

AGENDA
INTERCITY TRANSIT AUTHORITY
December 5, 2012
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **3 min.**
 - A. **Dale Kamerrer, Interim Legal Counsel** (*Chair Thies*)

- 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:** November 7, 2012, Regular Meeting.

 - B. **Payroll:** November 2012 Payroll in the amount of \$1,852,838.71.

 - C. **Accounts Payable:** Warrants dated October 5, 2012, numbers 12343-12460 in the amount of \$747,890.03; warrants dated October 19, 2012, numbers 12461; 12466-12566 in the amount of \$371,600.25, for a monthly total of \$1,119,490.28.

 - D. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus. (*Marilyn Hemmann*)

 - E. **Printing and Delivery of Transit Guides:** Authorize the General Manager to enter into a one-year contract with Consolidated Press, with two, one-year options to extend, to print and deliver transit guides. (*Erin Hamilton*)

- 5) **PUBLIC HEARINGS** - None **0 min.**
- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**

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| | B. Transportation Policy Board (<i>Ed Hildreth</i>) | 3 min. |
| | C. TRPC Sustainable Development Task Force (<i>Karen Messmer</i>) | 3 min. |
| | D. Citizen Advisory Committee (<i>Joan O'Connell</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. 2013 Budget (<i>Ben Foreman</i>) | 15 min. |
| | B. Discounted Bus Pass Program (<i>Rhodetta Seward</i>) | 10 min. |
| | C. General Manager Recruitment Update (<i>Heather Stafford</i>) | 5 min. |
| | D. Cancel the December Work Session (<i>Rhodetta Seward</i>) | 2 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 7, 2012

CALL TO ORDER

Chair Thies called the November 7, 2012, 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; City of Lacey Mayor Virgil Clarkson; City of Olympia Councilmember Karen Rogers (alternate); City of Tumwater Councilmember Ed Hildreth; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: Thurston County Commissioner Sandra Romero.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Emily Bergkamp; Dennis Bloom; Ben Foreman; Marilyn Hemmann; Meg Kester; Jim Merrill; Karl Shenkel; Heather Stafford; and Pat Messmer.

Others Present: Legal Counsel Tom Bjorgen and Citizen Advisory Committee (CAC) member Sreenath Gangula.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** October 3, 2012, Regular Meeting; October 17, 2012, Special Meeting.
- B. Payroll:** September 2012 Payroll in the amount of \$1,833,354.48; and October 2012 Payroll in the amount of \$1,800,112.80.

Intercity Transit Authority Regular Meeting

November 7, 2012

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- C. Accounts Payable:** Warrants dated September 7, 2012, numbers 12136-12220, in the amount of \$217,242.05; warrants dated September 21, 2012, numbers 12226-12342 in the amount of \$1,517,972.49, for a monthly total of \$1,735,214.54.

- D. Uniforms for Operations Staff – Contract Extension:** Authorized the General Manager to execute a one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$80,850.00, including taxes, for the provision of Operations uniforms.

PUBLIC HEARING

A. 2013 Draft Budget

Foreman provided an overview of the 2013 budget and then he took questions from the Authority.

Chair Thies opened the public hearing on the 2013 draft budget at 5:39 p.m. to receive public comment. He asked if anyone wished to comment. Hearing no public comments, Chair Thies closed the hearing at 5:41 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** No report.

- B. Transportation Policy Board (TPB).** Councilmember Hildreth reported the TPB met October 10. He noted staff introduced the process for updating the Regional Transportation Plan and discussed the public outreach approach and topics to explore as part of the update. He explained it is a lengthy process which should take approximately two years to complete.

- C. TRPC Sustainable Development Task Force.** Messmer reported the Task Force met October 22. They received a report on the Population and Employment Forecast Update. They also continued discussion on the Phase 2 Places and Topic Strategies focusing on Rural and Resource Lands, City Centers-North County, and Transit Corridors. She asked the Authority how they want to proceed regarding this topic. Do they want to set an agenda item next year to discuss getting updates and get more positioned about what's going on with the Sustainable Task Force and where they want to exert thoughts. Thies agreed to work with staff to prepare a historical or chronological summary for discussion in January or February 2013.

D. **Citizen Advisory Committee.** Gangula reported the CAC met on October 15 and received the same presentations as the Authority. He noted staff is following up on several issues brought up by CAC members.

NEW BUSINESS

2013 Draft Budget – New Projects/Positions. Staff seeks direction from the Authority about which projects to include or exclude from the 2013 budget. Foreman presented all new proposed projects/positions, and then answered questions from the Authority.

Discussion ensued about the additional Travel Training Coordinator position with a budget amount of \$78,200. This position would allow for expanded coverage of the program. Since the Travel Trainer assists Dial-A-Lift (DAL) clients as well as fixed-route clients, this additional position would allow the program to be more proactive in helping DAL clients switch over to fixed-route service sooner. It's even more beneficial to introduce people to fixed-route before assigning them to DAL.

Thies is concerned about the overall final cost for a permanent position and asked if the position could be a pilot program for a year. Bergkamp noted anything is possible; however, the agency could run into a problem if marketing ramped up the program to generate more clients, and then the pilot program ended after a year.

Clarkson suggested a part-time position. Kester noted currently there are two Operators interning as Travel Trainers, and there are different ways to market the service. Our program is unique, and she believes we can continue to meet a certain need using the interns should they continue to be available. She said the question is how aggressively does Intercity Transit want to push travel training and market the service beyond its current level.

Messmer pointed out a one-year pilot program or temporary position would make it difficult to recruit good candidates who would commit themselves to learning and understanding how to do the job well. The position would not look as attractive to quality candidates looking for permanent work. She suggested a two-year or longer pilot program.

Merrill referenced the Operators currently interning in the position, and he suggested the Authority continue funding an intern for another year while staff compiles relevant measurement data, enabling the Authority to address the situation in a year with better information to make a decision.

Bergkamp provided a review of the Bus Buddy Program which is another program staff is applying for through the Department of Transportation's consolidated grants process. It's a partnership with Catholic Community Services. Bus Buddies are expert bus riders and travel training graduates would be teamed up with a Bus Buddy. The graduates don't necessarily need the high-level of training provided by a Travel Trainer, but may simply need some more companionship or help planning new trips. Clients working with a Bus Buddy would free up the need for a travel trainer.

The Authority directed staff to leave the Travel Training Coordinator position in the 2013 budget at full cost with the understanding it may not be used in its entirety. The Authority asked staff to present other options and alternatives at the December 5 meeting, including what a part-time position would look like.

The Authority directed staff to present the budget on December 5, 2012, as discussed, with the understanding the Travel Training Coordinator position may be changed.

- A. Discounted Bus Pass Program Process.** Seward reported this request is to consider continuation of the discounted bus pass program, which began as a pilot project in 2011. The program proved successful since its introduction. The participating agencies are utilizing all of the passes in 2012 they applied for under the grant. Staff is bringing forward a new resolution, primarily changing the language to eliminate the word "pilot" and make it a program of Intercity Transit on a year-by-year basis.

Staff recommends continuation of the program under the new resolution 03-2012. If the Authority approves the program, staff would contact the agencies to begin the application process. Seward noted the program would begin in January 2013 at the current fare structure, and switch to the new fare structure effective March 2013.

Seward took questions and comments from the Authority.

Clarkson noted the Salvation Army intended to apply for the program in 2012; however, he didn't see them on the list of participating agencies. He asked if there is room available for them to make a request to apply. Seward responded yes, and she will contact them and discuss the application process.

Rogers noted some non-profits require daily passes instead of monthly passes and asked if staff considered offering daily bus passes. Seward responded it was discussed and the decision was made to continue this as a monthly bus pass program. She provided the reasons why.

Clarkson recalls some agencies didn't utilize all of the passes assigned to them. He asked if there is a process to transfer unused passes to those agencies that could use more passes. Seward said the agencies that didn't use all of their passes in 2011 applied for less passes in 2012, which eliminated extra passes. She noted in 2012 the cost was well under the allocated \$200,000. Staff would allocate more passes to any agency needing more.

It was M/S/A by Citizen Representatives Messmer and Warner to approve Resolution 03-2012, approving the Discounted Bus Pass Program, and authorizing staff to solicit applications for the program.

- B. Federal Advocacy Services.** Freeman-Manzanares reported the federal advocacy contract expires January 2013. She explained staff's determination for requesting a Request for Qualifications to obtain federal advocacy services in Washington D. C. is based upon the outcome of MAP-21 legislation, and the possibility of another stimulus package as a result of Obama's re-election. A federal advocate would develop a relationship with the Federal Transit Association and the D. C. delegation to insure our priorities and point of view are taken into consideration.

It was M/S/A by Mayor Clarkson and Councilmember Baker to authorize staff to issue a Request for Qualifications and Proposals to obtain federal advocacy services.

- C. 2013-2018 Strategic Plan.** Freeman-Manzanares reviewed the primary changes in the 2013-2018 Strategic Plan. She noted primary changes in the plan are due to significant changes in federal funding and how they impact funding for major capital projects. The primary changes include:

- Enhance security at major facilities through the upgrade of security camera systems
- Address the need to improve the Information Systems server room
- Continue design and construction of the Olympia Transit Center
- Maintain status quo service levels in 2013 pending completion of long and short-range service plan
- Table the final engineering/construction of the Pattison Street facility expansion and renovation until funding is identified
- Seek the final 0.1% of authorized sales tax funding

Messmer said it's important to note the sales tax measure is referenced in the Strategic Plan to show the Authority will discuss the possibility; however, she wants

to clarify that a sales tax measure could take place in 2013 or 2014. She doesn't want it to be interpreted that Intercity Transit is absolutely going to pursue an increase.

