAL OF CONSENT AGENDA ITEMS**

**It was M/S/A by Councilmember Hildreth and Councilmember Baker to approve the consent agenda as presented.**

- A. Approval of Minutes:** May 30, 2013, Special Meeting; June 5, 2013, Regular Meeting; June 19, 2013, Special Meeting.
- B. Payroll:** June 2013 Payroll in the amount of \$1,823,658.35.
- C. Accounts Payable:** Warrants dated April 5, 2013, numbers 13773-13883, in the amount of \$471,945.66; warrants dated April 19, 2013, numbers 13892-13999 in the amount of \$340,259.80 for a monthly total of \$812,205.46. Warrants dated May 3, 2013, numbers 14005-14092 in the amount of \$642,569.98; warrants dated May 17, 2013, numbers 134097 -14194 in the amount of \$610,813.87, and warrants dated May

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31, 2013, warrants numbered 14200-14291 in the amount of \$645,338.32, for a monthly total of \$1,898,722.17.

### **PUBLIC HEARINGS**

#### **A. Transportation Improvement Program**

Holman explained it's required by the federal government to provide a list of estimated projects that have the potential to receive federal funding. This gives the public an opportunity to comment on the projects which were listed on our website and published in the legal advertisements. Holman indicated he did not receive any prior public comments.

Chair Thies opened the public hearing at 5:34 p.m. to receive comments on the Transportation Improvement Program.

Hearing no comments, Chair Thies closed the public hearing at 5:35 p.m.

#### **B. Proposed September Service Enhancements**

Bloom explained the public process to inform the community of the proposed service enhancements. Staff conducted open houses throughout Thurston County. He said comments received to date indicate current riders of the system are very excited about these enhancements.

Chair Thies opened the public hearing at 5:40 p.m. to receive comments for extending Sound Transit Route 592 from DuPont to Olympia and implement a new Intercity Transit Express route between Tumwater and Lakewood.

**Jack Lattemann, 4609 Briggs Drive SE, Olympia**, is an Intercity Transit monthly pass holder. He commends Intercity Transit for its initiative in securing grant funds for two new services. It will help make transit more of an alternative to the already congested I-5 corridor. He indicated the success of these services will depend partly on creating good public information resources, so the public is aware of the additional connections available. He suggested staff create a matrix to guide customers on what transfer connections can be made with Sound Transit. He said Intercity Transit has been a good steward of public resources over the last few years and needs more funding options to continue offering alternative services. The funding is needed to provide more local service running more frequently and later in the evening, and also to have the capital resources to update capital facilities and continue to make new bus purchases. He said he and his wife would gladly vote for additional sales tax if needed to fund these additional services and keep Intercity Transit financially healthy as our public transit provider.

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**Sue Pierce, 4820 27<sup>th</sup> Court SE, Lacey**, is an Intercity Transit express rider for eleven years. She is very excited to see the Seattle extension and the Tumwater route because as more people ride these new routes, it's going to ease the pressure felt on the 605, 603 and the 612. She is also glad it's a two year trial instead of a shorter period, because it will allow plenty of time for riders to adjust their schedules and experiment with the route schedule to see what works. She noticed the Tumwater 609 bus goes as far as the Fox Hills park-and-ride in Lakewood. She said there is very limited ways to get from that park-and-ride to downtown Tacoma, and she was hoping to catch it in Tumwater go to downtown Tacoma. She hopes staff will keep this in mind.

**Jim Yatman, 6840 6<sup>th</sup> Avenue SW, Tumwater**, is a bus rider and a frequent rider to Seattle/Tacoma. He indicated Intercity Transit's transportation system is unsurpassed. He would also support an additional sales tax initiative if needed. He commends Intercity Transit bus drivers for their professionalism with all passengers.

**Rowan McSweeney, 307 SE 21<sup>st</sup> Avenue, Olympia**, travels between Olympia and Seattle and is very excited about the express service, in particular using the ORCA card. However, he indicated it's expensive to ride from here to Seattle. It's great for the commuters who live in Olympia and work in Seattle; however, only having one early morning route is not convenient for those who need to get to Seattle mid-day. He suggests offering a few more round trips in the evening or one bus during mid-day.

**Michael Moren, 307 SE 21<sup>st</sup> Avenue SE, Olympia**, travels between Olympia to Seattle, and he said it's a lot more expensive than it used to be. He also said having a transfer takes a lot of time and energy because people get stuck at the 512 park-and-ride for up to two hours on the weekend waiting for the Olympia bus. So having the direct route is valuable, and he appreciates the direct route. However, he said the last bus leaving Olympia at 6:15 a.m. is not practical for a lot of people. He recommends adding a bus mid-morning or mid-afternoon.

Chair Thies asked if there were any further comments. Hearing none, he closed the public hearing at 5:50 p.m.

### **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (TRPC).** Commissioner Valenzuela reported the TRPC held their annual retreat on June 7; however, she was unable to attend. She indicated TRPC decided to invite David Buckner, Executive Director of Earth Economics to provide additional follow up for specific work with TRPC.

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TRPC members also decided further work needs to continue on the Sustainable Thurston Task Force work because they discovered late in the process they weren't thinking big enough as there is more follow up work to be done. TRPC meets July 12 and will review the RTIP Amendment 13-09 and discuss Thurston County's habitat conservation plan.

- B. Transportation Policy Board (TPB).** Hildreth reported the TPB met June 12 and received a wonderful presentation on the Walk and Roll School Program conducted by Intercity Transit staff members Erin Scheel and Maya Heiland. The TPB appointed two new citizens to the TPB Board, Graeme Sackrison and Martha Hankins. Also the Regional Transportation Plan is available on the TRPC website.
- C. TRPC Sustainable Thurston Task Force.** Messmer attended the meeting on June 10 and reported they continued work on the vision statement and added the two words "carbon neutral" to the statement. The big product delivered at the meeting was the preferred land use scenarios analysis. There were a few summary tidbits brought up by staff which included some of the land use challenges. For example retaining enough land for agriculture, land swaps, and rezones.

Chair Thies indicated Messmer will serve as the primary representative on the Task Force and Warner will serve as the alternate.

- D. Citizen Advisory Committee (CAC).** Elliott reported the CAC bid farewell to three members; completed their self-assessment with 100% participation; and received an update on the 2013 Bicycle Commuter Contest, the youth programs, and the proposed service enhancements. She said there was a request from the CAC to be notified in advance of events and fairs so they can participate. Members discussed their thoughts about how the Authority feels about them as a committee and members agreed the Authority does value the work of the CAC. There is one member who felt they were not being acknowledged or recognized for suggestions.

Hildreth would like staff to provide formal invitations to the CAC to attend special events and fairs.

### **NEW BUSINESS**

- A. Servers and Storage Device for ACS Upgrade:** Hemmann presented the request to consider purchasing servers and an additional storage device to support the ACS server system upgrade project. In addition to the three servers, there is need for one EMC SAN storage device to back up the servers.

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**It was M/S/A by Councilmember Hildreth and Citizen Representative Warner to accept the process proposed to select a vendor, and to authorize the General Manager to purchase three servers from the Dell Corporation in the amount of \$30,182 including taxes and one EMC SAN storage device from Xiologix in the amount of \$38,637, including taxes.**

- B. Electronic Payment Processing System:** Hemmann asked the Authority to consider adding Intercity Transit to Thurston County's agreement for electronic payment processing. Currently, our Vanpool program takes payment in the form of cash, checks, or paper vouchers from the Federal government, and does not have the ability to accept payment by debit or credit cards. In December 2012, the Federal government notified transit agencies the Department of Defense would stop issuing paper vouchers for vanpool payments and begin issuing individual credit cards beginning April 2013. Intercity Transit negotiated a later date to allow sufficient time to develop this capability by the end of summer.

Approximately 20% of our vanpool riders get reimbursed from the Department of Defense. Staff investigated the best approach to accept electronic cards, interviewing other vanpool agencies and local banks. Staff determined the need for an electronic payment processing system for government purposes. We do all of our banking and investing through Thurston County, so the payment system needs to work within their guidelines and insure payments taken from customers are secure. Staff met with Thurston County several times to understand their process and evaluated three systems the County found satisfactory. Staff recommends the agency become an affiliate of the County's agreement with Point and Pay.

It is possible up to 95% of Intercity Transit's current vanpool riders may switch to debit/credit cards. If the agency absorbs the cost rather than passing the per transaction cost onto the vanpool rider, it could cost the agency \$40,375. There would be no other cost to the agency beyond the transaction fee of 2.5% of total amount of each electronic payment or \$2, whichever is greater.

Jones asked if there is a savings to our operations as a result of this change. Newsome responded she believes there will be a savings; however she isn't sure yet. Staff has gone to electronically depositing checks and vouchers and this is a time savings by not having to scan every check. She hopes once we figure out the reconciling and teach riders how to use the system the new process will show a savings.

**It was M/S/A by Commissioner Valenzuela and Councilmember Jones to authorize the General Manager to add Intercity Transit as an affiliate to Thurston County's agreement with Point and Pay for electronic payment processing, at a**

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**cost to the agency of 2.5% of the total amount of each electronic payment or \$2.00, whichever is greater.**

**C. Citizen Advisory Committee Appointments:** Seward said the ad hoc committee interviewed several applicants on June 10 for five open positions, noting the interviews went well, and all of those interviewed were very good candidates. She turned the remainder of the report over to Nathaniel Jones who served as the Chair of the ad hoc committee.

Jones said Clarkson and Warner from the Authority, and Richardson, Hogan, and VanderDoes from the CAC participated on the ad hoc committee. Jones thanked Chair Thies for screening the applicants in advance which made the interview process run smoothly. The number of applicants who responded was amazing for both the adult and youth positions. He said the committee was interested not only in the quality of applicants, but the right fit and mix for the CAC, with good representation of the community. He said consensus came easily among ad hoc committee members.

Jones noted they are recommending two youth be appointed – one to the youth position and the other to a vacated one-year term. Jones read the names and terms of those applicants recommended to the CAC.

Jones answered questions from the other Authority members.

**It was M/S/A by Citizen Representative Messmer and Commissioner Valenzuela to appoint *Alyssha Neely* to the youth position for a one-year term beginning July 1, 2013, ending June 30, 2014. Appoint *Quinn Johnson* (a youth) to a one-year term to begin July 2, 2013, ending June 30, 2014. Appoint *Mitch Chong* to a term beginning July 2013, ending June 30, 2015. This will be a partial term completing a vacated term. He will be eligible for three 3-year terms should he seek reappointment. Appoint *Sue Pierce and Leah Bradley* to a term beginning July 1, 2013, ending June 30, 2016.**

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

The arbitration hearing with the ATU was completed on June 17 and 18, with an expected decision in about 90 days.

Ridership for June is estimated at 335,000, which is a drop of 9.5% from last June. Total ridership for 2013 is down approximately 3.5% from 2012.

There are 211 active vanpool groups. Vanpool and Maintenance staff are working to accept vehicles and swap them out with active vanpool groups.

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The agency hosted two Dump the Pump events.

Staff completed 115 youth and CTR Community events in the first half of the year.

Staff is preparing for and participating in the Tumwater July 4<sup>th</sup> parade and the Lakefair parade.

Our Excellence in Transit honorees will be honored at the WSTA Symposium Wall of Fame banquet in Spokane, Tuesday, August 27.

Valenzuela asked if at the end of the grant period the new express service routes proved to be hugely productive, could the Authority choose to retain those express routes and figure out another way to pay for them and/or eliminate less productive routes if there were no longer any grant funds. Freeman-Manzanares responded yes, the Authority can make the determination to retain the service. Staff will continue to encourage the state legislature to fund those programs for another two years.

Clarkson said many constituents from the northeast Lacey area who are 55 years of age or older, some retired and no longer driving are asking if there are any efforts for a proposed revised land use or ordinances that may be needed when transit is provided in the northeast area. Freeman-Manzanares said there is a concerted long-range plan, which included the opening of the Hawks Prairie Park-and-Ride and getting the grant funding for the express service.

Messmer said it would be a good idea to keep track of the level of participation and activity in areas where there's a request for service.

Jones indicated his concern for the drop in ridership and looks forward to the analysis prepared by staff.

### **AUTHORITY ISSUES**

Messmer said it would be helpful for her to see future agenda items on the bottom of the current agenda.

Clarkson indicated while waiting for Amtrak on a trip to Portland he noticed a bus leaving before the train arrived. He indicated if the operator could see a particular train arriving at Amtrak, then possibly some other process could be implemented.

**ADJOURNMENT**

**With no further business to come before the Authority, it was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 6:58 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Martin J. Thies, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: August 7, 2013**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Special Meeting**  
**July 17, 2013**

**CALL TO ORDER**

Chair Thies called the July 17, 2013, 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 Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; Thurston County Commissioner Karen Valenzuela; City of Olympia Councilmember Karen Rogers (alternate); Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate).

**Members Excused:** City of Olympia Councilmember Nathaniel Jones; and Labor Representative Karen Stites.

**Staff Present:** Ann Freeman-Manzanares; Rhodetta Seward; Dennis Bloom; Jessica Brandt; Marilyn Hemmann; Bob Holman; Marc Jones; Meg Kester; Jim Merrill; Pat Messmer; and Karl Shenkel.

**Others Present:** Citizen Advisory Committee (CAC) member Midge Welter.

**APPROVAL OF AGENDA**

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

**CITIZEN ADVISORY COMMITTEE REPORT**

Welter reported the CAC welcomed five new members; received an update on the Employer and Agency Commute Trip Reduction Programs, and the Surplus Van Grant Program. The CAC members conducted a lengthy discussion centered on the purpose of the CAC. She noted some members expressed confusion about the meaning of the third paragraph under Purpose and Authority of the CAC Bylaws. It reads, "The CAC is advisory to the Authority, not the agency." New member Chong mentioned some bus stops in Tumwater do not have schedules and also suggested putting up schedules in braille.

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Chair Thies asked for clarification regarding the discussion about the CAC advising the Authority as opposed to the agency. Seward said the CAC recognized members do provide ideas and suggestions at their meetings in which staff does often respond to quickly. The current sentence in the bylaws is unclear because members felt they do provide some advice, information, or suggestions to the agency in that way, and staff does respond to suggestions. They felt using the term "not the agency" is harsh. They would like to see the sentence changed or deleted all together.

### **ADOPTION OF SEPTEMBER 2013 SERVICE ENHANCEMENTS**

Bloom reported a public hearing was conducted at the July 3 Authority meeting and staff seeks adoption of service enhancements which will become effective on September 30. The two proposed enhancements include implementing a new Express weekday route between Tumwater and Lakewood with 11 roundtrips per day; and extending Sound Transit's current weekday Route 592 Express Bus service from DuPont to Seattle to begin in Olympia.

If adopted, the service enhancements will increase annual service hours in 2013 by 2,462 hours. This is 1.2% increase above current hours and in 2014 service hours would increase almost 3%. Due to suggestions from Operators he noted staff made a routing change to Route 609 and decided not to go down Israel Road since it's covered by Routes 12 and 13. Staff is in final negotiations for a small 30-stall park-and-ride lot by the Department of Health. As suggested at the public hearing, Bloom noted staff is in the process of creating a matrix to guide customers on what transfer connections can be made with Sound Transit.

Bloom answered questions.

**It was M/S/A by Commissioner Valenzuela and Councilmember Hildreth to adopt the proposed services changes as presented by staff.**

### **TRANSPORTATION IMPROVEMENT PROGRAM ADOPTION**

Holman reported a public hearing was conducted on July 3 and staff seeks adoption of the 2014-16 Transportation Improvement Program and 2013 Revised Projects List. He noted he didn't receive any public comments.

Thies said the incremental cost for a hybrid-electric coach over a standard bio-diesel coach was in question based upon unperceived maintenance issues and replacement parts, and asked if staff was going to have a discussion about hybrid versus traditional diesel engine coaches. Freeman-Manzanares acknowledged staff does need to have a

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conversation about this topic. The grants proposed in the TIP were written for hybrid-electric vehicles so staff is moving forward with the purchase of these vehicles.

**It was M/S/A by Citizen Representative Warner and Commissioner Valenzuela to adopt the 2014-16 Transportation Improvement Program (TIP) and 2013 Revised Projects for anticipated Federal Transit Administration funding.**

### **PURCHASE OF REPLACEMENT BUSES**

Hemmann said this request is for consideration of ten, 40-foot, hybrid-electric, low-floor buses. The Transit Development Plan identified the need to replace 14 coaches by 2014. Seven of those vehicles were replaced with the last purchase. The seven remaining vehicles identified for purchase will replace seven of the 1998 vehicles. The agency also received a Washington State Department of Transportation Regional Mobility Grant (RMG) fund to purchase three coaches to provide express service to Lakewood.

Staff intends to purchase the vehicles under the Niagara Frontier Transportation Authority contract. A July 2013 purchase date allows delivery of buses in September of 2014. This purchase is in the 2014 budget.

Funding for this purchase is through the combination of two federal grants (State of Good Repair and a 2011 Clean Fuels grant), and one state grant (RMG) and local funds. The result is approximately 80% federal and state funds with a 20% local match.

**It was M/S/A by Citizen Representative Messmer and Commissioner Valenzuela to authorize the General Manager to issue a purchase order for ten, 40-foot, hybrid-electric, low-floor buses to the Gillig Corporation pursuant to the Niagara Frontier Transportation Authority Contract in an amount not-to-exceed \$6,996,285, inclusive of tax.**

### **ANNUAL PLANNING SESSION**

Seward indicated the annual planning session was postponed until after the hiring of the General Manager. Seward asked the Authority for a determination on whether to conduct a planning session in the fall, identify a date and facilitators to interview. She provided a list of proposed dates and possible facilitators.

The Authority agreed to conduct an early fall planning session. Members will check their calendars to see if Friday, October 11, 2013, is available and will provide a response to Seward. They selected Faith Trimble as first choice for facilitator and Rick Kramer if Faith is not available.

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The Authority discussed possible topics. Warner indicated he would like the Authority to define a purpose and have clear goals as to why they are conducting a planning session. Some topics to consider include:

- Strategic planning and budget and addressing long term issues
- The additional sales tax ballot measure
  - Messmer said it's important to discuss policies first and where the Authority is headed and why, then talk about the tax initiative if necessary
- Land use transportation connection and where is Intercity Transit headed with regard to sustainability and what service will look like in the community
- The vision the Authority would like to pass on to the jurisdictions to help with needs and growth
- Discuss decisions made by the Urban Corridors Task Force and how it affects the Martin Way corridor and Intercity Transit's expanded facility
- Discussing the Authority's response to the results of the of the Sustainable Thurston product
- Discuss the controversy regarding extending express service outside of Thurston County and what is the Authority's policy stance regarding regional transit networks and what will Intercity Transit become as regional player to fill some of the needs along the I-5 corridor

Freeman-Manzanares suggested discussing some of these topics during a work session. Thies recommended starting and ending the planning session earlier.

### **ENVIRONMENTAL AND SUSTAINABILITY COMMUNICATIONS**

Kester provided an update on the communication practices underway to raise awareness of Intercity Transit's environmental and sustainability policy which indicates an increase in awareness of environmental issues among employees and community.

The Marketing and Communications staff, the ESMS Core Team and the Environmental and Sustainability Coordinator, Jessica Brandt, worked together to support communications about the agency's sustainability efforts and our commitment to ESMS.

As with other agency programs, the goal is to integrate our sustainability programs with the organizational culture and how we operate and prioritize our service. About a year ago staff conducted a strategic planning session that involved the entire ESMS Core Team as well all members of the Sustainability Committee to come up with a definition of what sustainability means to us as an agency. From there, Marketing and Communications developed brochures and pocket cards to increase awareness

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externally as well as internally. The information was placed on our website and in the Interchange Newsletter and Performance Report.

Brandt showed a video created by and made up of agency employees explaining the agency's sustainability efforts. She shared how employees are being trained and engaged in the sustainability program.

Messmer suggested adding another education piece to find ways to express what makes transit environmentally sustainable. Help the public understand how riding a bus can be sustainable. Show examples such as how many miles per gallon you get on a full bus going from Olympia to Evergreen.

### **CITIZEN ADVISORY COMMITTEE "PURPOSE" DISCUSSION**

Seward explained the CAC had numerous discussions regarding their role and purpose as an advisory committee. She shared several comments noted in the most recent CAC self-assessment. There's been discussion among the CAC members regarding whether the Authority is fully utilizing the committee and maximizing their potential. Rarely are they called upon for votes; however, the Authority does ask for their recommendations. Some members asked if they could be more involved in particular projects. Seward turned discussion over to the Authority.

Chair Thies stated he believes the CAC feels valued and the Authority values their input.

Valenzuela said she attended the CAC meeting on the 15<sup>th</sup> and during self-introductions, every member noted how much they enjoy serving on the committee. She reviewed all of their comments from the self-assessment and read one comment in particular she feels the Authority needs to address. "From time-to-time I've made specific recommendations for Authority consideration and have yet to receive any acknowledgement. While I obviously do not expect any or all of my recommendations will be accepted, I think it is not unreasonable that I expect some acknowledgement from them." Valenzuela said she wants to be made aware whenever a CAC member provides a recommendation to the Authority because she intends to respond.

Messmer noted she will look to the CAC's meeting minutes for comments and feedback. She believes their constant feedback is valuable to the Authority and staff.

Thies believes the CAC meeting process works, and there's a constant flow of information back and forth. He suggested asking the CAC what they feel is Intercity Transit's role in regional transportation networks and allow them some time to discuss

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and formulate feedback and a present a formal response. He'd like members to attend an Authority meeting and present their response.

Clarkson wanted to know the history behind having a 20-member CAC. Seward responded the size of the group was set up to allow for a diverse representation of the community. Having been on the Authority when the CAC was implemented, Valenzuela said there was the desire to have a very diverse list of people be part of the committee, which included representation from businesses, environmentalists, youth, minorities, transit and non-transit users, seniors, and bicyclists.

Clarkson is concerned a group this large could be inundated by strong personalities. Thies said it's the CAC Chair's responsibility to draw out the ideas from all members.

Messmer added there needs to be the expectation and helpful support to the Chair of the CAC on facilitating the meetings to allow time for discussion. She said there is a limited amount of time, a large number of topics and a large group of people, and staff needs to be mindful in focusing on the types of presentations and how long they should be, and guide the discussion with the CAC to elicit their ideas and feedback. She also believes the CAC members should read their packets and be prepared for each meeting because the Authority wants to hear from them about the topics. She doesn't believe staff should talk the entire time about things already included in the packets. She hopes the CAC comes to each meeting prepared so staff can briefly summarize the topics to allow time for the CAC to discuss among themselves and to ask questions and bring up ideas.

Warner believes it's more about how the CAC meetings are structured and how much time is spent with staff talking to them and how much time is spent actually asking questions and getting their feedback. It's not effective use of time when staff spends too much time giving presentations. He would like to see the CAC used more as a focus group. Use them and all their different experiences to bring ideas back to the Authority.

Messmer suggested the CAC Chair and the rotating member attend the Authority meetings to provide recommendations when the CAC has been asked to provide feedback on a specific issue.

Thies would like to hear CAC's feedback about the sales tax measure; the future of the agency and its roll in regional transportation networks. Use them as a focus group to solicit specific output.

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**July 17, 2013**

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Valenzuela said it would be valuable if after the Authority receives a staff presentation about a particular issue, staff would share what the CAC said about the same presentation.

Clarkson would like the CAC Chair to engage each of the members to participate in discussions. If there is going to be true diversity among the CAC, all participation is important.

Thies would like to ask the CAC about what they have to say about the regional versus local issues. Give them a few months to do some research -- talk to their families, speak with their neighbors or fellow bus riders. From that research the CAC would put together a statement and present to the Authority. Thies will meet with the CAC Chair to discuss the process and update the Authority at a future meeting.

**ADJOURNMENT**

**It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 7:47 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Martin J. Thies, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: August 7, 2013**

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

PERIOD DATES: 6/16-6/29/13				7/5/2013		6/30-7/13/2013				PAYDAY 7/19/2013		PERIOD DATES:	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	67,083.95		3	FIT		WIRE	68,827.69		3	
4	MT	8985.3	EFT	17,970.60	85,054.55	4	MT	9179.29	WIRE	18,358.50	87,186.19	4	
5	A2/35	Life Ins.	Check Dave 2nd	1,259.21	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,786.70	0.00	5	
6	D3/31	Disability Ins	Check Dave 2nd	1,090.04	0.00	6	DI/32	Disability In	Check Dave 2nc	2,159.41	0.00	6	
7	HE/37	Health In1st	Check Dave 2nd	13,171.00	0.00	7	HI/38	Health In1st	Check Dave 2nc	262,427.00	0.00	7	
8	TH/39	Taxed Hlth	Check Dave 2nd	911.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	911.50	0.00	8	
9	CC/61	Child Care	Hfstttr/Brkgmp	534.3		9	CC/61	Child Care	Hfstttr/brgkmp	534.3		9	
10	GN/08	Garnish	CHECK last	1,352.55		10	GN/08	Garnish	CHECK last	1,043.14		10	
11						11						11	
12	CS/09	DSHS	EFT	1,005.27	1,005.27	12	CS/09	DSHS	EFT	1,005.27	1,005.27	12	
13	CS/09	ExpertPay	EFT	467.02	467.02	13	CS/09	ExpertPay	EFT	467.02	467.02	13	
14	D1/98	D.Dep. #1	ACH WIRE every	8,799.18	8,799.18	14	D1/98	D.Dep. #1	ACH WIRE even	8,741.39	8,741.39	14	
15	D2/97	D.Dep. #2	ACH WIRE every	16,416.15	16,416.15	15	D2/97	D.Dep. #2	ACH WIRE even	16,481.05	16,481.05	15	
16						16						16	
17	GT/63	G.Ed.Tuit	Check every	372.50		17	GT/63	G.Ed.Tuit	Check every	372.50		17	
18	HS/59	Health Svgs	ACH Wire every	311.54	311.54	18	HS/59	Health Svgs	ACH Wire every	311.54	311.54	18	
19	DC/97	Vgrd EE	Wire	43,242.83		19	DC/97	Vgrd EE	Wire	44,629.34		19	
20	DC/22	Vgrd ER	Wire	28,585.50	71,828.33	20	DC/22	Vgrd ER	Wire	29,579.13	74,208.47	20	
21	L2/29	401k Ln#2	Wire	3,641.83		21	L2/29	401k Ln#2	Wire	3,959.00		21	
22	LN/29	401k Ln#1	Wire	9,114.15	12,755.98	22	LN/29	401k Ln#1	Wire	9,104.63	13,063.63	22	
23	TTL VNGRD			84,584.31		23	TTL VNGRD			87,272.10		23	
24	LI/02	L&I	EFT Quarterly	25,260.94		24	LI/02	L&I	EFT Quarterly	22,849.11	0.00	24	
25	MD/51	Mch.UnDues	Check 2nd	1,318.35		25	MD/51	Mch.UnDue	Check 2nd	1,318.40		25	
26	MI/52	Mac.Initiation	Check 2nd	0.00		26	MI/52	Mch.Initiation	Check 2nd	0.00		26	
27	MS/60	Payroll Corr check		0.00		27	MS/60		Check	0.00	0.00	27	
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Misc. draw		0.00	0.00	28	
29	PA/66	Proj.Assist	Check last	379.50		29	PA/66	Proj.Assist	Check last	379.50		29	
30	PN/04	PERS EE	EFT	31,231.17	0.00	30	PN/04	PERS EE	EFT	33,857.75	0.00	30	
31	PN/04	PERS ER	EFT	46,860.22	78,091.39	31	PN/04	PERS ER	EFT	61,394.64	95,252.39	31	
32	TTL PERS			78,091.39		32	TTL PERS			95,252.39		32	
33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	
34	RC/24	ICMA EE	WIRE	5,241.87		34	RC/24	ICMA EE	WIRE	5,223.41	0.00	34	
35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	
36	RL/21	ICMA Ln#1	WIRE	1,953.74	2,795.10	36	RL/21	ICMA Ln#1	WIRE	1,573.88	2,415.24	36	
37	RR/25	ICMA ER	WIRE	2,897.39	8,139.26	37	RR/25	ICMA ER	WIRE	3,004.34	8,227.75	37	
38	TTL ICMA	10,934.36		11,464.17		38	TTL ICMA	10,642.99		11,172.80		38	
39	SD/26	457 ST EE	EFT	8,306.69		39	SD/26	457 ST EE	EFT	8,599.72		39	
40	SR/27	457 ST ER	EFT	4,300.88	12,607.57	40	SR/27	457 ST ER	EFT	4,568.61	13,168.33	40	
41	ST/67	ShTrmDisab	EFT	2,059.46	2,059.46	41	ST/67	ShTrmDisal	EFT	0.00	0.00	41	
42	UC/45	Un COPE	Check 1st	142.00		42	UC/45	Un COPE				42	
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	573.00		43	
44	UD/42	Un Dues	Check last	4,949.11		44	UD/42	Un Dues	Check last	4,973.80		44	
45	UI/41	Un Initiatn	Check last	110.00		45	UI/41	Un Initiatn	Check last	70.00		45	
46	UT/43	Un Tax	Check last	2,251.50		46	UT/43	Un Tax	Check last	0.00		46	
47	UW/62	United Way	Check last	708.50		47	UW/62	United Way	Check last	692.50		47	
48	WF/64	Wellness	Check last	320.00		48	WF/64	Wellness	Check last	323.00		48	
49	NET PAY (dir. Deposit)	ACH Wire every		406,614.06	406,614.06	49	Net Pay (Dir. Dep.)			409,702.25	409,702.25	49	
	Paychecks			3,432.84			Paychecks			8,843.48			
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$707,474.67		TOTAL TRANSFER				\$730,760.33		
50	TOTAL PAYROLL*:			\$765,038.51		50	TOTAL PAYROLL*:			\$1,041,017.67		50	
51	GROSS EARNINGS:			652,219.40		51	GROSS EARNINGS:			677,782.63		51	
52	EMPR MISC DED:			103,833.81		52	EMPR MISC DED:			354,055.79		52	
53	EMPR MEDICARE TAX:			8,985.30		53	EMPR MEDICARE TAX:			9,179.25		53	
54	TOTAL PAYROLL*:			\$765,038.51		54	TOTAL PAYROLL*:			\$1,041,017.67		54	
55						55						55	
56	ACH WIRE TOTAL			432,140.93		56	TOTAL PAYROLL FOR MONTH:			435,236.23	\$1,806,056.18	56	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/14/2013 Thru Date: 06/14/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014296	6/14/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$953.36	
00014297	6/14/2013	01405	ADVANCE GLASS INC	\$574.06	
00014298	6/14/2013	01640	ALL CITY LOCK & KEY	\$98.08	
00014299	6/14/2013	01660	ALL STAR FORD	\$0.00	✓
00014300	6/14/2013	01660	ALL STAR FORD	\$5,992.46	
00014301	6/14/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00014302	6/14/2013	01805	AMB TOOLS AND EQUIPMENT CO INC	\$377.01	
00014303	6/14/2013	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00014304	6/14/2013	01960	AMERICAN SEATING COMPANY	\$328.26	
00014305	6/14/2013	02060	AMERISAFE	\$1,286.02	
00014306	6/14/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$185.15	
00014307	6/14/2013	02380	ARAMARK UNIFORM SERVICES	\$660.31	
00014308	6/14/2013	02480	ASE SUPPLY INC	\$87.45	
00014309	6/14/2013	02825	AUTO PLUS - OLYMPIA	\$120.80	
00014310	6/14/2013	03240	BATTERIES PLUS	\$14.09	
00014311	6/14/2013	03250	BATTERY SYSTEMS, INC	\$1,711.91	
00014312	6/14/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$442.41	
00014313	6/14/2013	03370	BERGKAMP EMILY	\$116.77	
00014314	6/14/2013	03380	BERGREN DIANNE	\$92.55	
00014315	6/14/2013	03650	BRUCE TITUS AUTOMOTIVE GROUP	\$46.00	
00014316	6/14/2013	03660	BLOOM DENNIS	\$115.55	
00014317	6/14/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014318	6/14/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014319	6/14/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,501.58	
00014320	6/14/2013	05340	CAPITOL COURIER SERVICE	\$375.50	
00014321	6/14/2013	05740	CED	\$756.59	
00014322	6/14/2013	05940	CENTURY LINK	\$136.02	
00014323	6/14/2013	05945	CENTURY LINK	\$2,641.30	
00014324	6/14/2013	06040	CITY OF LACEY	\$613.80	
00014325	6/14/2013	06270	CLAUS, DIANA	\$300.00	
00014326	6/14/2013	06607	COMDATA	\$50,670.41	
00014327	6/14/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,254.95	
00014328	6/14/2013	07105	CRAIN'S OFFICE SUPPLY	\$20.85	
00014329	6/14/2013	07150	CROSSROADS COLLISION CENTER	\$1,433.40	
00014330	6/14/2013	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00014331	6/14/2013	07220	CUMMINS NORTHWEST INC	\$9,122.80	
00014332	6/14/2013	07560	DATAQUEST	\$57.50	
00014333	6/14/2013	08550	EASY SPEAKERS CLUB	\$128.00	
00014334	6/14/2013	08780	EMERALD RECYCLING SERVICE	\$384.01	
00014335	6/14/2013	10290	FUSION GRAPHIX	\$3,025.40	
00014336	6/14/2013	10630	GFI GENFARE	\$319.07	
00014337	6/14/2013	10660	GILLIG LLC	\$0.00	✓
00014338	6/14/2013	10660	GILLIG LLC	\$9,595.46	
00014339	6/14/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,007.73	
00014340	6/14/2013	10820	GRAPHIC COMMUNICATIONS	\$305.33	
00014341	6/14/2013	11048	HARGIS ENGINEERS INC	\$345.00	
00014342	6/14/2013	11308	HOFSTETTER SHANNON	\$192.30	
00014343	6/14/2013	11375	HOWELL GERALD	\$116.70	
00014344	6/14/2013	11414	HULTZ BHU ENGINEERS INC	\$494.42	
00014345	6/14/2013	11535	ILIUM ASSOCIATES INC	\$1,378.00	
00014346	6/14/2013	11615	INDUSTRIAL HYDRAULICS INC	\$160.37	
00014347	6/14/2013	11740	INTERCITY ADVANCED TRAVEL	\$3,232.01	
00014348	6/14/2013	11810	INTERSTATE BATTERY	\$191.38	
00014349	6/14/2013	11865	ISLAND SUPERIOR AIR FILTER	\$311.12	

# Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/14/2013

Thru Date: 06/14/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014350	6/14/2013	11905	JANEK CORPORATION	\$1,136.96	
00014351	6/14/2013	11930	JERRYS AUTOMOTIVE TOWING	\$1,587.08	
00014352	6/14/2013	12195	JUNGWIRTH, BRYAN	\$686.13	
00014353	6/14/2013	12900	KRIER MARSHALL	\$66.67	
00014354	6/14/2013	13440	LAW, LYMAN, DANIEL, KAMERRER BOGDAN	\$820.00	
00014355	6/14/2013	13850	MASON COUNTY TRANSIT	\$1,605.00	
00014356	6/14/2013	13890	MATESKI THOMAS	\$762.60	
00014357	6/14/2013	14155	MCLAIN, MARY	\$739.34	
00014358	6/14/2013	14160	MCMASTER-CARR SUPPLY CO.	\$40.93	
00014359	6/14/2013	14695	MOTORS & CONTROLS CORP	\$7.14	
00014360	6/14/2013	14900	NAPA AUTO PARTS	\$395.58	
00014361	6/14/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$81.17	
00014362	6/14/2013	15585	OLYMPIA FOOD CO-OP	\$75.00	
00014363	6/14/2013	16490	PACIFIC DISPOSAL INC	\$832.82	
00014364	6/14/2013	16595	PACIFIC POWER PRODUCTS	\$5,176.92	
00014365	6/14/2013	16695	PATTISON WATER COMPANY	\$222.38	
00014366	6/14/2013	16765	PETRO CARD	\$101,308.14	
00014367	6/14/2013	16820	PIERCE COUNTY SECURITY	\$14,228.36	
00014368	6/14/2013	16888	PLATT ELECTRIC SUPPLY	\$139.23	
00014369	6/14/2013	16900	PLUMBMASTER, INC	\$85.44	
00014370	6/14/2013	17216	PROTHMAN	\$8,833.33	
00014371	6/14/2013	17290	PUGET SOUND ENERGY	\$15,376.75	
00014372	6/14/2013	17340	PULLING THOMAS	\$92.26	
00014373	6/14/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00014374	6/14/2013	17560	RE AUTO ELECTRIC INC	\$2,043.00	
00014375	6/14/2013	17875	SARAH SHUFELT	\$1,168.52	
00014376	6/14/2013	17900	SCHETKY NW SALES INC	\$886.05	
00014377	6/14/2013	18068	SHINING EXAMPLE INC	\$303.33	
00014378	6/14/2013	18540	STAFFORD HEATHER	\$161.64	
00014379	6/14/2013	18801	TAGS AWARDS & SPECIALTIES	\$221.57	
00014380	6/14/2013	18940	TENNANT COMPANY	\$68.27	
00014381	6/14/2013	18990	THERMO KING NORTHWEST	\$1,236.64	
00014382	6/14/2013	21910	THYSSENKRUPP ELEVATOR	\$716.43	
00014383	6/14/2013	21930	TIRES INC	\$374.64	
00014384	6/14/2013	21950	TITUS-WILL CHEVROLET	\$1,693.66	
00014385	6/14/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.23	
00014386	6/14/2013	22010	TOYOTA OF OLYMPIA	\$124.85	
00014387	6/14/2013	22250	TRI-CITIES BATTERY INC.	\$13,974.75	
00014388	6/14/2013	22260	TRI-DIM FILTER CORPORATION	\$229.66	
00014389	6/14/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00014390	6/14/2013	22420	TUMWATER PRINTING	\$1,146.79	
00014391	6/14/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$42,255.87	
00014392	6/14/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$11,522.73	
00014393	6/14/2013	23820	VERIZON WIRELESS	\$1,247.60	
00014394	6/14/2013	24000	W W GRAINGER INC	\$252.76	
00014395	6/14/2013	24750	WA ST GET PROGRAM	\$372.50	
00014396	6/14/2013	25380	WASHINGTON GARDENS	\$315.52	
00014397	6/14/2013	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$850.00	
<b>Total:</b>				<b>\$358,990.37</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/28/2013 Thru Date: 06/28/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014403	6/28/2013	01230	A WORKSAFE SERVICE INC	\$208.00	
00014404	6/28/2013	01311	ACCESS INFORMATION MANAGEMENT	\$704.63	
00014405	6/28/2013	01405	ADVANCE GLASS INC	\$1,991.04	
00014406	6/28/2013	01480	AIR FLOW SYSTEMS INC	\$939.09	
00014407	6/28/2013	01660	ALL STAR FORD	\$2,046.66	
00014408	6/28/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$12,882.85	
00014409	6/28/2013	01820	AMERICAN DRIVING RECORDS INC	\$566.32	
00014410	6/28/2013	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00014411	6/28/2013	02060	AMERISAFE	\$344.35	
00014412	6/28/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$175.95	
00014413	6/28/2013	02380	ARAMARK UNIFORM SERVICES	\$525.26	
00014414	6/28/2013	03250	BATTERY SYSTEMS, INC	\$131.92	
00014415	6/28/2013	03370	BERGKAMP EMILY	\$3,304.00	
00014416	6/28/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014417	6/28/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014418	6/28/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014419	6/28/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$6,835.67	
00014420	6/28/2013	03940	B&B SIGN CO LLC	\$135.46	
00014421	6/28/2013	04040	BUD CLARY CHEVROLET	\$0.00	✓
00014422	6/28/2013	04040	BUD CLARY CHEVROLET	\$689,620.22	
00014423	6/28/2013	05740	CED	\$135.33	
00014424	6/28/2013	05940	CENTURY LINK	\$81.26	
00014425	6/28/2013	05945	CENTURY LINK	\$132.95	
00014426	6/28/2013	05962	CHEHALIS COLLISION CENTER	\$6,708.34	
00014427	6/28/2013	06060	CITY OF OLYMPIA	\$667.91	
00014428	6/28/2013	06270	CLAUS, DIANA	\$150.00	
00014429	6/28/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$201.38	
00014430	6/28/2013	06830	CONSOLIDATED PRESS	\$11,004.87	
00014431	6/28/2013	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00014432	6/28/2013	07220	CUMMINS NORTHWEST INC	\$20,321.23	
00014433	6/28/2013	07617	DAVID M HOWE TRUSTEE	\$761.68	
00014434	6/28/2013	08780	EMERALD RECYCLING SERVICE	\$264.98	
00014435	6/28/2013	08840	EMPLOYER RESOURCES NORTHWEST	\$225.00	
00014436	6/28/2013	09820	FLEET-NET CORP	\$1,642.88	
00014437	6/28/2013	10660	GILLIG LLC	\$0.00	✓
00014438	6/28/2013	10660	GILLIG LLC	\$9,010.58	
00014439	6/28/2013	10820	GRAPHIC COMMUNICATIONS	\$532.80	
00014440	6/28/2013	10886	GROUP HEALTH COOPERATIVE	\$525.00	
00014441	6/28/2013	11175	HEALTH CARE AUTHORITY	\$285,213.10	
00014442	6/28/2013	11308	HOFSTETTER SHANNON	\$192.30	
00014443	6/28/2013	11615	INDUSTRIAL HYDRAULICS INC	\$27.97	
00014444	6/28/2013	11753	INTERCITY FITNESS	\$624.00	
00014445	6/28/2013	11770	INTERCITY PETTY CASH	\$478.14	
00014446	6/28/2013	11775	INTERCITY PROJECT ASSISTANCE	\$762.00	
00014447	6/28/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,636.75	
00014448	6/28/2013	11810	INTERSTATE BATTERY	\$553.52	
00014449	6/28/2013	11905	JANEK CORPORATION	\$544.00	
00014450	6/28/2013	11930	JERRYS AUTOMOTIVE TOWING	\$524.41	
00014451	6/28/2013	12875	KPFF CONSULTING ENGINEERS INC	\$2,156.20	
00014452	6/28/2013	13510	LES SCHWAB TIRE CENTER	\$122.28	
00014453	6/28/2013	13661	LOOMIS	\$488.56	
00014454	6/28/2013	13725	MAD ISMS PRECISION SILK SCREEN	\$392.95	
00014455	6/28/2013	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00014456	6/28/2013	14655	MORTON KENDRA	\$80.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 06/28/2013

Thru Date: 06/28/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014457	6/28/2013	14900	NAPA AUTO PARTS	\$818.13	
00014458	6/28/2013	15560	OLYMPIA DOWNTOWN ASSOCIATION	\$500.00	
00014459	6/28/2013	16263	ORACLE AMERICA INC	\$587.52	
00014460	6/28/2013	16593	PACIFIC OFFICE AUTOMATION	\$3,074.46	
00014461	6/28/2013	16595	PACIFIC POWER PRODUCTS	\$0.00	✓
00014462	6/28/2013	16595	PACIFIC POWER PRODUCTS	\$6,092.43	
00014463	6/28/2013	16753	PERTEET INC	\$135.03	
00014464	6/28/2013	16760	PETTIT OIL COMPANY	\$847.50	
00014465	6/28/2013	16761	PETTIT LEROY	\$80.00	
00014466	6/28/2013	16765	PETRO CARD	\$124,839.40	
00014467	6/28/2013	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00014468	6/28/2013	16888	PLATT ELECTRIC SUPPLY	\$30.20	
00014469	6/28/2013	17130	PRESTIGE TRUCK ACCESSORIES	\$5,001.30	
00014470	6/28/2013	17505	RAINIER DODGE INC	\$51.01	
00014471	6/28/2013	17560	RE AUTO ELECTRIC INC	\$1,833.49	
00014472	6/28/2013	17900	SCHETKY NW SALES INC	\$2,063.28	
00014473	6/28/2013	17965	SEATTLE AUTOMOTIVE DIST.	\$93.26	
00014474	6/28/2013	17970	SEATTLE MEDIUM	\$288.00	
00014475	6/28/2013	18075	SIEGEL OIL COMPANY	\$112.09	
00014476	6/28/2013	18085	SIEMENS ENTERPRISE COMMUNICATIONS I	\$32,608.14	
00014477	6/28/2013	18100	SIGN PROJECT	\$38.08	
00014478	6/28/2013	18104	SILVERSTONE GROUP INC	\$6,750.00	
00014479	6/28/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00014480	6/28/2013	18470	SPORTWORKS NORTHWEST INC	\$268.96	
00014481	6/28/2013	18500	SPX SERVICE SOLUTIONS US LLC	\$194.72	
00014482	6/28/2013	18651	STORMANS (LICENSING)	\$1,864.00	
00014483	6/28/2013	18705	SUNBELT RENTALS	\$1,541.00	
00014484	6/28/2013	18711	SUNSET AIR INC	\$497.55	
00014485	6/28/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$312.90	
00014486	6/28/2013	18758	SYKES ZACK	\$198.92	
00014487	6/28/2013	18801	TAGS AWARDS & SPECIALTIES	\$110.61	
00014488	6/28/2013	18895	TECHNOLOGY UNLIMITED	\$11,194.38	
00014489	6/28/2013	18900	TEKNON CORPORATION	\$40,165.44	
00014490	6/28/2013	18940	TENNANT COMPANY	\$92.97	
00014491	6/28/2013	18990	THERMO KING NORTHWEST	\$1,567.77	
00014492	6/28/2013	21738	THURSTON COMMUNITY TELEVISION	\$600.00	
00014493	6/28/2013	21930	TIRES INC	\$8,296.61	
00014494	6/28/2013	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00014495	6/28/2013	21950	TITUS-WILL CHEVROLET	\$3,393.14	
00014496	6/28/2013	22010	TOYOTA OF OLYMPIA	\$128.18	
00014497	6/28/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,401.00	
00014498	6/28/2013	24000	W W GRAINGER INC	\$198.84	
00014499	6/28/2013	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$168.20	
00014500	6/28/2013	24750	WA ST GET PROGRAM	\$372.50	
00014501	6/28/2013	25580	WASHINGTON STATE TRANSIT INSURANCE	\$125.00	
00014502	6/28/2013	25858	WESTCARE CLINIC LLC PS	\$375.00	
<b>Total:</b>				<b>\$1,332,085.85</b>	

# Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 07/12/2013

Thru Date: 07/12/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014506	7/12/2013	01230	A WORKSAFE SERVICE INC	\$139.00	
00014507	7/12/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$1,486.65	
00014508	7/12/2013	01405	ADVANCE GLASS INC	\$947.03	
00014509	7/12/2013	01660	ALL STAR FORD	\$857.73	
00014510	7/12/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$142.00	
00014511	7/12/2013	01805	AMB TOOLS AND EQUIPMENT CO INC	\$442.92	
00014512	7/12/2013	02380	ARAMARK UNIFORM SERVICES	\$461.77	
00014513	7/12/2013	02825	AUTO PLUS - OLYMPIA	\$32.89	
00014514	7/12/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014515	7/12/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,986.64	
00014516	7/12/2013	05280	CAPITAL LAKEFAIR INC	\$2,888.50	
00014517	7/12/2013	05340	CAPITOL COURIER SERVICE	\$340.30	
00014518	7/12/2013	05740	CED	\$282.17	
00014519	7/12/2013	05940	CENTURY LINK	\$2,774.05	
00014520	7/12/2013	05945	CENTURY LINK	\$33.19	
00014521	7/12/2013	06040	CITY OF LACEY	\$726.90	
00014522	7/12/2013	06120	CITY OF OLYMPIA UTILITIES	\$3,661.48	
00014523	7/12/2013	06270	CLAUS, DIANA	\$150.00	
00014524	7/12/2013	06607	COMDATA	\$46,306.77	
00014525	7/12/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$2,191.90	
00014526	7/12/2013	07150	CROSSROADS COLLISION CENTER	\$409.09	
00014527	7/12/2013	07220	CUMMINS NORTHWEST INC	\$5,707.23	
00014528	7/12/2013	07640	DAY WIRELESS SYSTEMS INC	\$4,212.76	
00014529	7/12/2013	08680	EHRLECHS OFFICE PRODUCTS	\$220.47	
00014530	7/12/2013	08840	EMPLOYER RESOURCES NORTHWEST	\$6,047.81	
00014531	7/12/2013	09005	ESRI INC	\$8,758.40	
00014532	7/12/2013	09180	EXPRESS SERVICES INC	\$744.80	
00014533	7/12/2013	09805	FLEET PRIDE	\$48.30	
00014534	7/12/2013	10660	GILLIG LLC	\$0.00	✓
00014535	7/12/2013	10660	GILLIG LLC	\$11,013.42	
00014536	7/12/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,007.02	
00014537	7/12/2013	10820	GRAPHIC COMMUNICATIONS	\$366.93	
00014538	7/12/2013	10886	GROUP HEALTH COOPERATIVE	\$675.00	
00014539	7/12/2013	10887	GRUBER POWER SERVICES	\$2,600.00	
00014540	7/12/2013	11250	HERGUTH LABORATORIES INC.	\$1,478.25	
00014541	7/12/2013	11308	HOFSTETTER SHANNON	\$192.30	
00014542	7/12/2013	11414	HULTZ BHU ENGINEERS INC	\$790.37	
00014543	7/12/2013	11810	INTERSTATE BATTERY	\$496.95	
00014544	7/12/2013	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$843.87	
00014545	7/12/2013	11905	JANEK CORPORATION	\$701.76	
00014546	7/12/2013	11930	JERRYS AUTOMOTIVE TOWING	\$520.06	
00014547	7/12/2013	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00014548	7/12/2013	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,200.00	
00014549	7/12/2013	13440	LAW, LYMAN, DANIEL, KAMERRER BOGDAN	\$3,669.02	
00014550	7/12/2013	13559	LIFTLOGIC, INC.	\$2,065.00	
00014551	7/12/2013	13703	LYNCH, MICHAEL T	\$20.00	
00014552	7/12/2013	13750	MAILBOX OF OLYMPIA	\$500.00	
00014553	7/12/2013	14160	MCMaster-CARR SUPPLY CO.	\$565.83	
00014554	7/12/2013	14482	MILLER JAMES	\$100.00	
00014555	7/12/2013	14590	MOHAWK MFG & SUPPLY	\$76.74	
00014556	7/12/2013	14900	NAPA AUTO PARTS	\$756.49	
00014557	7/12/2013	15109	NEW WEST TECHNOLOGIES	\$8,510.44	
00014558	7/12/2013	15197	NORTH THURSTON PUBLIC SCHOOLS	\$463.00	
00014559	7/12/2013	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$145.70	

# Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 07/12/2013

Thru Date: 07/12/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014560	7/12/2013	15545	OLYMPIA COPY & PRINTING	\$931.04	
00014561	7/12/2013	16215	OLYMPIC TRAILER & TRUCK	\$4,673.01	
00014562	7/12/2013	16490	PACIFIC DISPOSAL INC	\$640.13	
00014563	7/12/2013	16595	PACIFIC POWER PRODUCTS	\$907.75	
00014564	7/12/2013	16680	PARTSMASTER	\$529.26	
00014565	7/12/2013	16695	PATTISON WATER COMPANY	\$323.09	
00014566	7/12/2013	16760	PETTIT OIL COMPANY	\$1,347.70	
00014567	7/12/2013	16765	PETRO CARD	\$96,561.95	
00014568	7/12/2013	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$718.08	
00014569	7/12/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00014570	7/12/2013	17505	RAINIER DODGE INC	\$772.13	
00014571	7/12/2013	17560	RE AUTO ELECTRIC INC	\$2,474.94	
00014572	7/12/2013	17900	SCHETKY NW SALES INC	\$453.00	
00014573	7/12/2013	18040	SHAIRULLA AFZAL	\$97.99	
00014574	7/12/2013	18068	SHINING EXAMPLE INC	\$303.33	
00014575	7/12/2013	18145	SIX ROBBLEES INC	\$320.87	
00014576	7/12/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00014577	7/12/2013	18651	STORMANS (LICENSING)	\$607.75	
00014578	7/12/2013	18695	SUMMIT LAW GROUP PLLC	\$4,054.23	
00014579	7/12/2013	18711	SUNSET AIR INC	\$1,975.33	
00014580	7/12/2013	18801	TAGS AWARDS & SPECIALTIES	\$772.48	
00014581	7/12/2013	18905	TELERIK INC	\$499.00	
00014582	7/12/2013	18990	THERMO KING NORTHWEST	\$277.74	
00014583	7/12/2013	21930	TIRES INC	\$3,776.35	
00014584	7/12/2013	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00014585	7/12/2013	21950	TITUS-WILL CHEVROLET	\$2,487.60	
00014586	7/12/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.23	
00014587	7/12/2013	22010	TOYOTA OF OLYMPIA	\$184.31	
00014588	7/12/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00014589	7/12/2013	22420	TUMWATER PRINTING	\$127.72	
00014590	7/12/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$83,138.49	
00014591	7/12/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,153.35	
00014592	7/12/2013	23820	VERIZON WIRELESS	\$1,472.56	
00014593	7/12/2013	24000	W W GRAINGER INC	\$368.65	
00014594	7/12/2013	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$121.05	
00014595	7/12/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$1,900.48	
00014596	7/12/2013	24750	WA ST GET PROGRAM	\$372.50	
00014597	7/12/2013	25380	WASHINGTON GARDENS	\$315.52	
00014598	7/12/2013	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$1,525.00	
<b>Total:</b>				<b>\$363,243.80</b>	

# Intercity Transit

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ACCOUNTS PAYABLE WARRANTS

From Date: 07/26/2013

Thru Date: 07/26/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014605	7/26/2013	01311	ACCESS INFORMATION MANAGEMENT	\$360.44	
00014606	7/26/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$6,096.43	
00014607	7/26/2013	01405	ADVANCE GLASS INC	\$948.03	
00014608	7/26/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$12,927.41	
00014609	7/26/2013	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00014610	7/26/2013	01820	AMERICAN DRIVING RECORDS INC	\$326.09	
00014611	7/26/2013	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00014612	7/26/2013	01960	AMERICAN SEATING COMPANY	\$1,949.70	
00014613	7/26/2013	02080	AMMANN KARL	\$520.55	
00014614	7/26/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$94.13	
00014615	7/26/2013	02380	ARAMARK UNIFORM SERVICES	\$700.14	
00014616	7/26/2013	03065	BANK OF AMERICA OR SCARSELLA	\$1,276.09	
00014617	7/26/2013	03370	BERGKAMP EMILY	\$384.00	
00014618	7/26/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014619	7/26/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014620	7/26/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00014621	7/26/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,723.79	
00014622	7/26/2013	03940	B&B SIGN CO LLC	\$1,397.19	
00014623	7/26/2013	04040	BUD CLARY CHEVROLET	\$74,327.00	
00014624	7/26/2013	05280	CAPITAL LAKEFAIR INC	\$569.75	
00014625	7/26/2013	05940	CENTURY LINK	\$81.90	
00014626	7/26/2013	06060	CITY OF OLYMPIA	\$904.72	
00014627	7/26/2013	06120	CITY OF OLYMPIA UTILITIES	\$4,010.22	
00014628	7/26/2013	06270	CLAUS, DIANA	\$150.00	
00014629	7/26/2013	06520	COLOR GRAPHICS	\$757.77	
00014630	7/26/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,124.45	
00014631	7/26/2013	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00014632	7/26/2013	07220	CUMMINS NORTHWEST INC	\$16,970.43	
00014633	7/26/2013	07617	DAVID M HOWE TRUSTEE	\$761.68	
00014634	7/26/2013	08780	EMERALD RECYCLING SERVICE	\$306.10	
00014635	7/26/2013	08925	ENVIROISSUES INC	\$2,188.00	
00014636	7/26/2013	09180	EXPRESS SERVICES INC	\$1,340.64	
00014637	7/26/2013	09760	FITZGERALD'S PHOTOGRAPHY	\$489.15	
00014638	7/26/2013	09820	FLEET-NET CORP	\$1,642.88	
00014639	7/26/2013	10660	GILLIG LLC	\$5,493.13	
00014640	7/26/2013	11175	HEALTH CARE AUTHORITY	\$284,716.36	
00014641	7/26/2013	11308	HOFSTETTER SHANNON	\$192.30	
00014642	7/26/2013	11338	HON COMPANY, THE	\$1,548.31	
00014643	7/26/2013	11753	INTERCITY FITNESS	\$643.00	
00014644	7/26/2013	11760	INTERCITY IMPREST ACCOUNT	\$709.67	
00014645	7/26/2013	11770	INTERCITY PETTY CASH	\$309.54	
00014646	7/26/2013	11775	INTERCITY PROJECT ASSISTANCE	\$759.00	
00014647	7/26/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,636.75	
00014648	7/26/2013	11810	INTERSTATE BATTERY	\$839.56	
00014649	7/26/2013	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$1,065.82	
00014650	7/26/2013	12620	KEYBANK NATIONAL ASSOCIATION	\$37.14	
00014651	7/26/2013	12845	KNIGHT FIRE PROTECTION	\$194.21	
00014652	7/26/2013	12875	KPFF CONSULTING ENGINEERS INC	\$584.05	
00014653	7/26/2013	13405	LATTICE COMMUNICATIONS INC	\$150.00	
00014654	7/26/2013	13510	LES SCHWAB TIRE CENTER	\$567.94	
00014655	7/26/2013	13661	LOOMIS	\$398.80	
00014656	7/26/2013	13850	MASON COUNTY TRANSIT	\$1,682.00	
00014657	7/26/2013	14590	MOHAWK MFG & SUPPLY	\$61.95	
00014658	7/26/2013	14900	NAPA AUTO PARTS	\$473.16	

# Intercity Transit

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From Date: 07/26/2013 Thru Date: 07/26/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00014659	7/26/2013	15300	OAK HARBOR FREIGHT LINES INC	\$437.40	
00014660	7/26/2013	16595	PACIFIC POWER PRODUCTS	\$8,156.15	
00014661	7/26/2013	16765	PETRO CARD	\$98,638.13	
00014662	7/26/2013	17085	PRATT ERIN	\$421.81	
00014663	7/26/2013	17290	PUGET SOUND ENERGY	\$13,825.35	
00014664	7/26/2013	17505	RAINIER DODGE INC	\$97.79	
00014665	7/26/2013	17560	RE AUTO ELECTRIC INC	\$2,208.96	
00014666	7/26/2013	17835	SACHS FRANK E	\$157.75	
00014667	7/26/2013	17875	SARAH SHUFELT	\$2,081.60	
00014668	7/26/2013	17891	SCARSELLA BROTHERS	\$24,245.72	
00014669	7/26/2013	17900	SCHETKY NW SALES INC	\$1,330,731.80	
00014670	7/26/2013	17986	SECURITAS SECURITY SERVICES USA INC	\$13,424.45	
00014671	7/26/2013	18035	SEWARD RHODETTA	\$63.01	
00014672	7/26/2013	18085	SIEMENS ENTERPRISE COMMUNICATIONS I	\$429.92	
00014673	7/26/2013	18145	SIX ROBBLEES INC	\$249.37	
00014674	7/26/2013	18705	SUNBELT RENTALS	\$1,089.58	
00014675	7/26/2013	18711	SUNSET AIR INC	\$2,254.12	
00014676	7/26/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$208.60	
00014677	7/26/2013	18767	TACOMA SCREW PRODUCTS	\$7,452.25	
00014678	7/26/2013	21777	THURSTON COUNTY FAIR	\$0.00	<input checked="" type="checkbox"/>
00014679	7/26/2013	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00014680	7/26/2013	21930	TIRES INC	\$13,249.21	
00014681	7/26/2013	21950	TITUS-WILL CHEVROLET	\$2,486.98	
00014682	7/26/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$76.16	
00014683	7/26/2013	22010	TOYOTA OF OLYMPIA	\$331.52	
00014684	7/26/2013	22250	TRI-CITIES BATTERY INC.	\$10,481.06	
00014685	7/26/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,401.00	
00014686	7/26/2013	24030	WA ST AUDITORS OFFICE	\$6,658.12	
00014687	7/26/2013	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$164.00	
00014688	7/26/2013	24640	WA ST DEPT OF TRANSPORTATION	\$258.19	
00014689	7/26/2013	24750	WA ST GET PROGRAM	\$372.50	
00014690	7/26/2013	25540	WASHINGTON STATE RIDESHARING ORG	\$1,311.00	
00014691	7/26/2013	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$465.00	
<b>Total:</b>				<b>\$1,992,698.52</b>	

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, Planning Manager, 705-5832

**SUBJECT:** Schedule a Public Hearing on the Transit Development Plan

- 
- 1) **The Issue:** Whether to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).
- 
- 2) **Recommended Action:** Schedule a public hearing for August 21, 2013, 5:30 p.m., for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2012 Summary and the 2013 - 2018 Plan. Request for Adoption of the TDP will come before the Authority on September 4.
- 
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing on the annual update of the Transit Development Plan. Authority policy also provides an opportunity for public comment.
- 
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2012 Summary);
- b) Description of planned changes, if any, to services and facilities (2013-18); and
- c) Operating and capital financing elements for the previous year (2012), budgeted for current year (2013), and planned for five years (2014 - 18).

