

AGENDA
INTERCITY TRANSIT AUTHORITY
January 2, 2013
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **5 min.**
 - A. **Operator Class:** Art DeLancy; Lori Chambers; David Dunbar; Jason Hanner; Matthew Elswick; Lyle Gilbertson; Donald Striepen; and Kathleen Puetz. *(Jim Merrill)*

- 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:** December 5, 2012, Regular Meeting.

 - B. **Payroll:** December 2012 Payroll in the amount of \$1,801,768.81.

 - C. **Accounts Payable:** Warrants dated November 9, 2012, numbers 12567; 12569-12684; in the amount of \$946,600.81; warrants dated November 16, 2012, numbers 12689-12796 in the amount of \$319,425.15; warrants dated November 30, 2012, numbers 12797-12887 in the amount of \$1,317,707.37 for a monthly total of \$2,583,733.33.

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** *(Sandra Romero)* **3 min.**
 - B. **Transportation Policy Board** *(Ed Hildreth)* **3 min.**
 - C. **TRPC Sustainable Development Task Force** *(Karen Messmer)* **3 min.**
 - D. **Citizen Advisory Committee** *(Joan O'Connell)* **3 min.**

- 7) **NEW BUSINESS**
- A. **General Manager Hiring Process Monthly Update** (*Heather Stafford*) **5 min.**
 - B. **Security Camera System - Olympia Transit Center and Pattison Street** (*Jeff Peterson*) **6 min.**
 - C. **Vanpool Vehicle Purchase** (*Marilyn Hemmann*) **5 min.**
 - D. **Olympia Transit Center - Second Building - Request for Contract Amendment** (*Marilyn Hemmann*) **10 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
December 5, 2012

CALL TO ORDER

Chair Thies called the December 5, 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; Thurston County Commissioner Karen Valenzuela (Alternate); City of Olympia Councilmember Nathaniel Jones; City of Tumwater Councilmember Ed Hildreth; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Karen Stites.

Members Excused: Thurston County Commissioner Sandra Romero; City of Yelm Councilmember Joe Baker.

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

Others Present: Legal Counsel Dale Kamerrer.

APPROVAL OF AGENDA

It was M/S/A by Mayor Clarkson and Citizen Representative Warner to approve the agenda as published.

INTRODUCTIONS

A. Chair Thies introduced **Interim Legal Counsel, Dale Kamerrer.**

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** November 7, 2012, Regular Meeting.

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

Intercity Transit Authority Regular Meeting

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- 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:** Declared the property listed on Exhibit "A" as surplus.
- E. **Printing and Delivery of Transit Guides:** Authorized 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.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (TRPC).** No report.
- B. **Transportation Policy Board (TPB).** Hildreth reported the TPB met November 14. The agenda included a panel presentation on youth and aging populations, and special characteristics of Joint Base Lewis-McChord (JBLM) and general demographics. The panel included Jim Cooper from TOGETHER!, Dan Penrose from the City of Lakewood (JBLM), and Dennis Mahar from Area Agency on Aging.
- C. **TRPC Sustainable Development Task Force.** Messmer reported at the last meeting the Task Force discussed water supply issues. Upcoming issues include schools and sighting of schools and how it impacts energy and transportation, and public safety from a transit perspective. Briefing papers and summaries will be available online early 2013. Messmer suggested incorporating a presentation during an Authority work session and conduct a conversation surrounding further interest by the Authority on these topics.
- D. **Citizen Advisory Committee.** No report.

NEW BUSINESS

- A. **2013 Budget.** Before the budget can be approved, the Authority needs to make a decision regarding the deferred action on the additional travel training position. Foreman presented four options submitted by Emily Bergkamp:

Option 1: Remain at 1 FTE Travel Trainer

Option 2: Add a half-time FTE Travel Trainer

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

Option 4: 1-year Pilot with a FTE Dedicated Intern

Foreman answered questions asked by the Authority.

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Hildreth noted he will vote in favor of Option 4, however, indicated his concerns regarding the benefits of a pilot program using interns.

The Authority asked staff to provide a semi-annual report on the effectiveness of this position.

It was M/S/A by Citizen Representative Messmer and Mayor Clarkson to approve Option 4 to begin a one-year pilot with a FTE dedicated intern in an additional Travel Training position.

Foreman proceeded with the request for approval of Resolution 04-2012 adopting the 2013 Budget of \$47,768,200, representing \$34,939,300 for the operating budget and \$12,828,900 for capital and major projects.

It was M/S/A by Councilmember Jones and Commissioner Valenzuela to adopt Resolution 04-2012 establishing the 2013 Budget of \$47,768,200.

B. Discounted Bus Pass Program. Seward reviewed the revised agenda item noting the amount sought for approval changed from \$132,945 to \$139,425. Seward explained originally thirteen requests for grants were received by the deadline; however, an additional request was received late. The Executive Director of Capital Clubhouse was hospitalized for three weeks and unable to submit their application by the deadline. Seward spoke with the Director of Capital Clubhouse, and they submitted a request for \$6,480. Staff is seeking approval of all fourteen requests based on these unusual circumstances and between the fourteen requests, it's well under the \$200,000 allocated for the program. Seward noted two agencies were allowed to submit late last year.

Seward noted three agencies did not apply this year: The Family Support Center, Interfaith Works, and Senior Services of South Sound. She explained why each did not apply, as she followed up with each agency.

Hildreth said he believes all agencies should be required to meet the deadline in order to qualify for the program, and feels deviating from this could set precedence.

It was M/S by Commissioner Valenzuela and Citizen Representative Messmer to approve the 2013 Discounted Bus Pass Program grants in the amount of \$139,425.

Hildreth said he fully supports the Discounted Bus Pass Program; however, because of his concerns regarding the acceptance of the late application, he will vote no.

Motion Carried 5-1. Hildreth voted no.

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C. General Manager Recruitment Update. Stafford provided an update on the General Manager hiring process. Since the last update to the Authority on November 7, 2012, the procurement team, consisting of three Authority members, three Human Resource staff members and the Procurement Manager, the request for proposal packet is finalized. It was made available November 20 with a deadline to submit by December 17, 2012. The procurement team scheduled a pre-proposal conference on November 30; however, no search firms attended. Stafford did, however, receive phone calls from six of the firms seeking clarification.

After the holidays, the procurement team will begin reviewing proposals. Interviews with the selected search firms will be tentatively scheduled for the week of January 7, 2013. The team hopes to return to the Authority in February with a recommended action for a contract award.

