

AGENDA
INTERCITY TRANSIT AUTHORITY
April 2, 2014
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **15 min.**
 - A. **David Copley, Walk-n-Roll Assistant** (*Meg Kester*)
 - B. **Jessica Gould, Walk-n-Roll Curriculum Assistant** (*Meg Kester*)
 - C. **Michael Fuller, Vehicle Cleaner** (*Jim Merrill*)
 - D. **Ron Hughes, Service Worker** (*Jim Merrill*)
 - E. **Marcus Savage, Service Worker** (*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:** March 5, 2014, Regular Meeting; March 19, 2014, Work Session.

 - B. **Payroll:** March 2014 Payroll in the amount of \$1,905,349.40.

 - C. **Accounts Payable:** Warrants dated March 7, 2014, numbers 16142-16219, in the amount of \$530,334.70; warrants dated March 21, 2014, numbers 16236-16332, in the amount of \$655,532.28 for a monthly total of \$1,185,866.98.

 - D. **401(k) Deferred Compensation Plan Update** (*Ben Foreman*)

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**

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|------------|---|----------------|
| | B. Transportation Policy Board (<i>Ryan Warner</i>) | 3 min. |
| | C. Citizen Advisory Committee (<i>Valerie Elliott</i>) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Citizen Representative Recruitment (<i>Pat Messmer</i>) | 5 min. |
| | B. Landscaping and Grounds Maintenance Services (<i>Erin Hamilton</i>) | 10 min. |
| | C. Purchase of Passenger Shelters (<i>Jeff Peterson</i>) | 10 min. |
| | D. Bus Stop Project Update (<i>Dennis Bloom</i>) | 20 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
March 5, 2014

CALL TO ORDER

Chair Messmer called the March 5, 2014, regular meeting of the Intercity Transit Authority to order at 5:30p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Tumwater Councilmember Ed Hildreth; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember, Joe Baker; Citizen Representative Marty Thies; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Ann Bridges; Erin Hamilton; Marilyn Hemmann; Meg Kester; Jim Merrill; Pat Messmer; Jeff Peterson; and Heather Stafford-Smith.

Others Present: Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member Mitchell Chong.

APPROVAL OF AGENDA

Chair Messmer announced several items were pulled from the agenda: *Introductions of two new Marketing staff members, and agenda item 7B – Fiber Optic Cable for Lacey Transit Center.*

It was M/S/A by Commissioner Valenzuela and Citizen Representative Warner to approve the agenda as amended.

INTRODUCTIONS

- A. Jim Merrill introduced **Elizabeth Barlow, Vanpool Coordinator.**
- B. Emily Bergkamp introduced **Nathan Goff, Dial-A-Lift Dispatch Specialist.**
- C. Jim Merrill introduced newly hired Operators: **Jason Allen; Pam Bruno; Victor Ellison; Jose Garcia; Claudia Green; Greg Hemphill; Marty Mickelson;**

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Bill Miller; Brian Nagel; Kierstin Price; Randy Lysinger; Jessie Tillmon; Brian White; Jason Wolfe.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to approve the consent agenda as presented.

- A. Approval of Minutes:** February 5, 2014, Regular Meeting; February 19, 2014, Work Session.
- B. Payroll:** February 2014 Payroll in the amount of \$1,888,673.26.
- C. Accounts Payable:** Warrants dated February 7, 2014, numbers 15953-16041, in the amount of \$334,742.67; warrants dated February 21, 2014, numbers 16046-16138, in the amount of \$299,047.15 for a monthly total of \$633,789.82.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Commissioner Valenzuela provided updates from the January 10 and February 7 meetings. On January 10, TRPC received an update on the Operating Budget, and a presentation from the Northwest Eco Building Guild on the results of their Vision2Action Symposium. On February 7, TRPC received an update on the Transportation Annual Report, and the Buildable Lands Report.
- B. Transportation Policy Board (TPB).** Citizen Representative Warner reported the TPB met on February 12, whereby they elected Andy Ryder as Chair and elected Graeme Sackrison as Vice Chair. TPB also reviewed several new Regional Transportation Improvement Program (RTIP) Amendments; and reviewed the 2014 Federal Funding Process - Call for Projects. They also received a briefing on and approved the 2015-16 Regional Transportation Work Program; and received a briefing and had discussion on the Regional Transportation Plan.
- C. Citizen Advisory Committee (CAC).** Mitchell Chong commented on a situation he encountered with Dial-A-Lift (DAL) and requested there not be any cutbacks to DAL which could create unfavorable situations for those with disabilities. Chair Messmer suggested he speak and provide staff with more details after the meeting, and asked staff to report back to the Authority.

NEW BUSINESS

- A. Marketing Services Contract Extension.** Erin Hamilton presented a request to approve a one-year contract extension to Eben Design, Inc. for the provision of Marketing Services. This recommendation represents the first one-year extension option available under their agreement.

Eben Design, Inc. provides technical assistance that compliments and supports the work currently performed by our Marketing and Communications Department. This includes the design and rebranding of our vehicles; street signage; and updating our transit guide.

Councilmember Gadman asked for examples of new projects to take place this year. Hamilton said some objectives include assisting with the development of a marketing campaign and vehicle graphic change for the Dash shuttle and Express Service; developing a marketing campaign for seniors including supporting the Travel Training Program, Bus Buddies and DAL services; branding of the Walk n'Roll Education Program; and update and improve the on-street schedules.

It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to enter into a one-year contract extension with Eben Design, Inc., in the not-to-exceed amount of \$65,000, including taxes, for the provision of Marketing Services.

- B. Transit Ridership Software.** Jeff Peterson presented a request to consider a contract with RSM Service Corporation for transit ridership analysis software. Peterson explained the Planning staff spends a considerable amount of time performing a multi-step process of extracting and managing data, including error checking and auditing. Staff determined the new analysis software would automate the processing of raw data, providing more efficiency, accuracy and reducing the time to develop reports, and providing more efficiency in data mining.

Dennis Bloom added it would reduce the amount of time staff spends manually going through spreadsheets to obtain statistics by automating the process. It provides finer detail and analysis from trip level to final terminal with better control. The new software also provides graphics. It would quickly collate statistically valid reporting requirements for the annual federal required National Transit Database submissions.

Peterson added there is a one-year all-inclusive warranty. Continued support from the program would cost approximately \$9,000 annually, and that would be negotiated separately. Bloom added the license allows unlimited access by staff.

Freeman-Manzanares said improving the efficiency of our data mining is attractive because it allows Planning staff to participate in more land use activities.

It was M/S/A by Councilmember Jones and Councilmember Gadman to authorize the General Manager to enter into a contract with RSM Services Corporation in the not-to-exceed amount of \$70,203.00, including taxes.

- C. Purchase of Solar Light Units.** Jeff Peterson presented a request for the purchase of 15 solar lighting units from Urban Solar Corporation for passenger shelters. Intercity Transit currently has 40 solar lighting units in operation in shelters.

Peterson said Operators appreciate the units when they are placed in dark, unlit shelters and passengers feel more secure while waiting for the bus. He indicated staff works with the public and Operators to determine which stops/shelters require the lighting. Bloom added the Facilities Manager also conducts an evaluation using a light tracking meter to determine stops needing more light.

It was M/S/A by Commissioner Valenzuela and Councilmember Baker to authorize the General Manager to issue a purchase order to Urban Solar Corporation for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,314, including taxes and freight.

- D. General Legal Counsel Contract Extension.** Marilyn Hemmann presented a request for a one-year contract extension for the provision of general legal services from Dale Kamerrer of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S. The contract renewal remains at the originally awarded rate of \$205 per hour.

It was M/S/A by Citizen Representative Warner and Councilmember Gadman to authorize the General Manager to execute a one-year contract extension with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P. S. to provide general legal counsel services.

