

# REVISED

## AGENDA INTERCITY TRANSIT AUTHORITY February 5, 2014 5:30 P.M.

### CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS** **3 min.**
  - A. **City of Lacey Councilmember Jeff Gadman** (*Chair Marty Thies*)
  - B. **Proclamation and Recognition: City of Lacey Councilmember Virgil Clarkson** (*Chair Marty Thies*) **15 min.**
  
- 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:** January 15, 2014, Special Meeting.
  
  - B. **Payroll:** January 2014 Payroll in the amount of \$2,716,504.95.
  
  - C. **Accounts Payable:** Warrants dated December 13, 2013, numbers 15581-15677, in the amount of \$606,914.20; warrants dated December 27, 2013, numbers 15684-15765, in the amount of \$511,328.71; warrants dated December 31, 2013, numbers 15770-15862, in the amount of \$350,836.75 for a monthly total of \$1,469,079.66. Warrants dated January 24, 2014, numbers 15866-15950, for a monthly total of \$1,594,366.13
  
- 5) **PUBLIC HEARINGS - None**

- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
  - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**
  - C. **Citizen Advisory Committee** (*Sue Pierce*) **3 min.**
  
- 7) **NEW BUSINESS**
  - A. **Fiber Optic Cable for Lacey Transit Center** (*Jeff Peterson*) **5 min.**
  - B. **Vanpool Vehicle Purchase** (*Marilyn Hemmann*) **5 min.**
  - C. **Bus Stop Pad Engineering Contract Award** (*Marilyn Hemmann*) **5 min.**
  - D. **2014 Procurement Plan** (*Marilyn Hemmann*) **20 min.**
  - E. **Pension Committee Appointment** (*Ann Freeman-Manzanares*) **5 min.**
  - F. **Annual Authority Reorganization** (*Ann Freeman-Manzanares*) **15 min.**
  
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
  
- 9) **AUTHORITY ISSUES** **10 min.**

**ADJOURNMENT**

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**January 15, 2014**

**CALL TO ORDER**

Chair Thies called the January 15, 2014, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

**Members Excused:** City of Lacey Mayor Virgil Clarkson; and Thurston County Commissioner Karen Valenzuela.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Marilyn Hemmann; Meg Kester; Jim Merrill; Carolyn Newsome; Pat Messmer; Karl Shenkel; Jeff Peterson; Heather Stafford-Smith; and Leslie Williamson.

**Others Present:** Legal Counsel Dale Kamerrer and Citizen Advisory Committee (CAC) member, Michael Van Gelder.

**APPROVAL OF AGENDA**

Chair Thies announced agenda item 7A – Vanpool Vehicle Purchase is pulled from the agenda.

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

**INTRODUCTIONS**

- A. Chair Thies introduced newly appointed Labor Representative, Ed Bricker.**
- B. Ann Freeman-Manzanares introduced newly hired Senior Planner, Stephen Swan.**
- C. Jim Merrill introduced Customer Service Representative, Larry Meeks; Scheduling Coordinator, Jason Hanner; and Operator, Gary Guard.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Approval of Minutes:** December 4, 2013, Regular Meeting; December 18, 2013, Work Session.
  
- B. Accounts Payable:** Warrants dated November 1, 2013, numbers 15261-15371, in the amount of \$516,928.13; warrants dated November 15, 2013, numbers 15375-15472 in the amount of \$443,689.18; 15476-15555 in the amount of \$482,376.28 for a monthly total of \$1,442,993.59.
  
- C. Payroll:** December 2013 Payroll in the amount of \$2,150,718.51.
  
- D. 401(k) Deferred Compensation Plan Update:** Adopted Resolution 01-2014, which restates the Intercity Transit Employees' Retirement Plan and Trust documents for the 401(k) Deferred Compensation Plan for all changes since the last full adoption. *(Ben Foreman)*
  
- E. Surplus Property:** Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*

### **CITIZEN ADVISORY COMMITTEE REPORT**

Van Gelder reported the CAC met on Monday, January 13 in which Thies attended representing the Authority. Van Gelder said the CAC continued the discussion surrounding the question asked by the Authority, "What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA?" He said it was a very "fruitful" discussion with a lot of participation. He also said there was a lot of interest by individual CAC members because not only were they being asked their opinion, but how could they actively create something.

During the discussion there were four or five themes around the concept of community, and what is the definition of community and who should be served within a community or communities. Another concept the members looked at was it's not just one community, not just the PTBA. There are three communities impacted - the residents within the PTBA; residents outside the PTBA but within the county; and elongated linked set of communities that make up the I-5 corridor northbound and southbound. Each of those communities has connections to our whole community and is served in some capacity by Intercity Transit.

The next concept discussed was should Intercity Transit be providing services outside the PTBA and if so, what type of services, and is Intercity Transit providing a balance set of services right now. Discussion focused on the question "what is balance" and

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how is it measured. What limits should be placed on the services provided and what impacts Intercity Transit's resources.