Mayor Clarkson noted the Strategic Plan is a living document and subject to periodic review and adjustments as needed.

It was M/S/A by Mayor Clarkson and Citizen Representative Messmer to adopt the 2013-2018 Strategic Plan as presented.

D. General Manager Recruitment Update. Stafford provided an update on the General Manager hiring process. Authority members appointed to the intra-agency committee working with the procurement staff are Thies, Hildreth, and Warner. They met with Stafford, two other Human Resources employees and the Procurement Manager on November 1, 2012, and reached agreement on the submittal requirements. One requirement is firms submitting proposals will have experience with the successful placement of executive level employees in the public sector similar to this position.

The next step is to finalize and publish a procurement schedule and packet within the next week. Staff will provide another update to the Authority in December.

GENERAL MANAGER'S REPORT

Freeman-Manzanares recognized we may lose legal counsel, Tom Bjorgen, should he win the Washington State Court of Appeals Judge election. Should he win, it will be a quick transition with him taking office as early as the end of November or first week of December. Bjorgen provided staff with the names of several recommended attorneys with experience in local government and transit law who could provide high quality interim counsel. Bjorgen's contract expires at the end of February 2013, and staff planned on pursuing a new legal services contract. Staff proposes working with the Authority Chair and Vice Chair to select interim legal counsel to represent the agency until the Request for Qualification and Proposal (RFQ/P) process can be initiated.

Messmer asked what the Authority's involvement has been in the past in the process of hiring legal counsel. Freeman-Manzanares said typically staff goes through the RFQ/P process and makes recommendations to the Authority. It's the Authority's option to participate on the review team.

The Authority agreed with the recommendation for staff to work with the Chair and Vice Chair to select interim legal counsel until the RFQ/P process can be initiated.

The Authority meeting on November 21 is canceled due to the Thanksgiving holiday.

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November 7, 2012
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The **Annual Holiday Banquet** is scheduled for Friday, December 14. Invitations will be sent out later in the month.

Ridership for October was our highest month for 2012, and the second best month in our history. Overall, ridership is up 2.4% over last year.

Estimated completion for the **Hawks Prairie Park-and-Ride** is mid-December. A grand opening should occur in early 2013.

There are currently 212 **active vanpool groups**, with six vans available and five groups forming.

The **Youth Education Program** received front page attention in The Olympian regarding the Bike PARTners program.

AUTHORITY ISSUES

Messmer announced former Authority member, Eve Johnson, received a Lifetime Achievement Award from the League of Women Voters.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Mayor Clarkson to adjourn the meeting at 7:05 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

**Rhodetta Seward
Director of Executive Services/
Clerk to the Authority**

Date Approved: December 5, 2012

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

PERIOD DATES: 10/21-11/3/2012					PAYDAY 11/9/12		PERIOD DATES: 11/4-11/23					PAYDAY 11/23/2012	
	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	86,699.69		3	FIT		WIRE	67,892.71			
4	MT	9619.35	EFT	19,238.70	105,938.39	4	MT	8943.77	WIRE	17,887.54	85,780.25		
5	A2/35	Life Ins.	Check Dave 2nd	1,155.85	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,518.66	0.00		
6	D3/31	Disability In	Check Dave 2nd	978.22	0.00	6	DI/32	Disability In	Check Dave 2nc	2,010.80	0.00		
7	HE/37	Health In 1st	Check Dave 2nd	13,132.00	0.00	7	HI/38	Health In 1st	Check Dave 2nc	260,139.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	860.50	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	860.50	0.00		
9	CC/61	Child Care	Hfstttr/Brbkmp	439.04		9	CC/61	Child Care	Hfstttr/brgkmp	439.04			
10	GN/08	Garnish	CHECK last	1,079.66		10	GN/08	Garnish	CHECK last	1,243.62			
11						11							
12	CS/09	DSHS	EFT	821.42	821.42	12	CS/09	DSHS	EFT	821.42	821.42		
13	CS/09	ExpertPay	EFT	467.02	467.02	13	CS/09	ExpertPay	EFT	467.02	467.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,461.27	9,461.27	14	D1/98	D.Dep. #1	ACH WIRE every	8,866.64	8,866.64		
15	D2/97	D.Dep. #2	ACH WIRE every	17,320.46	17,320.46	15	D2/97	D.Dep. #2	ACH WIRE every	17,524.14	17,524.14		
16						16							
16	GT/63	G.Ed.Tuit	Check every	347.50		16	GT/63	G.Ed.Tuit	Check every	347.50			
17	HS/59	Health Svgs	ACH Wire every	286.54	286.54	17	HS/59	Health Svgs	ACH Wire every	286.54	286.54		
18	DC/97	Vgrd EE	Wire	51,609.33		18	DC/97	Vgrd EE	Wire	43,032.04			
19	DC/22	Vgrd ER	Wire	33,908.59	85,517.92	19	DC/22	Vgrd ER	Wire	29,270.53	72,302.57		
20	L2/29	401k Ln#2	Wire	3,949.92		20	L2/29	401k Ln#2	Wire	3,939.53			
20	LN/29	401k Ln #1	Wire	8,444.76	12,394.68	20	LN/29	401k Ln#1	Wire	8,573.93	12,513.46		
22	TTL VNGRD		97,912.60			22	TTL VNGRD		84,816.03				
23	LI/02	L&I	EFT Quarterly	23,651.88		23	LI/02	L&I	EFT Quarterly	23,643.64	0.00		
24	MD/51	Mch.UnDue	Check 2nd	1,328.11		24	MD/51	Mch.UnDue	Check 2nd	1,328.39			
25	MI/52	Mac.Initiation	Check 2nd	0.00		25	MI/52	Mch.Initiation	Check 2nd	0.00			
26	MS/60	Payroll Corr check		198.29		26	MS/60		Check	0.00	0.00		
27	TF/		Tx.Fr.Benefit	0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	125.00	0.00	28	TF/	Taxable Fr.Benefits		0.00			
29	PA/66	Proj Assist	Check last	397.50		29	PA/66	Proj Assist	Check last	392.50			
30	PN/04	PERS EE	EFT	33,253.22	0.00	30	PN/04	PERS EE	EFT	31,506.98	0.00		
31	PN/04	PERS ER	EFT	49,579.25	82,832.47	31	PN/04	PERS ER	EFT	47,459.36	78,966.34		
32	TTL PERS		82,832.47			32	TTL PERS		78,966.34				
33	R3/20	ICMA Ln#2	WIRE	827.09	0.00	33	R3/20	ICMA Ln#2	WIRE	827.09	0.00		
34	RC/24	ICMA EE	WIRE	5,150.04		34	RC/24	ICMA EE	WIRE	5,274.89	0.00		
35	RI/23	ICMA Roth	WIRE	467.30	467.30	35	RI/23	ICMA Roth	WIRE	467.30	467.30		
36	RL/21	ICMA Ln#1	WIRE	1,753.52	2,580.61	36	RL/21	ICMA Ln#1	WIRE	1,753.52	2,580.61		
37	RR/25	ICMA ER	WIRE	3,175.92	8,325.96	37	RR/25	ICMA ER	WIRE	3,164.59	8,439.48		
38	TTL ICMA	10,906.57	11,373.87			38	TTL ICMA	11,020.09	11,487.39				
39	SD/26	457 ST EE	EFT	8,101.66		39	SD/26	457 ST EE	EFT	8,218.12			
40	SR/27	457 ST ER	EFT	4,087.92	12,189.58	40	SR/27	457 ST ER	EFT	4,202.63	12,420.75		
41	ST/67	ShTrmDisat	EFT	1,638.39	1,638.39								
42	UC/45	Un COPE	Check 1st	151.00		41	UC/45	Un COPE					
42	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	549.00			
43	UD/42	Un Dues	Check last	4,776.26		43	UD/42	Un Dues	Check last	4,747.21			
44	UI/41	Un Initiatn	Check last	0.00		44	UI/41	Un Initiatn	Check last	0.00			
45	UT/43	Un Tax	Check last	2,155.25		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	836.00		46	UW/62	United Way	Check last	689.50			
47	WF/64	Wellness	Check last	300.00		47	WF/64	Wellness	Check last	297.00			
48	NET PAY (dir. Deposit)	ACH Wire every		414,438.49	414,438.49	48	Net Pay (Dir. Dep.)			406,958.42	406,958.42		
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$754,680.50	49	TOTAL TRANSFER			0.00	\$708,394.94		
50	TOTAL PAYROLL*:			\$845,237.41		50	TOTAL PAYROLL*:			\$1,007,601.30			
51	GROSS EARNINGS:			724,081.18		51	GROSS EARNINGS:			659,340.12			
52	EMPR MISC DED:			111,536.88		52	EMPR MISC DED:			339,317.41			
53	EMPR MEDICARE TAX:			9,619.35		53	EMPR MEDICARE TAX:			8,943.77			
54	TOTAL PAYROLL*:			\$845,237.41		54	TOTAL PAYROLL*:			\$1,007,601.30			
55						55							
56	ACH WIRE TOTAL			441,506.76		56	TOTAL PAYROLL FOR MONTH:				\$1,852,838.71		