Staff will present TDP information for discussion purposes to the Citizen Advisory Committee. The Authority will receive a Draft TDP prior to the public hearing. The document will be available for public review and comment starting August 8. After the public hearing, staff will request adoption by the Authority at their September 4, 2013, meeting. Upon final approval, staff will forward the document to WSDOT, local jurisdictions and other appropriate organizations and businesses.

5) **Alternatives:**

- A. Schedule a public hearing for August 21, 2013, 5:30 p.m., for the purpose of receiving and considering public comments on the Annual Transit Development Plan: 2012 Summary and the 2013 – 2018 Plan.
- B. Set a later date for the public hearing and approval of the TDP. The due date for the TDP to WSDOT is September 1, 2013. Setting an adoption date for the public hearing would require staff to seek an extension from WSDOT past the required due date for plan submittal.

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6) **Budget Notes:** This is currently covered under the 2013 Budget. The TDP simply reports on past and projected agency elements based on the current budget year. The development of next year's budget will be accomplished later in 2013, when discussions on the annual update of the agency's Strategic Plan takes place.

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

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8) **References:**

**2013 Timeline for TDP Process:**

- August 7 ITA: Request Public Hearing for August 21.
- August 8 Public: Draft available to the public.
- August 19 CAC: Present Draft TDP.
- August 21 ITA: Conduct Public Hearing.
- September 4 ITA: Adopt TDP.

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**July 15, 2013**

**CALL TO ORDER**

Chair Van Gelder called the July 15, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Jill Geyen; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Quinn Johnson; Alyssa Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Victor VanderDoes; and Midge Welter.

**Absent:** Faith Hagenhofer; and Charles Richardson.

**Staff Present:** Ann Freeman-Manzanares; Rhodetta Seward; Kris Fransen; Meg Kester; Pat Messmer; and Carolyn Newsome.

**Others Present:** Authority member, Thurston County Commissioner Karen Valenzuela.

**APPROVAL OF AGENDA**

It was M/S/A by Elliott and O'Connell to approve the agenda as published.

**INTRODUCTIONS**

Hogan introduced Authority member, Commissioner Valenzuela.

New CAC members Mitch Chong, Leah Bradley, Sue Pierce, Quinn Johnson, and Alyssa Neely provided self-introductions. Members went around the room introducing themselves and sharing how long they've been on the committee.

*Hustoft arrived.*

**MEETING ATTENDANCE**

**A. July 17, 2013, Work Session - Midge Welter.**

**B. August 7, 2013, Regular Meeting - Sreenath Gangula,**

## APPROVAL OF MINUTES

Elliott noted a correction to the minutes. Page 7 under Consumer Issues, second sentence, the correct times should be "2:55 p.m. and 2:05 p.m."

**It was M/S/A by Melnick and Gray to approve the minutes of June 17, 2013, as amended.**

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

- *Gray* - Provide a tip to riders going to Seattle.
- *Melnick* - Discuss the size of print of bus schedules posted at the bus stops.
- *Geyen* - Spelling error on bus sign and minor issue with Route 67 schedule.
- *See* - Discuss the decrease in ridership as noted at the July 3 Authority meeting.
- *Chong* - Several bus stops are missing schedules.

*Sibree arrived.*

## NEW BUSINESS

**A. Employer Commute Trip Reduction** - Fransen provided an update on the employer Commute Trip Reduction Program (CTR). She explained as part of the 1991 Clean Air Act, the Legislature passed the CTR law. CTR is a set of strategies intended to reduce drive-alone trips to work in the state's most populated counties. The state requires employers to develop CTR programs to encourage employees to reduce their vehicle trips to work by using other commute alternatives (vanpool, carpool, bus, bikes, or walking, and some employers allow employees to flex their schedules or work from home).

There are three main goals of the CTR law:

- Improve **air quality**,
- Reduce **traffic congestion**, and
- Decrease **energy consumption**.

There are nine counties affected by this law - those with the most congestion and emissions, including Thurston County. Within those counties, it affects large employers. Employers must maintain a CTR program if they have 100 or more full time employees who report to work between 6 and 9 a.m. to a single worksite at least two days a week for at least twelve continuous months. However, SB6088 requires all state agencies within Thurston County (Olympia, Lacey and Tumwater urban growth areas) to participate in the CTR program regardless of size. Fransen said 25% or one out of every four employees in the urban growth areas are affected by the CTR program.

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Intercity Transit's role in the CTR program is to participate in the partnership to administer CTR in Thurston County. Our partners include the Thurston Regional Planning Council (TRPC), who are the administrators of the program; the cities of Olympia, Lacey, and Tumwater, Thurston County; and WSDOT. Fransen noted in order to administer the CTR program, Intercity Transit provides the following programs and services:

- Employer pass programs to allow employees to ride our services for free
- Bus service to major worksites
- Vanpool service
- RideshareOnline.com
- 3 Park-and-Ride lots (Hawks Prairie, Martin Way and Amtrak) for a total of 750 stalls
- Guaranteed Ride Home (state) - this removes barriers from using commute alternatives because it provides transportation in the event of unplanned or unexpected circumstances (sick child, needing to work late, etc.). The state administers a program for state employees called Safe Rides which provides free rides, and Intercity Transit provides free safe rides home for our vanpoolers who work at a worksite that does not have its own guaranteed ride home program.

Fransen explained the role of the Employee Transportation Coordinator (ETC). Worksites required to have a CTR program must have an ETC at the worksite because they are the individuals who run their worksite's employee transportation program. Intercity Transit works with TRPC to provide training opportunities for new ETCs and ongoing training for existing ETCs. We conduct four ETC networking sessions a year which allows the ETCs to get together and share ideas and hear from commute trip reduction professionals. We also help ETCs put on transit fairs and promotions such as:

- Wheel Options
- Bicycle Commuter Contest
- RideshareOnline
- Vanpool promotions

Intercity Transit participates in two professional associations -- the Washington State Ridesharing Organization and Association for Commuter Transportation. Fransen and Newsome are members of both associations.

Fransen reviewed the successes as a result of the CTR program. Within Thurston County:

- Drive alone and Vehicle Miles Traveled (VMT) rates **remained steady** for the past 6 years.

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- **State took a leadership role** in Thurston County.

Successes statewide:

- Drive alone commuting **dropped 4%** 2008-2012.
- CTR commuters **saved \$22 million** in 2010.
- In 2011, CTR affected employees:
  - Removed **28,000 vehicles** from roadways each weekday.
  - Reduced VMT by more than **60 million miles**.
  - Conserved **3 million gallons** of gasoline.
  - Avoided more than **27 metric tons** of GHG emissions.

Fransen answered questions.

*Van Gelder arrived.*

**B. Agency Commute Trip Reduction Program** – Newsome provided an update on Intercity Transit’s Commute Trip Reduction (CTR) Program. She explained Intercity Transit’s Cut Commute Committee administers the CTR program. They conduct many internal promotional programs with the help of the Marketing and Communications Department. Our Vanpool Coordinators are designated as Employee Transportation Coordinators (ETC). Hannah Ausserer is our current ETC. We provide displays and distribute information to employees throughout the year. We just completed the CTR survey with 83% participation, indicating 23.5% of our employees use an alternate commute method.

Newsome explained Intercity Transit provides the following incentives to employees who use a commute alternative:

- A stipend of \$1 per trip. If they use a commute alternative three or more times per week they receive \$1.50 per trip.
- \$50 towards monthly vanpool fares.
- A free bus pass.
- Emergency rides home for those who vanpool or carpool.
- A monthly “Cash in your Commute” drawing. This program started in 2013 and all employees who submit a rideshare calendar get entered to win \$50.

In the event of an emergency, Intercity Transit provides a guaranteed ride home by allowing the use of a staff car, pays for a taxi, or another employee or supervisor will provide a ride home. We’ve paid the mileage rate for a spouse to come and get an employee.

Newsome explained our employees participate in all the promotions and campaigns Intercity Transit offers. These promotions/campaigns offer prizes both county-wide and internally.

Newsome answered questions.

Gray suggested keeping in mind the ability to allow Operators to use alternative modes of transportation.

Sibree suggested the state allocate funds to provide more routes so young people can ride.

Gray suggested asking employers to think about the commute alternatives for employees or arranging employee schedules so they can carpool. Newsome responded, except for Operators, Intercity Transit does allow staff to flex their work schedules.

**Surplus Van Grant Program** - Newsome explained the process of the Surplus Van Grant program. She reminded the CAC they are one of the valuable resources she uses to get the message out to the community about the availability of surplus vans granted to non-profit groups in our service area. When the applications are ready staff will send the application to the CAC members and asks them to share with non-profit agencies. Two open houses are scheduled here at Intercity Transit where the vans will be on display.

She explained Intercity Transit grants up to four vans a year. Agencies granted surplus vans must be able to maintain the vehicle and provide insurance, and each agency must submit quarterly reports. Another requirement is the vans cannot be used for any other reason except to transport people.

Newsome explained the Community Van Program which is offered to non-profit agencies who only need a van occasionally. They can lease a community van for .68 a mile in our service area.

Newsome responded to questions.

- C. CAC Purpose and Authority Discussion** - Seward said as a result of comments brought forth in the 2013 self-assessment, it was agreed the CAC would discuss their purpose to ensure members understand the purpose set forth in the bylaws and to reach clarity. The Authority is discussing the CAC at their meeting on July 17, and the CAC is welcome to make recommendations for change to the Authority if felt needed.

The members brainstormed and shared comments with the following results:

- **Geyen** personally likes the staff presentations because they are informative; however, since they are for information only and the CAC's opinion doesn't always make a difference, she wonders if members feel they are spending wasted time on them at monthly meetings.
- **O'Connell** likes receiving the same presentations given to the Authority even though not making a decision because they are informative so when the CAC does have input they are coming at it from a more global perspective. She believes this same discussion three months from now would be a good idea to allow the new members' input.
- **Melnick** would like input from the CAC to be acknowledged by the Authority.
- **Elliott** agrees with O'Connell and said the CAC member who attends the Authority meetings usually presents anything additional, and she found the Authority is pretty good at asking questions of subject matter, especially if the CAC representative mentions something and they want to find out about something. She's attended the last two Authority meetings and found no problem understanding where the Authority is coming from feels they do respect the CAC members' opinions. It's important for the CAC to bring up questions or issues.
- **See** referenced the sentence in the bylaws that reads, "The CAC is advisory to the Authority, not the agency" and he feels that statement is separate from reality because some issues go through agency staff and not the Authority. Part of the CAC's responsibility is to point out operational issues. He recommends changing the wording of that sentence. O'Connell agreed. She asked why the sentence is in the bylaws.
- **Elliott** said the CAC is advisory to the Authority, however, recommends changing the word "advise" and replace with "to provide input to the staff."
- **Gray** likes the use of the words "advise, advocate and represent" and doesn't want to change them. She believes that is the CAC's charter and is absolutely correct. She said the CAC does more brainstorming. They aren't making policy decisions, but instead batting ideas around.
- **Pierce** said she read her packet and got to the bylaws and noted some confusion and felt something was missing. She was reading it in broad terms and wondering if others were looking for more meaning. She agrees with Gray's statement - the three key words are "advise, advocate and represent."
- **Gray** said the CAC has a relationship with staff and they are very receptive to issues and concerns. They hear what the CAC says and if someone says there is a problem, they don't ignore it - they act on that

type of information. The CAC isn't telling them to do anything, but they are suggesting there is a problem and because staff is listening they figure out what needs to be done.

**Seward** said the CAC comes up with issues or concerns about routes, schedules, etc. and if the General Manager or staff can respond quickly, staff will correct it. These are not issues that need to go before the Authority. If the CAC were to bring up a good idea that isn't budgeted or has a high cost, that would need to go to the Authority. That's where the CAC is advising the Authority and not the agency. The Authority may then direct staff to implement the suggestion brought up by the CAC.

- **Hustoft** said her interpretation of the purpose is to advise the Authority on big issues such as the OTC expansion project. The CAC provided input by the request of the Authority. The CAC are advocates because they are citizens of the community and talk to others in the community.
- **Melnick** said he never expected the Authority to implement CAC recommendations, he expects acknowledgment or recognition for the recommendation.
- **Gray** said in the past there were instances where a few members, no longer on the CAC, who thought they had the authority to guide the staff into certain actions and she feels it needs to be clearly stated because there might be one or two people that would misinterpret the bylaws.
- **See** suggested incorporating the word "input" into the third sentence instead of the word "advisory."
- **Van Gelder** said to look at this from a government perspective. Being an advisory committee to the governing body is a more formal relationship rather than informal relationship with the agency and adds credibility. The agency is not a filter to the CAC's comments, input, policy, etc. Staff will take into account issues that can be done quickly.
- **O'Connell** agrees with Van Gelder. However, she said the first paragraph sounds nice; the second paragraph sounds official; and the third paragraph sounds harsh. She said the sentence is not transparent enough and needs clarification.
- **Pierce** referenced the second paragraph. She doesn't see reference to "policy issues" anywhere else in that section and wonders if it's referring to something later in the document or did something get amended and that sentence didn't get deleted.
- **Elliott** appreciates all the good feedback; however, doesn't feel it's going to get resolved at this meeting. She suggested everyone ponder the comments and provide Seward with feedback to be discussed and concluded at another meeting.
- **Van Gelder** said several questions and issues were raised about clarification that might be useful. He indicated to Welter her report to the

Authority on Wednesday should reflect the CAC looked at the bylaws and there is consensus that everyone likes the first paragraph, that they like the second paragraph with just a slight correction on the “policy” question, and that the third paragraph needs to be flushed out to be less abrupt.

## **CONSUMER ISSUES**

- **Gray** took the bus back from Seattle and found a better way than what’s in the Rider’s Guide. She got on the 590 and it only goes to Tacoma but it goes all the way to Commerce Street. If you take the 590 to Commerce Street then catch the 603 you’re the first one on the bus. She said it was a much better experience.
- **Melnick** asked if there is any way to increase the size of schedules posted at bus stops and shelters because the current ones are difficult to read for visually impaired.
- **Gray** asked about placing a magnifier at the shelters.
- **Chong** said it would benefit those who are blind if the schedules at bus stops and shelters included braille.
- **Geyen** noticed one of the signs misspelled Meadows. She’ll get an exact location number and notify staff. Also, she noticed people waiting for bus 67 on a Sunday and realized there is nothing on the pole indicating no bus in service on Sunday. She suggested placing a schedule on those poles along route 67.
- **See** asked why ridership numbers are down from 2012. Freeman-Manzanares responded staff is conducting an analysis to determine the cause. Some preliminary reasons could be a lot of the riders come from universities and enrollment is down, or it could be due to not counting trips correctly due to many new drivers.
- **Chong** said there were no bus schedules inside the shelters at bus stops along the July 4 parade route just past Labor and Industries.
- **Gray** asked if there was any activity on the possibility of getting on the ORCA system. Freeman-Manzanares responded staff hasn’t had any progress; however, it’s ongoing and staff is researching whether that’s a system we want to pursue.

## **REPORTS**

Elliott reported at the July 3 Authority meeting, staff conducted public hearings on the Transportation Improvement Program and 2013 Revised Projects List, and on the proposed service enhancements. The Authority talked about incorporating the CAC comments into their meetings. She also attended the June 19 work session where there was a presentation by Erin Scheel and Maya Heiland similar to the one the CAC received, except students and their teachers from Komachin Middle School attended and displayed their winning model home entries.

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Seward noted O'Connell and Van Gelder will represent the CAC at the WSTA Transportation Symposium in August.

**NEXT MEETING: August 19, 2013**

**ADJOURNMENT**

**It was M/S/A by Gray and Hogan to adjourn the meeting at 7:35 p.m.**

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Pat Messmer, Executive Assistant (705-5860)  
**SUBJECT:** Citizen Advisory Committee Appointments

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1) **The Issue:** Consider reappointment of Victor VanderDoes to the Citizen Advisory Committee (CAC).

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2) **Recommended Action:** Reappoint Victor VanderDoes to the Citizen Advisory Committee with a term to end June 30, 2014.

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

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4) **Background:** Victor VanderDoes was appointed to the CAC in November 2012 and was completing a vacated term. Last month when several reappointments were made, he was missed when making reappointments due to the partial term. He was completing former member Rob Workman's term. His attendance has been excellent along with his participation.

He is eligible for a full 3-year term and is interested in continuing to serve.

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5) **Alternatives:**

- A. Reappoint Victor VanderDoes to a 3-year term to the CAC, with a term ending June 30, 2014.
- B. Appoint another person interviewed from the CAC applicants to the CAC.
- C. Conduct another recruitment to fill the position.

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6) **Budget Notes:** No further costs unless another recruitment is desired.

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7) **Goal References:** Appointment of new members to the CAC meets Goal #1: *"Assess the transportation needs of our community."*

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8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann (360) 705-5833

**SUBJECT:** Consultant Services for Underground Storage Tank Replacement Project

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1) **The Issue:** Consideration of an award for consultant services for the underground storage tank replacement project.

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2) **Recommended Action:** Authorize the General Manager to enter into a contract with Tetra Tech, Inc. to provide consultation services for underground storage tank replacement, in the amount of \$29,398, including taxes.

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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:** Intercity Transit has ten underground storage tanks (USTs) to store diesel, gasoline and lubricants. These tanks are single-walled fiberglass and were installed when the facility was constructed thirty years ago. Although no leakage problems have been detected, Intercity Transit has been aware of the need to replace these tanks. Given their age, the potential for these USTs to begin leaking increases with each year and their replacement was a key piece in the master plan for the Pattison Street facility expansion.

In late 2010, Intercity Transit contracted with Tetra Tech, Inc. for architectural and engineering design services for the Pattison Street facility expansion and rehabilitation project. As part of this work, Tetra Tech completed preliminary plans for the removal of the existing USTs and development of new fueling facilities to meet the specific needs of the Pattison master plan. This included site investigation, design and review of compliance issues.

However changes in the federal funding climate diminished the likelihood of obtaining funding for the Pattison facility expansion in the near future. At the same time, the necessity to develop a current plan to replace the USTs has grown in priority since the Washington State Transit Insurance Pool (WSTIP) informed us there is only one insurance carrier who has offered us coverage and the future of that coverage is uncertain.

Intercity Transit staff investigated and discussed UST replacement with the City of Olympia, the City Fire Marshall and the Department of Ecology. Several additional replacement options have been identified. Tetra Tech will complete

an investigation and cost/benefit analysis of the options to determine the most effective means of replacement.

UST replacement was part of the original scope of work for the Pattison Street Expansion and Remodel Project. Given the work already completed through 30% design, contracting with Tetra Tech presents the best value to Intercity Transit. Tetra Tech proposed fees to review all of the options and associated compliance issues, create preliminary designs, provide cost/benefit analysis and assist in decision making as to which option to recommend. If the UST replacement project goes forward as an approved budget item, staff will negotiate again with Tetra Tech to provide designs and specifications for the selected option, assist in the planning process and provide implementation oversight. Staff determined Tetra Tech's proposed fees for this first part of the work are fair and reasonable and recommends award of contract to Tetra Tech for the UST consulting work.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Tetra Tech, Inc. to provide consultation services for underground storage tank replacement, in the amount of \$29,398, including taxes.
- B. Defer action. Deferring action will delay determining which UST replacement plan best serves the interests of Intercity Transit and will delay subsequent planning.

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6) **Budget Notes:** This project is not included in the 2013 budget; however, it has become increasingly evident that we need to pursue replacement of our 30-year old UST's so we do not risk losing insurance coverage. Staff proposes pursuing this preliminary work in the amount of \$29,398. Replacement costs would be proposed for a future budget year.

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7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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8) **References:** N/A

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Bob Holman, 705-5885  
**SUBJECT:** Disadvantaged Business Enterprise Goal

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1) **The Issue:** Whether to set a Disadvantaged Business Enterprise (DBE) utilization goal of 0.4% (four tenths of a percent) for the period October 1, 2013, thru September 30, 2016, pending any revisions that may be considered following a 45-day public comment period.

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2) **Recommended Action:** Set a goal of 0.4% of the anticipated federal funding amount for Intercity Transit projects for award to DBEs.

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3) **Policy Analysis:** As a federal funds recipient expecting more than \$11 million in formula funding for capital preventive maintenance (CPM) for federal fiscal years 2014 thru 2016 plus additional federal funding for capital projects from DOT/FTA including OTC Expansion (\$3.8 million), a Smart Corridor Project, and Bus Stop Enhancements, Intercity Transit is required to have a DBE program and set a three year DBE utilization goal.

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4) **Background:** For the DBE program during 2014-2016, contracting with DBE participation opportunities will come from CPM purchases using over \$12 million in FTA 5307 formula funds. Construction funding for the Olympia Transit Center (OTC) Expansion Project will use over \$3.8 million of federal funding. Smaller amounts of federal funding will be available for our Smart Corridor Project and Bus Stop Enhancements. Grants we may receive for transit vehicle purchases are not subject to our DBE requirements as there are separate DBE requirement that transit vehicle manufacturers must meet.

From experience, DBE participation in capital maintenance purchases is expected to be less than one percent. Using a DBE goal calculation methodology consistent with federal guidelines, the goal for CPM expenditures of federal funds is 0.2% which reflects the very small ratio of DBEs to total goods and service providers in the relevant business categories and market area.

The next largest currently known component of contracting with federal dollars during 2014-2016 is the construction phase of the OTC Expansion Project which has secured FTA funding over \$3.8 million. The DBE goal setting methodology looks at a wider market area than for CPM and a relatively larger pool of DBEs available to bid on the OTC construction as contractors or as subcontractors. The base DBE goal for this project was calculated at 0.8%.

The overall DBE goal of 0.4% was calculated by evaluating the CPB and OTC projects plus the Smart Corridor and Bus Stop Enhancement projects and weighting them based on relative dollar value. This is considered a race / gender-neutral goal based on the general proportion of DBE contractors to total available contractors. The overall DBE goal Intercity Transit calculated is a race / gender-neutral goal which means the Intercity Transit DBE goal does not presume nor rely for achievement on individual federally funded contracts having separate race / gender-conscious DBE goals. As contracting and market conditions change, Intercity Transit may establish contract goals on regional market, DOT-assisted contracts that have subcontracting possibilities. We may, but are not required, to establish contract specific goals that reflect specific contracting situations (e.g. type and location of work, availability of DBEs to perform the particular type of work, etc.). As an historical point of reference, for 2011-13 the Authority adopted a 0.7% overall DBE goal. DBE utilization averaged 0.8% through March, 2013.

A public hearing is not required for Authority adoption of the overall DBE goal for 2014-2016. As required by federal regulations, staff made a public posting in July in local and regional publications of the intended goal. The availability of goal methodology for review was advertised to the public. There is a mandatory 45-day public comment period. If any comments are received, the Authority will be advised and provided the opportunity to recommend and/or approve changes. Authority approved changes to the DBE goal can also be made anytime during the effective period as circumstances warrant and are communicated to the Authority by staff.

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5) **Alternatives:**

- A. Adopt staff recommendation of an overall DBE utilization goal of 0.4% of DOT/FTA funding for the period October 1, 2013, thru September 30, 2016.
- B. Set a higher or lower goal based on a reevaluation of the goal setting process.
- C. Defer action. This could delay federal funding on future projects.

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6) **Budget Notes:** Failure to have a DBE program and set overall DBE goals could make Intercity Transit ineligible for USDOT grant funds.

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7) **Goal Reference:** This item supports Goal #1: *"Assess the transportation needs of our community."* Goal #4: *"Provide responsive transportation options."*

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8) **References:** Intercity Transit Disadvantaged Business Enterprise Goal and Methodology for Federal Fiscal Years 2014 - 2016.

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# Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016

## Introduction

Intercity Transit (IT) is the business name for the Thurston County Public Transportation Benefit Area (PTBA). Services provided include fixed route, demand response paratransit, and vanpool programs. IT has historically received Small Urban Area and Intensive Cities formula funding (49 U.S.C. Sec. 5307 and 5340), Jobs Access Reverse Commute (JARC) funding (49 U.S.C. Sec. 5316) and other discretionary grants from the U.S. Department of Transportation (DOT). These federal resources have historically funded portions of IT's on-going capital preventive maintenance (CPM) activity, Village Vans operations, transit revenue vehicle purchases and contracting opportunities for various capital projects as federal grant funding is available.

Federal regulations (CFR 49 Part 26) require federal funding recipients to make a good faith effort to create a level playing field on which Disadvantaged Business Enterprises (DBEs), small business enterprises (DBE and non-DBE), and other interested enterprises can compete fairly for DOT-assisted contracts. The DOT DBE Program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts. DOT requires federal funding recipients to submit to the appropriate DOT operating administration for approval the methodology and process used to establish a grantee agency's DBE goal for federally funded contracting opportunities. IT's DBE goal does not apply to federal funding IT is or may be using for replacement or expansion of transit revenue vehicles because transit vehicle manufacturers (TVMs) have their own, separate DBE requirements. Recipients of DOT funding must submit to FTA a DBE goal for review every three years. Prior to February, 2010 the requirement was for an annual submission. The FTA last reviewed and approved IT's federal fiscal years (FFY) 2011-2013 DBE goal of **0.7 percent** in September, 2010. IT's DBE goal for FFY 2014-2016 and the methodology used is documented herein for FTA review.

The "local" market for IT's procurement/contracting activities is the Thurston County area. Some purchasing activities, whether due to availability or market interest, may consider a broader area. IT administers procurements for federally funded projects consistent with FTA guidelines (Circular 4220.1F - Procurement). This includes on-going annual CPM and other 5307 funded activities plus a variety of non-5307 federally funded capital projects. Large construction and design contracts would typically draw contractors' interest from a more regional market. IT has determined our regional market to be Thurston, Pierce and King Counties for the purpose of this DBE goal analysis.

IT's DBE goal for FFY 2014 - 2016 represents a statistically reasonable level of DBE participation expressed as the percentage of the total value of IT's anticipated expenditures and commitments of DOT funding during FFY 2014 -

## **Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016**

2016. IT's DBE goal for this period is based on the analysis of expected DBE availability detailed below. Funding that may or may not result from future competitive grant applications is not included in this analysis. IT's DBE goal will be modified as warranted by the receipt in the future of new DOT funding with related new contracting opportunities during FFY 2014-2016.

### **Amount of Goal**

Intercity Transit's overall **DBE goal for FFY 2014-2016 is 0.4 percent** of the federal dollar amount IT expends for DOT-assisted contracts exclusive of DOT funds used for the purchase of transit revenue vehicles and IT staff time.

### **Applicable Anticipated Projects and DOT Support Level**

IT has programmed the following projects with the indicated DOT funding for FFY 2014 - 2016:

- ❑ Capital Preventive Maintenance Supplies and Services  
\$12,029,255 (5307 and 5340, anticipated 3 year total federal funding);
- ❑ Olympia Transit Center (OTC) Expansion Construction Project  
\$3,830,990 (5309 Bus and Bus Facilities earmark awarded in 2009 and awards of Surface Transportation Funding in 2011 and 2013);
- ❑ Bus Stop Shelter Pad Enhancements including construction & shelters -  
\$160,025; and
- ❑ Smart Corridor - Traffic Signal Prioritization Project - \$805,820.

Total federal DOT funding IT anticipates for these programmed projects is \$16,834,090. With the FFY 2014 -16 DBE Goal of 0.4 percent (as calculated below), IT can reasonable expect to expend 0.4 percent of the total federal funds or \$ 67,336 with DBEs.

### **Methodology**

To calculate the DBE goal for FFY 2014 - 2016, IT used a methodology consistent with the guidance DOT's Office of Small and Disadvantaged Business (OSDBU) provides at their website (<http://osdbu.dot.gov/DBEProgram/tips.cfm> - OSDBU-Tips); and consistent with relevant federal regulations contained in 49 CFR Part 26 found at

<http://www.ecfr.gov/cgi-bin/text-idx?region=DIV1;type=boolean;c=ecfr;cc=ecfr;sid=14e071f96d5d61cb9d2410ed56c59d3d;q1=dbe;rgn1=Section%20Heading;op2=and;rgn2=Section;op3=and;rgn3=Section;view=text;idno=49;node=49%3A1.0.1.1.20;rgn=div5> ;

## Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016

and also consistent with other OSDBU DBE Program guidance found at <http://www.osdbu.dot.gov/dbeprogram/index.cfm> . IT used the following specific two step DBE total, agency-wide goal setting methodology plus an additional third step to evaluate the need/or not for the total goal to have or not have both a Race/Gender Neutral and a Race/Gender Conscience component.