The discussion shifted to acknowledge there are a number of elements Intercity Transit should consider for the future. In addition to providing services to the non-residents, what are the benefits to providing services to residents? We provide service for jobs and education outside of our PTBA. We bring non-residents into the PTBA who spend money here. Whether the benefits are equal is another question. Should Intercity Transit be providing the service, and how important was it for Intercity Transit to provide the actual service. Could it not establish better, deeper relations with others in a partnership so the delivery of service would be more equitable for the agency?

The CAC saw benefits to service outside the PTBA. There was consensus the current service seems to be balanced. There was emphasis on the fact that this community is linked to other communities not just through Intercity Transit, but by service providers like Twin Transit, or students going to Centralia Community College, and it's important Intercity Transit recognize the importance of those links, and how it could support those links.

Another theme touched on how development occurs inside the PTBA and where there is no service to those developments. Those developments are constructed without any coordination by the developers, local government or transit. Therefore, these neighborhoods get little or no service, and there needs to be better coordination.

In conclusion, without overburdening staff, the CAC wishes to continue discussion and get more information -- the CAC will talk among each other. There's a strong feeling among the CAC there's more work to be done.

Thies acknowledged it was a good discussion, and he didn't hear the CAC say we shouldn't be servicing outside the community. He did hear there is power in consolidation of the regional transportation network. The future is to be inclusive. There are those communities in Thurston County not being served which is a concern for many of the CAC members.

Thies acknowledged many good things "percolate" to the Authority from the CAC. The Authority proactively asked the CAC a fairly large policy question. Van Gelder said the notes from the CAC's January meeting will suffice as the response to the Authority, and the CAC appreciated being asked the question.

Hildreth said the Authority started a great process involving the CAC, however, he doesn't feel their job is done and they only touched on the "tip of the iceberg." They raised a lot of questions and the Authority could carry this further. Thies said several CAC members felt there was a fairly balanced approach between local and regional

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service. However, we're trying to focus on the corridors and funding is holding us back. From Thies' perspective, he doesn't have further questions for the CAC on this topic; however, they are welcome to explore the issue more.

Messmer appreciated Van Gelder's summary, and looks forward to the CAC minutes. She noted the Authority may want to ask more specific questions in the future, but feels for now the Authority received a thorough and valuable discussion from the CAC.

### **AIR COMPRESSOR CONSULTANT**

Peterson brought forth for consideration a contract amendment for air compressor consultant services for the Pattison Street facility. The current Maintenance Facility air compressor system was installed in 1984, and needs to be replaced. The contract consists of three phases. During the first phase (engineering phase) it was discovered that neither the current location of the existing system nor the assumed alternative location would be conducive to meeting the requirements for a new compressor. A new location was determined and required additional engineering time and effort to confirm feasibility and develop plans. It's this additional engineering and design work that resulted in this request for an amendment. Peterson noted the project is predicted to come within budget even with the inclusion of this amendment.

**It was M/S/A by Councilmember Hildreth and Councilmember Baker to authorize the General Manager, to enter into a contract amendment with Hultz BHU in the amount of \$6,958, including taxes.**

Messmer suggested staff check with Puget Sound Energy about incentive grants available for more energy efficient equipment.

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

Freeman-Manzanares recognized Jeff Peterson on receiving his Professional Public Buyer certification (CPPB).

Staff is finalizing 2013 ridership numbers; however we're very close to 4,434,071 boardings which are 2.92% less than 2012, which was our highest ridership year.

We're currently at 218 vanpools. Six groups folded in the December/January timeframe, and three new groups just formed.

The online payment system became available to vanpool program participants effective January 1<sup>st</sup> and is working well. So far 65 participants have utilized the option.

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Foreman and Newsome met with the State Auditor's Office and the WSTA Finance Committee to discuss the surplus van grant program. The auditors determined the surplus van grant program is not a gift of public funds, and does offer a significant community benefit.

Youth Education Specialist, Erin Scheel, was successful in obtaining for the Olympia and Tumwater school districts two Safe Routes to School Bicycle and Pedestrian Safety Education grants. The grants are valued at approximately \$20,000 which will fund training for 10 PE teachers in bike and pedestrian safety and riding skills. They will be awarded 30 bikes and a trailer in which to transport the bikes.

Roads and Bridges Magazine featured an article on Intercity Transit and the Hawks Prairie Park-and-Ride.

The official launch and ribbon cutting for the Bus Buddy Program of Thurston County is scheduled Monday, February 10 from 11 a.m. to 12:30 p.m. in the Pattison Street facility board room. The goal is to have 15 active/trained bus buddies by the end of the funding biennium. Staff hopes to assist 26 travel training participants that would benefit from the program.

Staff is recruiting for new operator positions, and two part-time grant funded positions for the Youth Education Program.

The Legislative Session began Monday, January 13. A third bus was added to the Dash service.

Sales tax this year is at 3.82%.

### **AUTHORITY ISSUES**

Messmer complimented staff on an early start to the Bicycle Commuter Contest.

Thies said the APTA Legislative Conference takes place March 9 through March 11 in Washington D.C. Authority members interested in attending should contact Thies.

Thies reminded the Authority the election of a new Chair, Vice Chair, and new committee assignments will occur at the February 5<sup>th</sup> meeting.