- E. Federal Advocacy Services Contract Extension.** Hemmann presented a request for a one-year contract extension to Gordon Thomas Honeywell Governmental Affairs for the provision of federal advocacy services.

Chair Messmer asked for examples of the type of services provided. Freeman-Manzanares said Gordon Thomas Honeywell helps staff prepare to attend the APTA Legislative conferences. They make all of the contacts with our legislative delegation and work with our Marketing and Communications staff to develop educational packages, and then walk through the process with all of our members.

They also shepherd various processes through the FTA or our legislative delegation. Having representation in D. C. helps move issues along. Also, Dale Learn has direct contacts with local legislative representatives, and he's able to speak on our behalf and bring the spotlight to the recognition the agency receives.

It was M/S/A by Councilmember Gadman and Councilmember Jones to authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

- F. Village Van Replacement Vehicles.** Hemmann presented a request for the purchase of two replacement vans for the Village Vans program because of their mileage and increasing maintenance costs.

It was M/S/A by Commissioner Valenzuela and Councilmember Jones to authorize the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of one 8-passenger and one 12-passenger Chevrolet Express van from Bud Clary Chevrolet in the amount of \$48,042. This purchase is exempt from sales tax.

- G. Additional Travel Trainer Coordinator Position.** Emily Bergkamp presented a request for the approval of a second FTE Travel Training Coordinator position, as presented at the Authority work session on February 19.

Answering questions from the Authority, Bergkamp said the annualized cost for this position is approximately \$84,000. Chair Messmer said it's an innovative way to provide service, and Commissioner Valenzuela said she appreciated the thorough presentation, and noted Bergkamp built a great case for the cost avoidance of being able to train people to ride fixed route as opposed to Dial-A-Lift.

Citizen Representative Thies requested staff continue with a rigorous matrix in monitoring this position, and an annual follow up be placed on the agenda going forward. He also suggested the possibility of focusing travel training towards parents and children to get more youth riding the bus, thus freeing up the need for parents to "chauffeur" their children. Bergkamp mentioned the Bus Buddies Program is looking at tapping into the local schools to create such a program.

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to approve a second FTE Travel Training Coordinator position.

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GENERAL MANAGER'S REPORT

- The Operator involved in the assault last week is recovering at home. We also received news coverage in relation to the arrest of a man who assaulted two women.
- Marketing and Communications staff members, Meg Kester, Donna Feliciano and Erin Scheel attended and presented at the **APTA Marketing and Communications Conference in New Orleans**.
- There are **218 active Vanpool Groups**. Fifty vans were ordered and expected to arrive early summer. Eleven are expansion vans.
- The next **Walk n'Roll event** is Wednesday, March 26 at Michael T. Simmons Elementary School. We'll meet between 7:30 and 7:40 a.m. in the Walgreen's parking lot on Trospen Road Southwest in Tumwater. All are welcomed to join.
- Freeman-Manzanares and Hildreth are attending the APTA Legislative Conference March 7 through 12. They are scheduled to meet with several of our legislative delegation. Messmer asked that the talking points and information from the conference be shared with the Authority.

AUTHORITY ISSUES

Councilmember Gadman said he conducted his orientation with Intercity Transit staff last Thursday, and noted all were amiable hosts, and he was impressed by staff morale and attitude.

Citizen Representative Warner noted the Citizen Representatives sitting on the Authority do not have alternates as do the elected officials. He suggested asking the CAC about being alternates and having actual CAC members such as the Chair or Vice Chair fill in when a Citizen Representative is unable to attend a meeting.

Chair Messmer added she and Councilmember Jones are working with the General Manager to provide a list of future agenda topics, and this list will be included when the agenda packets are sent. She has thoughts about a need to discuss whether members could attend meetings by teleconference, which could be related to Warner's suggestion. Possibly the bylaws may need to be updated, to reflect methods of how to function better.

Commissioner Valenzuela noted the Central Services Director will contact Intercity Transit regarding bus passes. The county contracts with Intercity Transit to furnish bus

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passes to county employees who are identified by wearing a badge they are issued. The Commissioners discussed and agreed county interns and volunteers should also receive a bus pass. Because of the high turnover of volunteers and interns, Thies suggested the county have a mechanism in place for pulling these badges. Valenzuela said the county has an exit interview mechanism in place.

Chair Messmer will speak at a League of Women Voters forum on March 27 and the topic is, "Do you want to live in downtown Olympia?" She will take this opportunity to speak about the great transportation opportunities for people who live downtown.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Citizen Representative Thies to adjourn the meeting at 6:50 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 2, 2014.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Work Session
March 19, 2014

CALL TO ORDER

Chair Messmer called the March 19, 2014, work session of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Joe Baker; Citizen Representative Marty Thies; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

Members Excused: City of Tumwater Councilmember Ed Hildreth.

Staff Present: Ann Freeman-Manzanares; Ann Bridges; Marilyn Hemmann; Bob Holman; Meg Kester; and Pat Messmer.

Others Present: Citizen Advisory Committee (CAC) member Michael Van Gelder.

APPROVAL OF AGENDA

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

CITIZEN ADVISORY COMMITTEE REPORT

Michael Van Gelder reported the CAC met on March 17 and received an update on the Village Vans Program and a presentation from Rebels by Bus. They also received an update on the ISO 140001 Certification. The members talked about an issue with the 62 route which led to the discussion for staff to develop a program called Transit Planning 101. The program would give the CAC members a better understanding of the route scheduling process.

Freeman-Manzanares said Mary Williams will give a presentation to the Authority in April about Rebels by Bus. She will also be on Panorama Television.

Intercity Transit Authority Work Session

March 19, 2014

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VILLAGE VANS PROGRAM 2013 UPDATE

Ann Bridges provided an update on the Village Vans Program. She indicated the Community Transportation Association of America organized a National Volunteer Transportation Center. Intercity Transit is 12 years ahead of them with the Village Vans Program. She said the "time is right" for efficient, effective and economical transportation services facilitating single and multiple trips.

Village Vans is grant-funded and some of that funding expires at the end of June 2015. In 2013 there were 26 volunteers driving vans last year; 7 volunteers worked in the office scheduling, dispatching and performing other administrative tasks, for a total 33 volunteers. We have 8 current volunteers; 6 dropped out for a number of various reasons; leaving 19 who found permanent employment. Bridges shared that over the course of the program, ten Village Vans volunteers became permanent Intercity Transit bus Operators.

Staff from Drexel House asked Bridges to participate in a video that was to be shown at a fundraiser to benefit Drexel House. The video also features John, a resident of Drexel House and one of our Village Vans drivers who explained how Village Vans helped him. Bridges showed the video. Bridges also shared a story about how Village Vans helped a man staying at the Salvation Army and walking to his new job nine miles away by providing him a with ride and how through our bike program was able to donate a bike, helmet, lock and repair kit.

Bridges acknowledged the many community partnerships that help support Village Vans, and said other states have shown an interest or actually implemented a similar program.

Councilmember Baker asked if Village Vans services Yelm. Bridges responded no, however, she continues to work to get the program to Yelm. The reason is because there is no guarantee we'll have enough drivers. When driver coverage isn't stable, we can't expand the service area. Baker said this service would be helpful in the Yelm community and hopes we can eventually provide the service.

UNDERGROUND STORAGE TANK REPLACEMENT PROJECT

Marilyn Hemmann provided additional background about how this project fits in with the master plan. She indicated there was a teleconference with consultants working with the City of Olympia and it became apparent they were not aware of the entire history of the property. She provided details of how the property was acquired and why the current recommendations are being made regarding location of the fuel tanks.