Stafford answered questions from the Authority.

D. Cancel the December Work Session. Seward reported staff recommends canceling the December 19, 2012, work session due to lack of agenda items.

It was M/S/A by Councilmember Hildreth and Councilmember Jones to cancel the Wednesday, December 19, 2012, Work Session.

GENERAL MANAGER'S REPORT

"Abortion Stops a Beating Heart" bus boards go up soon, as they do each year.

Our **newest hybrids** are getting a half mile per gallon more than the 2010 hybrids, averaging 6.5 miles per gallon. The conventional diesel fleet averages 4.6 miles per gallon. The beltless alternator and electronic cooling package are key contributors in the increase in mileage.

Marketing and Communications staff participated in 206 events in 2012.

Two new operator classes begin in 2013 – one begins January 2, and the other begins late February.

Ridership was 373,296 for November. We are up 2.07% for the year.

Sales tax is up about 1% for the year.

Emily Bergkamp started the **Leadership APTA Program** this week in Baltimore.

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The annual **Toy Deployment (Jingle bus)** is Saturday, December 8. An Intercity Transit bus will deliver toys to JBLM.

The **Holiday Banquet** is Friday, December 14. The program begins at 12:04 p.m.

AUTHORITY ISSUES

Mayor Clarkson noted the City of Lacey hosted a conference for about 80 Mayors from throughout the state of Washington. They received a presentation from Senator Fraser and the Chair of the House Transportation Committee who indicated transportation will not be an important issue on the Legislative agenda in the coming year.

Chair Thies asked staff how the legalization of marijuana affects Intercity Transit operations and its policy. Stafford responded Human Resources distributed a memo to agency employees stating Intercity Transit is a recipient of federal funds; therefore, marijuana remains an illegal drug under federal law. Per our policy, the use of an illegal drug is prohibited at any time. This applies to both safety and non-safety sensitive employees.

ADJOURNMENT

It was M/S/A by Mayor Clarkson and Councilmember Jones to adjourn the meeting at 6:37 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Martin J. Thies, Chair