**Step 1 - Determine a base figure for the overall goal - the relative availability of DBEs to perform the types of contracts that IT intends to award. This is the percentage of DBE firms as a proportion of all firms for specific industries that are ready, willing, and able to compete for contracts funded with DOT funds.**

IT used the U.S. Census Bureau's most recent (2011) County Business Pattern (CBP) database as the data source to establish the total number of businesses in Thurston, Kings and Pierce counties for various North American Industry Classification System (NAICS) codes, as noted below, which apply to IT's purchasing activities. CBP data is located at

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml> ;

and NAICS code information is located at

<http://www.naics.com/> .

The data source for the number of DBEs within NAICS classifications for the three relevant Washington counties was the current State of Washington Office of Minority and Women's Business Enterprises Directory of Disadvantaged Business Enterprises (**OMWBE Directory**) that is available at

[http://www.omwbe.wa.gov/certification/certification\\_directory.shtml](http://www.omwbe.wa.gov/certification/certification_directory.shtml) .

IT programmed four principal areas of DOT grant funded procurement activity for FFY 2014 - 2016:

- 1) Capital Preventive Maintenance (CPM);
- 2) Olympia Transit Center Expansion Construction;
- 3) Bus Stop Enhancements; and
- 4) Smart Corridors - Traffic Signal Prioritization.

IT developed the base DBE availability percentage for these four projects as follows:

- 1) Capital Preventive Maintenance

Intercity Transit identified the following NAICS codes as being relevant to CPM spending:

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
423850	Equipment and supplies

**Intercity Transit Disadvantaged Business Enterprise Goal and Methodology  
For Federal Fiscal Years 2014 - 2016**

4231	Motor vehicle parts and supplies
8111	Automotive repair and maintenance
81233	Linen and uniform supply

Since CPM purchases tend to be more “local”, the analysis for this area used the CBP database for Thurston and Pierce County identifying a **total of 592 firms** in these four NAICS codes.

The OMWBE Directory indicates a **total number of 1 DBE firm** in these four NAICS codes for these counties.

The calculation of DBE availability for the CPM project is based on the following formula:

**Base DBE Availability for CPM supplies and services**

= Total DBEs ÷ Total firms.

Base DBE Availability = 1 ÷ 592 = **0.2 %** for Capital Preventive Maintenance.

2) Olympia Transit Center Expansion Construction Project

Intercity Transit identified the following eleven NAICS codes as being relevant to the OTC Expansion Construction Project.

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
237110	Water & sewer line & related construction
237310	Highway street & bridge construction
237990	Other heavy and civil engineering construction
238110	Poured concrete foundation and structure
238130	Framing
238140	Masonry
238150	Glazing
238160	Roofing
238210	Electrical contractors
238220	Plumbing, heating, air conditioning
238320	Painting and wall covering

The CBP database for these services consisted of the broader Thurston, Pierce and King Counties which represents IT’s typical market area for construction related contractors. The data indicates a **total number of 3,071 firms** in these eleven NAICS codes for this geographic area.

## Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016

The OMWBE Directory revealed a **total number of 25 DBE firms** for the same geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the OTC Expansion Construction Project is based on the following formula:

$$\text{Base DBE Availability for the OTC Expansion Construction Project} \\ = \text{Total DBEs} \div \text{Total firms}$$

$$\text{Base DBE Availability} = 25 \div 3,071 = \mathbf{0.8\%} \text{ for OTC Expansion Construction}$$

### 3) Bus Stop Enhancements - Design, Construction & Shelters

54133	Engineering, Design services
332	Non-ferrous metal fabrication
238110	Poured concrete foundation and structure
238130	Framing
238140	Masonry

The CBP database for these services is Thurston, Pierce and King Counties which represents IT's typical market area for design professionals and construction contractors. The data indicates a **total number of 1,730 firms** in these five NAICS codes for this geographical area.

The OMWBE Directory revealed a **total number of 44 DBE firms** in the indicated geographic area for these eleven NAICS codes.

The calculation of Base DBE availability for the Bus Stop Enhancements Project is based on the following formula:

$$\text{Base DBE Availability for the Bus Stop Enhancements Project} \\ = \text{Total DBEs} \div \text{Total firms}$$

$$\text{Base DBE Availability} = 44 \div 1,730 = \mathbf{2.5\%} \text{ for Bus Stop Enhancements}$$

### 4) Smart Corridor - Traffic Signal Prioritization

334290	Other Communications Equipment
485113	Bus & Other Motor Vehicle Transit Systems
541330	Engineering Services

The CBP database for these services is Thurston, Pierce and King Counties which represents IT's typical market area for Professional Services and technical

**Intercity Transit Disadvantaged Business Enterprise Goal and Methodology  
For Federal Fiscal Years 2014 - 2016**

components. The data indicates a **total number of 777 firms** in these three NAICS codes for this geographical area.

The OMWBE Directory revealed a **total number of 5 DBE firms** for the same geographical area for these three NAICS codes.

The calculation of Base DBE availability for the OTC construction project is based on the following formula:

$$\begin{aligned} &\textbf{Base DBE Availability for the Smart Corridor Project} \\ &= \text{Total DBEs} \div \text{Total firms} \end{aligned}$$

$$\text{Base DBE Availability} = 5 \div 777 = \mathbf{0.6\%} \text{ for the Smart Corridor Project}$$

Finally for Step 1, IT calculated the following **Base DBE Availability Goal** using the combined data for the CPM, OTC Expansion Construction, Bus Stop Enhancements, and Smart Corridor:

$$\begin{aligned} &\text{Base DBE Goal for combined CPM, OTC Expansion Construction, Bus} \\ &\text{Stop Enhancements, and the Smart Corridor Project} = \\ &\frac{\text{Total DBEs identified in the market area for CPM (1) + OTC Const. (25) +} \\ &\text{Bus Stops (44) + Smart Corridors (5)}}{\text{Total overall relevant firms in the market area (6,170)}} \\ &\text{or } \frac{75}{6,170} = \mathbf{01.2 \text{ percent Base DBE Goal}} \end{aligned}$$

**Step 2 – IT applied further refined analysis to the base DBE goal  
consistent with DOT guidance and agency specific  
considerations including adjustments Based on Past  
Participation**

IT considered the following weighted average calculation based on the weighted value of expected DOT funding for the CPM, the OTC Expansion Construction, the Bus Stop Enhancements, and the Smart Corridors projects:

$$\begin{aligned} &\text{Weighted Average Calculation of DBE Goal:} = \\ &((\text{CPM\_Value}/\text{TOTAL\_Value}) * \text{CPM DBE Goal}) \\ &+ ((\text{OTC\_Construction\_Value}/\text{TOTAL\_Value}) * \text{OTC Construction DBE} \\ &\text{Goal}) + ((\text{Bus Stop Enhancements\_Value}/\text{TOTAL\_Value}) * \text{Bus Stop} \\ &\text{Enhancements DBE Goal}) + ((\text{Smart Corridors\_Value}/\text{TOTAL\_Value}) * \text{Smart} \\ &\text{Corridors DBE Goal}) \\ &= \mathbf{\text{Weighted Average DBE Goal}} \end{aligned}$$

## Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016

And with the relevant values shown below:

### Weighted Average Calculation of DBE Goal =

$$\begin{aligned} & ((12,029,255 / 16,834,090) * .002) + ((3,830,990 / 16,834,090) * .008) \\ & + ((160,025 / 16,834,090) * .025) + ((805,820 / 16,834,090) * .006) \\ & = .003775 = 0.38 \% \text{ rounded to } \mathbf{0.4 \text{ percent}}. \end{aligned}$$

Based on the analysis in Step 2, IT considers an **annual DBE Goal of 0.4 percent** over the duration of FFY 2014 – 2016 more reasonable than the Step 1 **Combined Projects 01.2 percent Base DBE Goal**. The **0.4 percent DBE Goal** is consistent with past experience and the composition of our federally funded contracting opportunities.

For the annual goals during the federal fiscal years of 2010 thru 2012, IT's actual experience for DBE participation for CPM contracting opportunities was 0.35%, 0.37%, 0.43% and 0.57%. Taking the average of the middle two as suggested in OSDBU Tips, IT's average median DBE participation for CPM for the period 2010 – 2012 was 0.4%. IT's FFY 2011-2013 DBE Goal is 0.7%. And the actual experience for the last two six month DBE performance reports on December, 2012 and June, 2013 was 1.0 percent and 0.1 percent - thus documenting both variability and the **reasonableness of the FFY 2014 - 2016 0.4 percent DBE Goal**.

### Step 3 – Calculating Race/Gender-Neutral and Race/Gender-Conscious Portions of Total DBE Goal

As 49 CFR Part 26 Section 51 states, recipients of DOT funds must meet the maximum feasible portion of the overall DBE goal by using race / gender-neutral means of facilitating DBE participation. The DBE goal IT has calculated using the methodology and data sources indicated in Step 1 and Step 2 is a Race/Gender Neutral Goal which means that the IT DBE goal does not presume nor rely for achievement on individual federally funded contracts that specify a Race/Gender Conscious DBE goal.

This analysis indicates that DBEs are not heavily represented in the business categories utilized by the routine capital preventive maintenance program and IT's other federally funded capital projects. CPM offers little or no subcontracting opportunities, and the number of DBEs doing business in applicable maintenance supplies and equipment categories in the relevant market area is no greater than a total of 1 for all indicated categories of NAICS codes. Past DBE participation typically has been less than the annual race/gender neutral DBE goals. DBE program activities have achieved an average median DBE participation of 0.4% during the period 2006-2009 and an

## **Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016**

average median DBE participation of 0.4% during the period 2010-2013. Additional contracting opportunities did not exist during the indicated period. And IT anticipates DBE participation opportunities for CPM will remain limited. Therefore race/gender-conscious goals on individual contracts would not be practical for CPM activities.

The market for the Olympia Transit Center Expansion Construction project is considered to be regional, as it is typical for this category of project to receive significant interest from the central Puget Sound (Seattle) area. Review of DBE availability in this broader area reveals a greater percentage of available firms than is provided in the Thurston County only area. This greater market is used in the calculation for NAICS codes associated with this construction project. The goal setting methodology IT used indicates that there is base DBE availability for this type of construction project of 0.8 percent. There is no disparity study or other information that indicates a race/gender conscious goal is required nor that it would be effective for facilitating DBE participation or for facilitating IT achieving the overall DBE goal of 0.4 percent. Nonetheless, while IT does not anticipate doing so, as contracting and market conditions change, IT may establish contract goals on regional market, DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g. type and location of work, availability of DBEs to perform the particular type of work, etc.).

Typically, Intercity Transit will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Intercity Transit uses the following race-neutral means to increase DBE participation:

1. Advertising projects in minority focus media.
2. Encouraging MBEs and WBEs to seek DBE certification.
3. Making plan holder lists available to subcontractors and facilitating contact between prime and subcontractors.
4. Encouraging DBEs to attend pre-bid and pre-proposal conferences to advertise their interest in projects to potential prime contractors.
5. Has projects listed through the state Office of Minority and Women's Business Enterprises (OMWBE), and solicits potential contractor lists from OMWBE for direct mailing of project announcements.

IT estimates that, in meeting our overall goal for FFY 2014 -2016 of 0.4 percent, we will obtain 0.4 percent from race-neutral participation and 0.0 percent through race-conscious measures. This overall goal will be effective October 1, 2013 and remain in effect until September 30, 2016 unless we have received other instructions from DOT or until the goal is revised as circumstances may warrant and as the application of this goal setting methodology may indicate.

## **Intercity Transit Disadvantaged Business Enterprise Goal and Methodology For Federal Fiscal Years 2014 - 2016**

### **Transit Vehicle Manufacturers**

Intercity Transit will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section.

### **Process**

Intercity Transit will submit its overall DBE goal to DOT in August every three years. Before establishing the overall goal, Intercity Transit will consult, as appropriate, with minority, women's and general contractor groups, community organizations, and other officials or organizations known to be knowledgeable in such matters to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and Intercity Transit's efforts to establish a level playing field - for the participation of DBEs, small business enterprises, and all interested business enterprises.

Also every three years, a survey is sent to all listed vendors of vehicle maintenance parts and supplies and other vendors who have bid on federally funded projects in the past. The intent is to advise those vendors of the existence of our DBE program, to ascertain whether any vendors are DBEs not previously known, or M/WBEs who may be eligible for DBE status, and to help identify small businesses and encourage them to participate in future bid opportunities IT may offer.

IT publishes a public notice of the proposed overall DBE goal advertising that the proposed goal and its rationale are available for inspection during normal business hours at Intercity Transit's office at 526 Pattison St SE, Olympia, for 45 days following the date of the notice. The notice will also inform the public that Intercity Transit and DOT will accept comments on the goals for 45 days from the date of the notice. Bob Holman, IT Grants Program Administrator is identified as the agency's DBE Liaison Officer who may be contacted at [bholman@intercitytransit.com](mailto:bholman@intercitytransit.com) or (360)705-5885. The notice will be published in minority and women focused, and other media appropriate to the region relevant to the anticipated contracting opportunities. IT's overall goal submission to DOT will include a summary of information and comments received during this public participation process, and our responses.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford, Human Resources Director, 705-5861

**SUBJECT:** Approve General Manager Employment Contract

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1) **The Issue:** Should the Intercity Transit Authority approve the terms and conditions of the Employment Contract with the new General Manager, Ann Freeman-Manzanares?

---

2) **Recommended Action:** Authorize the Chair to sign the Employment Contract in recognition of the Authority's acceptance of the terms and conditions for the employment of Ann Freeman-Manzanares in the position of General Manager.

---

3) **Policy:** Per Bylaws, Section VIII, Appointed Positions, 8.1, General Manager.

---

4) **Background:** On June 5, 2013, the Authority authorized the Chair to make a tentative offer of employment to Ann Freeman-Manzanares for the position of General Manager, and to negotiate a contract with Ann Freeman-Manzanares with terms approved by the Authority.

Negotiations have been completed and a tentative agreement reached between the Chair and Ann Freeman-Manzanares. Details of the employment contract, including the terms and conditions will be presented at the August 7, 2013, meeting.

---

5) **Alternatives:**

- A. Authorize the Chair to sign the Employment Contract in recognition of the Authority's acceptance of the terms and conditions for the employment of Ann Freeman-Manzanares in the position of General Manager.
- B. Ask the Chair to further negotiate additional terms and conditions for the Authority's acceptance to be brought back at the next meeting.

---

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

---

7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.

---

- 8) **References:** Page 10 of the Authority Bylaws, Section VIII, Appointed Positions, 8.1, General Manager. A copy of the proposed contract will be sent to Authority prior to the meeting.
-

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## **VIII. APPOINTED POSITIONS**

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

**8.2 Legal Counsel.** Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

**8.3 Clerk of the Board.** The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

## **IX. GENERAL PROVISIONS**

**9.1 Warrants.** All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Security Camera Consultant Services

- 
- 1) **The Issue:** Consideration of a contract amendment for security camera consultant services for the Olympia Transit Center Expansion Project.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into a contract amendment with Hargis Engineers in a not-to-exceed amount of \$19,475.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000. Although this item is below the threshold, this amendment to our existing agreement increases the total contract amount to \$66,745.
- 
- 4) **Background:** Intercity Transit has identified the need to develop an integrated security camera system infrastructure. In September 2012, a contract was awarded to Hargis Engineers to assist in developing guidelines for planning and integrating camera systems for existing and future facilities so the overall system will run on uniform hardware and a single software platform. The initial 2012 contract included immediate tasks to be completed and allows for consultant work on identified additional camera projects as they are funded.

In 2012 Hargis provided the preliminary cost estimates for the camera system for the Olympia Transit Center (OTC) expansion project. The project now requires Hargis to provide detailed designs and specifications for the camera system as part of completing the 30% plans for the facility. Once the approval process is completed with the City of Olympia and the project is bid, the camera system will be provided and installed by the contractor as part of the facility construction. Hargis will also provide expert assistance to Intercity Transit in the procurement and oversight of the provision and installation of the camera system.

Hargis Engineers submitted a price proposal for design, specifications, plans, and project assistance for the provision and installation of the Olympia Transit Center camera system. Procurement reviewed the fees and determined the proposed costs are fair and reasonable.

Hargis Engineers has proven to be a valued partner as we have progressed in the development and standardization of our overall camera system. Staff believes we will continue to receive advantageous camera technology, coverage, and service to mitigate risk and increase the safety of our customers and employees. Staff recommends the approval of this contract amendment for Hargis Engineers.

---

5) **Alternatives:**

A) Authorize the General Manager to enter into a contract amendment with Hargis Engineers in a not-to-exceed amount of \$19,475.00.

B) Defer action. The design and specifications for the camera system must be incorporated into the 30% plans for the OTC expansion. These plans are required as part of the application packet for the City of Olympia Master Use Permit. Intercity Transit is anticipating submitting for the Permit in October. Deferring action could delay completion of the 30% plans and submittal.

---

6) **Budget Notes:** The 2013 budget is \$7,655,182 for the expansion of the Olympia Transit Center. The budget includes \$25,000 for the camera consultant tasks and the proposed fee is within this amount.

---

7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-F**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Dennis Bloom, Planning Manager, 705-5832

**SUBJECT:** Review Draft of Annual Update of the Transit Development Plan

---

1) **The Issue:** Review update of the Transit Development Plan (TDP) for 2012-2018.

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2) **Recommended Action:** For information and discussion purposes. Staff will provide a brief presentation on the highlights of the 2012 Annual Report and the 2013-2018 Transit Development Plan.

---

3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

---

4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2012 Summary);
- b) Description of planned changes, if any, to services and facilities (2013-18); and
- c) Operating and capital financing elements for the previous year (2012), budgeted for current year (2013), and planned for five years (2014 - 18).

This year's update is more of an administrative process due to the requirement that all transit systems comply with the April deadline. However, development of an Intercity Transit "strategic plan" for policy, service, capital projects and budget, which has been traditionally a part of the TDP process, will continue later this year after submission of this document.

Staff will present a brief overview of the annual TDP update process to the Citizen Advisory Committee on August 19. A public hearing on the TDP is anticipated for August 21, 2013, with adoption by the Authority at the September 4, 2013, meeting.

5) **Alternatives:** N/A

---

6) **Budget Notes:** This is currently covered under the 2013 Budget. The TDP simply reports on past and projected agency elements based on the current budget year. The development of next year's budget will be accomplished later in 2013, when discussions on the annual update of the agency's Strategic Plan takes place.

---

7) **Goal Reference:** This discussion provides background leading up to the public hearing for the draft TDP. In particular, Goal #1: "*Assess the transportation needs of our community.*" This is achieved by providing clear and comprehensive information related to the transportation needs of our community.

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8) **References:** Draft: 2012 Annual Report & Transit Development Plan 2013-2018.

**2013 Timeline for TDP Process:**

August 7 ITA:	Request Public Hearing for August 21.
August 8 Public:	Draft available to the public.
August 19 CAC:	Present Draft TDP.
August 21 ITA:	Conduct Public Hearing.
September 4 ITA:	Request to Adopt TDP.

*DRAFT*

Intercity Transit

2012

*Annual Report*

*&*

2013 – 2018

*Transit Development Plan*

Prepared by the

Intercity Transit Development Department

*Draft to be released: August 7, 2013*

*Public Hearing is anticipated on: August 21, 2013*

*Final approval anticipated on: September 4, 2013*

**Intercity Transit Authority:**

**Martin Thies, Chair - Citizen Representative**  
**Ed Hildreth - Vice-Chair - City of Tumwater**  
**Joe Baker - City of Yelm**  
**Virgil Clarkson - City of Lacey**  
**Karen Messmer, Citizen Representative**  
**Nathaniel Jones - City of Olympia**  
**Karen Stites - Labor Representative**  
**Karen Valenzuela - Thurston County**  
**Ryan Warner - Citizen Representative**

**Ann Freeman-Manzanares - General Manager:**

**Intercity Transit**  
**526 Pattison SE**  
**PO Box 659**  
**Olympia, WA 98507**  
**360-786-8585**

**Intercity Transit complies with all federal requirements under Title VI, which prohibits discrimination on the basis of race, color or national origin.**

If you have any questions concerning this policy or practice please, contact:  
Intercity Transit, 526 Pattison SE, PO Box 659, Olympia, WA 98507 or by calling 360.786.8585 or email: [Customerservice@intercitytransit.com](mailto:Customerservice@intercitytransit.com).

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

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## **Introduction to Intercity Transit's 2013 - 2018 Transit Development Plan**

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

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

With changes in WSDOT reporting requirements for the TDP in 2004 the current Intercity Transit process, established in 2005, now provides the basic reporting components and sections required under Washington State law. Intercity Transit however, continues to involve the public, agency staff, our Citizen Advisory Committee (CAC) and Transit Authority in annually reviewing and updating our "Strategic Plan," which is a separate process and document. The 'Plan' utilizes components of the TDP, but provides the more in-depth analysis and discussions for developing next year's annual budget (2014) and provides guidance for the future direction of the agency.

This year's "Draft 2012 Annual Report and 2013 – 2018 Transit Development Plan" will be presented at the Intercity Transit Authority meeting on August 7, 2013. Distribution of the draft document will then be made available on Intercity Transit's web site, at local public libraries, Intercity Transit's Customer Service Center at the downtown Olympia Transit Center or by contacting Intercity Transit's administrative staff. Local media news will be notified about the document and a notice and invitation to the public to comment on the TDP either electronically, by mail, fax, telephone, or in person at the hearing will be provided through the distribution of an on-board Rider Alert newsletter (August, 2<sup>nd</sup>) with details on our web site and other social media outlets. This year it is anticipated the public hearing will be held at the Transit Authority meeting, 526 Pattison St SE, Olympia, WA, on August 21, 2013, starting at 5:30 pm.

## Section 1: Organization

This document represents Intercity Transit's annual update of a 5-year Transit Development Plan (TDP), as required under Washington State RCW Section 35.58.2795 and the federal *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21). This report provides summary information for 2012 as well as projected changes for 2013 – 2018.

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

### Agency History

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

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

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

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

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

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

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

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

2010: First of six hybrid (electric-diesel) buses were acquired as replacements. District voters approved an increase of 0.2% in local sales tax in August. New rate for transit became .8% Jan '11. Plans for the OTC continued including provision for accommodating Greyhound/interstate transit service. Pre-construction got under way for the Hawks Prairie Park & Ride in NE Lacey. A pilot program for discounted bus passes began, aimed at assisting local non-profit and human service agencies dealing with cuts in funding while still trying to meet the needs of their clients.

2011: Our 30<sup>th</sup> Anniversary. Implemented a modest 3.1% increase in service focused on improvements for heavily used routes and weekend service. Implemented a website based trip planning feature (Google Maps) and participation in a regional mobile device application for 'next bus' information. Selected by Federal Transit Administration as one of ten transit systems in the nation to receive ISO 14001-certified Environmental and Sustainability Management System training, and implemented objectives for reaching those goal. Continued major capital facility projects for the OTC, Operations Base and the Hawks Prairie P&R Lot. DAL client survey completed. Record ridership on fixed route service, 4.5 million, and 5.3 million for all services (Fixed Route, Dial-A-Lift, Vanpool, Community Vans and Village Vans).

2012: First transit system in the country to be awarded 'Gold Level' APTA Sustainability Commitment status. Continuation of innovative programs including Smart Moves youth outreach program and BikePARTners that supports healthy commutes to schools. Bicycle Commuter Contest celebrated its 25 Anniversary Passage. Mike Harbour, GM for 17 years, moves on. Ann Freeman-Manzanares, Development Director, appointed Interim GM. Base adult fare increase of 25% approved, local fare will go from \$1 to \$1.25, effective with February 2013 service change. New 332 stall Hawks Prairie Park & Ride Lot opens in NE Lacey. But new federal legislation under "MAP-21" eliminates discretionary funding for buses and bus facilities.

## **Governing Board**

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

## Table of Organization

At the end of December 2012, Intercity Transit's budget included 307.25 full-time equivalent staff positions (see table below for FTE's and Appendix A for organization chart).

Department	Jan 1 2010	Jan 1 2011	Jan 1 2012	Dec 31 2012
<i>Executive</i>	4.5	4.5	4.5	4.5
<i>Human Resources - Assistants &amp; Analysts</i>	4.5	4.5	4.5	4.5
<b>Finance &amp; Administration</b>	<b>5.75</b>	<b>9.75</b>	<b>10.75</b>	<b>11.0</b>
<i>Accounting, Inventory, Clerical,</i>	5.75*	5.75*	5.75	6.0
<i>*Information Systems to Maintenance mid '08 back to Finance late-'10</i>		4.0*	5.0	5.0
<b>Operations:</b>	<b>207.0</b>	<b>209.75</b>	<b>215.75</b>	<b>221.0</b>
<i>Operators</i>	169.0	169.0	175.0	179.0
<i>Customer Service and Vanpool</i>	12.0	13.0	13.0	13.0
<i>Dial-A-Lift</i>	11.0	11.0	11.0	11.0
<i>Supervisors and Administrative</i>	15.00	15.0	15.0	15.0
<i>*Village Vans to Operations in '10</i>		1.75	1.75	2.0
<b>Maintenance:</b>	<b>52.0</b>	<b>45.0</b>	<b>47.0</b>	<b>48</b>
<i>Coach/Auto Technicians</i>	21.0	20.0	21.0	22.0
<i>Facilities maintenance</i>	7.0	7.0	7.0	7.0
<i>Other Maintenance</i>	19.0	18.0	19.0	19.0
<i>Information Systems to Finance late '10</i>	---	5.0	---	---
<b>Development:</b>	<b>19.55</b>	<b>16.5</b>	<b>18.5</b>	<b>18.25</b>
<i>Administration/Grants/Sustainability</i>	2.0	2.0	4.0	3.0
<i>Planning</i>	4.0	4.0	4.0	4.0
<i>Procurement/Inventory</i>	6.0	6.0	6.0	6.0
<i>Marketing &amp; Communications</i>	4.8	4.50	4.5	5.25
<i>Village Vans moved to Operations</i>	1.75	---	---	---
<b>Total Employees</b>	<b>293.30</b>	<b>290.00</b>	<b>301.00</b>	<b>307.25</b>

## Section 2: Physical Plant

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

## Section 3: Service Characteristics - 2012

During 2012, Intercity Transit provided a variety of transportation services benefiting the citizens of Thurston County (See Appendix for service area district maps):

### Fixed Route Service Operation

During 2012, 24 fixed routes as well as ADA paratransit (Dial-A-Lift) service were provided. Days of service on weekdays, generally 5:40 a.m. – 11:55 p.m.; Saturdays, generally 8:15 a.m. – 11:55 p.m.; and Sundays between 8:30 a.m. – 9:00 p.m. No service on three national holidays. Fares: Recovered 10.4% of operating costs for Local service and 18.1% for Express.

Total Boardings: 4,567,554, an increase of 1.38% above 2011.

### **Services for Persons with Disabilities Operation**

“Dial-A-Lift” provides door-to-door service for people with qualified ADA disabilities, which prevents them from using regular bus services. Dial-A-Lift hours of operation reflect all Fixed Route service. No service on three national holidays.

Fares: Recovered about 2.8% of operating costs.

Total Boardings: 143,913, an increase of .08% above 2011.

### **2012 Fare Structure for Local Fixed Route and Dial-A-Lift Service**

<b>Local Fixed Route</b>	<b>Per Ride</b>	<b>Daily Pass</b>	<b>IT Monthly Pass</b> (ORCA currently not accepted on Local service)	<b>Express Service</b> <b>Olympia/Lacey</b> <b>Per Ride</b>
Regular Adult	\$1.00	\$2.00	\$30.00	\$2.50
Youth (6 -17 yrs) [Under 5 ride free]	\$1.00	\$2.00	\$15.00	\$2.50
Reduced*	\$.50	\$1.00	\$15.00	\$1.25
<b>Dial-A-Lift</b> Reduced*	\$1.00	\$2.00	\$30.00 \$15.00*	NA

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

### **Vanpool Services Operation**

By the end of 2012 there were 213 Intercity Transit commuter vanpools in operation throughout the Puget Sound region. This was an increase from 202 the year before. Over the year, the vanpools carried an average of 1,500 daily riders.

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

Fares: Recovered 89.7% of the operating costs.

Total Boardings: 740,824, an increase of 8.32% above 2011.

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

### **Village Vans Operation**

Service began in 2002 for this grant-funded program. Intercity Transit operates with three vans to help meet work-related transportation challenges for families with low incomes. Of the 185 individuals that participated in the program, there were a total of 5,905 boardings in 2012 (increased 5.8% above 2011). Of the client base, 53% of those were qualified under Temporary Assistance for Needy Families (a 53% average is required of the service), 47% were low-income receiving some type of state or federal assistance. Vans are driven by eligible job seekers referred by a variety of agencies to participate in the Village Vans Customized Job Skills Training Program. Fifteen drivers found good jobs as did many riders while in the program. This innovative program works with representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College and other local service agencies to support their client needs.

## **Commute Trip Reduction Program**

In 2005, the Thurston region implemented a program transition with a cooperative effort that includes the Thurston Regional Planning Council overseeing program administration and worksite support and Intercity Transit providing outreach and marketing efforts. The partnership continues for the 2011-13 biennium. It makes a commitment to the goals of the CTR law while providing on-going assistance to both local jurisdictions and affected worksites. With the goal of reducing the number of single occupant vehicle trips, vehicle miles traveled, congestion, and greenhouse gases, and providing other options for commuters, the region is now required under Senate Bill 6088 that all state worksites and state colleges - no matter the size - in the urban portions of Lacey, Olympia and Tumwater to participate in CTR. Currently, the regional team supports 212 active worksites of which 204 are affected sites and eight are voluntary.