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Since moving into the current site/building in 1985, staff has continued to pursue options that would allow future expansion and maintain service. Staff hired several consultants to perform an analysis of what is needed to provide service through the year 2020. This included growth of the area and likely transit service needs and the predicted fleet size, which affects maintenance and operations, and size of staffing. To meet the requirements, the consultants recommended a minimum of 14 acres. At the time, the site was about 9 acres. Some other options included having the base operations here and some services located elsewhere, or combined on to one location. Staff began looking at alternate sites, comparing the cost to separate the services. After several studies it was determined the biggest cost difference were within operations' costs - that's the amount of time when a bus is on the road not picking up passengers and relief travel hours - adding more driver time. In 1995 it was determined the increased operational cost for outlying sites far exceeded the operational cost associated with expanding onto the adjoining site which is on Martin Way property. The cost of acquiring those adjoining sites and associated litigation costs make that option too expensive. The consultants determined staying at this location is the most cost-efficient option.

In 1999 another master plan was developed to expand on to the north side of the property; however, disregarded due to Initiative 695 which cut funding for transit.

Staff continued analyzing options, and in 2004, purchased property next door for \$1,850,000. In 2005 the site was leveled for future development. During this timeframe Intercity Transit sold surplus property in downtown Olympia to the City of Olympia. Part of this exchange involved acquiring additional right-of-way along Martin Way. In 2009 consultants began working on a new master plan. Staff took it completely through to the pre-submittal process with the City of Olympia, and the city provided a lot of feedback about what was needed to develop the site. In 2010 the master plan was completed; however, MAP 21 took away our funding opportunities.

Freeman-Manzanares said staff felt it important for the Authority to understand the process that has taken place over the last 20-year period to move towards the effort of expanding the Operational and Maintenance base. Staff has spent much time defining the requirements for rehabilitation and expansion through 2035. We have worked diligently to organize all required activities on one site which allows us to operate more efficiently. All of the current property is necessary to fulfill the requirements. To dedicate a portion of the property for another purpose would require locating a portion of our vehicles elsewhere and require a duplication of maintenance equipment and services.

The Authority reviewed architectural slides.

Intercity Transit Authority Work Session

March 19, 2014

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Councilmember Jones said he is unable to fully represent the City of Olympia's interest on the topic and it requires a larger discussion. He appreciates that a step forward on citing the underground storage tanks does preclude some of the options that the city is considering. He believes there is value in conducting an Authority study session on what the Thurston Regional Planning Council is considering and how the Economic Development Council may also help us understand what opportunities there might be available. He would like staff to arrange a presentation from TRPC, the EDC and the City of Olympia at the April work session on what they are proposing and the direction they are headed, and what does it mean to Intercity Transit.

Jones wants to understand what is pushing Intercity Transit to move forward now with the underground storage tank replacement, and what insurance alternatives are available. Hemmann said she had a recent discussion with Ben Foreman, Finance and Administration Director about this topic. Washington State Transit Insurance Pool (WSTIP) is our insurance agent, and they can't continue insuring the existing tanks. Foreman said WSTIP performed a major search of firms from all over the country and found only one firm who is currently willing to cover the tanks.

The Authority agreed Intercity Transit and the City of Olympia need to have more conversations about alternatives and options. The Authority wants to insure Intercity Transit will be a good neighbor along the Martin Way corridor.

2014 CITIZEN ADVISORY COMMITTEE RECRUITMENT

Freeman-Manzanares provided an update on the timeline and process for the 2014 Citizen Advisory Committee (CAC) recruitment for eight members. Three members are eligible to seek reappointment for another 3-year term (Sreenath Gangula; Carl See; Charles Richardson); two members' terms expire (Meta Hogan and Roberta Gray); the two youth positions (Quinn Johnson and Alyssa Neely); and one partial position vacated by Jill Geyen. Three vacant and two youth positions are subject to the interview process in June.

The process begins by formulating an ad-hoc committee consisting of three Authority members and three CAC members which will conduct interviews and make recommendations. The Authority makes their appointments at the July 2, 2014, meeting.

Councilmembers Jones and Gadman, and Chair Messmer volunteered to be on the ad-hoc committee. Commissioner Valenzuela will serve as an alternate.

GRANT APPLICATIONS

Freeman-Manzanares provided details of upcoming grant opportunities. Staff applied for the 5339 Small Urban Formula fund. It is a Federal formula fund that is given to the state of Washington with the option to distribute on a formula basis. Washington decided to go through a competitive process for those funds and we applied for one and a quarter million dollars for the underground tank replacement project.

Grants Administrator, Bob Holman is working on the application for the TIGER 6 grant which is due the end of April.

Baker left the meeting.

Staff intends to apply for the Transportation Alternatives Program (TAP) to be used for bus stop improvements and the Youth Education Walk n'Roll Program. Staff is considering adding a project to the Walk n'Roll program which is a safe cycling program within the school district.

PLANNING SESSION

Freeman-Manzanares asked the Authority if they wish to conduct an annual planning session. Traditionally the planning sessions are held in spring to review issues identified by members of the Authority and staff. Staff identified several dates in the month of May and June.

The Authority asked staff to send out a meeting notice using "Doodle" indicating the possible dates. They will respond accordingly and a date will be determined.

2014 AGENDA ITEM SCHEDULE

Freeman-Manzanares referred to the Agenda Schedule for 2014. This list will assist the Authority in seeing topics to come before them. However, it is an ever-changing document. Chair Messmer encourages the Authority to contact staff if they feel a topic should be discussed sooner.

Councilmember Jones asked to add under Additional Topics the discussion of having CAC members fill in as alternates for the Citizen Reps on the Authority.

Chair Messmer suggested presenting Mary Williams with an award for her efforts on the Rebels by Bus program at the April work session. Commissioner Valenzuela suggested finding and playing the video created last year recognizing Rebels by Bus. Warner suggested including her at the WSDOT Wall of Fame held in August.

GENERAL MANAGER'S REPORT

February ridership was 366,102 - 1.74% down through January/February.

Late night service with Evergreen State College ends in June.

The I-5 JBLM Project is hosting an Open House and Environmental Scoping Meeting on June 11 from 4 to 7 p.m. at the Eagles Golf Course in DuPont.

The trip to the APTA Legislative conference was a very positive experience in that APTA in their congressional advice to Congress acknowledged we need to restore the balance of funding.

AUTHORITY ISSUES

Commissioner Valenzuela is unable to attend the CAC meeting on April 21. Via email, staff will poll the Authority members for a volunteer.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Councilmember Gadman to adjourn the meeting at 7:59 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

Pat Messmer
Clerk to the Authority

Date Approved: April 2, 2014.