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

Date Approved: January 2, 2013

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

PERIOD DATES: 11/18-12/1/12					PAYDAY 12/7/2012					PERIOD DATES: 12/2-12/15/2012					PAYDAY 12/21/2012				
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	72,769.91		3	FIT		WIRE	71,375.75		3	FIT		WIRE	71,375.75			
4	MT	9267.88	EFT	18,535.76	91,305.67	4	MT	9132.38	WIRE	18,264.87	89,640.62	4	MT	9132.38	WIRE	18,264.87	89,640.62		
5	A2/35	Life Ins.	Check Dave 2nd	1,155.73	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,518.53	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,518.53	0.00		
6	D3/31	Disability In	Check Dave 2nd	960.19	0.00	6	DI/32	Disability In	Check Dave 2nc	2,010.80	0.00	6	DI/32	Disability In	Check Dave 2nc	2,010.80	0.00		
7	HE/37	Health In 1st	Check Dave 2nd	12,158.00	0.00	7	HI/38	Health In 1st	Check Dave 2nc	258,266.07	0.00	7	HI/38	Health In 1st	Check Dave 2nc	258,266.07	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	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		9	CC/61	Child Care	Hfstttr/brgkmp	439.04			
10	GN/08	Garnish	CHECK last	1,084.47		10	GN/08	Garnish	CHECK last	967.90		10	GN/08	Garnish	CHECK last	967.90			
11						11						11							
12	CS/09	DSHS	EFT	821.42	821.42	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	13	CS/09	ExpertPay	EFT	467.02	467.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,694.07	9,694.07	14	D1/98	D.Dep. #1	ACH WIRE every	9,767.61	9,767.61	14	D1/98	D.Dep. #1	ACH WIRE every	9,767.61	9,767.61		
15	D2/97	D.Dep. #2	ACH WIRE every	18,090.20	18,090.20	15	D2/97	D.Dep. #2	ACH WIRE every	18,107.64	18,107.64	15	D2/97	D.Dep. #2	ACH WIRE every	18,107.64	18,107.64		
16						16						16							
16	GT/63	G.Ed.Tuit	Check every	347.50		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	17	HS/59	Health Svgs	ACH Wire every	286.54	286.54		
18	DC/97	Vgrd EE	Wire	43,651.13		18	DC/97	Vgrd EE	Wire	43,362.42		18	DC/97	Vgrd EE	Wire	43,362.42			
19	DC/22	Vgrd ER	Wire	29,739.59	73,390.72	19	DC/22	Vgrd ER	Wire	29,385.83	72,748.25	19	DC/22	Vgrd ER	Wire	29,385.83	72,748.25		
20	L2/29	401k Ln#2	Wire	3,898.65		20	L2/29	401k Ln#2	Wire	3,767.76		20	L2/29	401k Ln#2	Wire	3,767.76			
20	LN/29	401k Ln #1	Wire	8,573.93	12,472.58	20	LN/29	401k Ln#1	Wire	8,721.71	12,489.47	20	LN/29	401k Ln#1	Wire	8,721.71	12,489.47		
22	TTL VNGRD		85,863.30			22	TTL VNGRD		85,237.72			22	TTL VNGRD		85,237.72				
23	LI/02	L&I	EFT Quarterly	21,094.63		23	LI/02	L&I	EFT Quarterly	23,138.02	0.00	23	LI/02	L&I	EFT Quarterly	23,138.02	0.00		
24	MD/51	Mch.UnDue	Check 2nd	1,328.11		24	MD/51	Mch.UnDue	Check 2nd	1,328.39		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		25	MI/52	Mch.Initiation	Check 2nd	0.00			
26	MS/60	Payroll Corr check		0.00		26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00		
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	50.00	0.00	28	TF/	Taxable Fr.Benefits		21,938.03		28	TF/	Taxable Fr.Benefits		21,938.03			
29	PA/66	Proj Assist	Check last	392.50		29	PA/66	Proj Assist	Check last	387.50		29	PA/66	Proj Assist	Check last	387.50			
30	PN/04	PERS EE	EFT	31,469.24	0.00	30	PN/04	PERS EE	EFT	30,992.82	0.00	30	PN/04	PERS EE	EFT	30,992.82	0.00		
31	PN/04	PERS ER	EFT	47,314.67	78,783.91	31	PN/04	PERS ER	EFT	46,594.13	77,586.95	31	PN/04	PERS ER	EFT	46,594.13	77,586.95		
32	TTL PERS		78,783.91			32	TTL PERS		77,586.95			32	TTL PERS		77,586.95				
33	R3/20	ICMA Ln#2	WIRE	827.09	0.00	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	5,065.88		34	RC/24	ICMA EE	WIRE	5,278.09	0.00	34	RC/24	ICMA EE	WIRE	5,278.09	0.00		
35	RI/23	ICMA Roth	WIRE	467.30	467.30	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	1,794.22	2,621.31	36	RL/21	ICMA Ln#1	WIRE	1,794.22	2,621.31		
37	RR/25	ICMA ER	WIRE	3,045.46	8,111.34	37	RR/25	ICMA ER	WIRE	3,162.21	8,440.30	37	RR/25	ICMA ER	WIRE	3,162.21	8,440.30		
38	TTL ICMA	10,691.95	11,159.25			38	TTL ICMA	11,061.61	11,528.91			38	TTL ICMA	11,061.61	11,528.91				
39	SD/26	457 ST EE	EFT	9,013.19		39	SD/26	457 ST EE	EFT	8,012.67		39	SD/26	457 ST EE	EFT	8,012.67			
40	SR/27	457 ST ER	EFT	4,611.73	13,624.92	40	SR/27	457 ST ER	EFT	4,049.42	12,062.09	40	SR/27	457 ST ER	EFT	4,049.42	12,062.09		
41	ST/67	ShTrmDisat	EFT	1,638.39	1,638.39	41	ST/67	ShTrmDisat	EFT	1,638.39	1,638.39	41	ST/67	ShTrmDisat	EFT	1,638.39	1,638.39		
42	UC/45	Un COPE	Check 1st	151.00		42	UC/45	Un COPE				42	UC/45	Un COPE					
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	543.00		43	UA/44	Un Assess	Check last	543.00			
44	UD/42	Un Dues	Check last	4,759.30		44	UD/42	Un Dues	Check last	4,701.45		44	UD/42	Un Dues	Check last	4,701.45			
45	UI/41	Un Initiatn	Check last	0.00		45	UI/41	Un Initiatn	Check last	0.00		45	UI/41	Un Initiatn	Check last	0.00			
46	UT/43	Un Tax	Check last	2,143.60		46	UT/43	Un Tax	Check last	0.00		46	UT/43	Un Tax	Check last	0.00			
47	UW/62	United Way	Check last	725.50		47	UW/62	United Way	Check last	704.50		47	UW/62	United Way	Check last	704.50			
48	WF/64	Wellness	Check last	297.00		48	WF/64	Wellness	Check last	297.00		48	WF/64	Wellness	Check last	297.00			
49	NET PAY (dir. Deposit)	ACH Wire every		409,346.53	409,346.53	49	NET PAY (Dir. Dep.)			396,331.86	396,331.86	49	NET PAY (Dir. Dep.)			396,331.86	396,331.86		
50	PAYCHECKS			12,453.91		50	PAYCHECKS			0.00		50	PAYCHECKS			0.00			
51	TOTAL TRANSFER (tie to Treasurer Notifications)				\$721,081.22	51	TOTAL TRANSFER				\$701,838.38	51	TOTAL TRANSFER				\$701,838.38		
52	TOTAL PAYROLL*:			\$781,482.20		52	TOTAL PAYROLL*:			\$1,020,286.61		52	TOTAL PAYROLL*:			\$1,020,286.61			
53	GROSS EARNINGS:			669,652.78		53	GROSS EARNINGS:			652,817.68		53	GROSS EARNINGS:			652,817.68			
54	EMPR MISC DED:			102,561.54		54	EMPR MISC DED:			358,336.44		54	EMPR MISC DED:			358,336.44			
55	EMPR MEDICARE TAX:			9,267.88		55	EMPR MEDICARE TAX:			9,132.49		55	EMPR MEDICARE TAX:			9,132.49			
56	TOTAL PAYROLL*:			\$781,482.20		56	TOTAL PAYROLL*:			\$1,020,286.61		56	TOTAL PAYROLL*:			\$1,020,286.61			
57	ACH WIRE TOTAL			437,417.34		57	TOTAL PAYROLL FOR MONTH:			424,493.65	\$1,801,768.81	57	TOTAL PAYROLL FOR MONTH:			424,493.65	\$1,801,768.81		