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/05/2012

Thru Date: 10/05/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012343	10/5/2012	11740	INTERCITY ADVANCED TRAVEL	\$4,440.93	
00012344	10/5/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$168,565.00	
00012345	10/5/2012	01405	ADVANCE GLASS INC	\$649.38	
00012346	10/5/2012	01563	ALEXANDER, MICHAEL	\$55.50	
00012347	10/5/2012	01640	ALL CITY LOCK & KEY	\$77.22	
00012348	10/5/2012	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00012349	10/5/2012	01660	ALL STAR FORD	\$4,948.47	
00012350	10/5/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,781.34	
00012351	10/5/2012	01805	AMB TOOLS AND EQUIPMENT CO INC	\$1,102.54	
00012352	10/5/2012	02055	AMERICOM TECHNOLOGY	\$1,449.00	
00012353	10/5/2012	02240	APEX MAILING SERVICE	\$462.68	
00012354	10/5/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$432.30	
00012355	10/5/2012	02380	ARAMARK UNIFORM SERVICES	\$719.18	
00012356	10/5/2012	02480	ASE SUPPLY INC	\$49.49	
00012357	10/5/2012	02825	AUTO PLUS - OLYMPIA	\$200.94	
00012358	10/5/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,040.24	
00012359	10/5/2012	03810	BRANDT, JESSICA	\$101.00	
00012360	10/5/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$108.70	
00012361	10/5/2012	05305	CAPITOL ALARM INC	\$347.44	
00012362	10/5/2012	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$781.59	
00012363	10/5/2012	05740	CED	\$104.03	
00012364	10/5/2012	05940	CENTURY LINK	\$130.83	
00012365	10/5/2012	05945	CENTURY LINK	\$31.45	
00012366	10/5/2012	06040	CITY OF LACEY	\$1,953.71	
00012367	10/5/2012	06060	CITY OF OLYMPIA	\$1,599.64	
00012368	10/5/2012	06120	CITY OF OLYMPIA UTILITIES	\$9,766.12	
00012369	10/5/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$657.74	
00012370	10/5/2012	06830	CONSOLIDATED PRESS	\$8,982.14	
00012371	10/5/2012	07105	CRAIN'S OFFICE SUPPLY	\$491.81	
00012372	10/5/2012	07120	CREATIVE OFFICE THE	\$79.36	
00012373	10/5/2012	07150	CROSSROADS COLLISION CENTER	\$477.20	
00012374	10/5/2012	07220	CUMMINS NORTHWEST INC	\$2,873.82	
00012375	10/5/2012	07617	DAVID M HOWE TRUSTEE	\$1,846.76	
00012376	10/5/2012	07780	DELL MARKETING LP	\$3,168.71	
00012377	10/5/2012	08465	DVS ANALYTICS	\$15,978.90	
00012378	10/5/2012	08780	EMERALD RECYCLING SERVICE	\$268.25	
00012379	10/5/2012	09120	EXCEL SUPPLY COMPANY INC	\$97.61	
00012380	10/5/2012	09575	FASTENAL COMPANY	\$147.16	
00012381	10/5/2012	09805	FLEET PRIDE	\$67.35	
00012382	10/5/2012	09820	FLEET-NET CORP	\$1,538.11	
00012383	10/5/2012	10205	FREEMAN-MANZANARES ANN	\$520.19	
00012384	10/5/2012	10290	FUSION GRAPHIX	\$69.24	
00012385	10/5/2012	10630	GFI GENFARE	\$177.22	
00012386	10/5/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012387	10/5/2012	10660	GILLIG LLC	\$7,310.50	
00012388	10/5/2012	11015	HARBOUR MICHAEL S.	\$850.38	
00012389	10/5/2012	11045	HARGADON, ANNETTE	\$25.02	
00012390	10/5/2012	11048	HARGIS ENGINEERS INC	\$2,530.00	
00012391	10/5/2012	11175	HEALTH CARE AUTHORITY	\$287,544.77	
00012392	10/5/2012	11308	HOFSTETTER SHANNON	\$189.04	
00012393	10/5/2012	11615	INDUSTRIAL HYDRAULICS INC	\$344.64	
00012394	10/5/2012	11700	INSIGHT PUBLIC SECTOR INC	\$657.95	
00012395	10/5/2012	11753	INTERCITY FITNESS	\$605.00	
00012396	10/5/2012	11775	INTERCITY PROJECT ASSISTANCE	\$797.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/05/2012

Thru Date: 10/05/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012397	10/5/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,656.50	
00012398	10/5/2012	11810	INTERSTATE BATTERY	\$936.55	
00012399	10/5/2012	11835	ION ECOBUILDING	\$1,652.24	
00012400	10/5/2012	11930	JERRYS AUTOMOTIVE TOWING	\$334.80	
00012401	10/5/2012	12560	KESTER MEG	\$121.04	
00012402	10/5/2012	12875	KPFF CONSULTING ENGINEERS INC	\$31,405.48	
00012403	10/5/2012	13485	LEMAY MOBILE SHREDDING	\$38.90	
00012404	10/5/2012	13510	LES SCHWAB TIRE CENTER	\$61.14	
00012405	10/5/2012	13793	MARTIN WAY COLLISION INC.	\$3,424.05	
00012406	10/5/2012	14160	MCMASTER-CARR SUPPLY CO.	\$142.71	
00012407	10/5/2012	14760	MUNCIE TRANSIT SUPPLY	\$348.82	
00012408	10/5/2012	14839	MYERS TIRE SUPPLY	\$218.52	
00012409	10/5/2012	14900	NAPA AUTO PARTS	\$351.31	
00012410	10/5/2012	15110	NEWS TRIBUNE THE	\$363.43	
00012411	10/5/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$29.03	
00012412	10/5/2012	15700	OLYMPIAN THE	\$3,727.78	
00012413	10/5/2012	16593	PACIFIC OFFICE AUTOMATION	\$2,783.04	
00012414	10/5/2012	16595	PACIFIC POWER PRODUCTS	\$10,046.96	
00012415	10/5/2012	16660	PARKER PAINT MFG CO INC	\$595.57	
00012416	10/5/2012	16695	PATTISON WATER COMPANY	\$263.59	
00012417	10/5/2012	16760	PETTIT OIL COMPANY	\$1,223.79	
00012418	10/5/2012	16765	PETRO CARD	\$106,265.41	
00012419	10/5/2012	16841	PIONEER FIRE & SECURITY INC	\$473.88	
00012420	10/5/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$902.21	
00012421	10/5/2012	17505	RAINIER DODGE INC	\$18.78	
00012422	10/5/2012	17560	RE AUTO ELECTRIC INC	\$337.27	
00012423	10/5/2012	17900	SCHETKY NW SALES INC	\$553.92	
00012424	10/5/2012	17920	SCHMITT JOE	\$69.71	
00012425	10/5/2012	17970	SEATTLE MEDIUM	\$234.00	
00012426	10/5/2012	18035	SEWARD RHODETTA	\$101.71	
00012427	10/5/2012	18057	SHENKEL KARL	\$121.21	
00012428	10/5/2012	18068	SHINING EXAMPLE INC	\$303.33	
00012429	10/5/2012	18145	SIX ROBBLEES INC	\$39.59	
00012430	10/5/2012	18470	SPORTWORKS NORTHWEST INC	\$100.82	
00012431	10/5/2012	18473	SPRAGUE	\$94.04	
00012432	10/5/2012	18705	SUNBELT RENTALS	\$421.76	
00012433	10/5/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$104.30	
00012434	10/5/2012	18767	TACOMA SCREW PRODUCTS	\$135.72	
00012435	10/5/2012	18801	TAGS AWARDS & SPECIALTIES	\$1,624.13	
00012436	10/5/2012	18940	TENNANT COMPANY	\$657.98	
00012437	10/5/2012	18990	THERMO KING NORTHWEST	\$4,916.44	
00012438	10/5/2012	21930	TIRES INC	\$4,638.16	
00012439	10/5/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012440	10/5/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012441	10/5/2012	21950	TITUS-WILL CHEVROLET	\$2,810.69	
00012442	10/5/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$12.98	
00012443	10/5/2012	22010	TOYOTA OF OLYMPIA	\$54.91	
00012444	10/5/2012	22100	TRANSIT SOLUTIONS, LLC	\$456.75	
00012445	10/5/2012	22320	TSS DIGITAL SERVICES INC	\$705.00	
00012446	10/5/2012	23620	UNITED PARCEL SERVICE	\$60.49	
00012447	10/5/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,619.00	
00012448	10/5/2012	23713	UNIVERSITY SPORTS PUBLICATIONS CO INC	\$750.00	
00012449	10/5/2012	23820	VERIZON WIRELESS	\$1,269.28	
00012450	10/5/2012	23833	VFW IRA L CATER POST #318	\$100.00	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/05/2012

Thru Date: 10/05/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012451	10/5/2012	24000	W W GRAINGER INC	\$2,602.78	
00012452	10/5/2012	24750	WA ST GET PROGRAM	\$347.50	
00012453	10/5/2012	25160	WARK, STEVE	\$42.00	
00012454	10/5/2012	25380	WASHINGTON GARDENS	\$314.65	
00012455	10/5/2012	25540	WASHINGTON STATE RIDESHARING ORG	\$200.00	
00012456	10/5/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$100.00	
00012457	10/5/2012	25670	WAXIE SANITARY SUPPLY	\$7.19	
00012458	10/5/2012	26005	WILCOX AND FLEGEL	\$1,649.74	
00012459	10/5/2012	26030	WILLIAMSON LESLIE	\$687.64	
00012460	10/5/2012	26700	ZEIGLER'S WELDING	\$65.22	
			Total:	\$747,890.03	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/19/2012