Hildreth referred to the Employees' Retirement Plan and Trust with two questions:

(1) Under Article XX - Rollover Contributions - 20.2(D) - Definitions Direct Rollover on page 35, he asked for the definition of "non-spouse" and asked if that included children. Freeman-Manzanares said a participant can designate anyone to be their

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beneficiary. However, if they are married they will need their spouse to consent to a designation other than the spouse. So they could name a child, a parent, a friend, or anyone as long as their spouse agrees.

(2) Hildreth referred to Article III – Eligible Employees – 3.1 Participation on page 8 and asked for clarification to the first sentence, “Employees shall be excluded from those eligible to participate if they are included in a unit of Employees covered by a collective bargaining agreement between Employee representatives and one or more Employers, if there is evidence that retirement benefits were subject of good faith bargaining and if the collective bargaining agreement does not provided for participation by such Employees.” Freeman-Manzanares will follow up with Ben Foreman and respond to Hildreth.

### CLOSED SESSION

Chair Thies recessed the meeting at 6:25 p.m. for approximately 10 minutes to allow Authority members and necessary staff to go into a closed meeting authorized by RCW 42.30.140(4)(b) to review the final proposals made in negotiations for a collective bargaining agreement with IAM District Lodge 160.

Attending the closed session were: *Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen Messmer; Citizen Representative Ryan Warner; General Manager, Ann Freeman-Manzanares; Human Resources Director, Heather Stafford-Smith; Maintenance Director Karl Shenkel; Clerk of the Board, Pat Messmer; and Legal Counsel, Dale Kamerrer.*

Chair Thies reconvened to a regular meeting at 6:38 p.m.

**It was M/S/A by Councilmember Hildreth and Councilmember Jones to approve the three-year Collective Bargaining Agreement between Intercity Transit and the IAM District Lodge 160, and to authorize the signing of the agreement.**

### EXECUTIVE SESSION

Chair Thies recessed the regular meeting at 6:40 p.m. for approximately 10 minutes to allow Authority members to conduct an executive session pursuant to RCW 42.30.110(g) to review the performance of the General Manager for the past six months. No action is expected to be taken following this executive session.

Attending the executive session were: *Chair and Citizen Representative Martin Thies; Vice Chair and City of Tumwater Councilmember Ed Hildreth; City of Olympia Councilmember Nathaniel Jones; City of Yelm Councilmember Joe Baker; Citizen Representative Karen*

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*Messmer; Citizen Representative Ryan Warner; Labor Representative, Ed Bricker; General Manager, Ann Freeman-Manzanares; and Legal Counsel, Dale Kamerrer.*

Chair Thies reconvened to regular session at 6:53 p.m.

**ADJOURNMENT**

**With no further business, it was M/S/A by Councilmember Baker and Councilmember Jones to adjourn the meeting at 6:53 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Martin J. Thies, Chair**

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: February 5, 2014.**

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

**EXHIBIT "A" SURPLUS PROPERTY JANUARY 2014**

<b>Vehicle #</b>	<b>Type</b>	<b>Mileage</b>	<b>Value</b>
290	2004 Ford/Eldorado	229,837	\$3,500
291	2004 Ford/Eldorado	233,286	\$3,500
292	2004 Ford/Eldorado	244,102	\$3,500
293	2004 Ford/Eldorado	237,324	\$3,500
110	2006 Ford/Eldorado	193,515	\$3,000
111	2006 Ford/Eldorado	205,423	\$3,000
120	2007 Ford/Eldorado	155,844	\$3,000
121	2007 Ford/Eldorado	159,974	\$3,000
122	2007 Ford/Eldorado	149,086	\$3,000
		<b>Total</b>	<b>\$29,000</b>