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/02/2012

Thru Date: 11/09/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012567	11/2/2012	11898	J.A.M. CONSTRUCTION INC	\$103,193.62	
00012569	11/2/2012	01315	ACS TRANSPORT SOLUTIONS INC	\$7,026.34	
00012570	11/2/2012	01405	ADVANCE GLASS INC	\$1,363.03	
00012571	11/2/2012	01660	ALL STAR FORD	\$2,922.98	
00012572	11/2/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$12,389.19	
00012573	11/2/2012	01805	AMB TOOLS AND EQUIPMENT CO INC	\$102.18	
00012574	11/2/2012	01960	AMERICAN SEATING COMPANY	\$1,622.54	
00012575	11/2/2012	02080	AMMANN KARL	\$65.22	
00012576	11/2/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$98.82	
00012577	11/2/2012	02380	ARAMARK UNIFORM SERVICES	\$656.34	
00012578	11/2/2012	02480	ASE SUPPLY INC	\$79.17	
00012579	11/2/2012	02825	AUTO PLUS - OLYMPIA	\$85.37	
00012580	11/2/2012	03065	BANK OF AMERICA OR SCARSELLA	\$9,589.76	
00012581	11/2/2012	03350	BERNIE'S CUSTOM PAINT, INC.	\$466.32	
00012582	11/2/2012	03510	BIKE TECH	\$64.12	
00012583	11/2/2012	03560	BJORGEN BAUER PLLC	\$5,918.00	
00012584	11/2/2012	03620	BLIND DEPOT, THE	\$423.77	
00012585	11/2/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00012586	11/2/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,271.64	
00012587	11/2/2012	03940	BROWN & BALSLEY SIGN COMPANY	\$171.20	
00012588	11/2/2012	04120	BUILDERS HARDWARE CO	\$53.74	
00012589	11/2/2012	05305	CAPITOL ALARM INC	\$440.23	
00012590	11/2/2012	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$196.41	
00012591	11/2/2012	05740	CED	\$115.82	
00012592	11/2/2012	05945	CENTURY LINK	\$164.44	
00012593	11/2/2012	06040	CITY OF LACEY	\$1,632.91	
00012594	11/2/2012	06045	CITY OF LACEY	\$624.60	
00012595	11/2/2012	06060	CITY OF OLYMPIA	\$1,037.58	
00012596	11/2/2012	06120	CITY OF OLYMPIA UTILITIES	\$9,894.91	
00012597	11/2/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$519.19	
00012598	11/2/2012	07105	CRAIN'S OFFICE SUPPLY	\$50.12	
00012599	11/2/2012	07220	CUMMINS NORTHWEST INC	\$5,284.86	
00012600	11/2/2012	07617	DAVID M HOWE TRUSTEE	\$1,846.76	
00012601	11/2/2012	07660	DAYTECH LIMITED	\$6,775.00	
00012602	11/2/2012	07780	DELL MARKETING LP	\$10,484.97	
00012603	11/2/2012	08680	EHRLICH'S OFFICE PRODUCTS	\$19.75	
00012604	11/2/2012	08720	ELECTRONIC RESOURCING INC	\$93.07	
00012605	11/2/2012	08780	EMERALD RECYCLING SERVICE	\$229.45	
00012606	11/2/2012	09805	FLEET PRIDE	\$31.51	
00012607	11/2/2012	09820	FLEET-NET CORP	\$1,538.11	
00012608	11/2/2012	10120	FRANSEN KRIS	\$316.98	
00012609	11/2/2012	10290	FUSION GRAPHIX	\$82.61	
00012610	11/2/2012	10630	GFI GENFARE	\$46.72	
00012611	11/2/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012612	11/2/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012613	11/2/2012	10660	GILLIG LLC	\$14,127.93	
00012614	11/2/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,088.23	
00012615	11/2/2012	11015	HARBOUR MICHAEL S.	\$628.16	
00012616	11/2/2012	11175	HEALTH CARE AUTHORITY	\$283,793.82	
00012617	11/2/2012	11185	HEALTHFORCE PARTNERS INC	\$55.00	
00012618	11/2/2012	11250	HERGUTH LABORATORIES INC.	\$1,670.50	
00012619	11/2/2012	11280	HILDRETH ED	\$260.38	
00012620	11/2/2012	11308	HOFSTETTER SHANNON	\$189.04	
00012621	11/2/2012	11355	HOOSIER CAROL	\$825.48	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/02/2012

Thru Date: 11/09/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012622	11/2/2012	11422	HUNG RIGHT DOORS LLC	\$380.45	
00012623	11/2/2012	11535	ILIUM ASSOCIATES INC	\$798.75	
00012624	11/2/2012	11753	INTERCITY FITNESS	\$600.00	
00012625	11/2/2012	11770	INTERCITY PETTY CASH	\$343.76	
00012626	11/2/2012	11775	INTERCITY PROJECT ASSISTANCE	\$793.00	
00012627	11/2/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,656.50	
00012628	11/2/2012	11810	INTERSTATE BATTERY	\$913.95	
00012629	11/2/2012	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$2,717.50	
00012630	11/2/2012	11905	JANEK CORPORATION	\$668.51	
00012631	11/2/2012	12560	KESTER MEG	\$92.58	
00012632	11/2/2012	12725	KINGS III OF AMERICA INC	\$216.15	
00012633	11/2/2012	12845	KNIGHT FIRE PROTECTION	\$1,930.01	
00012634	11/2/2012	12875	KPFF CONSULTING ENGINEERS INC	\$36,389.16	
00012635	11/2/2012	13793	MARTIN WAY COLLISION INC.	\$81.53	
00012636	11/2/2012	14384	MESSMER KAREN	\$179.00	
00012637	11/2/2012	14385	MESSMER, PAT	\$50.00	
00012638	11/2/2012	14495	MILLER KATHLEEN A	\$60.00	
00012639	11/2/2012	14590	MOHAWK MFG & SUPPLY	\$2.24	
00012640	11/2/2012	14695	MOTORS & CONTROLS CORP	\$92.40	
00012641	11/2/2012	14900	NAPA AUTO PARTS	\$237.07	
00012642	11/2/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$570.65	
00012643	11/2/2012	15385	OFFICE DEPOT	\$53.36	
00012644	11/2/2012	16250	ON-HOLD CONCEPTS INC	\$45.00	
00012645	11/2/2012	16263	ORACLE AMERICA INC	\$1,946.82	
00012646	11/2/2012	16593	PACIFIC OFFICE AUTOMATION	\$1,798.34	
00012647	11/2/2012	16595	PACIFIC POWER PRODUCTS	\$0.00	<input checked="" type="checkbox"/>
00012648	11/2/2012	16595	PACIFIC POWER PRODUCTS	\$2,432.85	
00012649	11/2/2012	16753	PERTEET INC	\$12,422.52	
00012650	11/2/2012	16757	PETERSON LEE	\$75.00	
00012651	11/2/2012	16760	PETTIT OIL COMPANY	\$2,592.90	
00012652	11/2/2012	16765	PETRO CARD	\$139,269.60	
00012653	11/2/2012	16874	PITNEY BOWES PURCHASE POWER	\$4,452.93	
00012654	11/2/2012	17130	PRESTIGE TRUCK ACCESSORIES	\$4,946.95	
00012655	11/2/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$869.60	
00012656	11/2/2012	17505	RAINIER DODGE INC	\$78.74	
00012657	11/2/2012	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$316.32	
00012658	11/2/2012	17560	RE AUTO ELECTRIC INC	\$1,213.49	
00012659	11/2/2012	17705	RICHARDS UPHOLSTERY	\$105.98	
00012660	11/2/2012	17891	SCARSELLA BROTHERS	\$182,205.50	
00012661	11/2/2012	17900	SCHETKY NW SALES INC	\$1,169.83	
00012662	11/2/2012	18035	SEWARD RHODETTA	\$417.07	
00012663	11/2/2012	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$120.00	
00012664	11/2/2012	18695	SUMMIT LAW GROUP PLLC	\$377.00	
00012665	11/2/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$104.30	
00012666	11/2/2012	18801	TAGS AWARDS & SPECIALTIES	\$55.44	
00012667	11/2/2012	18990	THERMO KING NORTHWEST	\$1,385.42	
00012668	11/2/2012	19000	THIES, MARTIN	\$159.38	
00012669	11/2/2012	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,000.75	
00012670	11/2/2012	21930	TIRES INC	\$7,413.79	
00012671	11/2/2012	21950	TITUS-WILL CHEVROLET	\$1,199.19	
00012672	11/2/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$115.63	
00012673	11/2/2012	22010	TOYOTA OF OLYMPIA	\$170.59	
00012674	11/2/2012	22055	TRAIL, NANCY	\$44.00	
00012675	11/2/2012	23620	UNITED PARCEL SERVICE	\$142.51	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/02/2012