Thru Date: 10/19/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012461	10/19/2012	10547	GARZA, RAFAEL	\$200.00	
00012466	10/19/2012	01311	ACCESS INFORMATION MANAGEMENT	\$333.43	
00012467	10/19/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$1,749.19	
00012468	10/19/2012	01405	ADVANCE GLASS INC	\$1,254.02	
00012469	10/19/2012	01480	AIR FLOW SYSTEMS INC	\$916.20	
00012470	10/19/2012	01640	ALL CITY LOCK & KEY	\$51.08	
00012471	10/19/2012	01660	ALL STAR FORD	\$379.56	
00012472	10/19/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$153.00	
00012473	10/19/2012	01805	AMB TOOLS AND EQUIPMENT CO INC	\$369.14	
00012474	10/19/2012	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00012475	10/19/2012	01820	AMERICAN DRIVING RECORDS INC	\$265.09	
00012476	10/19/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00012477	10/19/2012	01960	AMERICAN SEATING COMPANY	\$1,512.93	
00012478	10/19/2012	02060	AMERISAFE	\$39.68	
00012479	10/19/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$57.92	
00012480	10/19/2012	02380	ARAMARK UNIFORM SERVICES	\$769.65	
00012481	10/19/2012	02480	ASE SUPPLY INC	\$72.62	
00012482	10/19/2012	02825	AUTO PLUS - OLYMPIA	\$39.13	
00012483	10/19/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$558.07	
00012484	10/19/2012	05340	CAPITOL COURIER SERVICE	\$329.52	
00012485	10/19/2012	05740	CED	\$104.28	
00012486	10/19/2012	05940	CENTURY LINK	\$3,293.17	
00012487	10/19/2012	06460	COASTAL TRAINING TECHNOLOGIES	\$444.06	
00012488	10/19/2012	06607	COMDATA	\$44,828.07	
00012489	10/19/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$1,696.49	
00012490	10/19/2012	07105	CRAIN'S OFFICE SUPPLY	\$39.07	
00012491	10/19/2012	07150	CROSSROADS COLLISION CENTER	\$1,435.11	
00012492	10/19/2012	07220	CUMMINS NORTHWEST INC	\$33,737.69	
00012493	10/19/2012	08720	ELECTRONIC RESOURCING INC	\$794.22	
00012494	10/19/2012	08780	EMERALD RECYCLING SERVICE	\$350.25	
00012495	10/19/2012	08840	EMPLOYER RESOURCES NORTHWEST	\$5,649.04	
00012496	10/19/2012	09120	EXCEL SUPPLY COMPANY INC	\$292.84	
00012497	10/19/2012	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00012498	10/19/2012	09805	FLEET PRIDE	\$592.13	
00012499	10/19/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012500	10/19/2012	10660	GILLIG LLC	\$11,129.76	
00012501	10/19/2012	10820	GRAPHIC COMMUNICATIONS	\$1,790.61	
00012502	10/19/2012	10825	GRAVITEC SYSTEMS INC	\$2,444.40	
00012503	10/19/2012	11308	HOFSTETTER SHANNON	\$189.04	
00012504	10/19/2012	11422	HUNG RIGHT DOORS LLC	\$615.51	
00012505	10/19/2012	11535	ILIUM ASSOCIATES INC	\$680.00	
00012506	10/19/2012	11770	INTERCITY PETTY CASH	\$321.15	
00012507	10/19/2012	11810	INTERSTATE BATTERY	\$1,275.76	
00012508	10/19/2012	11905	JANEK CORPORATION	\$571.76	
00012509	10/19/2012	11930	JERRYS AUTOMOTIVE TOWING	\$92.39	
00012510	10/19/2012	12440	KAOS RADIO STATION	\$150.00	
00012511	10/19/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00012512	10/19/2012	13405	LATTICE COMMUNICATIONS INC	\$5,365.00	
00012513	10/19/2012	13510	LES SCHWAB TIRE CENTER	\$393.47	
00012514	10/19/2012	13661	LOOMIS	\$335.97	
00012515	10/19/2012	13750	MAILBOX OF OLYMPIA	\$500.00	
00012516	10/19/2012	13850	MASON COUNTY TRANSIT	\$1,184.00	
00012517	10/19/2012	14590	MOHAWK MFG & SUPPLY	\$85.95	
00012518	10/19/2012	14900	NAPA AUTO PARTS	\$549.49	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/19/2012 Thru Date: 10/19/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012519	10/19/2012	16490	PACIFIC DISPOSAL INC	\$640.13	
00012520	10/19/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,138.17	
00012521	10/19/2012	16660	PARKER PAINT MFG CO INC	\$296.99	
00012522	10/19/2012	16680	PARTSMASTER	\$421.53	
00012523	10/19/2012	16760	PETTIT OIL COMPANY	\$8,959.84	
00012524	10/19/2012	16765	PETRO CARD	\$128,574.61	
00012525	10/19/2012	16820	PIERCE COUNTY SECURITY	\$13,420.12	
00012526	10/19/2012	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$717.42	
00012527	10/19/2012	16888	PLATT ELECTRIC SUPPLY	\$81.06	
00012528	10/19/2012	17290	PUGET SOUND ENERGY	\$14,868.36	
00012529	10/19/2012	17505	RAINIER DODGE INC	\$376.62	
00012530	10/19/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$122.61	
00012531	10/19/2012	17560	RE AUTO ELECTRIC INC	\$393.87	
00012532	10/19/2012	17682	RELIABLE OFFICE EQUIPMENT	\$152.18	
00012533	10/19/2012	17730	ROBINSON ROB	\$75.00	
00012534	10/19/2012	17893	SCHEDULE MASTERS	\$1,769.18	
00012535	10/19/2012	17895	SCHEEL RON	\$80.00	
00012536	10/19/2012	17900	SCHETKY NW SALES INC	\$1,133.37	
00012537	10/19/2012	17970	SEATTLE MEDIUM	\$153.00	
00012538	10/19/2012	18105	SIMME LLC	\$6,688.00	
00012539	10/19/2012	18210	SME SOLUTIONS	\$145.24	
00012540	10/19/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00012541	10/19/2012	18470	SPORTWORKS NORTHWEST INC	\$183.29	
00012542	10/19/2012	18540	STAFFORD HEATHER	\$337.59	
00012543	10/19/2012	18620	STERICYCLE INC	\$120.20	
00012544	10/19/2012	18705	SUNBELT RENTALS	\$472.44	
00012545	10/19/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$273.71	
00012546	10/19/2012	18755	S-SQUARE TUBE PRODUCTS	\$2,014.00	
00012547	10/19/2012	18801	TAGS AWARDS & SPECIALTIES	\$1,583.15	
00012548	10/19/2012	18990	THERMO KING NORTHWEST	\$2,144.16	
00012549	10/19/2012	21910	THYSSENKRUPP ELEVATOR	\$332.18	
00012550	10/19/2012	21930	TIRES INC	\$700.77	
00012551	10/19/2012	21950	TITUS-WILL CHEVROLET	\$1,397.81	
00012552	10/19/2012	22010	TOYOTA OF OLYMPIA	\$101.85	
00012553	10/19/2012	22100	TRANSIT SOLUTIONS, LLC	\$1,159.15	
00012554	10/19/2012	22260	TRI-DIM FILTER CORPORATION	\$423.65	
00012555	10/19/2012	22320	TSS DIGITAL SERVICES INC	\$10,837.63	
00012556	10/19/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00012557	10/19/2012	22420	TUMWATER PRINTING	\$489.15	
00012558	10/19/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$9,137.88	
00012559	10/19/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$6,600.58	
00012560	10/19/2012	23620	UNITED PARCEL SERVICE	\$139.42	
00012561	10/19/2012	23724	US HEALTHWORKS MEDICAL GROUP WA, PS	\$55.00	
00012562	10/19/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$120.59	
00012563	10/19/2012	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$4,027.64	
00012564	10/19/2012	24440	WA ST DEPT OF PERSONNEL	\$1,179.00	
00012565	10/19/2012	24750	WA ST GET PROGRAM	\$347.50	
00012566	10/19/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$50.00	
Total:				\$371,600.25	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list of seven vehicles, vehicle parts, and information system equipment as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The value is estimated at \$95,523.23.
-
- 5) **Alternatives:**
- A. Declare the property listed on Exhibit "A" as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit "A" Surplus Property - December 2012.

Exhibit "A" - Surplus Property – December 2012

VEHICLES			
Vehicle #	Type	Mileage	Value
802	1996 Gillig Phantom	608,365	3,000.00
805	1996 Gillig Phantom	582,520	3,000.00
806	1996 Gillig Phantom	557,083	3,000.00
807	1996 Gillig Phantom	616,310	4,000.00
808	1996 Gillig Phantom	681,044	4,000.00
902	1998 Gillig Lowfloor	584,354	4,000.00
909	1998 Gillig Lowfloor	719,899	4,000.00
OTHER			
	Item		
1	Misc. parts for 800 coaches		44,937.23
1	Spare engine for 800 coaches		23,275.00
4	HTC cell phones		20.00
3	Desktop printers		60.00
40	Dell monitors		715.00
20	Dell Optiplex desktops		720.00
2	Panasonic laptops		80.00
1	Cisco switch		10.00
6	Psion inventory scanners		120.00
5	Psion scanner docks		60.00
2	Motorola bag phones		6.00
1	IS equipment storage case		20.00
4	Daktronic electronic signs		500.00
	TOTAL		\$95,523.23

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Printing and Delivery of Transit Guides

1) **The Issue:** Consideration of an award for the printing and delivery of transit guides.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract with Consolidated Press, with two, one-year options to extend, to print and deliver transit guides.