PERIOD DATES: 12/15-12/28/2013					PAYDATE 1/3/2014					PERIOD DATES: 12/29-1/11/2014					PAYDAY 01/17/2014					PERIOD DATES: 1/12/14-1/25/14					PAYDAY 01/31/2014					
CODES		PAY PERIOD	1ST CHECK	1ST TRANSFER	CODES		PAY PERIOD	2ND CHECK	2ND TRANSFER	CODES		PAY PERIOD	2ND CHECK	3RD TRANSFER	CODES		PAY PERIOD	2ND CHECK	3RD TRANSFER	CODES		PAY PERIOD	2ND CHECK	3RD TRANSFER						
3	FIT		EFT	77,256.43	3	FIT		WIRE	68,955.26	3	FIT		WIRE	75,173.82	3	FIT		WIRE	75,173.82	3	FIT		WIRE	75,173.82						
4	MT	9854.02	EFT	19,704.56	4	MT	9305.99	WIRE	18,611.80	4	MT	9794.89	WIRE	19,589.78	4	MT	9794.89	WIRE	19,589.78	4	MT	9794.89	WIRE	19,589.78						
5	A2/35	Life Ins.	Check Dave 2nd	1,274.44	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,845.46	0.00	5	AL/34	Life Ins.	Check	0.00	0.00	5	AL/34	Life Ins.	Check	0.00	0.00	5	AL/34	Life Ins.	Check	0.00	0.00	
6	D3/31	Disability In	Check Dave 2nd	1,067.63	0.00	6	DI/32	Disability In	Check Dave 2nc	2,091.05	0.00	6	DV/32	Disability In	Check	0.00	0.00	6	DV/32	Disability In	Check	0.00	0.00	6	DV/32	Disability In	Check	0.00	0.00	
7	HE/37	Health In1st	Check Dave 2nd	12,992.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	256,549.00	0.00	7	HI/38	Health In1st	Check	0.00	0.00	7	HI/38	Health In1st	Check	0.00	0.00	7	HI/38	Health In1st	Check	0.00	0.00	
8	TH/39	Taxed Hlth	Check Dave 2nd	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	0.00	0.00	8	TH/39	Taxed Hlth	Check	0.00	0.00	8	TH/39	Taxed Hlth	Check	0.00	0.00	8	TH/39	Taxed Hlth	Check	0.00	0.00	
9	CC/61	Child Care	Hfstttr/Brngkmp	384.3		9	CC/61	Child Care	Hfstttr/brngkmp	384.3		9	CC/61	Child Care	Hfstttr/brngkmp	384.3		9	CC/61	Child Care	Hfstttr/brngkmp	384.3		9	CC/61	Child Care	Hfstttr/brngkmp	384.3		
10	GN/08	Garnish	CHECK last	380.84		10	GN/08	Garnish	CHECK last	581.70		10	GN/08	Garnish	CHECK last	1,161.88		10	GN/08	Garnish	CHECK last	1,161.88		10	GN/08	Garnish	CHECK last	1,161.88		
11						11						11						11					11							
12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77	12	CS/09	DSHS	EFT	1,094.77	1,094.77	
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02	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 ever	9,530.21	9,530.21	14	D1/98	D.Dep. #1	ACH WIRE ever	9,352.79	9,352.79	14	D1/98	D.Dep. #1	ACH WIRE every	9,095.94	9,095.94	14	D1/98	D.Dep. #1	ACH WIRE every	9,095.94	9,095.94	14	D1/98	D.Dep. #1	ACH WIRE every	9,095.94	9,095.94	
15	D2/97	D.Dep. #2	ACH WIRE ever	16,344.43	16,344.43	15	D2/97	D.Dep. #2	ACH WIRE ever	17,427.54	17,427.54	15	D2/97	D.Dep. #2	ACH WIRE every	16,809.51	16,809.51	15	D2/97	D.Dep. #2	ACH WIRE every	16,809.51	16,809.51	15	D2/97	D.Dep. #2	ACH WIRE every	16,809.51	16,809.51	
16						16						16						16					16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check	247.00		16	GT/63	G.Ed.Tult	Check	247.00		16	GT/63	G.Ed.Tult	Check	247.00		
17	HS/69	Health Svgs	ACH Wire every	410.00	410.00	17	HS/69	Health Svgs	ACH Wire every	410.00	410.00	17	HS/69	Health Svgs	ACH Wire every	410.00	410.00	17	HS/69	Health Svgs	ACH Wire every	410.00	410.00	17	HS/69	Health Svgs	ACH Wire every	410.00	410.00	
18	DC/97	Vgrd EE	Wire	42,765.91		18	DC/97	Vgrd EE	Wire	58,469.30		18	DC/97	Vgrd Emplr	Wire	44,526.92		18	DC/97	Vgrd Emplr	Wire	44,526.92		18	DC/97	Vgrd Emplr	Wire	44,526.92		
19	DC/22	Vgrd ER	Wire	31,741.16	74,507.07	19	DC/22	Vgrd ER	Wire	31,233.90	89,703.20	19	DC/22	Vgrd Emplr	Wire	30,420.64	74,947.56	19	DC/22	Vgrd Emplr	Wire	30,420.64	74,947.56	19	DC/22	Vgrd Emplr	Wire	30,420.64	74,947.56	
20	L2/29	401k Ln#2	Wire	4,087.15		20	L2/29	401k Ln#2	Wire	4,087.15		20	L2/29	401k Ln#2	Wire	4,042.03		20	L2/29	401k Ln#2	Wire	4,042.03		20	L2/29	401k Ln#2	Wire	4,042.03		
20	LN/29	401k Ln #1	Wire	9,011.34	13,098.49	20	LN/29	401k Ln#1	Wire	8,967.71	13,054.86	20	LN/29	401k Ln #1	Wire	9,353.01	13,395.04	20	LN/29	401k Ln #1	Wire	9,353.01	13,395.04	20	LN/29	401k Ln #1	Wire	9,353.01	13,395.04	
22	TTL VNGRD			87,605.56		22	TTL VNGRD		102,758.06		22	TTL VNGRD		88,342.60		22	TTL VNGRD		88,342.60		22	TTL VNGRD		88,342.60		22	TTL VNGRD		88,342.60	
23	LI/02	L&I	EFT Quarterly	21,086.83		23	LI/02	L&I	EFT Quarterly	21,867.36	0.00	23	LI/02	L&I	Check	25,691.98	0.00	23	LI/02	L&I	Check	25,691.98	0.00	23	LI/02	L&I	Check	25,691.98	0.00	
24	MD/51	Mch.UnDue	Check last	1,234.20		24	MD/51	Mch.UnDue	Check last	1,277.30		24	MD/51	Mch.UnDue	Check	0.00		24	MD/51	Mch.UnDue	Check	0.00		24	MD/51	Mch.UnDue	Check	0.00		