Thru Date: 11/09/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012676	11/2/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,619.00	
00012677	11/2/2012	23808	VERINT VIDEO SOLUTIONS INC	\$284.80	
00012678	11/2/2012	24000	W W GRAINGER INC	\$1,015.62	
00012679	11/2/2012	24030	WA ST AUDITORS OFFICE	\$83.60	
00012680	11/2/2012	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$7,902.95	
00012681	11/2/2012	24750	WA ST GET PROGRAM	\$347.50	
00012682	11/2/2012	25130	WALTER E NELSON CO OF WESTERN WA	\$3,551.45	
00012683	11/2/2012	25715	WEATHERGUARD ROOFING, INC.	\$1,282.66	
00012684	11/2/2012	26760	ZONES	\$6,411.33	
			Total:	\$946,600.81	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/16/2012

Thru Date: 11/16/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012689	11/16/2012	01230	A WORKSAFE SERVICE INC	\$87.00	
00012690	11/16/2012	01311	ACCESS INFORMATION MANAGEMENT	\$321.88	
00012691	11/16/2012	01405	ADVANCE GLASS INC	\$729.16	
00012692	11/16/2012	01580	ALFONSO CHRISTOPHER	\$75.00	
00012693	11/16/2012	01640	ALL CITY LOCK & KEY	\$160.87	
00012694	11/16/2012	01660	ALL STAR FORD	\$1,630.90	
00012695	11/16/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$151.00	
00012696	11/16/2012	01960	AMERICAN SEATING COMPANY	\$318.50	
00012697	11/16/2012	02060	AMERISAFE	\$33.16	
00012698	11/16/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$91.24	
00012699	11/16/2012	02380	ARAMARK UNIFORM SERVICES	\$556.26	
00012700	11/16/2012	02425	ARONSON SECURITY GROUP INC	\$9,550.00	
00012701	11/16/2012	03510	BIKE TECH	\$4,306.38	
00012702	11/16/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$206.33	
00012703	11/16/2012	04120	BUILDERS HARDWARE CO	\$104.35	
00012704	11/16/2012	05340	CAPITOL COURIER SERVICE	\$381.35	
00012705	11/16/2012	05380	CARDINAL HEALTH MEDICAL PRODUCTS/SE	\$1,300.69	
00012706	11/16/2012	05740	CED	\$547.50	
00012707	11/16/2012	05940	CENTURY LINK	\$2,741.39	
00012708	11/16/2012	06607	COMDATA	\$50,559.27	
00012709	11/16/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$453.71	
00012710	11/16/2012	07105	CRAIN'S OFFICE SUPPLY	\$151.85	
00012711	11/16/2012	07150	CROSSROADS COLLISION CENTER	\$1,846.82	
00012712	11/16/2012	07220	CUMMINS NORTHWEST INC	\$3,358.60	
00012713	11/16/2012	07240	CURTIS LUMBER COMPANY	\$56.70	
00012714	11/16/2012	07520	DAILY JOURNAL OF COMMERCE	\$94.30	
00012715	11/16/2012	08780	EMERALD RECYCLING SERVICE	\$277.89	
00012716	11/16/2012	08840	EMPLOYER RESOURCES NORTHWEST	\$446.25	
00012717	11/16/2012	09120	EXCEL SUPPLY COMPANY INC	\$292.84	
00012718	11/16/2012	09805	FLEET PRIDE	\$49.87	
00012719	11/16/2012	10630	GFI GENFARE	\$66.37	
00012720	11/16/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012721	11/16/2012	10660	GILLIG LLC	\$14,192.44	
00012722	11/16/2012	10820	GRAPHIC COMMUNICATIONS	\$978.77	
00012723	11/16/2012	11048	HARGIS ENGINEERS INC	\$10,465.00	
00012724	11/16/2012	11308	HOFSTETTER SHANNON	\$189.04	
00012725	11/16/2012	11414	HULTZ BHU ENGINEERS INC	\$900.00	
00012726	11/16/2012	11535	ILIUM ASSOCIATES INC	\$288.75	
00012727	11/16/2012	11760	INTERCITY IMPREST ACCOUNT	\$948.30	
00012728	11/16/2012	11810	INTERSTATE BATTERY	\$2,448.26	
00012729	11/16/2012	11865	ISLAND SUPERIOR AIR FILTER	\$317.47	
00012730	11/16/2012	11895	J&I POWER EQUIPMENT INC	\$21.39	
00012731	11/16/2012	11905	JANEK CORPORATION	\$456.54	
00012732	11/16/2012	11930	JERRYS AUTOMOTIVE TOWING	\$669.60	
00012733	11/16/2012	12020	JOHNSON VERLIN	\$75.00	
00012734	11/16/2012	12665	KGY INC	\$825.00	
00012735	11/16/2012	12825	KIRK'S AUTOMOTIVE INCORPORATED	\$440.00	
00012736	11/16/2012	13510	LES SCHWAB TIRE CENTER	\$625.93	
00012737	11/16/2012	13525	LEW RENTS	\$67.47	
00012738	11/16/2012	13555	LIBBY ENVIRONMENTAL, LLC	\$210.00	
00012739	11/16/2012	13661	LOOMIS	\$333.13	
00012740	11/16/2012	13850	MASON COUNTY TRANSIT	\$1,796.00	
00012741	11/16/2012	14695	MOTORS & CONTROLS CORP	\$157.62	
00012742	11/16/2012	14900	NAPA AUTO PARTS	\$338.04	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/16/2012