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

4) **Background:** Staff issued a Request for Bids for the printing and delivery of the transit guides on November 1, 2012. Four responsive bids were received by the bid submittal deadline of November 20, 2012. As the exact quantity of transit guides required annually is demand-driven, bids were evaluated based on a price per unit basis against a projected usage scenario. The lowest bid was submitted by Consolidated Press.

Consolidated Press is our current vendor. Marketing staff have been satisfied with the quality of the transit guides, timeliness of deliveries and the customer service provided by Consolidated Press. Considering the firm's successful performance, staff recommends contract award for printing and delivery of transit guides to the lowest, responsive and responsible bidder, Consolidated Press.

5) **Alternatives:**

A. Authorize the General Manager to enter into a one-year contract with Consolidated Press, with two, one-year options to extend, to print and deliver transit guides.

B. Defer action. A decision to delay may impact our ability to provide transit guides for customers in a timely manner after the current supplies are depleted.

6) **Budget Notes:** The pending 2013 budget has \$96,000 reserved for all of Marketing's printing needs. Depending upon the number of service changes and the additional printings required, Marketing estimates the cost of the transit guides in 2013 will be between \$30,000 and \$40,000.

7) **Goal References:** Goal No. 2: *"Provide outstanding customer service."*

8) **References:** N/A

TRPC Members & Representatives

City of Lacey

Virgil Clarkson

City of Olympia

Nathaniel Jones

City of Rainier

Dennis McVey

City of Tenino

Bret Brodersen

City of Tumwater

Tom Oliva

City of Yelm

Robert Isom

Confederated Tribes of the Chehalis Reservation

Amy Loudermilk

Nisqually Indian Tribe

Willie Frank

James Slape

Town of Bucoda

Alan Vanell

Thurston County

Karen Valenzuela

North Thurston Public Schools

Chuck Namit

Olympia School District

Allen Miller

Intercity Transit

Sandra Romero

LOTT Clean Water Alliance

Cynthia Pratt

Port of Olympia

Jeff Davis

PUD No. 1 of Thurston County

Chris Stearns

Associate Members

Economic Development

Council of Thurston County

Michael Cade

Lacey Fire District #3

Gene Dobry

Puget Sound Regional Council

Vacant

TCOMM 9-1-1

Jim Cooper

The Evergreen State College

Paul Smith

Timberland Regional Library

Jeff Kleingartner



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, December 7, 2012

8:30 a.m. – 11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – November 2, 2012
- b. Approval of Vouchers
- c. Approval of Draft 2013 Work Program & Funding
- d. Approval of Regional Coordinated Public Transit & Human Services Transportation Plan Update

Governor's Commute Smart Awards & Local CTR Winners

RECOGNITION

Come and meet the winners! People from across the state gathered on November 5 at the Capitol to recognize winners of the annual Governor's Commute Smart Awards. The event celebrated the businesses, organizations, public agencies and individuals who are redefining how people get to work. Thurston County winners included:

- Administrative Office of the Courts – Thurston County Employer Champion Award for Affected Employers
- Christine Rawlings, State Department of Enterprise Services – Thurston County ETC Champion Award for Affected Employers

Executive Session

ACTION

This item provides for the annual review and evaluation of the Executive Director's position.

Recognition & Staff Anniversaries

RECOGNITION

CTR Works!

INFORMATION

How many vehicles did Commute Trip Reduction (CTR) participants remove from our state's roadways every morning in 2011? Reduction in vehicle miles traveled? How much fuel was conserved? Greenhouse gas emission avoidance? Staff will provide an overview of the CTR program and its benefits to our communities.

2013 Legislative Session

DISCUSSION

Staff will provide additional information on issues of potential interest to the Council that require state legislative assistance and support.

The Profile 2012

PRESENTATION

The Profile is a compilation of statistics, trends, analyses, and comparisons for Thurston County, and is widely recognized for its comprehensive and reliable presentation of information about the county. Staff will give a presentation on the document.

Scope of Work – 2013 RTP Amendment

DISCUSSION

TRPC keeps the Regional Transportation Plan (RTP) up to date with an annual review and amendment process. This discussion of the proposed scope of work kicks off the 2013 amendment process.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 19, 2012**

CALL TO ORDER

Chair Abernathy called the November 19, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Dani Burger; Valerie Elliott; Sreenath Gangula; Jill Geyen; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Mackenzie Platt; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Wilfred Collins; Catherine Golding; Roberta Gray; Don Melnick; and Joan O'Connell.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Ben Foreman; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Hustoft and Hagenhofer to approve the agenda.

INTRODUCTIONS

Ed Hildreth, Intercity Transit Authority Vice-Chair was introduced. New CAC member, Victor VanderDoes was introduced and shared a few words about himself.

See arrived.

MEETING ATTENDANCE

- A. December 5, 2012, Regular Meeting - Joan O'Connell**
- B. December 19, 2012, Work Session - Midge Welter**

APPROVAL OF MINUTES

It was M/S/A by Van Gelder and Geyen to approve the minutes of October 15, 2012, as presented.

CAC MEETING MINUTES

November 19, 2012

Page 2 of 7

CONSUMER ISSUES CHECK-IN

Members indicated they would like to address the following issues later:

Elliott - *a couple of words about a recent trip*

Geyen - *route request*

Hustoft - *using the bell to request a stop*

See - *question about vanpools to the South*

Seward on behalf of Melnick - *requested an update on the GM recruitment*

Sibree arrived.

NEW BUSINESS

A. 2013 Budget - New Projects/Position - Foreman discussed the new projects and positions recommended by staff. These items were presented to the Authority and accepted at the November 7, 2012, meeting. He also explained the budget process utilized by the employee budget committee. He reviewed the following accepted items:

• General Wage Increase - Non Reps	\$128,500
• General Wage Increase - Unions	134,000
• Transit Signal Priority	931,584
• Olympia Grant Project	16,000
• Tumwater Grant Project	10,000
• Executive Search for General Manager	39,000
• Martin Way Park-and-Ride Pavement Repair	35,000
• Furniture	11,557
• Boardroom Projection Equipment	5,800
• Upgrade Forklift	10,000
• Martin Way Park-and-Ride Camera	24,000
• Operators Furniture-Pattison/OTC	22,000
• Increase Staff Hours for Village Vans	15,650
• Solar Lighting Units	35,000
• Internal Staff Development	10,000
• LTC - Security Cameras	280,000
• Analytical Service Software	70,000
• Travel Training Coordinator	78,200

The total recommended projects/positions is \$1,856,291.00.

Platt arrived.

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Six items were not recommended by staff at this time; they may be brought forward later on. Foreman briefly reviewed those six projects.

Van Gelder asked about the pavement repair at Martin Way Park-and-Ride. Freeman-Manzanares responded there is a lot of clay on the property and only so much could be removed. The engineers made their best guess and put down material to keep the parking lot levels. We've had some sinkage and now need to go back and add crushed rock.

B. 2013 - 2018 Final Strategic Plan - Freeman-Manzanares presented the Final 2013-2018 Strategic Plan. The plan was approved by the Authority at the November 7 meeting. The final document is the outcome of several months of meetings with the Authority and the Citizen Advisory Committee. Some issues noted by Freeman-Manzanares are:

- ✓ Maintain fixed route service levels and continue to consider improvements to increase productivity.
- ✓ Increase Dial-A-Lift service by 2,000 annual hours.
- ✓ Continue to grow the vanpool program by 10 groups per year.
- ✓ Consider increasing the sales tax in 2013 or 2014.
- ✓ Pursue Transit Signal Prioritization Pilot Project.
- ✓ Complete design and construction of the Olympia Transit Center expansion project.
- ✓ Pursue ISO 14001 certification.
- ✓ Design and install a security camera system at the Lacey Transit Center.
- ✓ Delay Pattison Facility rehabilitation and expansion until funding for construction can be identified.

Elliott asked how the failing of the Pierce Transit tax initiative will affect us. Freeman-Manzanares responded the Authority already voted to add some routes. Some conversations with Pierce Transit need to happen as we are unable to add any additional service. Abernathy reported changes will be phased in, with plans to reduce service by 53% in February 2014. There is some discussion of them potentially going back out for a vote in late 2014. Hustoft asked if Pattison Street will still be worked on if the facility remodel is on hold. Freeman-Manzanares reported it will be part of the actual project, along with a light at the intersection of Pattison and Martin Way. Right now, we would be fully responsible for the \$500,000 cost to put in a light at the intersection.