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

PERIOD DATES: 2/23-3/8/2014					PAYDATE 3/14/2014		PERIOD DATES: 3/9-3/22/2014					PAYDAY 3/28/2014	
	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	72,097.33		3	FIT		WIRE	72,199.00			
4	MT		EFT	19,332.14	91,429.47	4	MT		WIRE	19,493.92	91,692.92		
5	A2/35	Life Ins.	Check Dave 2nd	1,293.93	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,782.65	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,106.50	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,183.34	0.00		
7	HE/37	Health In1st	Check Dave 2nd	13,189.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	256,960.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	602.00	0.00		
9	CC/61	Child Care	Hfstttr/Brkgmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	911.91		10	GN/08	Garnish	CHECK last	899.65			
11						11							
12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62		
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,383.93	9,383.93	14	D1/98	D.Dep. #1	ACH WIRE every	8,877.93	8,877.93		
15	D2/97	D.Dep. #2	ACH WIRE every	17,824.76	17,824.76	15	D2/97	D.Dep. #2	ACH WIRE every	17,876.19	17,876.19		
16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	410.00	410.00	17	HS/59	Health Svgs	ACH Wire every	410.00	410.00		
18	DC/97	Vgrd EE	Wire	43,720.97		18	DC/97	Vgrd EE	Wire	44,051.24			
19	DC/22	Vgrd ER	Wire	29,910.64	73,631.61	19	DC/22	Vgrd ER	Wire	30,099.72	74,150.96		
20	L2/29	401k Ln#2	Wire	3,898.65		20	L2/29	401k Ln#2	Wire	3,958.81			
20	LN/29	401k Ln #1	Wire	9,527.19	13,425.84	20	LN/29	401k Ln#1	Wire	9,637.43	13,596.24		
22	TTL VNGRD		87,057.45			22	TTL VNGRD		87,747.20				
23	LI/02	L&I	EFT Quarterly	26,291.44		23	LI/02	L&I	EFT Quarterly	27,480.51	0.00		
24	MD/51	Mch.UnDues	Check last	1,277.20		24	MD/51	Mch.UnDue	Check last	1,277.30			
25	MI/52	Mac.Initlon	Check last	0.00		25	MI/52	Mch.Initlon	Check last	0.00			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Taxable Fr.Benefits		105.00			
29	PA/66	Proj.Assist	Check last	382.50		29	PA/66	Proj.Assist	Check last	382.50			
30	PN/04	PERS EE	EFT	34,879.54	0.00	30	PN/04	PERS EE	EFT	35,762.69	0.00		
31	PN/04	PERS ER	EFT	63,417.81	98,297.35	31	PN/04	PERS ER	EFT	64,992.44	100,755.13		
32	TTL PERS		98,297.35			32	TTL PERS		100,755.13				
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00		
	RC/24	ICMA EE	WIRE	5,211.70		34	RC/24	ICMA EE	WIRE	5,625.66	0.00		
35	RI/23	ICMA Roth	WIRE	529.81	529.81	35	RI/23	ICMA Roth	WIRE	529.81	529.81		
36	RL/21	ICMA Ln#1	WIRE	1,500.33	2,246.60	36	RL/21	ICMA Ln#1	WIRE	1,500.33	2,246.60		
37	RR/25	ICMA ER	WIRE	2,885.23	8,096.93	37	RR/25	ICMA ER	WIRE	3,275.72	8,901.38		
38	TTL ICMA	10,343.53	10,873.34			38	TTL ICMA	11,147.98	11,677.79				
39	SD/26	457 ST EE	EFT	9,275.03		39	SD/26	457 ST EE	EFT	9,885.70			
40	SR/27	457 ST ER	EFT	4,685.29	13,960.32	40	SR/27	457 ST ER	EFT	5,168.21	15,053.91		
41	ST/67	ShTrmDisab	EFT	2,876.64	2,876.64	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	115.00		42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	570.00			
	UD/42	Un Dues	Check last	5,140.05		43	UD/42	Un Dues	Check last	5,073.57			
44	UI/41	Un Initlatn	Check last	10.00		44	UI/41	Un Initlatn	Check last	10.00			
45	UT/43	Un Tax	Check last	2,263.35		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	562.50		46	UW/62	United Way	Check last	541.50			
47	WF/64	Wellness	Check last	310.50		47	WF/64	Wellness	Check last	306.50			
48	NET PAY (dir. Deposit)	ACH Wire every		425,230.07	425,230.07	48	Net Pay (Dir. Dep.)			441,355.46	441,355.46		
	Paychecks			13,193.09			Paychecks			1,994.89			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$759,006.97	49	TOTAL TRANSFER				\$777,110.17		
50	TOTAL PAYROLL*:			\$826,362.74		50	TOTAL PAYROLL*:			\$1,078,986.38			
51	GROSS EARNINGS:			694,315.78		51	GROSS EARNINGS:			711,916.76			
52	EMPR MISC DED:			122,380.89		52	EMPR MISC DED:			357,322.94			
53	EMPR MEDICARE TAX:			9,666.07		53	EMPR MEDICARE TAX:			9,746.96			
54	TOTAL PAYROLL*:			\$826,362.74		54	TOTAL PAYROLL*:			\$1,078,986.66			
55	TOTAL PAYROLL FOR MARCH					55	TOTAL PAYROLL FOR MARCH				\$1,905,349.40		
56	ACH WIRE TOTAL			452,848.76		56	ACH WIRE TOTAL			468,519.58			

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/07/2014

Thru Date: 03/07/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016142	3/7/2014	01405	ADVANCE GLASS INC	\$130.56	
00016143	3/7/2014	01480	AIR FLOW SYSTEMS INC	\$940.20	
00016144	3/7/2014	01660	ALL STAR FORD	\$994.54	
00016145	3/7/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,292.27	
00016146	3/7/2014	01805	AMB TOOLS AND EQUIPMENT CO INC	\$471.90	
00016147	3/7/2014	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00016148	3/7/2014	01820	AMERICAN DRIVING RECORDS INC	\$599.36	
00016149	3/7/2014	02060	AMERISAFE	\$134.37	
00016150	3/7/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$37.66	
00016151	3/7/2014	02380	ARAMARK UNIFORM SERVICES	\$724.62	
00016152	3/7/2014	02407	ARCHER CONSTRUCTION	\$539.35	
00016153	3/7/2014	02580	ASSOCIATED PETROLEUM	\$331.78	
00016154	3/7/2014	03250	BATTERY SYSTEMS, INC	\$905.82	
00016155	3/7/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$539.33	
00016156	3/7/2014	03940	B&B SIGN CO LLC	\$27.20	
00016157	3/7/2014	05460	CARQUEST AUTO PARTS-OLYMPIA	\$163.42	
00016158	3/7/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$128.21	
00016159	3/7/2014	06040	CITY OF LACEY	\$666.60	
00016160	3/7/2014	06060	CITY OF OLYMPIA	\$1,528.44	
00016161	3/7/2014	06120	CITY OF OLYMPIA UTILITIES	\$3,604.17	
00016162	3/7/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$2,189.28	
00016163	3/7/2014	07150	CROSSROADS COLLISION CENTER	\$1,580.35	
00016164	3/7/2014	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00016165	3/7/2014	07220	CUMMINS NORTHWEST INC	\$11,972.17	
00016166	3/7/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00016167	3/7/2014	08060	DON SMALL AND SONS OIL	\$145.08	
00016168	3/7/2014	08780	EMERALD SERVICES INC	\$536.64	
00016169	3/7/2014	10285	FTE NEWS MAGAZINE	\$680.00	
00016170	3/7/2014	10580	GENE'S TOWING INC	\$413.65	
00016171	3/7/2014	10660	GILLIG LLC	\$0.00	✓
00016172	3/7/2014	10660	GILLIG LLC	\$9,360.55	
00016173	3/7/2014	10820	GRAPHIC COMMUNICATIONS	\$169.73	
00016174	3/7/2014	11175	HEALTH CARE AUTHORITY	\$282,371.55	
00016175	3/7/2014	11615	INDUSTRIAL HYDRAULICS INC	\$56.37	
00016176	3/7/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,554.50	
00016177	3/7/2014	11810	INTERSTATE BATTERY	\$107.66	
00016178	3/7/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00016179	3/7/2014	12530	KELLY SERVICES INC	\$1,205.76	
00016180	3/7/2014	12885	KPLU-FM 88.5	\$2,740.00	
00016181	3/7/2014	12945	KXXO MIXX 96 FM	\$1,664.00	
00016182	3/7/2014	13324	LACEY SPRING FUN FAIR	\$500.00	
00016183	3/7/2014	13510	LES SCHWAB TIRE CENTER	\$607.35	
00016184	3/7/2014	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$8,212.17	
00016185	3/7/2014	13850	MASON COUNTY TRANSIT	\$1,039.00	
00016186	3/7/2014	14590	MOHAWK MFG & SUPPLY	\$215.00	
00016187	3/7/2014	14900	NAPA AUTO PARTS	\$460.10	
00016188	3/7/2014	15530	OLYMPIA AUTOBODY, INC.	\$1,265.34	
00016189	3/7/2014	16557	PACIFIC MODULAR, INC	\$2,176.00	
00016190	3/7/2014	16595	PACIFIC POWER PRODUCTS	\$1,912.22	
00016191	3/7/2014	16695	PATTISON WATER COMPANY	\$87.88	
00016192	3/7/2014	16752	PERFORMANCE RADIATOR	\$3,009.51	
00016193	3/7/2014	16765	PETRO CARD	\$121,075.39	
00016194	3/7/2014	17505	RAINIER DODGE INC	\$1,043.61	
00016195	3/7/2014	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$515.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/07/2014