## **Land Use Review and Support Program**

Intercity Transit is one of a number of local agencies to review land use permitting requests. Staff works with local government staff (Development and Public Works departments), Planning Commissions, as well as public and private developers to maximize the opportunities for public transportation through effective land use planning and urban design. During 2012 staff received 198 submissions, reviewed 38 and commented on 17 applications requesting transit amenities that typically are for a stop, shelter or improved ADA access to an existing stop.

## **Agency Performance**

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

Intercity Transit reviews financial and ridership performance on a monthly basis, and provides updates to the Citizen Advisory Committee and the Intercity Transit Authority as needed. Intercity Transit also distributes a twice-yearly Performance Report to the community highlighting system performance and surveyed customer satisfaction indicators. And a twice yearly "Interchange" newsletter that provides additional transit details and information to stakeholders and the public.

## **Section 4: Service Connections**

In 2012 Intercity Transit provided connections with four other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

<b>Mason County Transit</b>	Service connections from Shelton to the Westfield Mall transfer station and Olympia Transit Center in Olympia.
<b>Grays Harbor Transit</b>	Service between Aberdeen, WA and the Westfield Mall transfer station, Greyhound bus terminal and Olympia Transit Center in Olympia.
<b>Pierce Transit (PT)</b>	IT's Olympia Express service connects with PT's local service in Lakewood (Lakewood Station and S.R. 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma.

<b>Sound Transit (ST)</b>	Olympia Express services connect with ST in Lakewood (Lakewood Station and S.R. 512 P&R Lot), Tacoma Dome Station, and in Downtown Tacoma. From these locations riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport.
	Intercity Transit provides limited connections to Sounder, a regional commuter rail service, at the Tacoma Dome Station.
<b>AMTRAK</b>	Intercity Transit Routes 64 and 94 provide half hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey station location.
<b>Greyhound</b>	Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound bus terminal.
<b>Rural Transportation</b> (South Thurston Co - Olympia)	South Thurston County system funded by a WSDOT grant provides regional connections with Intercity Transit routes in a number of locations within the service district.
<b>Park &amp; Ride Lots (P&amp;R)</b>	Fixed routed service available at two lots: Lacey: Martin Way P&R (Local & Express service) Thurston Co: Amtrak rail station (Local)
<b>Educational Facilities</b>	Fixed route service is available to many public and private grade schools throughout the service district. Of four school districts that exist within Intercity Transit's service district, 28 of the 50 public schools are served by transit routes. A number of these routes also have schedules that coincide with the school's opening and closing hours of operation.  Intercity Transit provides service to the Olympia campuses of South Puget Sound Community College and The Evergreen State College. The school's participate in local Commute Trip Reduction incentives and have a transit pass program for students, faculty and staff. Service is also available to Saint Martin's University (Lacey), but not onto the campus. The University has a student pass program for undergraduates.

## Section 5: Activities in 2012

Transit use hit an all-time record level with over 4.56 million fixed route boardings and 5.45 million boardings for all services. Significant agency activity during the year dealt with on-going capital facility projects and continued work on environmental sustainable goals. The effort to limit the use of non-renewable resources, reducing waste and pollution, promoting public stewardship and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff on these efforts.

Capital facilities involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and the construction of the new 332 stall Hawks Prairie Park & Ride Lot in NE Lacey. Highlights of other agency efforts during the year included:

**New Fleet Vehicles:** Seven (7) replacement coaches, nine (9) replacement and one (1) expansion Dial-A-Lift vans, one (1) replacement van for Village Vans, and nineteen (19) replacement and eleven (11) expansion commuter vanpool vehicles.

**Transit Service:** Service levels held steady over the year with the exception of eliminating Saturday Dash service (1,218 hours) between September - December. Initially approved in late 2011 this was the first year that the reduction began in September.

**New Shelters and Amenities:** Retrofitted 4 additional shelters with interior solar lighting. Accessibility improvements and shelters were added to 31 stops. This included 4 that were completed through private developer improvements.

**Service Planning:** A fare review was conducted during the last half of 2012. Given the on-going downturn in local sales tax revenues the Transit Authority approved a \$.25 fare increase, from \$1 to \$1.25, for the Local Adult base fare. A similar increase was also applied to Express service. The increase did not go into effect until the February 2013 service change. The Reduced fare categories in Local and Express service remained unchanged.

**Ridership:** System-wide Total Boardings (Fixed Route, DAL and Vanpool) increased 2.15% over 2011. This general increase in system ridership appears to reflect fluctuating fuel prices at the pump coupled with a local economy that's slowly picking up. Fixed Route increased 1.4%, Vanpool was up 8.3%, and Dial-A-Lift showed only the slightest increase of .08%.

**Village Van:** Welfare-to-Work transportation program had 5,905 boardings (5.8% increase) and provided transportation to 185 low-income job seekers during 2012. This program operates in partnership with 16 local social and public service agencies, and the South Puget Sound Community College and employs and trains individuals to become drivers as well as providing rides to qualified individuals.

**Vanpool Program:** The 740,824 passenger trips recorded during 2012 is an increase of 8.32% from the previous year's tally. The increase appears to reflect the small and continuing uptick in the regional economy. Vanpool groups again moved back up from the 202 vans on the road in 2011 to 213 by the end of 2012 and operate throughout a five countywide region. With certified and trained volunteer drivers in place, these vanpools carried an average of 1,500 daily riders removing over 1,200 vehicles from our congested roadways each weekday.

**Innovative Programs:** Intercity Transit continued the growth of its "Smart Moves" youth education program throughout the year reaching an estimated 10,000 students in 23 schools through direct interaction, conducting field trips and special events, and participation in all-school programs like, "Bike and Walk to School Days." Other sponsored school related programs included, "Walk n'Roll," "Build-a-Bike", and "Undriving." The intent of this award winning program is to build the next generation of safe and healthy bikers, walkers and transit riders. We continued to maintain and improve internet social media to broaden the agency's relevance and relationships with customers and community members. We also provided on-line trip planning for fixed route service and participate in regional smart phone application for 'next bus' arrival information. Our Travel Training program also works with individuals to help transition them from DAL service to fixed route or to help with people becoming comfortable with riding a bus.

## Section 6: State Proposed Action Strategies 2013 - 2018

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

### 1. PRESERVATION

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

2012	2013 - 2018
Continued Effort	Continuing Effort

#### 2012

- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Vehicle replacements included 7 coaches, 9 replacements and 1 expansion Dial-A-Lift vans and 1 replacement van for Village Vans.
- Vanpool program had 19 replacements and 11 expansion vans which increased the fleet to 235 vans.
- Continued efforts on master planning for expanding the current Intercity Transit base of operations.
- Updated master plan for expansion plans of the Olympia Transit Center to for fixed route service and an interstate private carrier (Greyhound).
- Construction completed on 332 stall Hawks Prairie Park & Ride Lot (6.5 acres) in NE Lacey at the Thurston County Waste and Recovery Center.
- Provided back-up buses on overcrowded Express service (Pierce Co to Thurston Co).

#### 2013-2018

- Anticipate award of two WSDOT Regional Mobility Grants to enhancements express service along the I-5 corridor between Thurston and Pierce Counties. Includes weekday service added between Tumwater - Lakewood and extension of existing ST 592 (DuPont/Seattle) to Olympia.
- Depending on how much local economic recovery might occur it appears that basic service levels could remain the same over the next 3 - 5 years.
- Update fixed route Short (6 yr) and Long Range (20 yr) Service Plan.
- Intercity Transit will continue to provide performance measurement reports that provide summaries to the public, twice a year, providing attributes, costs and utilization of the existing system services.
- Continue to replace aging fleet vehicles but the expected loss of federal discretionary grants will have a major impact on agency finances.
- Continue work on capital facility projects but expansion/remodeling of Operations Base in Olympia is on hold due to change in federal assistance. Continue effort to expand the downtown Olympia Transit Center as a transportation hub, including accommodating Greyhound service.

**2. SAFETY**

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

<b>2012</b>	<b>2013 - 2018</b>
Made Progress	Continuing Effort

**2012**

- Safety is the system’s #1 priority. A Safety Committee meets monthly and, if necessary, confers on major events. Reviews monthly safety report, maintains ongoing safety records, and makes recommendations to General Manager on issues involving employee and customer safety.
- Regular and on-going training of Operations and Maintenance staff as well as other agency support staff, remains a vital component of the organization.
- Participates in local and regional efforts to increase and improve security components within the service district and improve coordination between agencies, especially with local emergency services.
- On-bus security camera upgrades to capture image and audio continue. Cameras dramatically improved the ability to document safety concerns and to provide additional evidence in the case of on-bus incidents and vehicle accidents. Cameras also added to park & ride lots.
- Continued participation in the regional coordination of the *Puget Sound Transportation Recovery Plan* for major disruptions to vital transportation facilities and links at both the local and regional level.

**2013 - 2018**

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

**3. STEWARDSHIP**

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

<b>2012</b>	<b>2013 - 2018</b>
Continued Effort	Continuing Effort

**2012**

- Intercity Transit continues to be involved with working with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts.
- Active in local and regional partnerships that regularly review, plan,

**2013 - 2018**

<ul style="list-style-type: none"> <li>coordinate and implement improvements to the local transportation network of roads, technology and services.</li> <li>• Transit staff regularly attend community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network.</li> <li>• Actively participate in a coordination network of human service organizations to improve mobility for those challenged by income and/or disabilities.</li> <li>• Actively participating in efforts in developing a regional Sustainability Plan that includes housing and transportation choices.</li> </ul>
<ul style="list-style-type: none"> <li>• Staff will continue to work with and participate in community based efforts to improve transportation efficiency in both the technical and service fields.</li> <li>• Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including but not limited to updates of local Comprehensive Plans, Joint Base Lewis McChord/I-5 impacts, Community Challenge Projects (Lacey, Tumwater, Olympia) and Regional Transportation Plan updates.</li> </ul>

**4. MOBILITY**

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

<b>2012</b>	<b>2013 - 2018</b>
Made Progress	Continuing Effort

**2012**

<ul style="list-style-type: none"> <li>• Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single occupant vehicles. Staff also takes an active role with regional long range transportation planning activities dealing with congestion and environmental impacts.</li> <li>• Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools (over 12,000 students). And staff coordinates annual county-wide bicycle commuting contest.</li> <li>• Staff regularly participates in local jurisdictional land use reviews, development of community design components (land and roads) and comments on transportation/transit integration and ADA accessibility.</li> <li>• Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.</li> <li>• Continued to provide regional integration of transportation services for fixed route and Dial-A-Lift (paratransit) services to providing a commuter Vanpool program and Village Van program for qualified low-income recipients.</li> <li>• Continued fare integration partnerships with public agency employers and colleges that support employees and students use of transit. This included on-going work with WSDOT on state employee's transit 'STAR</li> </ul>
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**2013 - 2018**

<p>Pass' program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, Evergreen State College and St Martin's University continued. Pass agreements with Thurston County and the Thurston Regional Planning Council for their employees also continued and a new agreement with the City of Olympia employees was begun.</p> <ul style="list-style-type: none"> <li>• Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state and tribal staff. Over the past year, staff continued participation in a regional effort, now funded with federal CMAQ funds, to make improvements in local traffic control technologies that will incorporate a 'transit signal priority' system.</li> <li>• Completed construction of a new 330 stall park &amp; ride lot, funded with a WSDOT Regional Mobility Grant that utilized land-fill acreage at Thurston County's Waste and Recovery Center.</li> </ul>
<ul style="list-style-type: none"> <li>• Intercity Transit staff will continue to work proactively on a range of transportation planning activities on the local and state level.</li> <li>• Additional community based and target marketing efforts will continue over the next few years.</li> <li>• The agency will continue to work with the other regional transportation providers to improve service connections between providers. It is anticipated that Twin Transit (in Lewis County) will begin cross-county weekday express service to state office campuses in Tumwater/Olympia with connections to Intercity Transit service.</li> <li>• Staff will continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.</li> <li>• Staff will also continue to work with local jurisdictions, state, and tribal organizations in partnership to improve public transportation in the region for services along state roads and federal interstate.</li> <li>• Intercity Transit will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays and other information materials that encourage and promote transportation alternatives.</li> </ul>

**5. ENVIRONMENTAL QUALITY AND HEALTH**

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

<b>2012</b>	<b>2013 - 2018</b>
Made Progress	Continuing Effort

**2012**

<ul style="list-style-type: none"> <li>• Intercity Transit continues to utilize biodiesel fuel to of a 5 - 20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards including recycling antifreeze, engine oil, office paper, cardboard and printer inks.</li> <li>• In-house Sustainability Committee continued to review and analyze existing conditions, made recommendations for improving the agency's</li> </ul>
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2013 - 2018

- sustainability efforts, and started to develop and provided in-house training of all agency staff.
- Intercity Transit is the first transit system in the country to be awarded 'Gold Level' APTA Sustainability Commitment status for Environmental & Sustainability Policies. This implemented a system for ISO 14001-2004 standards. Staff was hired and has started to develop and coordinate in-house efforts for training, monitoring and improving agency-wide sustainability efforts.
  - Replacement of smaller staff vehicles with all electric vehicles begun.
- 
- Intercity Transit will continue to utilize biodiesel and ultra-low sulfur diesel. Higher blends of biodiesel maybe possible depending on cost.
  - Agency core staff will continue training in 2013 in *Environmental and Sustainability Management Systems* to become certified in international standards that allow an organization to "analyze, control and reduce the environmental impact of its activities, products and services and operate with greater efficiency and control."
  - Fixed route bus replacements will continue to be hybrid vehicles but newer cleaner diesel engine technology may become an option.
  - Continue growth of the "Smart Moves" youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit. Support healthy choices year-round of biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.

## Section 7: Summary of Proposed Changes 2013 - 2018

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

<b><u>2013</u></b>	<b><u>Preservation/Maintain</u></b>	<b><u>Expansion</u></b>
Services	No Change	Fixed Route: 2,462 hours (Express) WSDOT grant funded
Facilities	Bus stop improvements Facility improvements	Hawks Prairie P&R (Lacey) Lacey Transit Cnt Cameras
Equipment	DAL: 9 Vanpools: 44	Vanpools: 11
<b><u>2014</u></b>	<b><u>Preservation/Maintain</u></b>	<b><u>Expansion</u></b>
Services	No Change	Fixed Route: 9,657 hours (Express) WSDOT grant funded
Facilities	Bus Stop improvements Facility improvements	Tumwater P&R Preliminary OTC/Greyhound
Equipment	Buses: 7 Vanpools: 38 Village Vans: 2	Buses: 3 Vanpools: 11

<b><u>2015</u></b>	<b><u>Preservation/Maintain</u></b>	<b><u>Expansion</u></b>
Services	No Change	No Change
Facilities	Bus Stop Improvements Facility improvements	Tumwater P&R Yelm P&R
Equipment	DAL: 5 Vanpools: 38	DAL: 2 Vanpools: 11
<b><u>2016</u></b>		
Services	No Change	No Change
Facilities	Bus Stop Improvements	Tumwater P&R
Equipment	DAL: 2 Vanpools: 38	DAL: 2 Vanpools: 11
<b><u>2017</u></b>		
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 38	DAL: 1 Vanpools: 11
<b><u>2018</u></b>		
Services	No Change	No Change
Facilities	Bus Stop Improvements Facility Improvements	No Change
Equipment	Buses: 4 DAL: 18 Vanpools: 37	DAL: 1 Vanpools: 11

# Section 8: Capital Improvement Program 2012 - 2018

## VEHICLE PROJECTIONS

	2012	2013	2014	2015	2016	2017	2018
<b>Total Revenue Vehicles at Y/E</b>	341	352	366	379	390	402	413
<b>Fixed Route Coaches</b>							
Beg. Yr. # of Vehicles in Fleet	68	68	68	71	71	71	71
Replacement Vehicles	7		7				4
Expansion Vehicles				3			
From Contingency Fleet							
End of Yr. Fleet Size	68	68	71	71	71	71	71
<b>Total Actual Coach Purchases</b>	7	0	10	0	0	0	4
<b>Major Vehicle Components</b>							
2012	2013	2014	2015	2016	2017	2018	
<b>Replacement Batteries</b>						6	0
<b>Dial-A-Lift Vans</b>							
Beg. Yr. # of Vehicles in Fleet	34	35	35	35	37	37	38
Replacement Vehicles	9	9		5	2		18
Expansion Vehicles	1			2		1	
End of Yr. Fleet Size	35	35	35	37	37	38	38
<b>Total Actual DAL Van Purchases</b>	10	9	0	7	2	1	18
<b>Vanpools</b>							
Beg. Yr. # of Vehicles in Fleet	224	235	246	257	268	279	290
Replacement Vehicles	19	44	38	38	38	38	37
Expansion Vehicles	11	11	11	11	11	11	11
End of Yr. Fleet Size	235	246	257	268	279	290	301
<b>Total Actual Vanpool Purchases</b>	30	55	49	49	49	49	48
<b>Village Vans</b>							
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3	3
Replacement Vehicles	1		2				0
Expansion Vehicles							
End of Yr. Fleet Size	3	3	3	3	3	3	3
<b>Total Actual V/V Van Purchases</b>	1	0	2	0	0	0	0
<b>Total Vehicles Purchased by Year</b>							
2012	2013	2014	2015	2016	2017	2018	
48	64	61	56	51	50	70	

## Vehicle Expenses

Coaches	2012	2013	2014	2015	2016	2017	2018
Coach Unit Cost	700,000	700,000	721,000	742,630	764,909	787,856	811,492
Vehicle Cost Inflation Rate	3.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Total Units Purchased	7	0	10	0	0	0	4
<b>Total Expense</b>	<b>4,900,000</b>	<b>0</b>	<b>7,210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,245,967</b>

Major Vehicle Components	2012	2013	2014	2015	2016	2017	2018
Battery Unit Cost						200,000	200,000
Total Units Purchased						6	0
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>0</b>

Dial-A-Lift Vans	2012	2013	2014	2015	2016	2017	2018
DAL Van Unit Cost	\$114,729	\$130,810	\$140,655	\$145,578	\$150,673	\$155,947	\$161,405
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	10	9	0	7	2	1	18
<b>Total Expense</b>	<b>1,147,287</b>	<b>1,177,290</b>	<b>0</b>	<b>1,019,045</b>	<b>301,346</b>	<b>155,947</b>	<b>2,905,287</b>

Vanpools	2012	2013	2014	2015	2016	2017	2018
Vanpool Van Unit Cost	\$26,000	\$26,910	\$27,852	\$28,827	\$29,836	\$30,880	\$31,961
Total Units Purchased	30	55	49	49	49	49	48
<b>Total Expense</b>	<b>780,000</b>	<b>1,480,050</b>	<b>1,364,741</b>	<b>1,412,507</b>	<b>1,461,944</b>	<b>1,513,112</b>	<b>1,534,111</b>

Village Vans	2012	2013	2014	2015	2016	2017	2018
Village Vans	\$50,000	\$26,708	\$27,642	\$28,610	\$29,611	\$30,647	\$31,720
Total Units Purchased	1	0	2	0	0	0	0
<b>Total Expense</b>	<b>50,000</b>	<b>0</b>	<b>55,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total Expenses**

<b>Expenses</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Coaches	4,900,000	0	7,210,000	0	0	0	3,245,967
Major Vehicle Components	0	0	0	0	0	1,200,000	0
Dial-A-Lift Vans	1,177,650	1,177,290	0	1,019,045	301,346	155,947	2,905,287
Vanpools	780,000	1,480,050	1,364,741	1,412,507	1,461,944	1,513,112	1,534,111
Village Vans	50,000	0	55,285	0	0	0	0
<b>Total Expenses for Vehicles</b>	<b>6,907,650</b>	<b>2,657,340</b>	<b>8,630,025</b>	<b>2,431,552</b>	<b>1,763,291</b>	<b>2,869,059</b>	<b>7,685,365</b>

## Staff Vehicles

Total Staff Vehicles at Y/E	14	14	14	14	14	14	15	15	15
<b>VM Service Trucks</b>									
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2	2	2	2
Replacement Vehicles									
Expansion Vehicles									
End of Yr. Fleet Size	2	2	2	2	2	2	2	2	2
<b>Total Actual VM Service Truck Purchases</b>	<b>0</b>	<b>1</b>	<b>1</b>						
<b>Ops Service Trucks - 5 Year Cycle</b>									
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3	3	3	3
Replacement Vehicles									
Expansion Vehicles		1							
End of Yr. Fleet Size	3	3	3	3	3	3	3	3	3
<b>Total Actual Ops Service Van Purchases</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>General Staff Vans</b>									
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1	1	1	1
Replacement Vehicles									
Expansion Vehicles									
End of Yr. Fleet Size	1	1	1	1	1	1	1	1	1
<b>Total Actual Staff Van Purchases</b>	<b>0</b>								
<b>General Staff Car</b>									
Beg. Yr. # of Vehicles in Fleet	2	2	2	2	2	2	2	2	2
Replacement Vehicles	1								
Expansion Vehicles									
End of Yr. Fleet Size	2	2	2	2	2	2	2	2	2
<b>Total Actual Staff Car Purchases</b>	<b>1</b>	<b>0</b>							
<b>General Staff Car - Electric</b>									
Beg. Yr. # of Vehicles in Fleet	0	1	1	1	2	2	2	2	2
Replacement Vehicles	1								
Expansion Vehicles									
End of Yr. Fleet Size	1	1	1	2	2	2	2	2	2
<b>Total Actual Staff Car Purchases</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Staff Station Wagon</b>									
Beg. Yr. # of Vehicles in Fleet	1	1	1	1	1	1	1	1	1
Replacement Vehicles									
Expansion Vehicles									
End of Yr. Fleet Size	1	1	1	1	1	1	1	1	1
<b>Total Actual Staff Station Wagon Purchases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Facility Truck</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Beg. Yr. # of Vehicles in Fleet	5	5	5	5	5	6	6
Replacement Vehicles				1			3
Expansion Vehicles					1		
End of Yr. Fleet Size	5	5	5	5	6	6	6
<b>Total Actual Facility Truck Purchases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>

<b>Facility Maintenance Trailers</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Beg. Yr. # of Vehicles in Fleet	0	0	0	1	1	1	1
Replacement Vehicles			1				
Expansion Vehicles							
End of Yr. Fleet Size	0	0	1	1	1	1	1
<b>Total Actual Facility Truck Purchases</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Staff Vehicles Purchased by Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
	2	1	2	1	1	3	5

### **Vehicle Expenses and Revenues**

<b>VM Service Trucks</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
VM Service Truck Unit Cost	\$54,900	\$56,800	\$58,800	\$60,900	\$63,000	\$65,200	\$67,500
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	1	1
<b>Total Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,200</b>	<b>\$67,500</b>

<b>Ops Service Trucks</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Op Service Van Unit Cost	\$32,800	\$35,000	\$36,200	\$37,500	\$38,800	\$40,200	\$41,600
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	0	0	0	2	1
<b>Total Expense</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,400</b>	<b>\$41,600</b>

<b>General Staff Vans</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Staff Van Unit Cost	\$27,600	\$28,600	\$29,600	\$30,600	\$31,700	\$32,800	\$33,900
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	0	0
<b>Total Expense</b>	<b>\$0</b>						

<b>General Staff Car</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Staff Car Unit Cost	\$29,000	\$30,000	\$31,100	\$32,200	\$33,300	\$34,500	\$35,700
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	0
<b>Total Expense</b>	<b>\$29,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>General Staff Car - Electric</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Staff Car Unit Cost	\$40,000	\$41,400	\$42,800	\$44,300	\$45,800	\$47,400	\$49,100
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	1	0	0	0	0
<b>Total Expense</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$42,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>General Staff Station Wagon</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Staff Station Wagon Unit Cost	\$23,700	\$24,500	\$25,400	\$26,300	\$27,200	\$28,200	\$29,200
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	1	0	0	0	0
<b>Total Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Facility Truck</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Facility Truck Unit Cost	\$54,900	\$56,800	\$58,800	\$68,900	\$63,300	\$65,500	\$67,800
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	1	1	0	3
<b>Total Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,900</b>	<b>\$63,300</b>	<b>\$0</b>	<b>\$203,400</b>

<b>Facility Trailers</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Facility Trailer Unit Cost	\$14,200	\$14,700	\$10,000	\$10,400	\$10,800	\$11,200	\$11,600
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	0	0
<b>Total Expense</b>	<b>\$0</b>						

**Total Expenses/Revenues**

<b>Expenses</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
VM Service Trucks	0	0	0	0	0	65,200	67,500
Ops Service Vans	0	35,000	0	0	0	80,400	41,600
General Staff Vans	0	0	0	0	0	0	0
General Staff Car	29,000	0	0	0	0	0	0
General Staff Car - Electric	40,000	0	42,800	0	0	0	0
General Staff Station Wagon	0	0	25,400	0	0	0	0
Facility Truck	0	0	0	68,900	63,300	0	203,400
Facility maintenance Trailers							
<b>Total Expenses for Staff Vehicles</b>	<b>\$69,000</b>	<b>\$35,000</b>	<b>\$68,200</b>	<b>\$68,900</b>	<b>\$63,300</b>	<b>\$145,600</b>	<b>\$312,500</b>

**OTHER CAPITAL AND FACILITIES-AMENDED**

<i>MIS &amp; Communication Equipment</i>	2012	2013	2014	2015	2016	2017	2018
Computer Room remodel			400,000				
Data Deduplication System (Single Sys/5 Yr)	20,000				60,000		
Laptops - Tough Book Type (7/4YR)					10,000		
Personal Computers	85,000	70,000	70,000	70,000	70,000	70,000	70,000
Phone System Replacement				200,000			
Plotter (1/5 Yr)					15,000		
Projector Equipment OTC conference room			20,000				
Projectors-Normal replacements					5,500		
Radio Equipment (IP Based Centracs)				50,000			
Security Cameras (Lene) for Buildings			100,000				
Servers - High Performance (8 @ 5 yr)					70,000		
Servers - Standard (10 @ 5 yr cycle)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Storage Area Network (SAN) (1/5YR)		89,000				150,000	
Tremble Unit		7,000					

**Network Hardware**

Ethernet Switches (14/7 YR)	20,000		10,000				
Fiber Optics/High Speed Links	70,000	95,000	90,000	90,000			150,000
Firewalls (7 Yr)			36,000				
Network Wiring (10 year cycle)	80,000	80,000					
OTC new building network equipment			60,000				
Wireless access point replacement						5,000	
Replace Digital Video Recorder	80,000	80,000					
Telephone Room Air Conditioner	10,000	10,000					
OTC Point of Sale System		35,000					

**Software**

ACS Orbital/Radio System Replacement		86,960					
Analytical Software Used by Development							
Adobe Software Upgrades				10,000			6,000
Antivirus Software Upgrades							50,000
Backup Software	5,000						15,000
FleetNet Additional Moduls			15,000				
FleetWatch							
Microsoft Server Software Upgrades/Repl.					130,000		
Office Upgrades (130/5yrs)					135,000		
POS system updates: VP 2014 & OTC 2018			60,000				60,000
Routermatch Replacement							
SharePoint Maintenance/Upgrades					60,000		
TMS Replacement							100,000
VMWare Software (8 Units/5 Yrs)					25,000		
Windows OS replacement (Systems)					35,000		
<b>Total</b>	<b>\$400,000</b>	<b>\$584,973</b>	<b>\$893,014</b>	<b>\$452,015</b>	<b>\$567,516</b>	<b>\$537,017</b>	<b>\$333,018</b>

Facilities	2012	2013	2014	2015	2016	2017	2018
Amtrak Floor Tile Replacement		150,000		30,000			
Upgrade Maintenance Boiler							
Amtrak Airconditioner	20,000						
Air Compressors (2)		75,000					
Catwalk Around Heat Recovery Units		100,000					
Reverse Osmosis		25,000					
Lighting Upgrade - Main Fac		200,000					
Replace Gasoline Pump			15,000				
Glass Block and Soffit Replacement - Both							
Pattison Facilities				400,000			
Replace Roof - Pattison, Both Facilities				412,000			
Replace OTC Roof					210,000		
Pattison Carpet Replacement					50,000		
Pattison Mezanine Replacement					14,000		
Amtrak Seal Coat - South Lot					14,000		
Amtrak Seal Coat - North Lot							
Amtrak HVAC Replacement		30,000		12,000			
OTC Tile Replacement			8,000				
OTC HVAC Replacement			25,000				
OTC Interior Painting						9,000	
Martin Way P&R Seal Coat (7 yrs)				30,000			
Exterior Painting All Facilities (7 yrs)					275,000		
Interior Painting Pattison (10 yrs)					250,000		
Pattison HVAC Engineering							9,000
Pattison HVAC #9-9a Replacement							12,000
OTC HVAC # 16- 16a Replacement							12,000
LTC Interior Painting (10 yrs)			3,000				
LTC Roof Replacement							
Pattison ECO Lift (5 Bays) Replacement							
Pattison Tire Bay Mezz w/stairs					200,000		
Pattison Jib Crane (Taller / battery packs)					200,000		
Pattison Additional Fall Protection in bays						75,000	
Pattison Fill Pits/add 2 Eco Lifts						450,000	
Pattison Bus Air Shears / Blowers							100,000
Pattison Office Window Replacement				100,000			
Pattison Lube Room Renovation			600,000				
Pattison UST Tank Replacement			3,400,000				
Pattison Facility Phase One Upgrades			1,000,000	1,500,000			
Pattison Landscaping (drought tolerant)					30,000		
LTC Landscaping (drought tolerant)					25,000		
Amtrak Landscaping (drought tolerant)					25,000		
Pattison Maint Office Renovation					400,000		
Pattison Fencing/security/gate openers						150,000	
Amtrak Gate Opener						25,000	
Pattison Fire/Security Alarm Replacement					100,000		
<b>Total</b>	<b>\$20,000</b>	<b>\$580,000</b>	<b>\$5,051,000</b>	<b>\$2,484,000</b>	<b>\$1,793,000</b>	<b>\$709,000</b>	<b>\$133,000</b>