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Hagenhofer voiced concerns regarding the section on Rural Transportation on page 33 in the Strategic Plan. She feels the Human Service Transportation Forum does not talk about any consideration of expanding fixed route. She feels the 2010 document referred to by the TRPC does not coincide with this information. Freeman-Manzanares commented the variable fixed route service is a constantly evolving system. Recently, Intercity Transit met with Twin Transit to write a grant for the Department of Transportation to provide service into Olympia. Hagenhofer says the language feels blaming. She feels the \$4.8 million dollars that could be generated in the rural areas would provide a lot for rural transit. She feels the Authority's vision regarding the boundaries is inflexible. Freeman-Manzanares responded the focus of the Authority has been to provide more frequency of service and to look at the balance. The funding is within the PTBA and urban decisions and increasing our efficiency may be in conflict with some decisions concerning the service to the rural areas. Hildreth commented the Authority's policy continues to be we people need to come to the Authority so they can be heard, and the Authority continues to look at the boundaries.

Hagenhofer brought up different models that could provide service in those areas. Abernathy feels a possible solution is to look at steps of what would be necessary to pursue one of these models and bring it to the next CAC meeting.

Hagenhofer feels our willingness to pursue other funds is not reflected in the final document. Hildreth reported Tumwater is looking into collecting the allowed \$20.00 on license tabs. The City of Olympia already collects the license tab fee and it goes towards roads.

Van Gelder commented the PTBA Legislation provides for a regular gathering of the official members led by the County to determine if the PTBA should be expanded. Intercity Transit developed a lot of work when these issues have come up. This Strategic Plan is a planning document and not a communication document. He suggests contacting your legislature and talking to them about a better approach to transit equalization.

Elliott says the information on requesting service is on the Intercity Transit website and has been for years. Seward confirmed the annexation and petition information is on the website for any citizen to pursue.

C. Discounted Bus Pass Program – Seward gave an update on the history of the program, starting in 2011 as a pilot program. The Authority adopted Resolution No. 03-2012, approving the program to be permanent with an annual update.

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Intercity Transit will make available up to \$200,000 in monthly passes to agencies offering their client's transportation passes. The agencies provide a 50% match for the passes, so our cost would be a maximum of \$100,000. This is only for monthly passes, not daily or annual passes. Seward explained daily passes are refundable and there is a higher cost for mailing out daily passes, and the cost for administering the daily pass is higher.

Applications were sent out to several agencies, and also to the United Way to distribute to agencies they work with. An application is included in the CAC members' packets for distribution. Seward encouraged members to share the application if they know of an agency that may be interested. The applications are due November 30.

Geyen is happy to see an increase in passes at the New Market Skills Center.

Seward reported the Authority did approve the increase in fares for next year, but youth monthly passes will not be affected.

FOLLOW UP ON OCTOBER CONSUMER ISSUES - Seward gave a follow up on a few issues from last month's meeting. Workman brought up the sign at the Safeway stop on the Westside. The sign is owned by a leasing company and is legally placed. Staff approached the company with concerns regarding the sign placement and asked they consider moving it.

Melnick asked about the back gate at Panorama City, sharing about a lady resident who'd voiced concerns who utilizes a scooter and uses the buses semi-regularly. She used to use this back gate entrance from time-to-time. Dennis Bloom, Planning Manager, contacted her to explain the situation regarding the bus stop placement. He explained the process, and that we had been out to Panorama City earlier in the year regarding our stops, and no one mentioned the back gate stop. He learned the entrance was actually placed there for those with RVs and later some began using it for other purposes. He assured her it was now on our list for consideration for a stop in the future. However, it is private property and our staff needs to work with the appropriate owners, and we need to make it ADA accessible. It will not be an immediate fix, but it is on our list. She indicated she felt heard, well served and appreciated with staff communicating with her.

CONSUMER ISSUES - Recently, Elliott spent a week in Portland attending a conference. She used their public transportation and provided a comparison of Tri-Met service to Intercity Transit.

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Geyen requested consideration of service for a route going directly from Martin Way to Hawks Prairie that does not go into Lacey. Freeman-Manzanares responded we are pursuing short range plans to fill gaps in phases. Geyen also expressed concern that there is no service on Thanksgiving for those who have no other means of travel.

Hustoft would like new drivers reminded to not only listen for the bell when pulled, but also look at the sign letting them know passengers have requested a stop. Freeman-Manzanares will contact the Operations and Maintenance Departments to make sure the bells are working properly.

Welter requests drivers wait for passengers to sit before they take off.

See asked about vanpools to the South. He has a friend who commutes from Vancouver to JBLM. He wonders if his friend could pick up a vanpool in south Thurston County and commute to JBLM. Freeman-Manzanares reported the destination has to begin or end in Thurston County for us to provide service.

Seward gave an update on the General Manager recruitment. A committee was formed consisting of Board Members Hildreth, Thies, and Warner. They are partnering with three Human Resources employees, Stafford, DiRito, and Hofstetter. They are meeting often formulating information to decide how to go out for recruiting a search firm. They are working with Marilyn Hemmann, Procurement/Capital Projects Manager on the criteria for the solicitation process. The committee will screen applicants and refer them to the Authority. Stafford, Human Resources Director, gives a report monthly to the Authority and will give more once a search firm is confirmed. Hildreth reported the committee's next meeting is scheduled for November 30 at 1:00 p.m. The hope is to have the position secured in May or June of next year.

REPORTS

- A. **November 7, 2012, Regular Meeting** - Gangula shared highlights from the regular meeting.
- B. **October 17, 2012, Special Meeting** - Seward shared highlights on behalf of Roberta Gray.

OTHER ISSUES:

- Holiday Banquet is on December 14. Invitation to members will be sent out soon.

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- Due to attendance issues, Golding is dismissed from the CAC. She was a great asset to the committee and is encouraged to reapply in the future.
- Sibree would like to see later service on route 94 to Yelm.

NEXT MEETING: December 17, 2012. Seward commented there are no agenda items at this time, so there is a chance the meeting may be canceled.

ADJOURNMENT

It was M/S/A by Elliott and Hogan to adjourn the meeting at 7:10 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: 2013 Budget Adoption

1) **The Issue:** Whether to adopt the 2013 Budget.

2) **Recommended Action:** Adopt Resolution 04-2012 establishing the 2013 Budget.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2013 draft budget documents rest heavily on the Strategic Plan that the Authority adopted on November 7, 2012. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.

4) **Background:** The 2013 draft budget was available to the public since Tuesday, October 23, 2012. A public hearing was held on Wednesday, November 7, 2012.

- The proposed operating budget for 2013 is \$34,939,300. The capital and major projects budget is proposed at \$12,828,900.
- Total budget for 2013 is \$47,768,200.

The Authority deferred action on the additional Dial-A-Lift Travel Training position. Per the attached memo, this position may be left out of the 2013 budget, funded at either a .5 FTE or 1 FTE using an intern, or funded at either .5 FTE or 1 FTE as a new ongoing non-represented position. The proposed budget includes a full-time non-represented staff position.

5) **Alternatives:**

- A) Accept the budget as presented and formally adopt the budget for 2013.
- B) Direct staff to revise the proposed 2013 budget and adopt the budget, as revised.
- C) Direct staff to revise the proposed 2013 budget and bring the revised budget back to the Authority at a special meeting on December 19, 2012.

6) **Budget Notes:** The 2013 Budget sets the budget for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

- 8) **References:** Draft 2013 Budget (2013 Discussion Guides), were previously distributed to the Authority. Memo regarding Travel Training Position; population forecast Thurston County; Resolution 04-2012.
-

**INTERCITY TRANSIT
RESOLUTION NO. 04-2012
ADOPTION OF THE 2013 BUDGET**

A **RESOLUTION** adopting the budget for Intercity Transit for the year 2013 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2013 and

WHEREAS, at said public meeting, the 2013 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2013 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$	15,874,700
Estimated Revenues		45,786,800
<hr/>		
TOTAL ESTIMATED RESOURCES	\$	61,661,500

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$	47,768,200
Estimated Ending Cash Balance		13,893,300
<hr/>		
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$	61,661,500

ADOPTED: This 5th day of December, 2012.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

Rhodetta Seward
Executive Services Director/
Clerk to the Authority

APPROVED AS TO FORM

W. Dale Kamerrer
Legal Counsel

Option 1: Remain at 1 FTE Travel Trainer

Cost: No increased cost.

Benefits:

- Maintains current service levels of Travel Training Program serving approximately 100 travel training clients, 35 of which are DAL clients.
- Augmenting with two interns since July 2012 has offered a learning environment to cultivate travel training skills in operators and dispatchers seeking professional development. Each intern may be dedicated to travel training program activities up to 520 hours a year.
- The potential to serve additional clients under this model grows as interns acquire travel training skills over the two year duration of their internship.

Drawbacks: Internships are open to be filled by operators and dispatchers every two years. Though this offers opportunity for multiple operators and dispatchers to receive professional development, this requires significant time commitment and training from veteran travel trainer and division manager. During times when operator numbers wane, interns are pulled to work their regular assignments, limiting efficacy.

According to Thurston Regional Planning Council's age-based forecasts, 20% of Thurston County's population will be 65 and older by 2030 (see attachment). One recent study concluded many "...older adults do not have sufficient familiarity with, and knowledge of, public transit to successfully use it as a primary mode of transportation" (Babka, Cooper, & Ragland, 2009). At current staffing levels, the Travel Training program will be limited in its ability to accommodate a transit bound baby boomer population. Currently, our travel trainer and interns address requests for travel training. We are unable to be more proactive in the promotion of the program. Increasing travel training outreach now lays groundwork to ensure future non-drivers are familiar and comfortable with their public transportation options.