Thru Date: 03/07/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016196	3/7/2014	17560	RE AUTO ELECTRIC INC	\$1,113.22	
00016197	3/7/2014	17760	ROSS AND WHITE COMPANY	\$711.22	
00016198	3/7/2014	17824	S & A SYSTEMS INC	\$6,001.95	
00016199	3/7/2014	17900	SCHETKY NW SALES INC	\$1,048.24	
00016200	3/7/2014	18510	SRG PARTNERSHIP	\$215.00	
00016201	3/7/2014	18651	STORMANS (LICENSING)	\$14.75	
00016202	3/7/2014	18695	SUMMIT LAW GROUP PLLC	\$210.00	
00016203	3/7/2014	18711	SUNSET AIR INC	\$5,140.91	
00016204	3/7/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00016205	3/7/2014	18970	TETRA TECH INC	\$10,278.95	
00016206	3/7/2014	18990	THERMO KING NORTHWEST	\$1,206.39	
00016207	3/7/2014	21930	TIRES INC	\$1,998.07	
00016208	3/7/2014	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00016209	3/7/2014	21950	TITUS-WILL CHEVROLET	\$1,902.15	
00016210	3/7/2014	22010	TOYOTA OF OLYMPIA	\$43.47	
00016211	3/7/2014	22260	TRI-DIM FILTER CORPORATION	\$319.06	
00016212	3/7/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,125.00	
00016213	3/7/2014	23740	USSC LLC	\$902.56	
00016214	3/7/2014	24640	WA ST DEPT OF TRANSPORTATION	\$394.34	
00016215	3/7/2014	24750	WA ST GET PROGRAM	\$322.50	
00016216	3/7/2014	25380	WASHINGTON GARDENS	\$315.52	
00016217	3/7/2014	25540	WASHINGTON STATE RIDESHARING ORG	\$375.00	
00016218	3/7/2014	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$100.00	
00016219	3/7/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$50.00	
Total:				\$530,334.70	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/21/2014

Thru Date: 03/21/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016236	3/21/2014	11175	HEALTH CARE AUTHORITY	\$595.75	
00016237	3/21/2014	11175	HEALTH CARE AUTHORITY	\$281,775.80	
00016238	3/21/2014	01230	A WORKSAFE SERVICE INC	\$780.00	
00016239	3/21/2014	01311	ACCESS INFORMATION MANAGEMENT	\$299.91	
00016240	3/21/2014	01405	ADVANCE GLASS INC	\$939.83	
00016241	3/21/2014	01660	ALL STAR FORD	\$600.13	
00016242	3/21/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$115.00	
00016243	3/21/2014	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00016244	3/21/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$200.00	
00016245	3/21/2014	01960	AMERICAN SEATING COMPANY	\$224.21	
00016246	3/21/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$75.31	
00016247	3/21/2014	02380	ARAMARK UNIFORM SERVICES	\$746.38	
00016248	3/21/2014	02580	ASSOCIATED PETROLEUM	\$1,477.44	
00016249	3/21/2014	02680	ASSOCIATION OF WASHINGTON CITIES	\$13,235.00	
00016250	3/21/2014	03240	BATTERIES PLUS	\$86.77	
00016251	3/21/2014	03250	BATTERY SYSTEMS, INC	\$1,929.57	
00016252	3/21/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$655.35	
00016253	3/21/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00016254	3/21/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,404.45	
00016255	3/21/2014	04120	BUILDERS HARDWARE CO	\$135.52	
00016256	3/21/2014	05340	CAPITOL COURIER SERVICE	\$315.87	
00016257	3/21/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,887.23	
00016258	3/21/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$32.86	
00016259	3/21/2014	05955	CHARGEPOINT, INC	\$2,050.00	
00016260	3/21/2014	06060	CITY OF OLYMPIA	\$787.17	
00016261	3/21/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,517.31	
00016262	3/21/2014	06607	COMDATA	\$41,142.09	
00016263	3/21/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$289.84	
00016264	3/21/2014	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00016265	3/21/2014	07220	CUMMINS NORTHWEST INC	\$6,103.97	
00016266	3/21/2014	08550	EASY SPEAKERS CLUB	\$528.00	
00016267	3/21/2014	08720	ELECTRONIC RESOURCING INC	\$14.84	
00016268	3/21/2014	08780	EMERALD SERVICES INC	\$380.96	
00016269	3/21/2014	08855	ENERGY INDUSTRIES (WASHINGTON) LLC	\$32,147.93	
00016270	3/21/2014	10290	FUSION GRAPHIX	\$262.56	
00016271	3/21/2014	10660	GILLIG LLC	\$0.00	✓
00016272	3/21/2014	10660	GILLIG LLC	\$7,872.82	
00016273	3/21/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00016274	3/21/2014	10886	GROUP HEALTH COOPERATIVE	\$300.00	
00016275	3/21/2014	11250	HERGUTH LABORATORIES INC.	\$2,130.70	
00016276	3/21/2014	11615	INDUSTRIAL HYDRAULICS INC	\$209.66	
00016277	3/21/2014	11810	INTERSTATE BATTERY	\$702.64	
00016278	3/21/2014	11905	JANEK CORPORATION	\$1,136.96	
00016279	3/21/2014	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00016280	3/21/2014	12530	KELLY SERVICES INC	\$904.32	
00016281	3/21/2014	12665	KGY INC	\$696.00	
00016282	3/21/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00016283	3/21/2014	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00016284	3/21/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,373.10	
00016285	3/21/2014	13485	LEMAY MOBILE SHREDDING	\$60.00	
00016286	3/21/2014	13661	LOOMIS	\$399.17	
00016287	3/21/2014	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00016288	3/21/2014	14590	MOHAWK MFG & SUPPLY	\$215.00	
00016289	3/21/2014	14760	MUNCIE TRANSIT SUPPLY	\$299.15	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/21/2014