<i>Intelligent Transportation Systems Projects</i>	2012	2013	2014	2015	2016	2017	2018
<i>Expansion</i>							
<i>Signal Priority Project</i>						150,000	
<i>Replacement</i>							
<i>Advanced Communications Systems</i>					1,050,000		
<i>Fare boxes/Smartcards</i>							
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,050,000</b>	<b>\$150,000</b>	<b>\$0</b>

<i>Shop Equipment</i>	2012	2013	2014	2015	2016	2017	2018
<i>Automated Fueling System Replacement</i>		50,000					
<i>Floor Scrubber</i>		10,000					
<i>Upgrade Forklift</i>		15,000					
<i>Hotry Parts Washer</i>					15,000		
<i>Tire Machine</i>				20,000			
<i>Bead Blaster</i>					10,000		
<i>Articulated Boom Lift</i>				55,000			
<b>Total</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>

<i>FACILITIES &amp; LAND</i>	2012	2013	2014	2015	2016	2017	2018
<i>Bus Stop Improvements Facilities</i>			100,000	100,000	100,000	100,000	100,000
<i>Bus Stop Improvements</i>	300,000		185,000				
<i>Bus Stops - Solar Lighting</i>		35,000					
<i>LTC Security Cameras</i>	25,000	70,000					
<i>Marlin Way Security Cameras</i>		24,000					
<i>Pattison Street Phase I</i>	300,000						
<i>Pattison Street Phase II</i>							
<i>Pattison Street Phase III</i>							
<i>OTC Expansion</i>	4,341,700	7,655,182					
<b>Total</b>	<b>\$4,966,700</b>	<b>\$7,784,182</b>	<b>\$285,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>

<i>TRANSIT CENTERS &amp; PARK and RIDES</i>	2012	2013	2014	2015	2016	2017	2018
<i>Turnwater Park and Ride</i>					500,000	3,000,000	
<i>Hawkes Prairie Park and Ride</i>	4,321,115	396,200					
<i>Yelm Park and Ride</i>					1,500,000		
<b>Total</b>	<b>\$4,321,115</b>	<b>\$396,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$3,000,000</b>	<b>\$0</b>

<b>TOTAL OTHER CAPITAL COSTS</b>	<b>\$9,707,815</b>	<b>\$9,420,355</b>	<b>\$6,229,014</b>	<b>\$3,111,015</b>	<b>\$5,535,516</b>	<b>\$4,496,017</b>	<b>\$566,018</b>
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## **Section 9: Operating Revenues 2012 - 2018**

<b>WSDOT Report - 2012</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2012</b>	<b>\$12,764,721</b>	<b>\$7,619,520</b>	<b>\$20,384,241</b>
<b>Revenues</b>			
Sales Tax	28,175,394		28,175,394
Motor Vehicle Excise Tax			-
Farebox	4,461,608		4,461,608
Sales Tax Equalization			
Federal Operating Grants	4,293,471		4,293,471
State Operating Grants	258,400		258,400
Other	672,142		672,142
Contribution To Accounts	(818,685)	818,685	-
<b>Total Available</b>	<b>49,807,051</b>	<b>8,438,205</b>	<b>58,245,256</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,829,778		1,829,778
Vanpool/Rideshare System Expansion			
Fixed Route P&M	21,211,313		21,211,313
Fixed Route System Expansion			
Commuter Bus P&M	1,914,507		1,914,507
Commuter Bus System Expansion			
Paratransit ADA P&M	7,124,657		7,124,657
Paratransit ADA System Expansion			
Rideshare/CTR P&M			
Amtrak Station P&M	52,200		52,200
Annual Depreciation	5,103,585		5,103,585
Contribution To Accounts			
<b>Total Expenses</b>	<b>37,236,040</b>	<b>-</b>	<b>37,236,040</b>
<b>Add Back Depreciation</b>	<b>5,103,585</b>		<b>5,103,585</b>
<b>Net Cash Available</b>	<b>17,674,596</b>		<b>26,112,801</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307	3,792,568		3,792,568
Federal Capital Grant - Sec 5309			
State Capital Grants	3,689,511		3,689,511
<b>Total Capital Revenue</b>	<b>7,482,079</b>	<b>-</b>	<b>7,482,079</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	230,202		230,202
Replace Coaches -	4,664,282		4,664,282
Replace Shuttle Vans/Small Coaches			
Replace DAL Vans -	4,256		4,256
Replace Vanpool Vans -	710,576		710,576
Replace Staff Vehicles	290,100		290,100
System Expansion			
Coach -			
Shuttle Van - Small Coach			
DAL Van			
Vanpool Van			
Facilities	4,298,847		4,298,847
<b>Total Capital Expenses</b>	<b>10,198,263</b>		<b>10,198,263</b>
<b>Ending Balance December 31, 2012</b>	<b>\$14,958,412</b>	<b>\$8,438,205</b>	<b>23,396,617</b>

<b>WSDOT Report - 2013</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2013</b>	<b>\$14,958,412</b>	<b>\$8,438,205</b>	<b>\$23,396,617</b>
<b>Revenues</b>			
Sales Tax	28,952,878		28,952,878
Motor Vehicle Excise Tax			-
Farebox	4,836,214		4,836,214
Sales Tax Equalization			
Federal Operating Grants	3,888,334		3,888,334
State Operating Grants	471,700		471,700
Other	708,806		708,806
Contribution To Accounts	(64,529)	64,529	-
<b>Total Available</b>	<b>53,751,815</b>	<b>8,502,734</b>	<b>62,254,549</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	1,939,717		1,939,717
Vanpool/Rideshare System Expansion	90,795		90,795
Fixed Route P&M	23,538,282		23,538,282
Fixed Route System Expansion			-
Commuter Bus P&M	2,124,536		
Commuter Bus System Expansion			
Paratransit ADA P&M	7,906,261		7,906,261
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	57,927		57,927
Annual Depreciation	5,256,693		5,256,693
Contribution To Accounts			-
<b>Total Expenses</b>	<b>40,914,211</b>	<b>-</b>	<b>40,914,211</b>
<b>Add Back Depreciation</b>	<b>5,256,693</b>		<b>5,256,693</b>
<b>Net Cash Available</b>	<b>18,094,297</b>		<b>18,094,297</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	5,392,060		5,392,060
State Capital Grants	1,536,808		1,536,808
<b>Total Capital Revenue</b>	<b>6,928,868</b>	<b>-</b>	<b>6,928,868</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	1,763,160		1,763,160
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,177,290		1,177,290
Replace Vanpool Vans -	1,184,040		1,184,040
Replace Staff Vehicles	35,000		35,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	296,010		296,010
Facilities	7,655,182		7,655,182
<b>Total Capital Expenses</b>	<b>12,110,682</b>		<b>12,110,682</b>
<b>Ending Balance December 31, 2013</b>	<b>\$12,912,483</b>	<b>\$8,502,734</b>	<b>\$21,415,217</b>

<b>WSDOT Report - 2014</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2014</b>	<b>\$12,912,483</b>	<b>\$8,502,734</b>	<b>\$21,415,217</b>
<b>Revenues</b>			
Sales Tax	29,531,935		29,531,935
Motor Vehicle Excise Tax			-
Farebox	5,149,406		5,149,406
Sales Tax Equalization			
Federal Operating Grants	5,776,114		5,776,114
State Operating Grants	521,700		521,700
Other	886,336		886,336
Contribution To Accounts	(765,152)	765,152	-
<b>Total Available</b>	<b>54,012,822</b>	<b>9,267,886</b>	<b>63,280,708</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,105,658		2,105,658
Vanpool/Rideshare System Expansion	94,155		94,155
Fixed Route P&M	24,409,638		24,409,638
Fixed Route System Expansion			-
Commuter Bus P&M	2,203,162		
Commuter Bus System Expansion			
Paratransit ADA P&M	8,198,860		8,198,860
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	60,070		60,070
Annual Depreciation	5,414,393		5,414,393
Contribution To Accounts			-
<b>Total Expenses</b>	<b>42,485,937</b>	<b>-</b>	<b>42,485,937</b>
<b>Add Back Depreciation</b>	<b>5,414,393</b>		<b>5,414,393</b>
<b>Net Cash Available</b>	<b>16,941,279</b>		<b>16,941,279</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	5,478,632		5,478,632
State Capital Grants	295,096		295,096
<b>Total Capital Revenue</b>	<b>5,773,728</b>	<b>-</b>	<b>5,773,728</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	942,000		942,000
Replace Coaches -	7,210,000		7,210,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	55,285		55,285
Replace Vanpool Vans -	1,058,371		1,058,371
Replace Staff Vehicles	68,200		68,200
Facilities	5,285,000		
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	306,370		306,370
Facilities			-
<b>Total Capital Expenses</b>	<b>14,925,226</b>		<b>14,925,226</b>
<b>Ending Balance December 31, 2014</b>	<b>\$7,789,781</b>	<b>\$9,267,886</b>	<b>\$17,057,667</b>

<b>WSDOT Report - 2015</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2015</b>	<b>\$7,789,781</b>	<b>\$9,267,886</b>	<b>\$17,057,667</b>
<b>Revenues</b>			
Sales Tax	30,417,893		30,417,893
Motor Vehicle Excise Tax			-
Farebox	5,344,271		5,344,271
Sales Tax Equalization			
Federal Operating Grants	5,776,114		5,776,114
State Operating Grants	521,700		521,700
Other	780,672		780,672
Contribution To Accounts	(409,837)	409,837	-
<b>Total Available</b>	<b>50,220,594</b>	<b>9,677,723</b>	<b>59,898,317</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,291,273		2,291,273
Vanpool/Rideshare System Expansion	98,070		98,070
Fixed Route P&M	25,424,487		25,424,487
Fixed Route System Expansion			-
Commuter Bus P&M	2,294,760		
Commuter Bus System Expansion			
Paratransit ADA P&M	8,539,733		8,539,733
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	62,568		62,568
Annual Depreciation	5,576,825		5,576,825
Contribution To Accounts			-
<b>Total Expenses</b>	<b>44,287,716</b>	<b>-</b>	<b>44,287,716</b>
<b>Add Back Depreciation</b>	<b>5,576,825</b>		<b>5,576,825</b>
<b>Net Cash Available</b>	<b>11,509,703</b>		<b>11,509,703</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	604,668		604,668
State Capital Grants	303,675		303,675
<b>Total Capital Revenue</b>	<b>908,343</b>	<b>-</b>	<b>908,343</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	525,000		525,000
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,019,045		1,019,045
Replace Vanpool Vans -	1,095,414		1,095,414
Replace Staff Vehicles	68,900		68,900
Facilities	2,584,000		
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	317,093		317,093
Facilities			-
<b>Total Capital Expenses</b>	<b>5,609,452</b>		<b>5,609,452</b>
<b>Ending Balance December 31, 2015</b>	<b>\$6,808,594</b>	<b>\$9,677,723</b>	<b>\$16,486,317</b>

<b>WSDOT Report - 2016</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2016</b>	<b>\$6,808,594</b>	<b>\$9,677,723</b>	<b>\$16,486,317</b>
<b>Revenues</b>			
Sales Tax	31,330,430		31,330,430
Motor Vehicle Excise Tax			-
Farebox	5,543,094		5,543,094
Sales Tax Equalization			
Federal Operating Grants	4,997,563		4,997,563
State Operating Grants	351,700		351,700
Other	783,626		783,626
Contribution To Accounts	(263,317)	263,317	-
<b>Total Available</b>	<b>49,551,690</b>	<b>9,941,040</b>	<b>59,492,730</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,448,151		2,448,151
Vanpool/Rideshare System Expansion	100,484		100,484
Fixed Route P&M	26,050,256		26,050,256
Fixed Route System Expansion			-
Commuter Bus P&M	2,351,241		
Commuter Bus System Expansion			
Paratransit ADA P&M	8,749,921		8,749,921
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	64,108		64,108
Annual Depreciation	5,744,130		5,744,130
Contribution To Accounts			-
<b>Total Expenses</b>	<b>45,508,291</b>	<b>-</b>	<b>45,508,291</b>
<b>Add Back Depreciation</b>	<b>5,744,130</b>		<b>5,744,130</b>
<b>Net Cash Available</b>	<b>9,787,529</b>		<b>9,787,529</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	625,832		625,832
State Capital Grants	1,912,553		1,912,553
<b>Total Capital Revenue</b>	<b>2,538,385</b>	<b>-</b>	<b>2,538,385</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	1,740,500		1,740,500
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	301,346		301,346
Replace Vanpool Vans -	1,133,752		1,133,752
Replace Staff Vehicles	63,300		63,300
Facilities	1,793,000		
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	328,192		328,192
Facilities	2,000,000		2,000,000
<b>Total Capital Expenses</b>	<b>7,360,090</b>		<b>7,360,090</b>
<b>Ending Balance December 31, 2016</b>	<b>\$4,965,824</b>	<b>\$9,941,040</b>	<b>\$14,906,864</b>

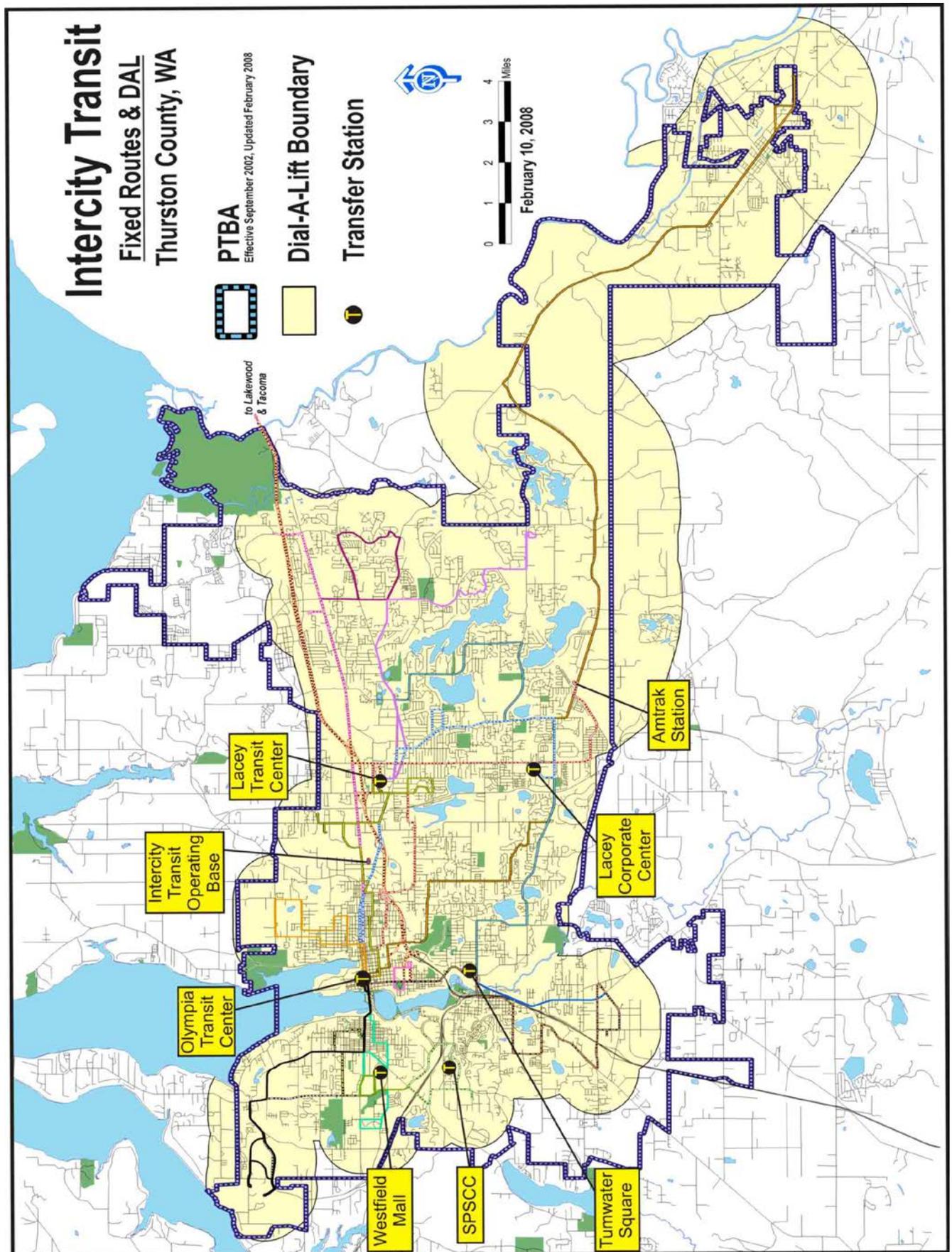
<b>WSDOT Report - 2017</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2017</b>	<b>\$4,965,824</b>	<b>\$9,941,040</b>	<b>\$14,906,864</b>
<b>Revenues</b>			
Sales Tax	32,270,343		32,270,343
Motor Vehicle Excise Tax			-
Farebox	5,743,077		5,743,077
Sales Tax Equalization			
Federal Operating Grants	5,088,127		5,088,127
State Operating Grants	351,700		351,700
Other	769,922		769,922
Contribution To Accounts	(406,954)	406,954	-
<b>Total Available</b>	<b>48,782,039</b>	<b>10,347,994</b>	<b>59,130,033</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,646,281		2,646,281
Vanpool/Rideshare System Expansion	104,334		104,334
Fixed Route P&M	27,048,319		27,048,319
Fixed Route System Expansion			-
Commuter Bus P&M	2,441,324		
Commuter Bus System Expansion			
Paratransit ADA P&M	9,085,156		9,085,156
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	66,564		66,564
Annual Depreciation	5,916,454		5,916,454
Contribution To Accounts			-
<b>Total Expenses</b>	<b>47,308,431</b>	<b>-</b>	<b>47,308,431</b>
<b>Add Back Depreciation</b>	<b>5,916,454</b>		<b>5,916,454</b>
<b>Net Cash Available</b>	<b>7,390,062</b>		<b>7,390,062</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	647,736		647,736
State Capital Grants	2,721,743		2,721,743
<b>Total Capital Revenue</b>	<b>3,369,479</b>	<b>-</b>	<b>3,369,479</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	1,494,000		1,494,000
Replace Coaches -	1,200,000		1,200,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	155,947		155,947
Replace Vanpool Vans -	1,173,434		1,173,434
Replace Staff Vehicles	145,600		145,600
Facilities			
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	339,678		339,678
Facilities	3,000,000		3,000,000
<b>Total Capital Expenses</b>	<b>7,508,659</b>		<b>7,508,659</b>
<b>Ending Balance December 31, 2017</b>	<b>\$3,250,882</b>	<b>\$10,347,994</b>	<b>\$13,598,876</b>

<b>WSDOT Report - 2018</b>	<b>General Fund</b>	<b>Working Capital</b>	<b>Total</b>
<b>Beginning Balance January 1, 2018</b>	<b>\$3,250,882</b>	<b>\$10,347,994</b>	<b>\$13,598,876</b>
<b>Revenues</b>			
Sales Tax	32,238,453		32,238,453
Motor Vehicle Excise Tax			-
Farebox	6,033,310		6,033,310
Sales Tax Equalization			
Federal Operating Grants	5,197,815		5,197,815
State Operating Grants	351,700		351,700
Other	1,676,229		1,676,229
Contribution To Accounts	1,452,832	(1,452,832)	-
<b>Total Available</b>	<b>50,201,221</b>	<b>8,895,162</b>	<b>59,096,383</b>
<b>Operating Expenses</b>			
Vanpool/Rideshare P&M	2,847,197		2,847,197
Vanpool/Rideshare System Expansion	107,997		107,997
Fixed Route P&M	27,998,068		27,998,068
Fixed Route System Expansion			-
Commuter Bus P&M	2,527,046		
Commuter Bus System Expansion			
Paratransit ADA P&M	9,404,164		9,404,164
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	68,901		68,901
Annual Depreciation	5,916,454		5,916,454
Contribution To Accounts			-
<b>Total Expenses</b>	<b>48,869,828</b>	<b>-</b>	<b>48,869,828</b>
<b>Add Back Depreciation</b>	<b>5,916,454</b>		<b>5,916,454</b>
<b>Net Cash Available</b>	<b>7,247,847</b>		<b>7,247,847</b>
<b>Capital</b>			
<b>Capital Revenue</b>			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	982,764		982,764
State Capital Grants	331,254		331,254
<b>Total Capital Revenue</b>	<b>1,314,018</b>	<b>-</b>	<b>1,314,018</b>
<b>Capital Expenses</b>			
System P&M			
Equipment & Furnishings	564,000		564,000
Replace Coaches -	3,245,967		3,245,967
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	2,905,287		2,905,287
Replace Vanpool Vans -	1,182,544		1,182,544
Replace Staff Vehicles	312,500		312,500
Facilities			
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	351,567		351,567
Facilities			-
<b>Total Capital Expenses</b>	<b>8,561,865</b>		<b>8,561,865</b>
<b>Ending Balance December 31, 2018</b>	<b>(\$0)</b>	<b>\$8,895,162</b>	<b>\$8,895,162</b>

## Appendix

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





## **Intercity Transit Mission:**

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

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

### **Bus Service in 2012**

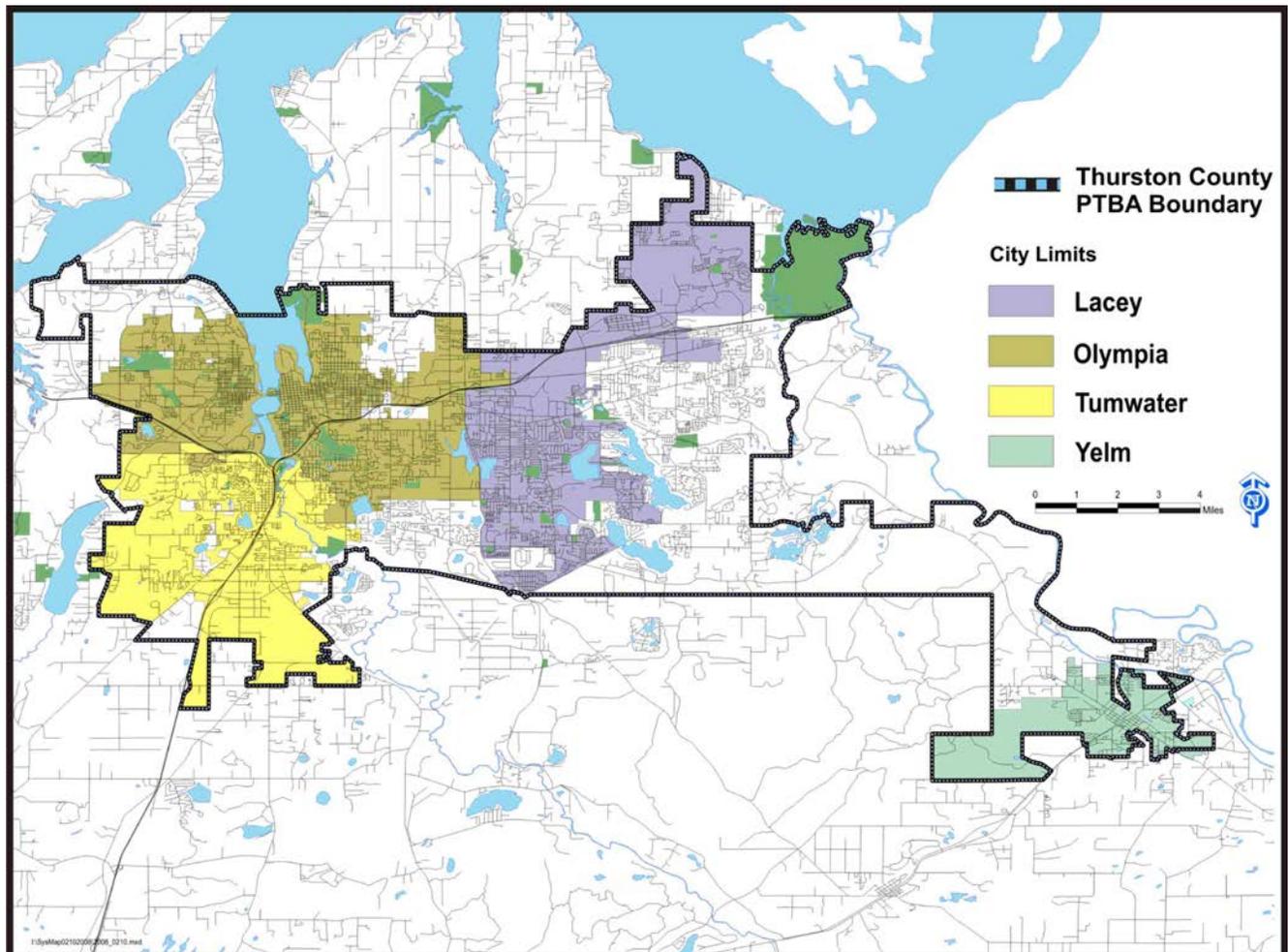
Fixed route service available weekdays on 24 routes, 18 routes operating Saturdays, 15 routes on Sundays. Dial-A-Lift (ADA/paratransit) service available during fixed route service hours. Bus fleet is ADA accessible and all fixed route coaches have two-position bike racks:

- Twenty local routes serving the greater Olympia/Lacey/Tumwater/Yelm area. Connections to Grays Harbor Transit and Mason Transit service (in Olympia) and regional connections to Amtrak and Greyhound service are also available.
- Four inter-county routes provide Express service between Thurston and Pierce Counties with connections to Pierce Transit local service and Sound Transit Express and commuter service in Lakewood and Tacoma.