25	MI/52	Mch.Initiatn	Check last	0.00		25	MI/52	Mch.Initiatn	Check last	0.00		25	MI/52	Mch.Initiatn	Check	0.00		25	MI/52	Mch.Initiatn	Check	0.00		25	MI/52	Mch.Initiatn	Check	0.00		
26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00	0.00	26	MS/60	Payroll Corr	check	0.00	0.00	26	MS/60	Payroll Corr	check	0.00	0.00	26	MS/60	Payroll Corr	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	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		602.00		28	TF/	Taxable Fr.Benefits		0.00		28	TF/	Taxable Fr.Benefits		0.00		28	TF/	Taxable Fr.Benefits		0.00		
29	PA/66	Proj.Assist	Check last	390.50		29	PA/66	Proj.Assist	Check last	391.50		29	PA/66	Proj.Assist	Direct Dep	383.50		29	PA/66	Proj.Assist	Direct Dep	383.50		29	PA/66	Proj.Assist	Direct Dep	383.50		
30	PN/04	PERS EE	EFT	33,412.21	0.00	30	PN/04	PERS EE	EFT	34,360.54	0.00	30	PN/04	PERS empl	EFT	34,272.85	0.00	30	PN/04	PERS empl	EFT	34,272.85	0.00	30	PN/04	PERS empl	EFT	34,272.85	0.00	
31	PN/04	PERS ER	EFT	60,834.74	94,246.95	31	PN/04	PERS ER	EFT	62,570.11	96,930.65	31	PN/04	PERS empl	EFT	62,659.63	96,932.48	31	PN/04	PERS empl	EFT	62,659.63	96,932.48	31	PN/04	PERS empl	EFT	62,659.63	96,932.48	
32	TTL PERS		94,246.95			32	TTL PERS		96,930.65			32	TTL PERS		96,932.48			32	TTL PERS		96,932.48			32	TTL PERS		96,932.48			
33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	33	R3/20	ICMA Ln#2	WIRE	841.36	0.00	
34	RC/24	ICMA EE	WIRE	5,101.09		34	RC/24	ICMA EE	WIRE	5,397.70	0.00	34	RC/24	ICMA Emplr	WIRE	5,354.24	0.00	34	RC/24	ICMA Emplr	WIRE	5,354.24	0.00	34	RC/24	ICMA Emplr	WIRE	5,354.24	0.00	
35	RU/23	ICMA Roth	WIRE	529.81	529.81	35	RU/23	ICMA Roth	WIRE	529.81	529.81	35	RU/23	ICMA Roth	WIRE	529.81	529.81	35	RU/23	ICMA Roth	WIRE	529.81	529.81	35	RU/23	ICMA Roth	WIRE	529.81	529.81	
36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,335.33	36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,335.33	36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,335.33	36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,335.33	36	RL/21	ICMA Ln#1	WIRE	1,493.97	2,335.33	
37	RR/25	ICMA ER	WIRE	2,881.97	7,983.06	37	RR/25	ICMA ER	WIRE	2,992.49	8,390.19	37	RR/25	ICMA emplr	WIRE	2,964.73	8,318.97	37	RR/25	ICMA emplr	WIRE	2,964.73	8,318.97	37	RR/25	ICMA emplr	WIRE	2,964.73	8,318.97	
38	TTL ICMA		10,318.39	10,848.20		38	TTL ICMA		10,725.52	11,255.33		38	TTL ICMA		10,654.30	11,184.11		38	TTL ICMA		10,654.30	11,184.11		38	TTL ICMA		10,654.30	11,184.11		
39	SD/26	457 ST EE	EFT	8,805.97		39	SD/26	457 ST EE	EFT	8,633.16		39	SD/26	Defr Emplr	EFT	8,585.79		39	SD/26	Defr Emplr	EFT	8,585.79		39	SD/26	Defr Emplr	EFT	8,585.79		
40	SR/27	457 ST ER	EFT	4,316.23	13,122.20	40	SR/27	457 ST ER	EFT	4,186.08	12,819.24	40	SR/27	Defr Emplr	EFT	4,165.33	12,751.12	40	SR/27	Defr Emplr	EFT	4,165.33	12,751.12	40	SR/27	Defr Emplr	EFT	4,165.33	12,751.12	
41	ST/67	ShTrmDisat	EFT	2,876.64	2,876.64	41	ST/67	ShTrmDisa	EFT	0.00	0.00	41	ST/67	ShTrmDisat	EFT	0.00		41	ST/67	ShTrmDisat	EFT	0.00		41	ST/67	ShTrmDisat	EFT	0.00		
42	UC/45	Un COPE	Check 1st	150.00		42	UC/45	Un COPE				42	UC/45	Un COPE		0.00		42	UC/45	Un COPE		0.00		42	UC/45	Un COPE		0.00		
43	UA/44	Un Assess	Check last	0.00		43	UA/44	Un Assess	Check last	579.00		43	UA/44	Un Assess	Check	0.00		43	UA/44	Un Assess	Check	0.00		43	UA/44	Un Assess	Check	0.00		
44	UD/42	Un Dues	Check last	5,098.60		44	UD/42	Un Dues	Check last	5,136.97		44	UD/42	Un Dues	Check	5,174.26		44	UD/42	Un Dues	Check	5,174.26		44	UD/42	Un Dues	Check	5,174.26		
45	UI/41	Un Initiatn	Check last	80.00		45	UI/41	Un Initiatn	Check last	80.00		45	UI/41	Un Initiatn	Check	80.00		45	UI/41	Un Initiatn	Check	80.00		45	UI/41	Un Initiatn	Check	80.00		
45	UT/43	Un Tax	Check last	2,298.90		45	UT/43	Un Tax	Check last	0.00		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00		45	UT/43	Un Tax	Check	0.00		
46	UW/62	United Way	Check last	717.50		46	UW/62	United Way	Check last	552.50		46	UW/62	United Way	Check	552.50		46	UW/62	United Way	Check	552.50		46	UW/62	United Way	Check	552.50		
47	WF/64	Wellness	Check last	319.50		47	WF/64	Wellness	Check last	320.50		47	WF/64	Wellness	Direct Dep	312.50		47	WF/64	Wellness	Direct Dep	312.50		47	WF/64	Wellness	Direct Dep	312.50		
48	NET PAY (dir. Deposit)	ACH Wire every	416,621.30	416,621.30	48	Net Pay (Dir. Dep.)		421,187.00	421,187.00	48	Net Pay (Dir. Dep.)		453,383.17	453,383.17																