Thru Date: 11/16/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012743	11/16/2012	15170	NORSTAR INDUSTRIES	\$25.15	
00012744	11/16/2012	15265	NORTHWEST SALES GROUP INC	\$163.05	
00012745	11/16/2012	15385	OFFICE DEPOT	\$1,598.20	
00012746	11/16/2012	15530	OLYMPIA AUTOBODY, INC.	\$2,548.02	
00012747	11/16/2012	15700	OLYMPIAN THE	\$928.85	
00012748	11/16/2012	16490	PACIFIC DISPOSAL INC	\$646.71	
00012749	11/16/2012	16595	PACIFIC POWER PRODUCTS	\$4,511.38	
00012750	11/16/2012	16660	PARKER PAINT MFG CO INC	\$88.74	
00012751	11/16/2012	16685	PART WORKS, INC. THE	\$281.74	
00012752	11/16/2012	16695	PATTISON WATER COMPANY	\$185.49	
00012753	11/16/2012	16765	PETRO CARD	\$69,837.49	
00012754	11/16/2012	16820	PIERCE COUNTY SECURITY	\$14,152.01	
00012755	11/16/2012	17290	PUGET SOUND ENERGY	\$19,251.20	
00012756	11/16/2012	17392	QUALITY PARKING LOT SERVICES LLC	\$1,228.31	
00012757	11/16/2012	17560	RE AUTO ELECTRIC INC	\$124.21	
00012758	11/16/2012	17805	ROUTEMATCH SOFTWARE INC	\$8,623.00	
00012759	11/16/2012	17900	SCHETKY NW SALES INC	\$771.55	
00012760	11/16/2012	18068	SHINING EXAMPLE INC	\$303.33	
00012761	11/16/2012	18085	SIEMENS ENTERPRISE COMMUNICATIONS IN	\$152.18	
00012762	11/16/2012	18100	SIGN PROJECT	\$38.05	
00012763	11/16/2012	18145	SIX ROBBLEES INC	\$39.59	
00012764	11/16/2012	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00012765	11/16/2012	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$120.00	
00012766	11/16/2012	18473	SPRAGUE	\$94.04	
00012767	11/16/2012	18510	SRG PARTNERSHIP	\$20,006.28	
00012768	11/16/2012	18620	STERICYCLE INC	\$10.36	
00012769	11/16/2012	18651	STORMANS (LICENSING)	\$806.00	
00012770	11/16/2012	18705	SUNBELT RENTALS	\$400.80	
00012771	11/16/2012	18720	SUPER BEE WHEEL ALIGNMENT	\$378.01	
00012772	11/16/2012	18735	SUPERIOR IMAGING GROUP	\$394.98	
00012773	11/16/2012	18767	TACOMA SCREW PRODUCTS	\$6.33	
00012774	11/16/2012	18990	THERMO KING NORTHWEST	\$624.93	
00012775	11/16/2012	21738	THURSTON COMMUNITY TELEVISION	\$260.00	
00012776	11/16/2012	21910	THYSSENKRUPP ELEVATOR	\$782.78	
00012777	11/16/2012	21930	TIRES INC	\$5,174.30	
00012778	11/16/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012779	11/16/2012	21950	TITUS-WILL CHEVROLET	\$3,546.03	
00012780	11/16/2012	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$85.05	
00012781	11/16/2012	22010	TOYOTA OF OLYMPIA	\$226.84	
00012782	11/16/2012	22260	TRI-DIM FILTER CORPORATION	\$56.46	
00012783	11/16/2012	22325	TTL PARTNERS LLC	\$3,180.00	
00012784	11/16/2012	22420	TUMWATER PRINTING	\$891.34	
00012785	11/16/2012	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$23,313.46	
00012786	11/16/2012	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$6,452.31	
00012787	11/16/2012	23620	UNITED PARCEL SERVICE	\$102.79	
00012788	11/16/2012	23820	VERIZON WIRELESS	\$1,270.72	
00012789	11/16/2012	24000	W W GRAINGER INC	\$266.92	
00012790	11/16/2012	24440	WA ST DEPT OF PERSONNEL	\$2,536.00	
00012791	11/16/2012	24750	WA ST GET PROGRAM	\$347.50	
00012792	11/16/2012	25380	WASHINGTON GARDENS	\$314.65	
00012793	11/16/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$365.00	
00012794	11/16/2012	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$200.00	
00012795	11/16/2012	25858	WESTCARE CLINIC LLC PS	\$300.00	
00012796	11/16/2012	26800	ZUMAR INDUSTRIES INC	\$297.79	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/16/2012

Thru Date: 11/16/2012

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$319,425.15

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/30/2012

Thru Date: 11/30/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012797	11/30/2012	01405	ADVANCE GLASS INC	\$1,162.51	
00012798	11/30/2012	01640	ALL CITY LOCK & KEY	\$591.33	
00012799	11/30/2012	01660	ALL STAR FORD	\$1,327.24	
00012800	11/30/2012	01780	AMALGAMATED TRANSIT UNION 1765	\$2,656.50	
00012801	11/30/2012	01805	AMB TOOLS AND EQUIPMENT CO INC	\$294.71	
00012802	11/30/2012	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00012803	11/30/2012	01960	AMERICAN SEATING COMPANY	\$370.87	
00012804	11/30/2012	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$156.74	
00012805	11/30/2012	02380	ARAMARK UNIFORM SERVICES	\$1,586.44	
00012806	11/30/2012	02480	ASE SUPPLY INC	\$39.23	
00012807	11/30/2012	03065	BANK OF AMERICA OR SCARSELLA	\$40,302.16	
00012808	11/30/2012	03123	BARLOW ELIZABETH	\$575.03	
00012809	11/30/2012	03280	BAYVIEW CATERING	\$2,474.88	
00012810	11/30/2012	03370	BERGKAMP EMILY	\$2,000.00	
00012811	11/30/2012	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$700.08	
00012812	11/30/2012	03810	BRANDT, JESSICA	\$141.00	
00012813	11/30/2012	05105	CALQUHOUN GREG	\$406.61	
00012814	11/30/2012	05740	CED	\$61.63	
00012815	11/30/2012	05940	CENTURY LINK	\$52.73	
00012816	11/30/2012	05945	CENTURY LINK	\$120.51	
00012817	11/30/2012	06040	CITY OF LACEY	\$608.01	
00012818	11/30/2012	06045	CITY OF LACEY	\$500.20	
00012819	11/30/2012	06060	CITY OF OLYMPIA	\$695.90	
00012820	11/30/2012	06120	CITY OF OLYMPIA UTILITIES	\$4,274.72	
00012821	11/30/2012	06610	COMMERCIAL BRAKE & CLUTCH	\$1,360.55	
00012822	11/30/2012	07105	CRAIN'S OFFICE SUPPLY	\$1,066.89	
00012823	11/30/2012	07160	CT SPECIALTIES	\$173.92	
00012824	11/30/2012	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00012825	11/30/2012	07220	CUMMINS NORTHWEST INC	\$14,932.85	
00012826	11/30/2012	07617	DAVID M HOWE TRUSTEE	\$1,846.76	
00012827	11/30/2012	08680	EHRLICH'S OFFICE PRODUCTS	\$52.06	
00012828	11/30/2012	08780	EMERALD RECYCLING SERVICE	\$359.25	
00012829	11/30/2012	08980	ERGONOMIC DESIGN INC	\$309.00	
00012830	11/30/2012	09180	EXPRESS SERVICES INC	\$551.36	
00012831	11/30/2012	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00012832	11/30/2012	09615	FELICIANO DONNA	\$62.32	
00012833	11/30/2012	09660	FERGUSON ENTERPRISES, INC	\$33.11	
00012834	11/30/2012	10205	FREEMAN-MANZANARES ANN	\$1,487.10	
00012835	11/30/2012	10290	FUSION GRAPHIX	\$27.50	
00012836	11/30/2012	10630	GFI GENFARE	\$675.82	
00012837	11/30/2012	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00012838	11/30/2012	10660	GILLIG LLC	\$17,326.32	
00012839	11/30/2012	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,013.75	
00012840	11/30/2012	11175	HEALTH CARE AUTHORITY	\$281,655.53	
00012841	11/30/2012	11615	INDUSTRIAL HYDRAULICS INC	\$45.52	
00012842	11/30/2012	11700	INSIGHT PUBLIC SECTOR INC	\$1,162.14	
00012843	11/30/2012	11753	INTERCITY FITNESS	\$597.00	
00012844	11/30/2012	11775	INTERCITY PROJECT ASSISTANCE	\$790.00	
00012845	11/30/2012	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$12,227.72	
00012846	11/30/2012	11810	INTERSTATE BATTERY	\$1,448.38	
00012847	11/30/2012	12560	KESTER MEG	\$170.61	
00012848	11/30/2012	12875	KPFF CONSULTING ENGINEERS INC	\$18,243.90	
00012849	11/30/2012	13510	LES SCHWAB TIRE CENTER	\$268.70	
00012850	11/30/2012	14590	MOHAWK MFG & SUPPLY	\$159.34	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/30/2012