## **Intercity Transit Service Boundary**

Approved April 2002, Implemented September 2002,

Updated with City Annexations: 2005 - 2012



Appendix C

## Public Management System

**Public Transportation Management System  
Owned Rolling Stock Inventory**

**Agency/Organization:** Intercity Transit

**Date:** 7/30/2013

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

Signature and Title

?UF\G\Yb\_YzA UjphYbubW 8JfVWcf

	Year/Make/Model	Vehicle Code	Vehicle Identification Number	Agency Vehicle Number	Current Odometer	Condition (points)	Age Years	Remaining Useful Life (years)	Replacement Cost	ADA Access (yes/no)	Seating Capacity	Fuel Type	WSDOT Title (yes/no)
1	2006/Eldorado/Aerotech	11	1FDXE45P76HA36268	110	192,061	40	4	1	\$133,000	yes	12	BD	no
2	2006/Eldorado/Aerotech	11	1FDXE45P96HA36269	111	203,927	40	4	1	\$133,000	yes	12	BD	no
3	2007/Eldorado/Aerotech	11	1FDXE45P96DA96141	120	155,587	50	5	2	\$133,000	yes	12	BD	no
4	2007/Eldorado/Aerotech	11	1FDXE45P16DB13420	121	155,289	50	5	2	\$133,000	yes	12	BD	no
5	2007/Eldorado/Aerotech	11	1FDXE45P96DB20874	122	149,086	50	5	2	\$133,000	yes	12	BD	no
6	2008/Eldorado/Aerotech	11	1FD4E45P68DA39644	130	156,201	60	4	3	\$133,000	yes	12	BD	no
7	2008/Eldorado/Aerotech	11	1FD4E45P88DA39645	131	188,786	60	4	3	\$133,000	yes	12	BD	no
8	2008/Eldorado/Aerotech	11	1FD4E45PX8DA39646	132	191,864	60	4	3	\$133,000	yes	12	BD	no
9	2008/Eldorado/Aerotech	11	1FD4E45P18DA39647	133	211,126	60	4	3	\$133,000	yes	12	BD	no
10	2008/Eldorado/Aerotech	11	1FD4E45P38DA39648	134	153,285	60	4	3	\$133,000	yes	12	BD	no
11	2009/Eldorado/Aerotech	11	1FDFE45P99DA72356	140	111,451	70	3	4	\$133,000	yes	12	BD	no
12	2009/Eldorado/Aerotech	11	1FDE45P09DA72357	141	102,895	70	3	4	\$133,000	yes	12	BD	no
13	2011/Eldorado/Aerotech	11	1GB6G5BL9B1121747	150	50,616	90	1	6	\$133,000	yes	12	BD	no
14	2011/Eldorado/Aerotech	11	1GB6G5BL9B1121783	151	49,690	90	1	6	\$133,000	yes	12	BD	no
15	2011/Eldorado/Aerotech	11	1GB6G5BL3B1122279	152	42,961	90	1	6	\$133,000	yes	12	BD	no
16	2011/Eldorado/Aerotech	11	1GB6G5BL3B1121892	153	59,507	90	1	6	\$133,000	yes	12	BD	no
17	2011/Eldorado/Aerotech	11	1GB6G5BL7B1122351	154	61,851	90	1	6	\$133,000	yes	12	BD	no
18	2011/Eldorado/Aerotech	11	1GB6G5BL4B1122307	155	58,939	90	1	6	\$133,000	yes	12	BD	no
19	2011/Eldorado/Aerotech	11	1GB6G5BL1B1122085	156	45,045	90	1	6	\$133,000	yes	12	BD	no
20	2011/Eldorado/Aerotech	11	1GB6G5BL0B1124264	157	57,880	90	1	6	\$133,000	yes	12	BD	no
21	2011/Eldorado/Aerotech	11	1GB6G5BL0B1124202	158	75,887	90	1	6	\$133,000	yes	12	BD	no
22	2011/Eldorado/Aerotech	11	1GB6G5BL2B1154169	159	52,968	90	1	6	\$133,000	yes	12	BD	no
23	2011/Eldorado/Aerotech	11	1GB6G5BL9B1154234	160	48,126	90	1	6	\$133,000	yes	12	BD	no
24	2011/Eldorado/Aerotech	11	1GB6G5BL0B1155269	161	42,561	90	1	6	\$133,000	yes	12	BD	no
25	2011/Eldorado/Aerotech	11	1GB6G5BL4B1155128	162	39,452	90	1	6	\$133,000	yes	12	BD	no
26	2011/Eldorado/Aerotech	11	1GB6G5BL9B1156128	163	40,508	90	1	6	\$133,000	yes	12	BD	no
27	2011/Eldorado/Aerotech	11	1GB6G5BL0B1155076	164	44,895	90	1	6	\$133,000	yes	12	BD	no
28	2011/Eldorado/Aerotech	11	1GB6G5BL8B1155617	165	44,914	90	1	6	\$133,000	yes	12	BD	no
29	2011/Eldorado/Aerotech	11	1GB6G5BL2B1155872	166	54,021	90	1	6	\$133,000	yes	12	BD	no
30	2011/Eldorado/Aerotech	11	1GB6G5BL5B1154781	167	43,766	90	1	6	\$133,000	yes	12	BD	no
31	2004/Eldorado/Aerotech	11	1FDXE45F03HB94602	290	225,129	10	8	0	\$133,000	yes	12	BD	no
32	2004/Eldorado/Aerotech	11	1FDXE45F43HB94604	291	231,093	10	8	0	\$133,000	yes	12	BD	no
33	2004/Eldorado/Aerotech	11	1FDXE45F63HB94605	292	240,193	10	8	0	\$133,000	yes	12	BD	no
34	2004/Eldorado/Aerotech	11	1FDXE45F83HB94606	293	233,381	10	8	0	\$133,000	yes	12	BD	no
35	2010/Gillig Hybrid	10	15GGD3013A1177058	400	153,098	80	0	14	\$630,700	yes	38	DE	no
36	2010/Gillig Hybrid	10	15GGD3013A1177059	401	155,863	80	0	14	\$630,700	yes	38	DE	no

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37	2010/Gillig Hybrid	10	15GGD3013A177060	402	175,689	80	0	14	\$630,700	yes	38	DE	no
38	2010/Gillig Hybrid	10	15GGD3011A177061	403	153,694	80	0	14	\$630,700	yes	38	DE	no
39	2010/Gillig Hybrid	10	15GGD3013A1177062	404	161,168	80	0	14	\$630,700	yes	38	DE	no
40	2010/Gillig Hybrid	10	15GGD3015A1177063	405	177,569	80	0	14	\$630,700	yes	38	DE	no
41	1996/Gillig/Phantom	1	15GDD201XT1087231	807	86,048	0	16	0	\$323,000	yes	44	BD	no
42	1996/Gillig/Phantom	1	15GCB201T1087232	808	81,841	0	16	0	\$323,000	yes	44	BD	no
43	1998/Gillig/Lowfloor	1	15GGD1818W1070170	901	706,996	0	14	0	\$323,000	yes	38	BD	no
44	1998/Gillig/Lowfloor	1	15GGD181XW1070171	902	591,318	0	14	0	\$323,000	yes	38	BD	no
45	1998/Gillig/Lowfloor	1	15GGD1811W1070172	903	383,891	0	14	0	\$323,000	yes	38	BD	no
46	1998/Gillig/Lowfloor	1	15GGD1813W1070173	904	712,835	0	14	0	\$323,000	yes	38	BD	no
47	1998/Gillig/Lowfloor	1	15GGD1815W1070174	905	294,529	0	14	0	\$323,000	yes	38	BD	no
48	1998/Gillig/Lowfloor	1	15GGD1817W1070175	906	660,085	0	14	0	\$323,000	yes	38	BD	no
49	1998/Gillig/Lowfloor	1	15GGD1819W1070176	907	677,454	0	14	0	\$323,000	yes	38	BD	no
50	1998/Gillig/Lowfloor	1	15GGD1810W1070177	908	681,892	0	14	0	\$323,000	yes	38	BD	no
51	1998/Gillig/Lowfloor	1	15GGD1812W1070178	909	677,597	0	14	0	\$323,000	yes	38	BD	no
52	1998/Gillig/Lowfloor	1	15GGD1814W1070179	910	679,922	0	14	0	\$323,000	yes	38	BD	no
53	1998/Gillig/Lowfloor	1	15GGD1810W1070180	911	681,892	0	14	0	\$323,000	yes	38	BD	no
54	1998/Gillig/Lowfloor	1	15GGD1812W1070181	912	679,922	0	14	0	\$323,000	yes	38	BD	no
55	2004/Gillig/Lowfloor	2	15GGB201241070833	920	456,661	20	8	6	\$323,000	yes	31	BD	no
56	2004/Gillig/Lowfloor	2	15GGB201441070834	921	393,231	20	8	6	\$323,000	yes	31	BD	no
57	2004/Gillig/Lowfloor	2	15GGB201641070835	922	295,770	20	8	6	\$323,000	yes	31	BD	no
58	2004/Gillig/Lowfloor	2	15GGB201841070836	923	347,623	20	8	6	\$323,000	yes	31	BD	no
59	2004/Gillig/Lowfloor	2	15GGB201X41070837	924	315,850	20	8	6	\$323,000	yes	31	BD	no
60	2004/Gillig/Lowfloor	2	15GGB201141070838	925	331,700	20	8	6	\$323,000	yes	31	BD	no
61	2004/Gillig/Lowfloor	2	15GGB201341070839	926	427,557	20	8	6	\$323,000	yes	31	BD	no
62	2004/Gillig/Lowfloor	2	15GGB201131070840	927	439,224	20	8	6	\$323,000	yes	31	BD	no
63	2005/Gillig/Lowfloor	2	15GGB291151075106	930	432,805	30	7	7	\$323,000	yes	32	BD	no
64	2005/Gillig/Lowfloor	2	15GGB291351075107	931	426,072	30	7	7	\$323,000	yes	32	BD	no
65	2005/Gillig/Lowfloor	2	15GGB291551075108	932	455,873	30	7	7	\$323,000	yes	32	BD	no
66	2005/Gillig/Lowfloor	2	15GGV291751075109	933	347,046	30	7	7	\$323,000	yes	32	BD	no
67	2005/Gillig/Lowfloor	2	15GGB291951075256	934	361,978	30	7	7	\$323,000	yes	32	BD	no
68	2005/Gillig/Lowfloor	2	1555B291951075257	935	389,425	30	7	7	\$323,000	yes	32	BD	no
69	2005/Gillig/Lowfloor	2	15GGB291951075258	936	363,213	30	7	7	\$323,000	yes	32	BD	no
70	2005/Gillig/Lowfloor	2	15GGB291951075259	937	245,324	30	7	7	\$323,000	yes	32	BD	no
71	2005/Gillig/Lowfloor	2	15GGB291651076509	940	336,536	30	7	7	\$323,000	yes	32	BD	no
72	2005/Gillig/Lowfloor	2	15GGB291251076510	941	379,153	30	7	7	\$323,000	yes	32	BD	no
73	2005/Gillig/Lowfloor	2	15GGB291451076511	942	318,640	30	7	7	\$323,000	yes	32	BD	no
74	2005/Gillig/Lowfloor	2	15ggb291651076512	943	379,153	30	7	7	\$323,000	yes	32	BD	no
75	2005/Gillig/Lowfloor	2	15GGB291851076513	944	335,012	30	7	7	\$323,000	yes	32	BD	no
76	2005/Gillig/Lowfloor	3	15GGE291451091095	950	126,119	30	7	7	\$300,000	yes	22	BD	no
77	2005/Gillig/Lowfloor	3	15GGE291651091096	951	142,823	30	7	7	\$300,000	yes	22	BD	no
78	2005/Gillig/Lowfloor	3	15GGE291851091097	952	149,675	30	7	7	\$300,000	yes	22	BD	no
79	2005/Gillig/Lowfloor	3	15GGE291X51091098	953	97,179	30	7	7	\$300,000	yes	22	BD	no
80	2007 Gillig Lowfloor	2	15GGD271871077683	960	265,631	50	3	9	\$323,000	yes	32	BD	no

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81	2007 Gillig Lowfloor	2	15GGB271X71077684	961	263,427	50	3	9	\$323,000	yes	32	BD	no
82	2007 Gillig Lowfloor	2	15GGB271171077685	962	291,749	50	3	9	\$323,000	yes	32	BD	no
83	2007 Gillig Lowfloor	2	15GGB271371077686	963	294,502	50	3	9	\$323,000	yes	32	BD	no
84	2007 Gillig Lowfloor	2	15GGB271571077687	964	264,015	50	3	9	\$323,000	yes	32	BD	no
85	2007 Gillig Lowfloor	3	15GGE271471091376	970	136,973	50	3	9	\$300,000	yes	22	BD	no
86	2007 Gillig Lowfloor	3	15GGE271671091377	971	153,537	50	3	9	\$300,000	yes	22	BD	no
87	2007 Gillig Lowfloor	3	15GGE271871091378	972	227,921	50	3	9	\$300,000	yes	22	BD	no
88	2007 Gillig Lowfloor	3	15GGE271X71091379	973	125,353	50	3	9	\$300,000	yes	22	BD	no
89	2007 Gillig Lowfloor	3	15GGE271671091380	974	163,646	50	3	9	\$300,000	yes	22	BD	no
90	2007 Gillig Lowfloor	3	15GGE271871091381	975	130,644	50	3	9	\$300,000	yes	22	BD	no
91	2007 Gillig Lowfloor	3	15GGE271X71091382	976	156,421	50	3	9	\$300,000	yes	22	BD	no
92	2007 Gillig Lowfloor	3	15GGE271171091383	977	169,864	50	3	9	\$300,000	yes	22	BD	no
93	2007 Gillig Lowfloor	2	15GGB271571078385	980	232,878	50	3	9	\$323,000	yes	32	BD	no
94	2007 Gillig Lowfloor	2	15GGB2717078386	981	240,922	50	3	9	\$323,000	yes	32	BD	no
95	2007 Gillig Lowfloor	2	15GGB27191078387	982	251,804	50	3	9	\$323,000	yes	32	BD	no
96	2007 Gillig Lowfloor	2	15GGB271071078388	983	220,951	50	3	9	\$323,000	yes	32	BD	no
97	2007 Gillig Lowfloor	2	15GGB271271078389	984	240,169	50	3	9	\$323,000	yes	32	BD	no
98	2007 Gillig Lowfloor	2	15GGD271671078390	990	290,002	50	3	9	\$323,000	yes	32	BD	no
99	2007 Gillig Lowfloor	2	15GGD271871078391	991	284,249	50	3	9	\$323,000	yes	32	BD	no
100	2007 Gillig Lowfloor	2	15GGD271X71078392	992	267,398	50	3	9	\$323,000	yes	32	BD	no
101	2007 Gillig Lowfloor	2	15GGD271171078393	993	255,838	50	3	9	\$323,000	yes	32	BD	no
102	2007 Gillig Lowfloor	2	15GGD271371078394	994	328,884	50	3	9	\$323,000	yes	32	BD	no
103	2005/Chevrolet/Astro	13	1GNDM19X75B124863	1501	94,742	30	7	0	\$26,910	no	8	GA	yes
104	2005/Chevrolet/Astro	13	1GNDM19X05B124994	1504	92,147	30	7	0	\$26,910	no	8	GA	no
105	2005/Chevrolet/Astro	13	1GNDM19X55B125218	1507	80,844	30	7	0	\$26,910	no	8	GA	no
106	2005/Chevrolet/Astro	13	1GNDM19X35B125427	1509	74,945	30	7	0	\$26,910	no	8	GA	no
107	2005/Chevrolet/Astro	13	1GNDM19X95B125559	1510	81,647	30	7	0	\$26,910	no	8	GA	yes
108	2005/Chevrolet/Astro	13	1GNDM19X5B125599	1511	76,094	30	7	0	\$26,910	no	8	GA	yes
109	2005/Chevrolet/Astro	13	1GNDM19X35B125699	1512	61,540	30	7	0	\$26,910	no	8	GA	no
110	2005/Chevrolet/Astro	13	1GNDM19X65B125633	1513	54,933	30	7	0	\$26,910	no	8	GA	yes
111	2005/Chevrolet/Astro	13	1GNDM19X92B125700	1516	78,285	30	7	0	\$26,910	no	8	GA	yes
112	2005/Chevrolet/Astro	13	1GNDM19X65B125650	1517	97,660	30	7	0	\$26,910	no	8	GA	yes
113	2005/Chevrolet/Astro	13	1GNDM19X55B125297	1518	70,493	30	7	0	\$26,910	no	8	GA	yes
114	2005/Chevrolet/Astro	13	1GNDM19X25B125693	1521	66,342	30	7	0	\$26,910	no	8	GA	yes
115	2006 Dodge Caravan	13	1D8GP24R6B637751	1530	94,602	40	6	0	\$26,910	no	7	GA	yes
116	2006 Dodge Caravan	13	1D8GP12R16B637752	1531	88,587	40	6	0	\$26,910	no	7	GA	yes
117	2004/Ford/E350	13	1FTSE34L54HB35935	1576	35,067	20	8	0	\$26,910	yes	9	GA	no
118	2002/Chevrolet/Astro	13	1GNDM19X92B145113	1698	81,413	0	10	0	\$26,910	no	8	GA	no
119	2002/Chevrolet/Astro	13	1GNDM19X42B144550	1699	77,369	0	10	0	\$26,910	no	8	GA	no
120	2004/Chevrolet/Astro	13	1GNEL19X44B128326	1755	92,842	20	8	0	\$26,910	no	8	GA	yes
121	2004/Chevrolet/Astro	13	1GNEL19X24B128664	1758	95,448	20	8	0	\$26,910	no	8	GA	no
122	2004/Chevrolet/Astro	13	1GNEL19X24B128504	1759	69,321	20	8	0	\$26,910	no	8	GA	no
123	2004/Ford/Clubwagon	13	1FBNE31L64HB38591	1771	86,732	20	8	0	\$26,910	no	12	GA	yes
124	2004/Ford/Clubwagon	13	1FBNE31L34HB38595	1775	82,283	20	8	0	\$26,910	no	12	GA	no
125	2004/Ford/Clubwagon	13	1FBNE31L74HB38597	1777	99,935	20	8	0	\$26,910	no	12	GA	no

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126	2005/Ford/ Clubwagon	13	1FBNE31L25HB38556	1781	74,902	30	7	0	\$26,910	no	12	GA	yes
127	2005/Ford/ Clubwagon	13	1FBNE31L65HB38558	1783	93,153	30	7	0	\$26,910	no	12	GA	yes
128	2005/Ford/ Clubwagon	13	1FBNE31L85HB38559	1784	68,499	30	7	0	\$26,910	no	12	GA	yes
129	2005/Ford/ Clubwagon	13	1FBNE31L85HB38562	1786	93,409	30	7	0	\$26,910	no	12	GA	yes
130	2005/Ford/ Clubwagon	13	1FBNE31L65HB38561	1787	64,749	30	7	0	\$26,910	no	12	GA	no
131	2005/Ford/ Clubwagon	13	1FBNE31L15HB38564	1789	55,225	30	7	0	\$26,910	no	12	GA	no
132	2005/Ford/ Clubwagon	13	1FBNE31L55HB38566	1791	58,898	30	7	0	\$26,910	no	12	GA	no
133	2005/Ford/ Clubwagon	13	1FBNE31L75HB38567	1792	89,821	30	7	0	\$26,910	no	12	GA	no
134	2005/Ford/ Clubwagon	13	1FBNE31L05HB38569	1794	56,130	30	7	0	\$26,910	no	12	GA	no
135	2005/Ford/E350	14	1FTSE34L86HA33015	1803	68,702	30	7	0	\$26,910	yes	12	GA	no
136	2006 Ford/ Clubwagon	13	1FBNE31L46DA24647	1540	87,937	40	6	0	\$26,910	no	12	GA	yes
137	2006 Ford/ Clubwagon	13	1FBNE31L46DA24650	1541	74,389	40	6	0	\$26,910	no	12	GA	yes
138	2006 Ford/ Clubwagon	13	1FBNE31L66DA24651	1542	85,739	40	6	0	\$26,910	no	12	GA	yes
139	2006 Ford/ Clubwagon	13	1FBNE31L76DA24657	1543	96,367	40	6	0	\$26,910	no	12	GA	yes
140	2006 Ford/ Clubwagon	13	1FBNE31L06DA24645	1546	95,671	40	6	0	\$26,910	no	12	GA	yes
141	2006 Ford/ Clubwagon	13	1FBNE31L76DA24643	1547	111,860	40	6	0	\$26,910	no	12	GA	yes
142	2006 Ford/ Clubwagon	13	1FBNE31L76DA24660	1548	101,745	40	6	0	\$26,910	no	12	GA	yes
143	2006 Ford/ Clubwagon	13	1FBNE31L86DA24652	1549	79,808	40	6	0	\$26,910	no	12	GA	yes
144	2006 Ford/ Clubwagon	13	1FBNE31L96DA24661	1550	105,782	40	6	0	\$26,910	no	12	GA	yes
145	2006 Ford/ Clubwagon	13	1FBNE31L66DA24648	1551	68,246	40	6	0	\$26,910	no	12	GA	yes
146	2006 Ford/ Clubwagon	13	1FBNE31L56DA24656	1552	53,906	40	6	0	\$26,910	no	12	GA	yes
147	2006 Ford/ Clubwagon	13	1FBNE31L96DA24658	1553	78,881	40	6	0	\$26,910	no	12	GA	yes
148	2006 Ford/ Clubwagon	13	1FBNE31L26DA24663	1556	91,021	40	6	0	\$26,910	no	12	GA	yes
149	2006 Ford/ Clubwagon	13	1FBNE31L56DA24639	1557	82,539	40	6	0	\$26,910	no	12	GA	yes
150	2006 Ford/ Clubwagon	13	1FBNE31L86DA24666	1558	103,229	40	6	0	\$26,910	no	12	GA	yes
151	2006 Ford/ Clubwagon	13	1FBNE31L16DA24654	1560	89,630	40	6	0	\$26,910	no	12	GA	yes
152	2006 Ford/ Clubwagon	13	1FBNE31L86DA24649	1561	71,629	40	6	0	\$26,910	no	12	GA	yes
153	2006 Ford/ Clubwagon	13	1FBNE31L46DA24664	1566	102,562	40	6	0	\$26,910	no	12	GA	yes
154	2006 Ford/ Clubwagon	13	1FBNE31L36DA24655	1568	65,912	40	6	0	\$26,910	no	12	GA	yes
155	2006 Ford Clubwagon	13	1FBSS31L46DA24630	1571	104,566	40	6	0	\$26,910	no	12	GA	yes
156	2006 Ford Clubwagon	13	1FBSS31L86DA24629	1572	107,115	40	6	0	\$26,910	no	12	GA	yes
157	2006 Ford Clubwagon	13	1FBSS31L66DA24631	1573	102,848	40	6	0	\$26,910	no	12	GA	no
158	2008 Ford E350	13	1FTSE34L86HA33015	1803	68,702	60	2	4	\$26,910	no	12	GA	no
159	2008 Chevrolet Uplander	13	1GNDV23W78D205888	1804	105,045	60	2	4	\$26,910	no	12	GA	no
160	2008 Chevrolet Express	13	1GAHG39KX81221687	1805	98,672	60	2	4	\$26,910	no	12	GA	no
161	2012 EV1 ADA Vanpool	13	523MF1A65CM101163	1806	6,851	100	0	6		yes	4		
162	2007 Chevy Express	13	1GAHG35U071188737	1820	80,351	50	5	1	\$26,910	no	12	GA	no
163	2007 Chevy Express	13	1GAHG35U171188987	1821	106,040	50	5	1	\$26,910	no	12	GA	no
164	2007 Chevy Express	13	1GAHG35UX71188731	1822	108,515	50	5	1	\$26,910	no	12	GA	no
165	2007 Chevy Express	13	1GAHG35U671189259	1823	100,992	50	5	1	\$26,910	no	12	GA	no
166	2007 Chevy Express	13	1GAHG35U671188967	1824	114,345	50	5	1	\$26,910	no	12	GA	no
167	2007 Chevy Express	13	1GAHG35U971189143	1825	71,965	50	5	1	\$26,910	no	12	GA	no
168	2007 Chevy Express	13	1GAHG35U971189790	1826	93,719	50	5	1	\$26,910	no	12	GA	no
169	2007 Chevy Express	13	1GAHG35U371189560	1827	74,926	50	5	1	\$26,910	no	12	GA	no

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170	2007 Chevy Express	13	1GAHG35U071190570	1828	101,821	50	5	1	\$26,910	no	12	GA	no
171	2007 Chevy Express	13	1GAHG35U071189952	1829	111,908	50	5	1	\$26,910	no	12	GA	no
172	2007 Chevy Express	13	1GAHG35U071189603	1830	74,624	50	5	1	\$26,910	no	12	GA	no
173	2007 Chevy Express	13	1GAHG35U071189112	1831	83,354	50	5	1	\$26,910	no	12	GA	no
174	2007 Chevy Express	13	1GAHG35U071189084	1832	104,866	50	5	1	\$26,910	no	12	GA	no
175	2007 Chevy Express	13	1GAHG35U071189034	1833	115,730	50	5	1	\$26,910	no	12	GA	no
176	2007 Chevy Express	13	1GAHG35U071190341	1834	113,350	50	5	1	\$26,910	no	12	GA	no
177	2007 Chevy Express	13	1GAHG35U071189443	1837	81,185	50	5	1	\$26,910	no	12	GA	yes
178	2007 Chevy Express	13	1GAHG35U071190534	1839	87,295	50	5	1	\$26,910	no	12	GA	yes
179	2007 Chevy Express	13	1GAHG35U071190016	1840	110,030	50	5	1	\$26,910	no	12	GA	yes
180	2007 Chevy Express	13	1GAHG35U071190346	1841	102,168	50	5	1	\$26,910	no	12	GA	yes
181	2007 Chevy Express	13	1GAHG35U071190276	1842	72,876	50	5	1	\$26,910	no	12	GA	yes
182	2007 Chevy Express	13	1GAHG35U071191451	1843	104,406	50	5	1	\$26,910	no	12	GA	yes
183	2007 Chevy Express	13	1GAHG35U071191139	1844	79,950	50	5	1	\$26,910	no	12	GA	yes
184	2007 Chevy Express	13	1GAHG35U071190152	1845	77,629	50	5	1	\$26,910	no	12	GA	yes
185	2007 Chevy Express	13	1GAHG35U071190523	1846	82,667	50	5	1	\$26,910	no	12	GA	yes
186	2007 Chevy Express	13	1GAHG35U071191118	1847	55,763	50	5	1	\$26,910	no	12	GA	yes
187	2007 Chevy Express	13	1GAHG35U071190254	1849	107,074	50	5	1	\$26,910	no	12	GA	yes
188	2007 Chevy Express	13	1GAHG35U071190598	1850	112,020	50	5	1	\$26,910	no	12	GA	yes
189	2007 Chevy Express	13	1GAHG35U071188716	1851	110,295	50	5	1	\$26,910	no	12	GA	yes
190	2007 Chevy Express	13	1GAHG35U071189053	1852	111,291	50	5	1	\$26,910	no	12	GA	yes
191	2007 Chevy Express	13	1GAHG35U071189757	1854	79,297	50	5	1	\$26,910	no	12	GA	yes
192	2007 Chevy Express	13	1GAHG35U071189447	1855	89,215	50	5	1	\$26,910	no	12	GA	yes
193	2007 Chevy Express	13	1GAHG35U071190388	1856	82,272	50	5	1	\$26,910	no	12	GA	yes
194	2007 Chevy Express	13	1GAHG35U071191317	1857	61,642	50	5	1	\$26,910	no	12	GA	yes
195	2007 Chevy Express	13	1GAHG35U071190833	1858	108,397	50	5	1	\$26,910	no	12	GA	yes
196	2007 Chevy Express	13	1GAHG35U071191004	1859	115,166	50	5	1	\$26,910	no	12	GA	yes
197	2007 Chevy Express	13	1GAHG35U071190576	1860	81,862	50	5	1	\$26,910	no	12	GA	yes
198	2007 Chevy Express	13	1GAHG35U071189816	1861	91,786	50	5	1	\$26,910	no	12	GA	yes
199	2007 Chevy Express	13	1GAHG35U071239477	1862	73,244	50	5	1	\$26,910	no	12	GA	no
200	2007 Chevy Express	13	1GAHG39U0671188977	1870	110,967	50	5	1	\$26,910	no	15	GA	no
201	2008 Chevy Uplander	13	1GNDV23W78D196819	1900	120,664	60	4	2	\$26,910	no	7	GA	yes
202	2008 Chevy Uplander	13	1GNDV23W38D197613	1901	54,206	60	4	2	\$26,910	no	7	GA	no
203	2008 Chevy Uplander	13	1GNDV23W28D198008	1902	77,536	60	4	2	\$26,910	no	7	GA	no
204	2008 Chevy Uplander	13	1GNDV23W8D196426	1903	106,152	60	4	2	\$26,910	no	7	GA	yes
205	2008 Chevy Uplander	13	1GNDV23W48D196485	1904	74,358	60	4	2	\$26,910	no	7	GA	no
206	2008 Chevy Uplander	13	1GNDV23W78D196741	1905	61,080	60	4	2	\$26,910	no	7	GA	no
207	2008 Chevy Uplander	13	1GNDV23W38D197621	1906	55,593	60	4	2	\$26,910	no	7	GA	no
208	2008 Chevy Uplander	13	1GNDV23W8D196491	1907	85,536	60	4	2	\$26,910	no	7	GA	no
209	2008 Chevy Uplander	13	1GNDV23W78D196237	1908	78,233	60	4	2	\$26,910	no	7	GA	no
210	2008 Chevy Uplander	13	1GNDV23W08D208549	1909	55,104	60	4	2	\$26,910	no	7	GA	no
211	2008 Chevy Uplander	13	1GNDV23W08D208440	1910	48,147	60	4	2	\$26,910	no	7	GA	no
212	2008 Chevy Uplander	13	1GNDV23W98D207917	1911	66,799	60	4	2	\$26,910	no	7	GA	no
213	2008 Chevy Uplander	13	1GNDV23W8D207828	1912	47,428	60	4	2	\$26,910	no	7	GA	no
214	2008 Chevy Uplander	13	1GNDV23W48D207825	1913	81,781	60	4	2	\$26,910	no	7	GA	no

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215	2008 Chevy Uplander	13	1GNDV23W58D207946	1914	111,282	60	4	2	\$26,910	no	7	GA	no
216	2008 Chevy Uplander	13	1GNDV23W88D206547	1915	77,062	60	4	2	\$26,910	no	7	GA	no
217	2008 Chevy Uplander	13	1GNDV23W38D208612	1916	105,566	60	4	2	\$26,910	no	7	GA	no
218	2008 Chevy Uplander	13	1GNDV23W88D208752	1917	97,470	60	4	2	\$26,910	no	7	GA	no
219	2008 Chevy Express	13	1GAHG35K681217707	1920	36,264	60	4	2	\$26,910	no	12	GA	yes
220	2008 Chevy Express	13	1GAHG35K881217711	1921	62,943	60	4	2	\$26,910	no	12	GA	yes
221	2008 Chevy Express	13	1GAHG35K781219854	1923	66,394	60	4	2	\$26,910	no	12	GA	yes
222	2008 Chevy Express	13	1GAHG35K481220248	1924	90,729	60	4	2	\$26,910	no	12	GA	yes
223	2008 Chevy Express	13	1GAHG35K481218340	1925	52,580	60	4	2	\$26,910	no	12	GA	yes
224	2008 Chevy Express	13	1GAHG35K681219148	1926	51,696	60	4	2	\$26,910	no	12	GA	yes
225	2008 Chevy Express	13	1GAHG35K281219132	1927	54,405	60	4	2	\$26,910	no	12	GA	yes
226	2008 Chevy Express	13	1GAHG35KX81220528	1928	35,653	60	4	2	\$26,910	no	12	GA	yes
227	2008 Chevy Express	13	1GAHG35K181220627	1929	39,035	60	4	2	\$26,910	no	12	GA	yes
228	2008 Chevy Express	13	1GAHG35K481220704	1930	41,874	60	4	2	\$26,910	no	12	GA	yes
229	2008 Chevy Express	13	1GAHG35K581219464	1931	93,959	60	4	2	\$26,910	no	12	GA	yes
230	2008 Chevy Express	13	1GAHG35K281218160	1932	115,462	60	4	2	\$26,910	no	12	GA	yes
231	2008 Chevy Express	13	1GAHG35K781221040	1933	117,823	60	4	2	\$26,910	no	12	GA	yes
232	2008 Chevy Express	13	1GAHG35K181221003	1934	102,050	60	4	2	\$26,910	no	12	GA	yes
233	2008 Chevy Express	13	1GAHG35K081220537	1935	125,167	60	4	2	\$26,910	no	12	GA	yes
234	2008 Chevy Express	13	1GAHG35K281218191	1936	94,553	60	4	2	\$26,910	no	12	GA	yes
235	2008 Chevy Express	13	1GAHG35K481218743	1937	126,725	60	4	2	\$26,910	no	12	GA	no
236	2008 Chevy Express	13	1GAHG35K681220218	1938	111,018	60	4	2	\$26,910	no	12	GA	no
237	2008 Chevy Express	13	1GAHG35K181219459	1939	44,776	60	4	2	\$26,910	no	12	GA	no
238	2008 Chevy Express	13	1GAHG35KX81220707	1940	131,992	60	4	2	\$26,910	no	12	GA	no
239	2008 Chevy Express	13	1GAHG35K481220492	1941	120,082	60	4	2	\$26,910	no	12	GA	no
240	2008 Chevy Express	13	1GAHG35KX81220822	1942	87,003	60	4	2	\$26,910	no	12	GA	no
241	2008 Chevy Express	13	1GAHG35K381220015	1943	47,011	60	4	2	\$26,910	no	12	GA	no
242	2008 Chevy Express	13	1GAHG35K581220419	1944	46,487	60	4	2	\$26,910	no	12	GA	no
243	2008 Chevy Express	13	1GAHG35K381233427	1945	115,335	60	4	2	\$26,910	no	12	GA	no
244	2008 Chevy Express	13	1GAHG35KX81233733	1946	67,450	60	4	2	\$26,910	no	12	GA	no
245	2008 Chevy Express	13	1GAHG39K381218971	1950	83,226	60	4	2	\$26,910	no	15	GA	no
246	2008 Chevy Express	13	1GAHG39K981220126	1951	102,461	60	4	2	\$26,910	no	15	GA	no
247	2008 Chevy Express	13	1GAHG39K581218180	1952	89,113	60	4	2	\$26,910	no	15	GA	no
248	2009 Toyota Sienna	13	5TDZK23C19S278371	2000	56,532	70	3	3	\$26,910	no	7	GA	yes
249	2009 Toyota Sienna	13	5TDZK23C49S278378	2001	93,503	70	3	3	\$26,910	no	7	GA	yes
250	2009 Toyota Sienna	13	5TDZK23C19S278872	2002	45,279	70	3	3	\$26,910	no	7	GA	yes
251	2009 Toyota Sienna	13	5TDZK23C19S279232	2003	45,058	70	3	3	\$26,910	no	7	GA	yes
252	2009 Toyota Sienna	13	5TDZK23C39S279666	2004	71,874	70	3	3	\$26,910	no	7	GA	yes
253	2009 Toyota Sienna	13	5TDZK23C29S279206	2005	58,460	70	3	3	\$26,910	no	7	GA	yes
254	2009 Toyota Sienna	13	5TDZK23CX9S278823	2006	60,777	70	3	3	\$26,910	no	7	GA	yes
255	2009 Toyota Sienna	13	5TDZK23C89S280179	2007	77,916	70	3	3	\$26,910	no	7	GA	yes
256	2009 Toyota Sienna	13	5TDZK23C19S280203	2008	55,000	70	3	3	\$26,910	no	7	GA	yes
257	2009 Toyota Sienna	13	5TDZK23C89S279677	2009	56,225	70	3	3	\$26,910	no	7	GA	yes
258	2009 Toyota Sienna	13	5TDZK23C49S282916	2020	85,231	70	3	3	\$26,910	no	7	GA	no
259	2009 Toyota Sienna	13	5TDZK23C69S283145	2021	42,496	70	3	3	\$26,910	no	7	GA	no