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/13/2013

Thru Date: 12/13/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015581	12/13/2013	01230	A WORKSAFE SERVICE INC	\$87.00	
00015582	12/13/2013	01311	ACCESS INFORMATION MANAGEMENT	\$302.02	
00015583	12/13/2013	01315	ACS TRANSPORT SOLUTIONS INC	\$174,566.47	
00015584	12/13/2013	01405	ADVANCE GLASS INC	\$620.16	
00015585	12/13/2013	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00015586	12/13/2013	01660	ALL STAR FORD	\$0.00	<input checked="" type="checkbox"/>
00015587	12/13/2013	01660	ALL STAR FORD	\$1,316.72	
00015588	12/13/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00015589	12/13/2013	01815	AMERICAN CUSTODIAL INC	\$19,329.30	
00015590	12/13/2013	01820	AMERICAN DRIVING RECORDS INC	\$592.36	
00015591	12/13/2013	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00015592	12/13/2013	01960	AMERICAN SEATING COMPANY	\$265.46	
00015593	12/13/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$277.69	
00015594	12/13/2013	02380	ARAMARK UNIFORM SERVICES	\$748.19	
00015595	12/13/2013	02480	ASE SUPPLY INC	\$73.13	
00015596	12/13/2013	02520	ASI-MODULEX	\$946.93	
00015597	12/13/2013	02825	AUTO PLUS - OLYMPIA	\$85.37	
00015598	12/13/2013	03370	BERGKAMP EMILY	\$576.00	
00015599	12/13/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,134.82	
00015600	12/13/2013	03940	B&B SIGN CO LLC	\$70.72	
00015601	12/13/2013	05220	CAPITAL ELECTRIC INC	\$237.73	
00015602	12/13/2013	05320	CAPITOL CITY PRESS INC	\$757.64	
00015603	12/13/2013	05340	CAPITOL COURIER SERVICE	\$315.80	
00015604	12/13/2013	05460	CARQUEST AUTO PARTS-OLYMPIA	\$57.61	
00015605	12/13/2013	05740	CED	\$328.64	
00015606	12/13/2013	05940	CENTURY LINK	\$2,797.59	
00015607	12/13/2013	05945	CENTURY LINK	\$31.77	
00015608	12/13/2013	06040	CITY OF LACEY	\$596.87	
00015609	12/13/2013	06048	CITY OF LACEY PARKS & RECREATION	\$147.00	
00015610	12/13/2013	06270	CLAUS, DIANA	\$300.00	
00015611	12/13/2013	06607	COMDATA	\$40,083.07	
00015612	12/13/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$1,172.30	
00015613	12/13/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00015614	12/13/2013	07220	CUMMINS NORTHWEST INC	\$12,852.07	
00015615	12/13/2013	07640	DAY WIRELESS SYSTEMS INC	\$2,015.94	
00015616	12/13/2013	08780	EMERALD SERVICES INC	\$7,187.33	
00015617	12/13/2013	09660	FERGUSON ENTERPRISES, INC	\$13.19	
00015618	12/13/2013	09805	FLEET PRIDE	\$224.36	
00015619	12/13/2013	09820	FLEET-NET CORP	\$1,642.88	
00015620	12/13/2013	10180	FREEDMAN SEATING CORPORATION	\$64.20	
00015621	12/13/2013	10285	FTE PUBLICATIONS	\$340.00	
00015622	12/13/2013	10630	GFI GENFARE	\$162.61	
00015623	12/13/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00015624	12/13/2013	10660	GILLIG LLC	\$10,365.61	
00015625	12/13/2013	10820	GRAPHIC COMMUNICATIONS	\$169.73	
00015626	12/13/2013	11308	HOFSTETTER SHANNON	\$192.30	
00015627	12/13/2013	11422	HUNG RIGHT DOORS LLC	\$310.08	
00015628	12/13/2013	11615	INDUSTRIAL HYDRAULICS INC	\$253.97	
00015629	12/13/2013	11810	INTERSTATE BATTERY	\$654.65	
00015630	12/13/2013	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00015631	12/13/2013	12530	KELLY SERVICES INC	\$1,787.52	
00015632	12/13/2013	12665	KGY INC	\$834.00	
00015633	12/13/2013	12915	KRXY OLYMPIA BROADCASTERS INC	\$500.00	
00015634	12/13/2013	12945	KXXO MIXX 96 FM	\$2,048.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/13/2013