Thru Date: 11/30/2012

Check #	Check Date	Ref #	Name	Amount	Voided
00012851	11/30/2012	14695	MOTORS & CONTROLS CORP	\$48.05	
00012852	11/30/2012	14900	NAPA AUTO PARTS	\$250.69	
00012853	11/30/2012	15090	NELSON TRUCK	\$588.58	
00012854	11/30/2012	15255	NORTHWEST PUMP & EQUIPMENT	\$37.35	
00012855	11/30/2012	15385	OFFICE DEPOT	\$165.92	
00012856	11/30/2012	16593	PACIFIC OFFICE AUTOMATION	\$3,086.35	
00012857	11/30/2012	16595	PACIFIC POWER PRODUCTS	\$1,469.35	
00012858	11/30/2012	16753	PERTEET INC	\$4,753.28	
00012859	11/30/2012	16765	PETRO CARD	\$96,608.88	
00012860	11/30/2012	16841	PIONEER FIRE & SECURITY INC	\$40.00	
00012861	11/30/2012	16874	PITNEY BOWES PURCHASE POWER	\$166.22	
00012862	11/30/2012	16888	PLATT ELECTRIC SUPPLY	\$11.55	
00012863	11/30/2012	17290	PUGET SOUND ENERGY	\$884.10	
00012864	11/30/2012	17560	RE AUTO ELECTRIC INC	\$1,791.04	
00012865	11/30/2012	17865	SANDBERG MARK	\$1,065.25	
00012866	11/30/2012	17891	SCARSELLA BROTHERS	\$765,741.02	
00012867	11/30/2012	17900	SCHETKY NW SALES INC	\$895.47	
00012868	11/30/2012	18035	SEWARD RHODETTA	\$172.31	
00012869	11/30/2012	18065	SHERWIN-WILLIAMS #8136	\$119.09	
00012870	11/30/2012	18470	SPORTWORKS NORTHWEST INC	\$72.08	
00012871	11/30/2012	18695	SUMMIT LAW GROUP PLLC	\$1,978.98	
00012872	11/30/2012	18955	TERRITORIAL SUPPLIES INC	\$880.69	
00012873	11/30/2012	18990	THERMO KING NORTHWEST	\$411.92	
00012874	11/30/2012	21738	THURSTON COMMUNITY TELEVISION	\$45.00	
00012875	11/30/2012	21860	THURSTON COUNTY WASTE & RECOVERY	\$189.74	
00012876	11/30/2012	21930	TIRES INC	\$3,946.15	
00012877	11/30/2012	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00012878	11/30/2012	21950	TITUS-WILL CHEVROLET	\$2,642.47	
00012879	11/30/2012	22010	TOYOTA OF OLYMPIA	\$657.69	
00012880	11/30/2012	22100	TRANSIT SOLUTIONS, LLC	\$380.83	
00012881	11/30/2012	23620	UNITED PARCEL SERVICE	\$154.73	
00012882	11/30/2012	23660	UNITED WAY OF THURSTON COUNTY	\$1,525.50	
00012883	11/30/2012	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$113.16	
00012884	11/30/2012	24440	WA ST DEPT OF PERSONNEL	\$1,275.00	
00012885	11/30/2012	24750	WA ST GET PROGRAM	\$347.50	
00012886	11/30/2012	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$70.00	
00012887	11/30/2012	26410	XPIO CORPORATION	\$600.00	
Total:				\$1,317,707.37	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: January 2, 2013

FOR: Intercity Transit Authority

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

SUBJECT: General Manager Hiring Process Monthly Update

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- 1) **The Issue:** Staff will present an update on the General Manager hiring process.
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- 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:** Following the October 17, 2012, meeting, the Authority Chair appointed three Authority members to an intra-agency committee. The sole purpose of this committee is to participate as team members in the procurement of an executive search firm. The three members appointed are Chair Marty Thies, Vice Chair Ed Hildreth, and Citizen Representative Ryan Warner.
- Proposals by search firms were due by December 17, 2012. A number of proposals were received and are being reviewed by team members. The team will meet again in January to review and discuss the proposals submitted by search firms. A more detailed update will be presented to the full Authority at this meeting.
-
- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
-
- 7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.
-
- 8) **References:** N/A
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: January 2, 2013

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Security Camera System - Olympia Transit Center and Pattison Street

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- 1) **The Issue:** Consideration of a contract award for the purchase and installation of three cameras and associated platform upgrades for both the Olympia Transit Center and the Pattison Street Facility.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into an agreement with Teknon Corporation in the amount of \$36,254.00, including taxes.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** Funding is designated to replace two failing cameras and install a new camera to cover a high impact area at the Olympia Transit Center (OTC), install the necessary cabling, and continue efforts to consolidate agency cameras onto one viewing platform.