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260	2009 Toyota Sienna	13	5TDZK23C19S282307	2022	59,010	70	3	3	\$26,910	no	7	GA	no
261	2009 Toyota Sienna	13	5TDZK23C59S282956	2023	28,179	70	3	3	\$26,910	no	7	GA	no
262	2009 Toyota Sienna	13	5TDZK23C99S282328	2024	33,958	70	3	3	\$26,910	no	7	GA	no
263	2009 Toyota Sienna	13	5TDZK23C79S282635	2025	54,284	70	3	3	\$26,910	no	7	GA	no
264	2009 Toyota Sienna	13	5TDZK23C49S283161	2026	60,535	70	3	3	\$26,910	no	7	GA	no
265	2009 Toyota Sienna	13	5TDZK23C19S283375	2027	54,191	70	3	3	\$26,910	no	7	GA	no
266	2009 Toyota Sienna	13	5TDZK23C19S283389	2028	103,416	70	3	3	\$26,910	no	7	GA	no
267	2009 Toyota Sienna	13	5TDZK23C09S282640	2029	54,694	70	3	3	\$26,910	no	7	GA	no
268	2009 Toyota Sienna	13	5TDZK23C09S282282	2030	56,551	70	3	3	\$26,910	no	7	GA	no
269	2009 Toyota Sienna	13	5TDZK23C79S284997	2031	58,063	70	3	3	\$26,910	no	7	GA	no
270	2009 Toyota Sienna	13	5TDZK23C09S284727	2032	48,066	70	3	3	\$26,910	no	7	GA	no
271	2009 Toyota Sienna	13	5TDZK23C19S285854	2033	48,514	70	3	3	\$26,910	no	7	GA	yes
272	2009 Toyota Sienna	13	5TDZK23C49S286349	2034	59,240	70	3	3	\$26,910	no	7	GA	yes
273	2009 Toyota Sienna	13	5TDZK23CX9S286355	2035	96,861	70	3	3	\$26,910	no	7	GA	yes
274	2009 Toyota Sienna	13	5TDZK23C19S286597	2036	37,143	70	3	3	\$26,910	no	7	GA	yes
275	2009 Chevy Express	13	1GAHG35K691156425	2050	107,374	70	3	3	\$26,910	no	12	GA	no
276	2009 Chevy Express	13	1GAHG35K791155459	2051	68,461	70	3	3	\$26,910	no	12	GA	no
277	2009 Chevy Express	13	1GAHG35K591155282	2052	59,210	70	3	3	\$26,910	no	12	GA	no
278	2009 Chevy Express	13	1GAHG35K391156673	2053	38,140	70	3	3	\$26,910	no	12	GA	no
279	2009 Chevy Express	13	1GAHG35K491156567	2054	70,057	70	3	3	\$26,910	no	12	GA	no
280	2009 Chevy Express	13	1GAHG35KX91156010	2055	67,190	70	3	3	\$26,910	no	12	GA	no
281	2009 Chevy Express	13	1GAHG35K191156705	2056	66,307	70	3	3	\$26,910	no	12	GA	no
282	2009 Chevy Express	13	1GAHG35K791156739	2057	54,951	70	3	3	\$26,910	no	12	GA	no
283	2009 Chevy Express	13	1GAHG35K191154713	2058	81,090	70	3	3	\$26,910	no	12	GA	no
284	2009 Chevy Express	13	1GAHG35K591156478	2059	46,637	70	3	3	\$26,910	no	12	GA	no
285	2009 Chevy Express	13	1GAHG35K691156442	2060	36,499	70	3	3	\$26,910	no	12	GA	no
286	2009 Chevy Express	13	1GAHG35K191156607	2061	34,505	70	3	3	\$26,910	no	12	GA	no
287	2009 Chevy Express	13	1GAHG35K291155823	2062	59,338	70	3	3	\$26,910	no	12	GA	no
288	2009 Chevy Express	13	1GAHG35K891166308	2063	37,378	70	3	3	\$26,910	no	12	GA	yes
289	2009 Chevy Express	13	1GAHG35K791166557	2064	87,029	70	3	3	\$26,910	no	12	GA	yes
290	2009 Chevy Express	13	1GAHG39KX91155224	2080	53,942	70	3	3	\$26,910	no	15	GA	no
291	2009 Chevy Express	13	1GAHG39KX91155675	2081	98,948	70	3	3	\$26,910	no	15	GA	no
292	2009 Chevy Express	13	1GAHG39K091156088	2082	75,050	70	3	3	\$26,910	no	15	GA	no
293	2010 Dodge Caravan	13	2D4RN5D15AR356401	2100	42,304	80	2	4	\$26,910	no	7	GA	no
294	2010 Dodge Caravan	13	2D4RN5D17AR356402	2101	36,168	80	2	4	\$26,910	no	7	GA	no
295	2010 Dodge Caravan	13	2D4RN5D10AR356404	2102	66,085	80	2	4	\$26,910	no	7	GA	no
296	2010 Dodge Caravan	13	2D4RN5D13AR356400	2103	62,126	80	2	4	\$26,910	no	7	GA	no
297	2010 Dodge Caravan	13	2D4RN5D19AR356403	2104	23,561	80	2	4	\$26,910	no	7	GA	no
298	2011 Dodge Caravan	13	2D4RN4DG7BR715120	2110	39,891	90	1	5	\$26,910	no	7	GA	yes
299	2011 Dodge Caravan	13	2D4RN4DG1BR715114	2111	54,817	90	1	5	\$26,910	no	7	GA	yes
300	2011 Dodge Caravan	13	2D4RN4DG3BR715115	2112	43,918	90	1	5	\$26,910	no	7	GA	yes
301	2011 Dodge Caravan	13	2D4RN4DG0BR715119	2113	17,677	90	1	5	\$26,910	no	7	GA	yes
302	2011 Dodge Caravan	13	2D4RN4DG8BR715112	2114	23,002	90	1	5	\$26,910	no	7	GA	yes
303	2011 Dodge Caravan	13	2D4RN4DG0BR715122	2115	25,118	90	1	5	\$26,910	no	7	GA	yes
304	2011 Dodge Caravan	13	2D4RN4DH7BR715117	2116	25,390	90	1	5	\$26,910	no	7	GA	yes

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305	2011 Dodge Caravan	13	2D4RN4DG9BR715121	2117	15,789	90	1	5	\$26,910	no	7	GA	yes
306	2011 Dodge Caravan	13	2D4RN4DG9BR715118	2118	36,962	90	1	5	\$26,910	no	7	GA	yes
307	2011 Dodge Caravan	13	2D4RN4DG2BR732486	2119	14,460	90	1	5	\$26,910	no	7	GA	yes
308	2011 Dodge Caravan	13	2D4RN4DGXBR715113	2120	23,299	90	1	5	\$26,910	no	7	GA	yes
309	2011 Dodge Caravan	13	2D4RN4DG5BR715116	2121	18,630	90	1	5	\$26,910	no	7	GA	yes
310	2011 Dodge Caravan	13	2D4RN4DG7BR732497	2122	19,457	90	1	5	\$26,910	no	7	GA	yes
311	2011 Dodge Caravan	13	2D4RN4DG4BR732487	2123	49,326	90	1	5	\$26,910	no	7	GA	yes
312	2011 Dodge Caravan	13	2D4RN4DG6BR732491	2124	18,861	90	1	5	\$26,910	no	7	GA	yes
313	2011 Dodge Caravan	13	2D4RN4DG3BR732495	2125	27,390	90	1	5	\$26,910	no	7	GA	yes
314	2011 Dodge Caravan	13	2D4RN4DGXBR732493	2126	38,363	90	1	5	\$26,910	no	7	GA	yes
315	2011 Dodge Caravan	13	2D4RN4DG5BR732496	2127	31,073	90	1	5	\$26,910	no	7	GA	yes
316	2011 Dodge Caravan	13	2D4RN4DG0BR788801	2128	26,629	90	1	5	\$26,910	no	7	GA	yes
317	2011 Dodge Caravan	13	2D4RN4DG2BR788802	2129	19,686	90	1	5	\$26,910	no	7	GA	yes
318	2011 Dodge Caravan	13	2D4RN4DGXBR788787	2130	21,151	90	1	5	\$26,910	no	7	GA	yes
319	2011 Dodge Caravan	13	2D4RN4DG1BR788788	2131	40,545	90	1	5	\$26,910	no	7	GA	yes
320	2011 Dodge Caravan	13	2D4RN4DG3BR788789	2132	15,647	90	1	5	\$26,910	no	12	GA	yes
321	2011 Ford Econoline	13	1FBNE3BL9BDA90474	2140	26,551	90	1	5	\$26,910	no	12	GA	yes
322	2011 Ford Econoline	13	1FBNE3BL0BDA90475	2141	41,056	90	1	5	\$26,910	no	12	GA	yes
323	2011 Ford Econoline	13	1FBNE3BL4BDA90480	2142	41,244	90	1	5	\$26,910	no	12	GA	yes
324	2011 Ford Econoline	13	1FBNE3BL8BDA90465	2143	48,355	90	1	5	\$26,910	no	12	GA	yes
325	2011 Ford Econoline	13	1FBNE3BL6BDA90464	2144	42,708	90	1	5	\$26,910	no	12	GA	yes
326	2011 Ford Econoline	13	1FBNE3BL5BDA90472	2145	49,695	90	1	5	\$26,910	no	12	GA	yes
327	2011 Ford Econoline	13	1FBNE3BL5BDA90469	2146	50,449	90	1	5	\$26,910	no	12	GA	yes
328	2011 Ford Econoline	13	1FBNE3BL8BDA90482	2147	46,574	90	1	5	\$26,910	no	12	GA	yes
329	2011 Ford Econoline	13	1FBNE3BL7BDA90473	2148	14,118	90	1	5	\$26,910	no	12	GA	yes
330	2011 Ford Econoline	13	1FBNE3BL1BDA90467	2149	39,835	90	1	5	\$26,910	no	12	GA	yes
331	2011 Ford Econoline	13	1FBNE3BL3BDA90471	2150	30,642	90	1	5	\$26,910	no	12	GA	yes
332	2011 Ford Econoline	13	1FBNE3BL4BDA90477	2151	53,570	90	1	5	\$26,910	no	12	GA	yes
333	2011 Ford Econoline	13	1FBNE3BLXBD90466	2152	57,135	90	1	5	\$26,910	no	12	GA	yes
334	2011 Ford Econoline	13	1FBNE3BL6BDA90478	2153	51,552	90	1	5	\$26,910	no	12	GA	yes
335	2011 Ford Econoline	13	1FBNE3BL6BDA90481	2154	38,965	90	1	5	\$26,910	no	12	GA	yes
336	2011 Ford Econoline	13	1FBNE3BL1BDA90484	2155	47,141	90	1	5	\$26,910	no	12	GA	yes
337	2011 Ford Econoline	13	1FBNE3BL1BDA90470	2156	46,250	90	1	5	\$26,910	no	12	GA	yes
338	2011 Ford Econoline	13	1FBNE3BL8BDA90479	2157	52,294	90	1	5	\$26,910	no	12	GA	yes
339	2011 Ford Econoline	13	1FBNE3BLXBD90483	2158	35,925	90	1	5	\$26,910	no	12	GA	yes
340	2011 Ford Econoline	13	1FBNE3BL3BDA90468	2159	37,695	90	1	5	\$26,910	no	12	GA	yes
341	2011 Ford Econoline	13	1FBNE3BL2BDA90476	2160	47,558	90	1	5	\$26,910	no	12	GA	yes
342	2011 Ford Econoline	13	1FBSS3BL6BDA90492	2170	30,108	90	1	5	\$26,910	no	15	GA	yes
343	2011 Ford Econoline	13	1FBSS3BLXBD90494	2171	30,351	90	1	5	\$26,910	no	15	GA	yes
344	2011 Ford Econoline	13	1FBSS3BL8BDA90493	2172	22,541	90	1	5	\$26,910	no	15	GA	yes
345	2012 Dodge Caravan	13	2C4RDGBG7CR281433	2200	14,361	100	0	6	\$26,910	no	7	GA	yes
346	2012 Dodge Caravan	13	2C4RDGBG8CR281442	2201	16,187	100	0	6	\$26,910	no	7	GA	yes
347	2012 Dodge Caravan	13	2C4RDGBG9CR281434	2202	8,410	100	0	6	\$26,910	no	7	GA	yes
348	2012 Dodge Caravan	13	2C4RDGBG1CR281430	2203	10,997	100	0	6	\$26,910	no	7	GA	yes
349	2012 Dodge Caravan	13	2C4RDGBG3CR281428	2204	15,005	100	0	6	\$26,910	no	7	GA	yes

	Year/Make/Model	Vehicle Code	Vehicle Identification Number	Agency Vehicle Number	Current Odometer	Condition (points)	Age Years	Remaining Useful Life (years)	Replacement Cost	ADA Access (yes/no)	Seating Capacity	Fuel Type	WSDOT Title (yes/no)
350	2012 Dodge Caravan	13	2C4RDGBG6CR281441	2205	12,287	100	0	6	\$26,910	no	7	GA	yes
351	2012 Dodge Caravan	13	2C4RDGBG4CR281440	2206	25,583	100	0	6	\$26,910	no	7	GA	yes
352	2012 Dodge Caravan	13	2C4RDGBG6CR281438	2207	16,495	100	0	6	\$26,910	no	7	GA	yes
353	2012 Dodge Caravan	13	2C4RDGBG3CR281431	2208	6,221	100	0	6	\$26,910	no	7	GA	yes
354	2012 Dodge Caravan	13	2C4RDGBG2CR281436	2209	7,721	100	0	6	\$26,910	no	7	GA	yes
355	2012 Dodge Caravan	13	2C4RDGBGXCR281426	2210	26,998	100	0	6	\$26,910	no	7	GA	yes
356	2012 Dodge Caravan	13	2C4RDGBGXCR281443	2211	22,217	100	0	6	\$26,910	no	7	GA	yes
357	2012 Dodge Caravan	13	2C4RDGBG5CR281429	2212	17,717	100	0	6	\$26,910	no	7	GA	yes
358	2012 Dodge Caravan	13	2C4RDGBG8CR281439	2213	7,034	100	0	6	\$26,910	no	7	GA	no
359	2012 Dodge Caravan	13	2C4RDGBG5CR281432	2214	24,003	100	0	6	\$26,910	no	7	GA	yes
360	2012 Dodge Caravan	13	2C4RDGBG4CR281437	2215	9,242	100	0	6	\$26,910	no	7	GA	no
361	2012 Dodge Caravan	13	2C4RDGBG0CR281435	2216	21,232	100	0	6	\$26,910	no	7	GA	yes
362	2012 Dodge Caravan	13	2C4RDGBG1CR281427	2217	19,227	100	0	6	\$26,910	no	7	GA	yes
363	2012 Chevy Express	13	1GAZGYFA5C1146340	2220	11,757	100	0	6	\$26,910	no	12	GA	yes
364	2012 Chevy Express	13	1GAZGYFA7C1144945	2221	16,185	100	0	6	\$26,910	no	12	GA	yes
365	2012 Chevy Express	13	1GAZGYFA3C1146532	2222	27,940	100	0	6	\$26,910	no	12	GA	yes
366	2012 Chevy Express	13	1GAZGYFA7C1144735	2223	35,743	100	0	6	\$26,910	no	12	GA	yes
367	2012 Chevy Express	13	1GAZGYFA3C1146028	2224	35,707	100	0	6	\$26,910	no	12	GA	yes
368	2012 Chevy Express	13	1GAZGYFA1C1145220	2225	25,098	100	0	6	\$26,910	no	12	GA	yes
369	2012 Chevy Express	13	1GAZGYFAXC1146530	2226	24,547	100	0	6	\$26,910	no	12	GA	yes
370	2012 Chevy Express	13	1GAZGYFA9C1146681	2227	29,887	100	0	6	\$26,910	no	12	GA	yes
371	2012 Chevy Express	13	1GAZGYFA4C1146264	2228	35,801	100	0	6	\$26,910	no	12	GA	yes
372	2012 Chevy Express	13	1GAZGYFA3C1145056	2229	20,134	100	0	6	\$26,910	no	12	GA	yes
373	2012 Chevy Express	13	1GAZGYFA0C1145239	2230	32,976	100	0	6	\$26,910	no	12	GA	yes
374	2012 Chevy Express	13	1GAZG1FG4C1147166	2240	29,157	100	0	6	\$26,910	no	15	GA	yes

**Public Transportation Management System  
Owned Equipment Inventory**

**Agency/Organization:** Intercity Transit  
**Date:** July 30 2013

	<b>Equipment Code and Description</b>	<b>Condition</b> (points)	<b>Age</b> (years)	<b>Remaining Useful Life</b> (years)	<b>Replacement Cost</b> (\$)	<b>Comments</b> <i>(If more than two lines, please attach a separate comment page)</i>
1.	Telephone System	66	8	2	\$200,000	Software patches and parts replacements as needed
3.	CAD/AVL	84	8	2	\$6,000,000	Regular software patches
4.	Paratransit Dispatch Software	84	8	2	\$450,000	
5.	Mobile Digital Surveillance System	90	5	4	\$850,000	Camera installation should be included in new bus replacements
6.	Fuel Management System	99	1	9	\$300,000	operating and accepted 2012
7.	Bus Wash Systems	86	4	11	\$400,000	
8.	Fixed Route Runcutting & Scheduling Software	69	9	1	\$100,000	Frequent software patches as needed to integrate with AVL system
9.	Inventory & Accounting Software	91	8	2	\$750,000	last major upgrade 7 years ago. freq minor upgrades
10.	Digital Voice Recording System	39	8	2	\$100,000	Feature of on-bus announcement system with CAD/AVL system

**Public Transportation Management System  
Owned Facility Inventory**

**Agency/Organization:** Intercity Transit  
**Date:** July 30, 2013

Facility Code	Facility Name	Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost (\$)	Comments <i>(if more than two lines, please attach a separate comment page)</i>
1. January 23, 1900	Administration Building	71	28	21	\$5,500,000	
2. January 11, 1900	Maintenance Building	68	28	21	\$16,500,000	
3. January 6, 1900	Olympia Transit Center	75	19	31	\$9,000,000	
4. January 6, 1900	Lacey Transit Center	78	18	32	\$3,500,000	
5. January 24, 1900	Amtrak Depot and P&R	81	20	19	\$2,500,000	Local jurisdictions participate in lease agreement
6. January 9, 1900	Martin Way Park & Ride	88	30	37	\$3,800,000	Owned by WSDOT. Lot/capacity redesigned & doubled in 2009
7. January 9, 1900	Hawks Prairie Park & Ride	99	1	40	\$8,000,000	Leased from Thurston Co: 20 year lease w/ 20 year renewal. Opened late 2012
8.						

Appendix D

Operating Data

2012 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
	Peak	Mid	Night								
12-W. Tumwater	30	60	60	60	60	6,529	740	653	90,895	10,187	9,174
13-E. Tumwater	15	15	60	60	60	13,416	651	633	150,444	7,753	7,326
21-N. Bethel	30	60		60	60	2,602	303	321	33,325	3,869	4,092
41-TESC	15	30	30	30	30	10,316	1,580	1281	131,632	20,015	16,253
42-Family Court	25	25				1,518			15,939		
43-SPSCC/Tumwater	30	30		60		6,874	543		86,528	7,093	
44-SPSCC/Westfield	30	30	30	30	60	8,161	1,395	655	102,351	17,550	8,250
45-Conger/Westfield	30	60		60		3,797	598		38,110	5,262	
47-Westfield/CMC	30	30		60	60	6,958	602	637	67,835	5,980	6,325
48-Westfield/TESC	30	30	30	30		7,845	1,395		105,476	18,673	
49-Westfield Mall					30			623			6,452
60-Lilly/Panorama	30	60		60	60	7,210	888	903	75,130	9,519	9,709
62A-Martin/Meridian	30	30	60	30	60	11,082	1,629	993	135,087	20,166	13,514
62B-Martin/Meadows	30	30	60	30	60	11,963	1,867	985	151,518	23,972	13,860
64-College/Amtrak	30	60		60	60	10,749	1,289	1257	122,360	14,622	14,223
66-Ruddell	30	30	60	30	30	12,025	2,081	1957	152,761	26,634	24,723
67-Tri-Lakes	60	60		60		3,435	559		52,224	8,637	
68-Carpenter/Yelm Hwy	30	60		60	60	10,174	1,235	1306	160,072	19,032	20,130
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,336	1,250	708	211,493	25,672	14,641
101-Dash	12/ 15	12/ 15		10		5,963	348	16	49,983	2,534	115
411-Nightline			60	60	60	126	126	99	1,734	1,734	1,336
603-Olympia/Tacoma	30	90				6,333			146,160		
605-Olympia/Tacoma	30	90				6,354			151,332		
612-Lacey/Tacoma	1-AM 1-PM					674			16,256		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,140	1205		28,314	29,948
<b>System Totals</b>						<b>165,440</b>	<b>20,221</b>	<b>14,233</b>	<b>2,248,645</b>	<b>277,219</b>	<b>200,069</b>
<b>2012 Totals</b>						<b>199,894</b>			<b>2,725,932</b>		

## 2012 Route Service Summary

Route	Total Boardings	Revenue Hours	Board/ Hour	Rating	Comments
<b>Trunk Routes</b>					
13-E. Tumwater	365,827	14,700	24.9	Marginal	
41-TESC	571,896	13,177	43.4	Exceeds	
44-SPSCC/Westfield	279,465	10,211	27.4	Satisfactory	
48-Westfield/TESC	374,861	9,241	40.6	Exceeds	Runs weekday & Saturday.
49-Westfield Mall	26,180	623	42.0	Exceeds	Runs Sunday only.
62A-Martin/Meridian	389,568	13,704	28.4	Satisfactory	
62B-Martin/Meadows	372,550	14,815	25.1	Satisfactory	Improved. Marginal last year.
66-Ruddell	338,611	16,063	21.1	Marginal	
<b>Secondary Routes</b>					
12-W. Tumwater	129,225	7,922	16.3	Satisfactory	Improved. Marginal last year.
21-N. Bethel	87,036	3,226	27.0	Exceeds	
43-Barnes Blvd	210,206	7,417	28.3	Exceeds	
45-Conger/Westfield	44,487	4,395	10.1	Marginal	
47-Westfield/CMC	192,848	8,198	23.5	Satisfactory	
60-Lilly/Panorama	132,880	9,001	14.8	Marginal	
64-College/Amtrak	232,150	13,294	17.5	Satisfactory	
67-Tri Lake	41,599	3,994	10.4	Marginal	
68-Carpenter/Boulevard	232,070	12,715	18.3	Satisfactory	
94-Yelm	205,065	13,294	15.4	Satisfactory	Improved. Marginal last year.
<b>Specialized &amp; Shuttle Routes</b>					
42-Family Court	8,195	1,518	5.4	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	98,427	6,327	15.6	Satisfactory	Improved during Legislative session but decreased on Saturdays. Productivity: Session 19.6, Non-session 14.3, Saturdays 14.2
411-Nightline/TESC	15,214	352	43.2	Exceeds	8% increase. Operates Fri/Sat/Sun late night during academic year (under contract).
<b>Express Routes</b>					
<b>Per Trip</b>					
603-Olympia/Tacoma	81,453	6,333	18.7	Satisfactory	Riders per trip. Runs Weekdays only.
605-Olympia/Tacoma	102,414	6,354	22.2	Satisfactory	Riders per trip. Runs Weekdays only.
612-Lacey/Tacoma	8,471	674	16.5	Satisfactory	Riders per trip. Runs Weekdays only.
620-Oly/Tacoma Mall	26,856	2,345	13.9	Marginal	Riders per trip. Runs Sat/Sun only.
<i>Express Total</i>	219,194	15,707	19.2	<i>Satisfactory</i>	Boardings increased 5.4%
<b>Fixed Route Totals</b>	<b>4,567,554</b>	<b>199,894</b>	<b>22.8</b>	<b>Change from 2011: Boardings up 1.4%, Hours up 0.4%, Boardings per Hour up 1.1%.</b>	
<b>Other Intercity Transit Services</b>					
Dial-A-Lift Service	143,913	--	--	.08% increase in boardings above 2011	
Vanpools	740,824	--	--	8.32% increase in boardings above 2011	
<b>System Total</b>	<b>5,452,291</b>			<b>2.15% increase above 2011 of 5,337,669</b>	

### Performance Standard

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

## 2012 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned**	Comments
<b>Trunk Routes</b>				
13-E. Tumwater	65	12, 41, 45, 66	Large Bus	Runs Mon-Sun.
41-TESC	82	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Westfield	61	62A, 62B	Large Bus	Runs Mon-Sun.
48-Westfield/TESC	76	66, 94	Large Bus	Runs Mon-Sat.
49-Westfield Mall	36	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	55	43, 44	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	63	43, 44	Large Bus	Runs Mon-Sun.
66-Ruddell Road	58	13, 48, 49	Large Bus	Runs Mon-Sun.
<b>Secondary Routes</b>				
12-W. Tumwater	68	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	49	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	58	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Westfield	48	12, 13	Medium Bus	Runs Mon-Sat.
47-Westfield/CMC	49	21, 60, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	40	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	43	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	51	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Boulevard	67	47	Medium Bus	Runs Mon-Sun.
94-Yelm	58	48	Large Bus	Runs Mon-Sun.
<b>Specialized &amp; Shuttle Routes</b>				
42-Family Court	28	None	Small Bus	Limited service. Operates weekdays during AM/Noon/PM peak.
101-Dash	52	None	Small Bus	Weekdays: all year. Saturdays: April-September
411-Nightline/TESC	71	None	Large Bus	Runs Fri/Sat/Sun late night during class quarters.
<b>Express Routes</b>				
603-Olympia/Tacoma	85	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	76	603, 612	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	62	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	61	None	Large Bus	Runs weekends only.

\* High Load: Based on APC data provides highest passenger load by route during 2012 (not average trip load).

\*\* Recommended Vehicle Assignment:

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

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-G**  
**MEETING DATE: August 7, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Emily Bergkamp, Dial-A-Lift Manager, 705-5893

**SUBJECT:** Travel Training Pilot and Bus Buddies Update

- 
- 1) **The Issue:** Provide the ITA an update on the Travel Training Pilot and discuss the launch of the Bus Buddies Program.
- 
- 2) **Recommended Action:** Information only.
- 
- 3) **Policy Analysis:** The DAL Manager will provide updates to the ITA at least twice per year, and more often as requested.
- 
- 4) **Background:** Travel Training is a vital program of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. DAL Manager Emily Bergkamp will provide an update highlighting the status of the Travel Training pilot to gauge the effectiveness of two FTE Travel Training Coordinators. She will also discuss the launch of the Bus Buddies Program. A partnership with Catholic Community Services, Bus Buddies will provide the support of volunteer expert bus riders to less experienced special needs riders who desire greater confidence traveling on fixed route.
- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** N/A
- 
- 7) **Goal Reference:** Goal #1, *"Assess the transportation needs of our community."* Goal #2, *"Provide outstanding customer service."* Goal #3, *"Maintain a safe and secure operating system."* Goal #4, *"Provide responsive transportation options."*
- 
- 8) **References:** N/A