Thru Date: 12/13/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015635	12/13/2013	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$738.20	
00015636	12/13/2013	14440	MICROFLEX	\$759.66	
00015637	12/13/2013	14760	MUNCIE TRANSIT SUPPLY	\$375.60	
00015638	12/13/2013	14900	NAPA AUTO PARTS	\$197.73	
00015639	12/13/2013	15255	NORTHWEST PUMP & EQUIPMENT	\$640.48	
00015640	12/13/2013	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00015641	12/13/2013	16595	PACIFIC POWER PRODUCTS	\$661.04	
00015642	12/13/2013	16688	PASSARETTI, DEBORA	\$60.24	
00015643	12/13/2013	16695	PATTISON WATER COMPANY	\$86.27	
00015644	12/13/2013	16765	PETRO CARD	\$120,925.61	
00015645	12/13/2013	16874	PITNEY BOWES PURCHASE POWER	\$1,500.00	
00015646	12/13/2013	16888	PLATT ELECTRIC SUPPLY	\$169.81	
00015647	12/13/2013	17290	PUGET SOUND ENERGY	\$14,703.87	
00015648	12/13/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00015649	12/13/2013	17505	RAINIER DODGE INC	\$78.43	
00015650	12/13/2013	17805	ROUTEMATCH SOFTWARE INC	\$46,685.28	
00015651	12/13/2013	17900	SCHETKY NW SALES INC	\$1,457.87	
00015652	12/13/2013	17986	SECURITAS SECURITY SERVICES USA INC	\$13,082.21	
00015653	12/13/2013	18068	SHINING EXAMPLE INC	\$303.33	
00015654	12/13/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$3,424.05	
00015655	12/13/2013	18395	SOUTH SOUND PHYSICAL & HAND THERAPY	\$150.00	
00015656	12/13/2013	18510	SRG PARTNERSHIP	\$860.00	
00015657	12/13/2013	18705	SUNBELT RENTALS	\$506.85	
00015658	12/13/2013	18711	SUNSET AIR INC	\$664.38	
00015659	12/13/2013	18746	SUSTAINABLE SOUTH SOUND	\$1,000.00	
00015660	12/13/2013	21950	TITUS-WILL CHEVROLET	\$2,481.98	
00015661	12/13/2013	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$90.96	
00015662	12/13/2013	22010	TOYOTA OF OLYMPIA	\$46.26	
00015663	12/13/2013	22220	TREFSGAR ERIC	\$170.43	
00015664	12/13/2013	22420	TUMWATER PRINTING	\$1,160.38	
00015665	12/13/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$80,396.61	
00015666	12/13/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,441.54	
00015667	12/13/2013	23530	U S POSTAL SERVICE	\$670.00	
00015668	12/13/2013	23820	VERIZON WIRELESS	\$1,300.23	
00015669	12/13/2013	24000	W W GRAINGER INC	\$246.21	
00015670	12/13/2013	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$124.43	
00015671	12/13/2013	24750	WA ST GET PROGRAM	\$322.50	
00015672	12/13/2013	24905	WA ST SCHOOL FOR THE BLIND	\$1,285.05	
00015673	12/13/2013	25380	WASHINGTON GARDENS	\$315.52	
00015674	12/13/2013	25858	WESTCARE CLINIC LLC PS	\$150.00	
00015675	12/13/2013	25920	WEYERHAEUSER COMPANY	\$12,710.00	
00015676	12/13/2013	26560	YELM AREA CHAMBER OF COMMERCE	\$325.00	
00015677	12/13/2013	26700	ZEIGLER'S WELDING	\$1,758.06	
<b>Total:</b>				<b>\$606,914.20</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/27/2013