Interestingly, a recent article from *Mass Transit* also speculates "If millions of baby boomers start driving less, it would reduce gas tax revenues, which is used to help states maintain highways, subsidize public transit and fund other transportation repairs and improvements. Federal gas tax revenue is already forecast to decline as mandatory auto fuel economy improvements kick in" (Lowy, 2012). This may create a perfect storm of increased ridership coupled with decreased funding. Making sure this increased ridership seeks cost effective accessible fixed route as its primary mode of transportation, over costly ADA paratransit is the important work of Travel Training. Expanding the Travel Training program will effectively and purposefully market to baby boomers, ensuring their successful use of fixed route. This would bring return on investment by increasing the independence of our community, lessen the effects of possible lost revenue and contain costs.

Option 2: Add Half-time FTE Travel Trainer

Cost: \$47,900 for first year including wages, benefits, training and development.

Benefits:

- Expands program ability for moderate increase of travel training services to the community potentially by half of annual clients served with professional caliber travel trainer.
- Potential to serve 17 additional DAL clients and 33 community referrals.
- Increased staffing allows travel trainers to instigate contact with referred DAL clients to jumpstart travel training process and build a relationship fostering interest, trust and independence.
- Allows for moderate flexibility in scheduling training with clients, slight increase in community presentations and outreach.
- Shows community investment by helping all constituents - not just those with special needs - achieve successful use of their public transportation system.
- The potential of converting additional full time DAL riders to fixed route represents a cost avoidance strategy based on the difference between an average DAL \$40 cost per trip and an average \$5 fixed route cost per trip. Currently, we add 2000 hours of DAL service per year which calls for hiring one operator per year and purchasing an expansion vehicle roughly every other year. Cost avoidance would likely be realized in the form of slowing growth of DAL service hours, limiting operator recruitment numbers and postponing vehicle purchases.

Drawbacks: Intercity Transit spends the same amount in healthcare benefits for a .5 FTE as an FTE. The half-time travel trainer will be scheduled to work specific days not to exceed 20 hours per week. Though travel trainers can flex schedules to some extent to accommodate very specific travel training requests on days they are not scheduled to work, there will be situations when a half-time trainer will be in a position of declining or postponing travel training requests due to work shift limitations. On-going cost of adding .5 FTE grows to approximately \$550,000 over the course of 10 years with 3% COLA per year, wages, benefits, training and development.

Option 3: Add Full-time FTE Travel Trainer per 2013 Budget Proposal

Cost: \$78,200 for one year including wages, benefits, office equipment, training and development.

Benefits:

- Expands program ability for sustainable growth of travel training services to the community potentially doubling number of annual clients served with professional caliber travel trainer.
- Potential to serve 35 additional DAL clients and 65 community referrals.
- Increased staffing allows travel trainers to instigate contact with referred DAL clients to jumpstart travel training process and build a relationship fostering interest, trust and independence.
- Allows for greatest flexibility in scheduling training with clients, increased community presentations and outreach.
- Shows community investment by helping all constituents - not just those with special needs - achieve successful use of their public transportation system.
- The potential of converting 35 additional full time DAL riders to fixed route represents a cost avoidance strategy based on the difference between an average DAL \$40 cost per trip and an average \$5 fixed route cost per trip. Currently, we add 2,000 hours of DAL service per year which calls for hiring one operator per year and purchasing an expansion vehicle every other year. Cost avoidance would likely be realized in the form of slowing growth of DAL service hours, limiting operator recruitment numbers and postponing vehicle purchases.

Drawbacks: On-going cost of adding 1 FTE grows to approximately \$900,000 over the course of 10 years with 3% COLA per year, wages, benefits, training and development. There is risk of adding FTE without the return on investment of slowing growth of DAL service hours and associated costs.

Option 4: 1 Year Pilot with FTE Dedicated Intern

Cost: \$80,200 to increase operator staff level by one FTE, so senior operator may serve as dedicated Travel Training Intern for one year. Cost includes wages, benefits, office equipment, training and development.

Benefits:

- Expands program ability for growth of travel training services, community presentations and outreach by FTE intern on a trial basis.
- Continues professional development of current intern. An intern would be a likely candidate for internal recruitment of a permanent FTE position.
- Shows community investment by helping all constituents - not just those with special needs - achieve successful use of their public transportation system.
- Should the Authority decide not to fund the program in 2014, no staff would be laid off.
- Once up and running, a dedicated intern expands program ability for increase of travel training services to special needs DAL clients. There is a potential of converting 35 additional full time DAL riders to fixed route. This represents a cost avoidance strategy based on the difference between an average DAL \$40 cost per trip and an average \$5 fixed route cost per trip. If pilot is expanded to a permanent position, cost avoidance would likely be realized in the form of slowing growth of DAL service hours, limiting operator recruitment numbers and postponing vehicle purchases.

Drawbacks: To bring FTE intern completely up to speed to more successfully work with DAL clients, additional focused training and work in the field with veteran travel trainer will be needed at the outset. This would increase the experience of the intern FTE to work with more DAL clients as the year progresses. This would likely temper the number of DAL clients who could potentially be converted to fixed route riders. Momentum built by increasing community outreach will be hard to sustain if FTE dedicated intern goes away.

References

Babka, R., J. Cooper, & D. Ragland, (2009). *Evaluation of an urban travel training for older adults. Transportation Research Record: Journal of the Transportation Research Board, No. 2110.* Washington, D.C., Transportation Research Board of the National Academies: 149-154.

Lowy, J. (November 12, 2009). US: Aging Drivers Present New Transportation Challenge. *Mass Transit*. Retrieved from http://www.masstransitmag.com/news/10827285/us-aging-drivers-present-new-transportationchallenge?utm_source=MASS+NewsViews+Newsletter&utm_medium=email&utm_campaign=MASS121103002

Table II-10
Population Forecast by Age-Gender Cohorts
Thurston County, 1980-2040

Age	1980			1985			1990			1995		
	Males	Females	Total									
0-4	4,918	4,762	9,680	5,592	5,268	10,860	6,085	5,605	11,690	6,845	6,432	13,277
5-9	4,945	4,683	9,628	5,458	5,196	10,654	6,586	6,296	12,882	7,339	7,024	14,363
10-14	5,410	5,050	10,460	5,440	5,063	10,503	6,393	5,864	12,257	7,861	7,220	15,081
15-19	5,685	5,424	11,109	5,502	5,275	10,777	5,786	5,572	11,358	6,994	6,567	13,561
20-24	5,323	5,436	10,759	5,252	5,419	10,671	5,176	5,293	10,469	5,853	5,946	11,799
25-29	5,507	5,966	11,473	5,884	6,115	11,999	5,868	6,134	12,002	6,460	6,426	12,886
30-34	5,395	5,633	11,028	6,041	6,499	12,540	6,631	7,189	13,820	7,366	7,644	15,010
35-39	4,395	4,339	8,734	5,862	6,226	12,088	6,947	7,729	14,676	8,003	8,711	16,714
40-44	3,341	3,241	6,582	4,671	4,648	9,319	6,645	6,947	13,592	7,886	8,509	16,395
45-49	2,926	2,927	5,853	3,552	3,522	7,074	5,092	5,019	10,111	7,101	7,430	14,531
50-54	2,855	3,005	5,860	3,039	3,044	6,083	3,663	3,595	7,258	5,439	5,390	10,829
55-59	2,757	3,005	5,762	2,842	3,112	5,954	3,025	3,265	6,290	3,903	4,005	7,908
60-64	2,471	2,635	5,106	2,799	3,183	5,982	2,861	3,265	6,126	3,185	3,421	6,606
65-69	1,924	2,273	4,197	2,355	2,702	5,057	2,771	3,293	6,064	2,916	3,384	6,300
70-74	1,379	1,830	3,209	1,831	2,311	4,142	2,230	2,659	4,889	2,642	3,298	5,940
75-79	867	1,382	2,249	1,131	1,704	2,835	1,495	2,158	3,653	1,806	2,555	4,361
80-84	508	946	1,454	632	1,169	1,801	812	1,501	2,313	1,124	1,903	3,027
85+	346	775	1,121	403	994	1,397	510	1,278	1,788	697	1,660	2,357
Total	60,952	63,312	124,264	68,286	71,450	139,736	78,576	82,662	161,238	93,420	97,525	190,945

Sources: 1980, 1990 and 2000 Census, 1985, 2000, 2010, 2005 OFM Estimates, and TRPC - Population and Employment Forecast Work Program, 2012.

Explanation: Figures are as of April 1; darkest shading represents baby boom echo; lighter shading represents baby boom.