Thru Date: 03/21/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016290	3/21/2014	14900	NAPA AUTO PARTS	\$220.27	
00016291	3/21/2014	16263	ORACLE AMERICA INC	\$1,948.61	
00016292	3/21/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00016293	3/21/2014	16593	PACIFIC OFFICE AUTOMATION	\$0.00	✓
00016294	3/21/2014	16593	PACIFIC OFFICE AUTOMATION	\$4,426.57	
00016295	3/21/2014	16595	PACIFIC POWER PRODUCTS	\$739.79	
00016296	3/21/2014	16765	PETRO CARD	\$65,005.96	
00016297	3/21/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00016298	3/21/2014	16874	PITNEY BOWES PURCHASE POWER	\$242.59	
00016299	3/21/2014	17290	PUGET SOUND ENERGY	\$24,812.38	
00016300	3/21/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00016301	3/21/2014	17900	SCHETKY NW SALES INC	\$899.01	
00016302	3/21/2014	17965	SEATTLE AUTOMOTIVE DIST.	\$202.87	
00016303	3/21/2014	17986	SECURITAS SECURITY SERVICES USA INC	\$12,694.80	
00016304	3/21/2014	18068	SHINING EXAMPLE INC	\$303.33	
00016305	3/21/2014	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00016306	3/21/2014	18470	SPORTWORKS NORTHWEST INC	\$237.90	
00016307	3/21/2014	18510	SRG PARTNERSHIP	\$215.00	
00016308	3/21/2014	18705	SUNBELT RENTALS	\$599.69	
00016309	3/21/2014	18990	THERMO KING NORTHWEST	\$415.23	
00016310	3/21/2014	21850	THURSTON COUNTY TREASURER	\$10.80	
00016311	3/21/2014	21910	THYSSENKRUPP ELEVATOR	\$390.58	
00016312	3/21/2014	21930	TIRES INC	\$2,285.70	
00016313	3/21/2014	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00016314	3/21/2014	21950	TITUS-WILL CHEVROLET	\$3,971.27	
00016315	3/21/2014	22010	TOYOTA OF OLYMPIA	\$65.28	
00016316	3/21/2014	22100	TRANSIT SOLUTIONS, LLC	\$458.62	
00016317	3/21/2014	22260	TRI-DIM FILTER CORPORATION	\$50.47	
00016318	3/21/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00016319	3/21/2014	22420	TUMWATER PRINTING	\$3,048.51	
00016320	3/21/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$56,541.67	
00016321	3/21/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,732.39	
00016322	3/21/2014	23820	VERIZON WIRELESS	\$1,296.93	
00016323	3/21/2014	24030	WA ST AUDITORS OFFICE	\$250.80	
00016324	3/21/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$122.19	
00016325	3/21/2014	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$560.00	
00016326	3/21/2014	24750	WA ST GET PROGRAM	\$322.50	
00016327	3/21/2014	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$20,000.00	
00016328	3/21/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$50.00	
00016329	3/21/2014	25745	WEISMAN, MICHAEL	\$260.00	
00016330	3/21/2014	25858	WESTCARE CLINIC LLC PS	\$0.00	✓
00016331	3/21/2014	25858	WESTCARE CLINIC LLC PS	\$1,350.00	
00016332	3/21/2014	26760	ZONES	\$11,022.64	
Total:				\$655,532.28	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: April 2, 2014

FOR: Intercity Transit Authority

FROM: Ben Foreman, 705-5813

SUBJECT: 401(k) Deferred Compensation Plan Update

1) **The Issue:** To amend the 401(k) Plan to allow in-service withdrawals after attaining the age of 59 ½.

2) **Recommended Action:** Adopt Resolution Number 02-2014 which restates Section 4.3 to read:

4.3 In-Service Withdrawals.

In-service withdrawals are permitted under the Plan after an employee attains a minimum age of 59 ½. Effective April 2, 2014, a Participant who has attained age 59 ½ may elect in writing to receive his Employee Account and Employer Account prior to his actual retirement date in accordance with procedures established by the Committee.

3) **Policy Analysis:** Changes to the 401(k) Plan must be adopted by Board Resolution.

4) **Background:** It has come to our attention that in-service withdrawals are permitted under the law after age 59 ½, but our plan does not contain the proper verbiage to allow our employees to avail themselves of this benefit.

This change to our plan will allow our employees more flexibility in how they prepare for their retirement.

5) **Alternatives:**

- A. Adopt Resolution 02-2014, restating the Intercity Transit Employees' Retirement Plan and Trust documents for the 401(k) deferred compensation program as noted above.
- B. Direct staff to redraft the Resolution and bring it back to the Authority for adoption at the May Authority meeting.
- C. Chose not to adopt the resolution.

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

7) **Goal Reference:** N/A.

8) **References:** Resolution 02-2014.

**INTERCITY TRANSIT
RESOLUTION NO. 02-2014
AMENDING THE EMPLOYEES' RETIREMENT PLAN AND TRUST**

WHEREAS, Management has recommended to the Transit Authority (the "Board") of Intercity Transit (the "Employer") that the Intercity Transit Employees' Retirement Plan and Trust (the "Plan") be amended and restated in order to allow participants to receive in-service distributions from the Plan after attaining age 59 1/2;

WHEREAS, the Board after study has concluded that this recommendations should be approved and implemented;

NOW, THEREFORE, BE IT RESOLVED, that section 4.3 of the Plan be amended as follows, incorporated herein by this reference, and is hereby adopted as of the date of this resolution.

4.3 In-Service Withdrawals.

In-service withdrawals are permitted under the Plan after an employee attains a minimum age of 59 1/2. Effective April 2, 2014, a Participant who has attained age 59 1/2 may elect in writing to receive his Employee Account and Employer Account prior to his actual retirement date in accordance with procedures established by the Committee.

ADOPTED this 2nd day of April 2014.

INTERCITY TRANSIT AUTHORITY

ATTEST:

**Karen Messmer
Chair**

**Pat Messmer
Executive Assistant/
Clerk to the Authority**

APPROVED AS TO FORM:

**W. Dale Kamerrer
Legal Counsel**

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 17, 2014

CALL TO ORDER

Chair Van Gelder called the March 17, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitchell Chong; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Victor VanderDoes; Quinn Johnson; Alyssa Neely; Meta Hogan; and Julie Hustoft.

Absent: Don Melnick; Dale Vincent; Roberta Gray; and Sue Pierce.

Staff Present: Ann Freeman-Manzanares; Ann Bridges; and Nancy Trail.

Others Present: Authority member, Ryan Warner, Intercity Transit Authority; and Mary Williams, Rebels by Bus.

APPROVAL OF AGENDA

It was M/S/A by HUSTOFT and HOGAN to approve the agenda as published.

INTRODUCTIONS

Van Gelder introduced Authority member, Ryan Warner.

MEETING ATTENDANCE

A. March 19, 2014, Work Session - Michael Van Gelder.

B. April 2, 2014, Regular Meeting - Leah Bradley.

APPROVAL OF MINUTES

It was M/S/A by HUSTOFT and ELLIOTT to approve the minutes of the February 10, 2014 meeting.

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

- *O'Connell* - 62A & 62B routes.
- *Elliott* - Dial-A-Lift questions.
- *O'Connell* - Driver on route 67.

Intercity Transit Citizen Advisory Committee

March 17, 2014

Page 2 of 7

- *Warner* – Transit Driver Appreciation Day is tomorrow, March 18, 2014.

NEW BUSINESS

- A. Rebels by Bus** (*Mary Williams*) Williams stated she is the co-founder of Rebels by Bus, and the purpose of the group is to encourage people to use public transit for leisure trips. Williams indicated most groups she works with don't typically have experience with transit, and she wants to teach them that it is a fun, low cost way to adventure, and it's green.

Williams added that she worked for the County in public health, and when funds were available through WSDOT, she created the human services roundtable. The roundtable was co-chaired with Karen Parkhurst. Karen Parkhurst wrote the initial grant for Village Vans at Intercity Transit; and Williams wrote the grant for RT (Rural Transportation). Williams indicated that her first experience with transit was riding it to meetings in Seattle. When driving she found herself arriving at meetings tense and irritable so she decided to try the train. Williams said she found the trip relaxing and was able to do work while on the train. Williams stated she gave the bus a try and by the time she retired she was riding the 594 regularly.

Williams indicated she had occasion to take a bus on a trip to a Mariner's game and incorporated a water taxi. As a result she and her companion decided to write a book. Williams said traveling on the bus is a bit of rebellion, and by getting out of your car you are declaring your independence from oil. Williams indicated they sent the book off for publication and they were rejected.

Gangula arrived.

Williams provided that what resulted was moving the material to a blog. She stated the blog is currently experiencing some technical difficulties. The host is currently looking into the issue. Williams indicated the blog is an accounting of the dozens of trips taken and includes lots of tips.

Williams said she contacted South Puget Sound Continuing Education department about a year and a half ago regarding a class on how to navigate the greater Puget Sound transit systems, and the coordinator thought it was a great idea.

Hagenhofer arrived.

Williams pointed out that the group is highlighted in SPSCC's current catalog. She indicated they have several trips planned, and the list summer trips will be out by the end of this week.

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Williams stated she just recently started doing trips with the Senior Center. They have gone to Benaroya Hall and spent time downtown Seattle enjoying the city. Williams indicated that she will also be helping a church group and the Red Hat ladies at Jubilee. Williams distributed some brochures describing her service and sample itineraries.