With completion of the recent high speed fiber connection between the OTC and Pattison Street, the software program and supporting systems installed will also operate the Pattison Street cameras which are currently inoperable. All cameras will be viewable both at OTC and Pattison.

A Request for Bids for the provision and installation of the security camera system was issued November 19, 2012, with a pre-bid meeting and site walk-through on November 30th. Three bids were received by the December 13th submittal deadline and were all found to be responsive and responsible.

Staff found all bid documentation submitted by the lowest bidder, Teknon Corporation, to be in order. Teknon provided strong references which included an extensive cabling project for the City of Lynnwood and two similar in scope camera projects with private firms. The independent camera consultant assisting with this project also confirms Teknon has the desired expertise.

Based on the references received, staff recommends an award of contract to the lowest, responsive and responsible bidder, Teknon Corporation.

5) Alternatives:

- A) Authorize the General Manager to enter into an agreement with Teknon Corporation in the amount of \$36,254.00, including taxes.
 - B) Defer action. While the OTC camera system is operable, two cameras are failing, coverage remains inadequate in a high traffic area, and the current software supporting the camera is problematic. These issues make the system vulnerable to further failure and limit coverage.
-

- 6) Budget Notes:** The 2013 budget for the Olympia Transit Center interim camera project includes \$80,000 for the camera system. The costs for this procurement plus IS supplied hardware are anticipated to be within budget at approximately \$50,000.
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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: January 2, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Consideration of the purchase of 55 vanpool vehicles.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contracts 04311 and 07212, to issue purchase orders to Bud Clary Auto Dealerships for the purchase of fourteen 7-passenger Dodge Grand Caravans, thirty-eight 12-passenger Ford Econoline vans and three 15-passenger Chevrolet Express vans in the amount of \$1,315,172.00. (Note: Vanpool vehicles are exempt from sales tax.)

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

4) **Background:** The State of Washington competitively bids their van contracts awarding to the lowest, responsive and responsible bidder for each vehicle class. Intercity Transit is eligible to purchase off this contract as a member of the Washington State Purchasing Cooperative. The Office of State Procurement has confidence in Bud Clary Auto Dealerships' ability to perform and believes the price to be fair and reasonable.

Intercity Transit staff concurs with the State's assessment regarding fair and reasonable pricing and their ability to perform. Staff has confidence these vehicles are mechanically sound and will serve our vanpool customers well.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contracts 04311 and 07212, to issue purchase orders to Bud Clary Auto Dealerships for the purchase of fourteen 7-passenger Dodge Grand Caravans, thirty-eight 12-passenger Ford Econoline vans and three 15-passenger Chevrolet Express vans in the amount of \$1,315,172.00. (Note: Vanpool vehicles are exempt from sales tax.)

- B. Defer action. To purchase 2013 model vehicles, orders must be placed prior to factory cut-off but no later than March 31, 2013.

6) **Budget Notes:** Based on anticipated funding, the 2013 budget item was set at \$1,480,050 for 55 vanpool vehicles (11 expansion and 44 replacement). The amount required to purchase the 55 vehicles is within the budgeted amount.

The Puget Sound Regional Council funds will provide 80% funding for 30 vehicles. According to this year's funding formula, the State grant will provide 89% funding for 11 expansion vehicles. Intercity Transit proposes to add the required match from local funds to complete these purchases. In addition, Intercity Transit proposes to purchase the remaining 14 vehicles from local funds. Grants will provide \$831,532 of the cost and local funds \$483,640.

It should be noted that \$117,900 was received in 2012 from the surplus sale of 18 retired vanpool vehicles, and this money is available for agency expenditures.

7) **Goal Reference:** Goal # 4 *"Provide responsive transportation options."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: January 2, 2013

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Olympia Transit Center Expansion - Second Building
Request for Contract Amendment

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- 1) **The Issue:** Consideration of an amendment to the contract for the engineering and design of the Olympia Transit Center site expansion to accommodate a second building.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with SRG Partnership in an amount not to exceed \$62,446.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.
-
- 4) **Background:** Intercity Transit is currently under contract with SRG Partnership for the preliminary design of the Olympia Transit Center (OTC) expansion project. As design and planning work progressed, Intercity Transit found neither the City waste containers nor the emergency generator can be accommodated in the design of the expansion facility because of regulatory requirements and space limitations.

With limited area in which to build on the city block, SRG Partnership, Intercity Transit and City of Olympia staff identified the area between State Avenue and the transit lane as the best solution to locate the waste containers and the emergency generator. While the building will be a small, one story, open ventilation structure, it will require architectural, engineering and landscaping design to ensure it is in keeping with the overall appearance of the OTC facility and conforms to all planning and permitting requirements.

The existing OTC facility needs more bicycle parking for customers but has no space to accommodate the demand. The design of this second building will also include covered bicycle parking as well as a small unheated space for temporary storage of lost and found bicycles.

Given that the overall expansion design plans must provide capacity for City waste containers, and we have the opportunity to provide for an emergency generator, additional bicycle parking and lost and found bike parking, staff

recommends the amendment be approved for SRG to begin the design work for the second building.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with SRG Partnership in an amount not to exceed \$62,446.
- B. Defer action. Deferring action will delay the continuation of the final design, plan review and permitting for the OTC expansion facility.

6) **Budget Notes:** Preliminary project cost estimates for final design through construction is \$7,896,000. This project is funded through federal earmarks in the amount of \$2,575,500 and a Surface Transportation Program (STP) grant in the amount of \$1,252,490. The remainder of the required funding is local dollars programmed in our strategic plan and in the proposed 2013 budget.

The design and engineering costs, as well as the construction costs, for this second building were not considered as part of the preliminary budget estimate. Staff will report on the budgetary impact as work is underway and actual costs are identified.

7) **Goal Reference:** Goal #2: *"Provide outstanding customer service,"* Goal #3: *"Maintain a safe and secure operating system,"* Goal #4: *"Provide responsive transportation options,"* and Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A