Table II-10 (continued)
Population Forecast by Age-Gender Cohorts
Thurston County, 1980-2040

Age	2000			2005			2010			2015		
	Males	Females	Total									
0-4	6,597	6,293	12,890	6,867	6,571	13,438	7,922	7,459	15,381	7,909	7,517	15,425
5-9	7,330	7,049	14,379	7,244	6,989	14,233	8,037	7,592	15,629	8,553	8,292	16,845
10-14	7,957	7,390	15,348	8,183	7,597	15,779	8,587	7,972	16,559	8,998	8,236	17,234
15-19	8,224	7,622	15,845	8,813	8,234	17,046	8,881	8,335	17,216	9,102	8,682	17,785
20-24	6,690	6,701	13,391	7,794	7,801	15,595	8,101	8,224	16,325	8,248	8,218	16,466
25-29	6,538	6,428	12,967	6,905	6,757	13,662	8,602	8,804	17,406	8,286	8,413	16,699
30-34	7,070	7,068	14,138	6,885	6,854	13,739	8,202	8,407	16,609	8,684	8,809	17,494
35-39	7,929	8,370	16,298	7,670	7,920	15,590	7,986	8,290	16,276	8,737	9,047	17,784
40-44	8,304	9,101	17,405	8,425	9,195	17,620	8,315	8,416	16,731	8,434	8,728	17,162
45-49	8,295	9,007	17,302	9,235	9,915	19,150	8,785	9,323	18,108	8,963	9,136	18,098
50-54	7,514	7,777	15,291	8,813	9,223	18,036	8,946	9,989	18,935	9,190	9,710	18,900
55-59	5,385	5,445	10,830	7,407	7,616	15,023	8,572	9,913	18,485	8,900	9,964	18,864
60-64	3,757	3,852	7,609	5,009	5,128	10,136	7,534	8,306	15,840	8,147	9,371	17,519
65-69	2,972	3,298	6,269	3,488	3,781	7,270	5,213	5,799	11,012	6,913	7,726	14,639
70-74	2,578	3,187	5,766	2,692	3,165	5,857	3,405	3,867	7,272	4,537	5,346	9,883
75-79	2,046	2,980	5,026	2,069	2,897	4,966	2,562	2,995	5,557	2,805	3,509	6,313
80-84	1,396	2,191	3,587	1,585	2,496	4,081	1,786	2,590	4,376	1,935	2,490	4,425
85+	937	2,020	2,957	1,223	2,516	3,739	1,516	3,031	4,547	1,644	3,224	4,867
Total	101,519	105,779	207,298	110,306	114,655	224,961	122,952	129,312	252,264	129,984	136,418	266,402

Sources: 1980, 1990 and 2000 Census, 1985, 2000, 2010, 2005 OFM Estimates, and TRPC - Population and Employment Forecast Work Program, 2012.

Explanation: Figures are as of April 1; darkest shading represents baby boom echo; lighter shading represents baby boom.

50,947
71,368

Table II-10 (continued)
Population Forecast by Age-Gender Cohorts
Thurston County, 1980-2040

Age	2020			2025			2030			2035			2040		
	Males	Females	Total												
0-4	8,511	8,097	16,608	9,061	8,619	17,680	9,575	9,109	18,684	10,116	9,623	19,739	10,689	10,168	20,857
5-9	9,340	9,112	18,452	9,891	9,660	19,551	10,507	10,261	20,768	11,036	10,781	21,817	11,642	11,373	23,015
10-14	10,085	9,420	19,504	10,869	10,196	21,065	11,533	10,829	22,362	12,180	11,437	23,617	12,778	12,001	24,779
15-19	10,153	9,551	19,704	11,174	10,643	21,817	12,045	11,513	23,558	12,745	12,188	24,933	13,431	12,845	26,277
20-24	8,986	9,108	18,094	9,797	9,838	19,635	10,686	10,801	21,487	11,444	11,587	23,031	12,094	12,250	24,344
25-29	9,294	9,287	18,581	9,596	9,730	19,326	10,442	10,545	20,987	11,218	11,382	22,600	11,982	12,174	24,157
30-34	9,364	9,439	18,803	10,107	10,099	20,207	10,334	10,443	20,777	11,155	11,257	22,412	11,923	12,072	23,996
35-39	9,988	10,218	20,206	10,641	10,855	21,496	11,405	11,572	22,977	11,544	11,831	23,375	12,432	12,742	25,174
40-44	9,573	9,873	19,445	10,784	11,017	21,801	11,522	11,751	23,274	12,256	12,455	24,711	12,366	12,681	25,046
45-49	9,442	9,763	19,205	10,487	10,808	21,295	11,792	12,052	23,844	12,579	12,844	25,423	13,335	13,578	26,913
50-54	9,605	9,745	19,350	9,980	10,249	20,229	11,009	11,267	22,276	12,331	12,524	24,855	13,157	13,355	26,512
55-59	9,406	10,005	19,411	9,699	9,937	19,636	10,048	10,394	20,442	11,019	11,352	22,372	12,328	12,606	24,934
60-64	8,820	9,818	18,638	9,285	9,878	19,163	9,515	9,781	19,296	9,815	10,168	19,983	10,722	11,058	21,781
65-69	7,845	9,073	16,918	8,552	9,594	18,147	9,033	9,731	18,764	9,194	9,592	18,786	9,466	9,928	19,394
70-74	6,218	7,389	13,607	7,084	8,658	15,743	7,801	9,281	17,082	8,259	9,463	17,722	8,398	9,316	17,714
75-79	3,839	4,953	8,792	5,262	6,806	12,068	6,063	8,014	14,077	6,752	8,688	15,440	7,187	8,922	16,109
80-84	2,230	2,998	5,228	3,032	4,155	7,186	4,197	5,731	9,928	4,898	6,785	11,683	5,544	7,473	13,017
85+	1,886	3,429	5,315	2,200	3,923	6,124	2,896	5,074	7,971	3,087	5,002	8,089	3,679	5,972	9,651
Total	144,583	151,278	295,861	157,502	164,665	322,167	170,404	178,150	348,554	181,627	188,961	370,589	193,152	200,515	393,667

Sources: 1980, 1990 and 2000 Census, 1985, 2000, 2010, 2005 OFM Estimates, and TRPC - Population and Employment Forecast Work Program, 2012.

Explanation: Figures are as of April 1; darkest shading represents baby boom echo; lighter shading represents baby boom.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, ext. 5856

SUBJECT: Intercity Transit Discounted Bus Pass Program

1) **The Issue:** Whether to approve the grants requested for discounted bus passes per the program approved in November 2012.

2) **Recommended Action:** At the meeting, staff will provide a list of grant applicants and the total amount being requested in bus passes.

3) **Policy Analysis:** The Discounted Bus Pass Program was approved by Resolution 03-2012 at the November 7, 2012, Authority meeting, up to \$200,000 in monthly bus passes.

4) **Background:** At their November 7, 2012, meeting, the Authority adopted Resolution No. 03-2012, Discounted Bus Pass Program, approving the program for Intercity Transit. This program makes available discounted monthly bus passes to community agencies to enhance transportation services for low-income Thurston County residents. Adult and Youth monthly passes can be made available at 50% of the normal cost. Intercity Transit will make available up to \$200,000 in monthly passes to agencies that would provide a 50% match for the passes.

In the first year, passes valued at \$104,775 were granted to 12 agencies, with these agencies providing a \$52,387.50 match. In 2012, Intercity Transit awarded \$112,755 to 13 agencies, with the agencies providing a \$56,375 match.

Applications were sent to 16 agencies and copies were distributed to all Citizen Advisory Committee members and sent to the United Way of Thurston County for distribution to agencies they could distribute to for us. The deadline for application submittal is November 30, 2012, 4:00 p.m.

Staff will present the list of grant applicants, the number of monthly passes requested and the dollar amount being requested for the Authority's approval.

5) **Alternatives:** N/A

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- 6) **Budget Notes:** The Authority could forego up to \$100,000 in revenue if all passes were purchased. This figure assumes the same amount of passes would be purchased if the discount were not offered, which is highly unlikely.
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- 7) **Goal References:** This project meets Goal 1: *“Assess the transportation needs of our community;”* and Goal 4: *“Provide responsive transportation options.”*
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- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority

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

SUBJECT: General Manager Hiring Process Monthly Update

1) **The Issue:** Staff will present an update on the General Manager hiring process.

2) **Recommended Action:** Information only.

3) **Policy:** Per Board Chair direction, staff will provide a monthly update regarding the status of the General Manager recruitment and selection process.

4) **Background:** The three members appointed to the committee, Chair Marty Thies, Vice-Chair Ed Hildreth, and Citizen Representative Ryan Warner, have been meeting regularly with staff members, Human Resources Director Heather Stafford, Senior HR Analyst Christine DiRito, HR Analyst Shannon Hofstetter and Procurement/Capital Projects Manager Marilyn Hemmann. Our more recent meeting is scheduled for Friday, November 30, 2012.

An update on the recent meeting, decisions made, and next steps will be presented to the full Authority on December 5th.

5) **Alternatives:** N/A

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

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

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: December 5, 2012

FOR: Intercity Transit Authority
FROM: Rhodetta Seward (705-5856)
SUBJECT: Cancel December Work Session

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- 1) **The Issue:** Whether to cancel the December 19, 2012, Work Session.
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- 2) **Recommended Action:** Cancel the Wednesday, December 19, 2012, Work Session.
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- 3) **Policy Analysis:** When needed, the Authority can cancel meetings and schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
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- 4) **Background:** At this time, staff does not have any agenda items scheduled for the December 19, 2012, work session, unless we need a special meeting for the budget. If you adopt the budget earlier in the meeting, then staff will have no agenda items for the meeting, and the 2013-2018 strategic plan was approved in November. The General Manager recruitment process ad hoc committee is continuing its work. A decision on a search firm will not be forthcoming until February. Given the lack of agenda items, staff recommends cancelation of the work session.

If approved, staff will provide appropriate legal notice to the public.

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- 5) **Alternatives:**
A. Cancel the December 19, 2012, Work Session.
B. Meet as scheduled for the purpose of addressing the 2013 budget.
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** N/A
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- 8) **References:** N/A