Williams answered questions.

Warner stated that one of the things he likes and admires is that Williams demonstrates that you can move between different systems to different counties.

Freeman-Manzanares stated Williams is a gift to our community, and that SPSCC contacted her to say the, "How to be a Rebel by Bus" classes are full. As a result, Williams signed up to do more classes. Williams is also going to be on Panarama TV!

Williams stated she loves to have guest bloggers and encouraged people to contribute to the content

Bradley asked how someone can get to Tri-cities without taking Greyhound.

Van Gelder stated WSDOT has information on their website on the public/private connections.

Hagenhofer stated if you can't afford to travel – you can still afford to travel and to look at the Rome 2 Rio website.

Sibree arrived.

B. Village Vans Update (*Ann Bridges*) Bridges remarked that Williams has done wonderful work in the community for so many years.

Bridges stated she is excited to come each year and speak about the Village Vans program. She provided the statistics for 2013 include 6,329 trips; 45,589 revenue miles and 89 job sites reached.

Bridges remarked the Community Transportation Association of America is organizing a National Volunteer Transportation Center. Intercity Transit recognized this need 12 years ago with the Village Vans program. Bridges included additional statistics including: 26 volunteers that were eligible to drive; 7 volunteers came into scheduling/dispatching/administrative tasks; 8 of those 33 are currently active; 6 had to drop out and that left 19. Bridges stated the program had 19 people find good jobs and that is 100%. Bridges stated that 6 of the 19 jobs were in driving careers. She indicated that 2 Village Vans drivers are in the new class of drivers at Intercity

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Transit. Bridges remarked this makes a total of 10 Village Vans participants that are now coach operators.

Bridges stated she was asked to be part of a film supporting the Drexel House, and success story involving Village Vans. (Bridges showed video).

Bridges relayed several success stories from the Village Vans program, including one participant who is about to get his CDL and is working as a substitute driver for ESD 113. This allows him to attend school and finish the program he started

Bridges provided another example of an employer, Martin Furniture Manufacturing, who is located out on Lathrop off of 93rd Avenue that employs folks with disabilities that asked for Village Vans assistance with a new employee to get a ride home. The man had walked from the Salvation Army, approximately 9 miles, to Martin Furniture to work at 3:00 am that day. Bridges stated she went out and met the owner who stated how impressed he was with the Village Vans program. Bridges indicated she gave the new employee a ride home and asked him about his walk to work. She said he was so matter of fact that he couldn't miss his first day of work. Bridges said that he told her he was going to use his first paycheck to purchase a bicycle. She dropped him off at the shelter and came back to Intercity Transit. Bridges spoke to Erin Scheel who indicated she might have a free bike that would work for him. Bridges said 3 days later we were able to get him a bicycle, helmet, and repair kit. She indicated he was so appreciative.

Bridges remarked the program has been unique, with the funding we received requiring a local match. Fortunately it counted in-kind donations to meet the local match. Bridges stated she has worked very hard to expand the match. She said our community partners are essential to the program. Intercity Transit is able to itemize the space Village Vans uses, the equipment, parking, etc. and we are able to meet that match requirement each year. Bridges stated the most important thing is that we have funding to keep the program going until June 2015. She indicated that we do not have any idea where the funds will come from after that time. Bridges indicated she is always looking for grants that will be available. The program has impacted so many lives it would be a shame to let it go. Bridges stated we need to be diligent in trying to find a way to sustain the program in the future.

Bridges answered questions.

Hogan asked how much funding are you short.

Bridges responded about \$200,000.

Freeman-Manzanares remarked the funding under MAP21 was reduced and specific Job Access Reverse Commute (JARC) funding was eliminated and

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incorporated into another project. In addition there are operational dollars in the state budget that are sun-setting at the end of this biennium.

Bridges remarked they work really closely with WorkSource and DSHS, and every time they refer a client to Village Vans who gets a job, that is a success for them to count as well. Bridges suggested that the 4 partners who make up WorkSource provide \$50,000 to Intercity Transit to keep the program going. It is not that much for any one agency to come up with.

Hagenhofer said she would like to see the number of people served and what the number means in terms of hours?

See stated the number of people you are picking up is relevant as well.

Bridges responded she will make sure to get the information.

See asked who qualifies as a community partner.

Bridges stated just about every human services organization in Thurston County.

See remarked the number of community partners would be important as well.

Van Gelder indicated it would be helpful to combine some of the selling points that Carl raised because we can put this in front of people that can start allocating resources.

Freeman-Manzanares remarked we are shooting the transportation gap, and serving a population that is reaching economic independence. Freeman-Manzanares stated she was just in Washington DC at a mobility management meeting for people who wanted to do more to fill the gaps. She met folks from Ohio were going to start a program, and that program was Village Vans.

Bridges responded that she has received inquiries from 12 different states that have now started programs.

C. CAC Recruitment (*Ann Freeman-Manzanares*): Freeman-Manzanares indicated we are looking for 3 volunteers from the CAC for an ad hoc committee to assist with the CAC recruitment process. There will also be 3 volunteers from the ITA. Freeman-Manzanares provided the following breakdown of 2014 term CAC members:

2014 Term CAC Members

- **Robert Gray** – Completed two terms – her position is open

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- **Meta Hogan** – Completed two terms – her position is open
- **Charles Richardson** – Completed one term and is requesting another
- **Carl See** – Completed one term and is requesting another
- **Sreenath Gangula** – Completed one term and is **not** requesting another
- **Quinn Johnson** – Completed one **youth** term – his position is open
- **Alyssa Neely** – Completed one **youth** term – her position is open
- **Jill Geyen** – Completed a partial term and had to resign – her partial term position is open (expires 6/30/16)

Freeman-Manzanares asked for volunteers for the ad hoc committee: *Hagenhofer* and *Elliott* volunteered. Freeman-Manzanares indicated *Melnick* (who was absent from the meeting) had volunteered to serve prior to the meeting. *O'Connell* offered to act as back up if someone became unable to serve. Freeman-Manzanares indicated we would move forward with these individuals.

Freeman-Manzanares reviewed the recruitment timeline.

CONSUMER ISSUES

- *O'Connell* – Asked if there is a reason that both the 62A & 62B exit down on to Martin Way, instead one of them sticking with Pacific.

Freeman-Manzanares provided the routes were established so we could have 15 minute service frequency along the major corridors. It is something we can look at as we do our short/long range service planning. The consultants will meet with our operators and take community comments.

Freeman-Manzanares stated we will have Dennis Bloom on the agenda soon to speak to service planning 101.

- *Elliott* – Asked why they DAL applications must be processed within 21 days, but they don't get back to the applicants in that timeframe. Elliott stated she submitted her application in February and was told today that it would be mailed out on March 26th. She is concerned that this timeframe may be too tight.

Freeman-Manzanares stated she would inquire about the process. She also stated they do provide rides for people who need them before their applications can be processed because they try to be accommodating.

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- *See* - Asked if Freeman-Manzanares could provide an update on the driver who was attacked.

Freeman-Manzanares provided that he is doing well, and he has decided he is no longer going to be a bus driver. He fractured his nose, was black and blue, but is healing.

- *O'Connell* - Stated she would like to point out that Larry, the driver on the 67 is the most rock solid bus driver she has ever experienced. He always asks about connections, and is amazing!
- *Warner* - Remarked that Tuesday, March 18th is Transit Driver Appreciation Day - please remember to thank your bus driver, and sign banners.

REPORTS

- *Freeman-Manzanares* - reported on the February 19, 2014, Work Session on behalf of Vincent stated the CAC was in support of the additional travel training position.
- *Chong* - reported on the March 5, 2014, Regular Meeting - and the ITA approved an additional travel training coordinator position; authorized several contract extensions; 2 vehicle purchases; transit analysis software purchase; and welcomed Elizabeth Barlow as vanpool coordinator and Nathan Goff as Dial-A-Lift Dispatcher.

Van Gelder - asked if staff could share Erin Scheel's presentation from the APTA conference.

- *Freeman-Manzanares* - reported that Intercity Transit received ISO 14001 Certification for the Environmental and Sustainability program. The program provides a management system for dealing with any potential environmental hazard. We are one of 9 transit systems nationwide that has ISO 14001 certification.

Freeman-Manzanares stated we will send a link to our case study on ESMS

NEXT MEETING: April 21, 2014.

ADJOURNMENT

It was M/S/A by HAGENHOFER and O'CONNELL to adjourn the meeting at 7:17 p.m.

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 2, 2014

FOR: Intercity Transit Authority

FROM: Pat Messmer, 705-5860

SUBJECT: Citizen Representative Recruitment

1) **The Issue:** Selection of a new Citizen Representative.

2) **Recommended Action:** Provide staff direction regarding the selection timeframe and whether or not the Authority wishes to establish an ad hoc committee to make a recommendation, or utilize the entire governing body for the selection process.

3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 - Selection - Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.

4) **Background:** Citizen Representative Martin Thies is resigning from the Authority after serving more than seven years. His second full term would have ended December 31, 2015.

The Authority options include opening the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose. There is no official list at this time.

Staff is proposing we run this recruitment concurrent with the Citizen Advisory Committee recruitment. Under this scenario it is anticipated to take approximately ten weeks to conduct the recruitment and selection process. Staff will advertise immediately using all outlets available including our website, Facebook, RiderAlert, The Olympian, Business Examiner, and the Nisqually Valley News. We also contact our CAC members along with the various jurisdictions to distribute materials to any persons expressing interest in their councils and planning commission positions.

In conjunction with proposed timeline schedule:

- Begin advertising April 3;
- Application deadline May 15;
- Distribution of application packets May 16;

- Selection of candidates and schedule date for interviews at the May 21 special meeting;
 - Appointment made at the June 18, 2014, special meeting.
-

5) **Alternatives:**

- A) Direct staff to begin the recruitment process to be completed by June 18, 2014.
- B) Do not conduct recruitment at this time. The Authority would function with one less member until such time as the appointment is made. This may impact quorum needs.
-

6) **Budget Notes:** There are no additional costs for this recruitment as the advertising will be combined with the CAC recruitment effort.

7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.

8) **References:** Authority Bylaws Section IV. AUTHORITY COMPOSITION, 4.3, Selection - Citizen Representatives.

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: April 2, 2014

FOR: Intercity Transit Authority

FROM: Erin Hamilton, 705-5837

SUBJECT: Landscaping and Grounds Maintenance Services

1) **The Issue:** Consideration of an award for landscaping and grounds maintenance services for Intercity Transit facilities.

2) **Recommended Action:** Authorize the General Manager to enter into a 27-month contract with three one-year options to extend with American Landscape Services (ALS) LLC, for the provision of landscaping and grounds maintenance services in an amount not-to-exceed \$108,520, including taxes, for the initial 27-month period.

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

4) **Background:** This contract will provide for the regular maintenance of the landscaped and vegetated area at the Pattison Street facility, Olympia Transit Center, Lacey Transit Center, Martin Way Park-and-Ride, Hawks Prairie Park-and-Ride and Centennial Station. Based on the suggestion of several landscape professionals, the contract end date was extended to June 30 to ensure uninterrupted service during critical spring months.

Intercity Transit issued a request for proposals for landscaping and grounds maintenance services on January 16, 2014, and received six proposals by the February 6 submission deadline. Staff from Facilities and Procurement evaluated the proposals based upon the criteria established in the RFP. Three firms were found to be in the competitive range.

After a series of clarifications, reference checks, and interviews with the three competitive firms, ALS was determined to be the top ranked firm.

ALS is a local firm that has been providing landscaping and grounds maintenance services since 1995. Current ALS clients include the Tacoma-Pierce County Health Department, Comprehensive Mental Health, and a variety of private entities. ALS provided landscaping services for Intercity Transit from 2008 to 2011.

Intercity Transit is committed to maintaining our properties in a clean, presentable and healthy condition while encouraging environmentally sensitive maintenance practices. ALS is a reputable and experienced firm that is committed to helping us achieve this level of service.

Procurement staff analyzed the costs proposed by ALS and found them to be fair and reasonable.

Considering the firm's fair and reasonable cost, experience in maintaining public facilities, good references, and ability to meet our service needs, staff recommends contract award to ALS.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a 27-month contract with three one-year options to extend with American Landscape Services, LLC, for the provision of landscaping and grounds maintenance services, in an amount not-to-exceed \$108,520, including taxes, for the initial 27-month period.
- B. Deferring action would result in lack of landscaping and grounds maintenance at agency facilities.

6) **Budget Notes:** The initial contract term is for two years plus three months. The first 12 months of service will cost \$49,768, and includes one-time improvements to areas at the Pattison Street facility and Centennial Station. This amount is within the 2014 budget of \$60,000.

7) **Goal Reference:** Goal #2: *"Providing outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 2, 2014

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Purchase of Passenger Shelters

1) **The Issue:** Consideration of the purchase of 28 passenger shelters with kiosks.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 28 passenger shelters with kiosks, in the not-to-exceed amount of \$113,573, including taxes and freight.

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

4) **Background:** Intercity Transit has an existing, competitively bid contract for passenger shelters. The contract identifies three different shelter configurations that serve our needs in various applications throughout our service area.

This purchase includes ten shelters for the bus stop pad improvement project and eighteen shelters to meet Facilities' projected shelter inventory needs for 2014. Combining these purchases in one order allows Intercity Transit to minimize freight costs.

5) **Alternatives:**

A. Authorize the General Manager to issue a purchase order to Handi-Hut, Inc. for 28 passenger shelters with kiosks, in the not-to-exceed amount of \$113,573, including taxes and freight.

B. Deferring action will delay the installation of shelters.

6) **Budget Notes:** The 2014 budget for the bus stop pad improvement project is \$235,000. Of this, \$40,104 will be dedicated to the purchase of shelters. The 2014 budget also includes \$150,000 for Facilities bus stop enhancements. Of this, \$73,469 will be dedicated to the purchase of shelters. Both items are within budget.

7) **Goal Reference:** Goal #2: *"Providing outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: April 2, 2014

FOR: Intercity Transit Authority

FROM: Dennis Bloom (705-5832)

SUBJECT: Bus Stop Project Update

1) **The Issue:** Staff will present the current process utilized for improvements to bus stops.

2) **Recommended Action:** For information and discussion only.

3) **Policy Analysis:** Intercity Transit completed two significant projects associated with improving access to bus stops and investing in passenger amenities. A third project is underway. The Intercity Transit Authority approves these capital investments.

4) **Background:** Since 2004, Intercity Transit has been successful in receiving three regional grants through Thurston Regional Planning Council's awarding of federal funds under the Transportation Alternatives Program (formerly Enhancements) for bus stop improvements. These grants, along with local match, will have provided close to \$935,000 in improvements throughout Intercity Transit's service district.

The Transit Authority approved the use of local funds to match the grants and directly funded other stop improvements through the agency's annual budget process. In making these funds available, these improvements increased ADA accessible and, where warranted, added shelters and similar passenger amenities for our customers and riding public. In short, the adage that "a ride begins before you get on a bus," has been the focus over the past nine years in making these improvements.

Staff will provide an update on the past process for identifying these bus stop improvements, current efforts to make additional improvements and in particular, the effort to increase rider safety by installing solar lighting inside of shelters.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The 2014 Facilities budget includes \$35,000 to provide solar lighting in approximately 15 shelters.
-
- 7) **Goal Reference:** Goal#4: *“Provide responsive transportation options.”* Ends Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.
-
- 8) **References:** Slide show and materials will be available at the meeting.