Thru Date: 12/27/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015684	12/27/2013	01405	ADVANCE GLASS INC	\$0.00	<input checked="" type="checkbox"/>
00015685	12/27/2013	01405	ADVANCE GLASS INC	\$4,967.35	
00015686	12/27/2013	01660	ALL STAR FORD	\$2,832.45	
00015687	12/27/2013	01780	AMALGAMATED TRANSIT UNION 1765	\$16,036.71	
00015688	12/27/2013	02080	AMMANN KARL	\$534.20	
00015689	12/27/2013	02380	ARAMARK UNIFORM SERVICES	\$733.63	
00015690	12/27/2013	02580	ASSOCIATED PETROLEUM	\$561.41	
00015691	12/27/2013	02825	AUTO PLUS - OLYMPIA	\$54.40	
00015692	12/27/2013	03250	BATTERY SYSTEMS, INC	\$3,174.14	
00015693	12/27/2013	03345	BELL JOE	\$141.30	
00015694	12/27/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,475.06	
00015695	12/27/2013	03620	BLIND DEPOT, THE	\$295.07	
00015696	12/27/2013	03810	BRANDT, JESSICA	\$129.00	
00015697	12/27/2013	05305	CAPITOL ALARM INC	\$126.72	
00015698	12/27/2013	05460	CARQUEST AUTO PARTS-OLYMPIA	\$61.46	
00015699	12/27/2013	05940	CENTURY LINK	\$85.89	
00015700	12/27/2013	05945	CENTURY LINK	\$145.71	
00015701	12/27/2013	06060	CITY OF OLYMPIA	\$774.07	
00015702	12/27/2013	06270	CLAUS, DIANA	\$150.00	
00015703	12/27/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$474.92	
00015704	12/27/2013	06875	COOK SECURITY GROUP	\$2,981.12	
00015705	12/27/2013	07163	CTS / PACIFIC APEX CONSTRUCTION LLC	\$2,812.37	
00015706	12/27/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00015707	12/27/2013	07220	CUMMINS NORTHWEST INC	\$30,177.97	
00015708	12/27/2013	07617	DAVID M HOWE TRUSTEE	\$761.68	
00015709	12/27/2013	07620	DAVIS WRIGHT TREMAINE LLP	\$2,530.50	
00015710	12/27/2013	07762	DELANCY, ARTHUR	\$80.00	
00015711	12/27/2013	08780	EMERALD SERVICES INC	\$643.32	
00015712	12/27/2013	08925	ENVIROISSUES INC	\$358.00	
00015713	12/27/2013	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$773.74	
00015714	12/27/2013	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00015715	12/27/2013	10290	FUSION GRAPHIX	\$58.76	
00015716	12/27/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00015717	12/27/2013	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00015718	12/27/2013	10660	GILLIG LLC	\$13,229.58	
00015719	12/27/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,007.03	
00015720	12/27/2013	10950	HADLEY-TRANSIT	\$183.40	
00015721	12/27/2013	11125	HARTMAN DAVE	\$161.97	
00015722	12/27/2013	11175	HEALTH CARE AUTHORITY	\$281,172.70	
00015723	12/27/2013	11308	HOFSTETTER SHANNON	\$192.30	
00015724	12/27/2013	11414	HULTZ BHU ENGINEERS INC	\$3,343.79	
00015725	12/27/2013	11422	HUNG RIGHT DOORS LLC	\$350.34	
00015726	12/27/2013	11615	INDUSTRIAL HYDRAULICS INC	\$39.25	
00015727	12/27/2013	11770	INTERCITY TRANSIT PROJECT ASSISTANCE	\$783.00	
00015728	12/27/2013	11775	INTERCITY TRANSIT WELLNESS	\$641.00	
00015729	12/27/2013	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,377.75	
00015730	12/27/2013	11810	INTERSTATE BATTERY	\$680.76	
00015731	12/27/2013	11865	ISLAND SUPERIOR AIR FILTER	\$477.09	
00015732	12/27/2013	11905	JANEK CORPORATION	\$1,120.64	
00015733	12/27/2013	11930	JERRYS AUTOMOTIVE TOWING	\$670.20	
00015734	12/27/2013	12530	KELLY SERVICES INC	\$1,042.72	
00015735	12/27/2013	13510	LES SCHWAB TIRE CENTER	\$122.28	
00015736	12/27/2013	13590	LLOYDS REGISTER QUALITY ASSURANCE IN	\$4,697.43	
00015737	12/27/2013	13661	LOOMIS	\$474.41	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/27/2013

Thru Date: 12/27/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015738	12/27/2013	13750	MAILBOX OF OLYMPIA	\$500.00	
00015739	12/27/2013	14590	MOHAWK MFG & SUPPLY	\$215.43	
00015740	12/27/2013	14760	MUNCIE TRANSIT SUPPLY	\$272.00	
00015741	12/27/2013	14900	NAPA AUTO PARTS	\$435.79	
00015742	12/27/2013	15217	NORTHWEST EVENT DEOCRATORS	\$206.72	
00015743	12/27/2013	16263	ORACLE AMERICA INC	\$1,948.61	
00015744	12/27/2013	16490	PACIFIC DISPOSAL INC	\$618.74	
00015745	12/27/2013	16593	PACIFIC OFFICE AUTOMATION	\$1,411.13	
00015746	12/27/2013	16595	PACIFIC POWER PRODUCTS	\$2,439.66	
00015747	12/27/2013	16765	PETRO CARD	\$85,905.65	
00015748	12/27/2013	17290	PUGET SOUND ENERGY	\$10,092.68	
00015749	12/27/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,066.24	
00015750	12/27/2013	17505	RAINIER DODGE INC	\$56.84	
00015751	12/27/2013	17730	ROBINSON ROB	\$80.00	
00015752	12/27/2013	17900	SCHETKY NW SALES INC	\$2,808.97	
00015753	12/27/2013	18070	SHOEMAKER RUSTY	\$200.00	
00015754	12/27/2013	18145	SIX ROBBLEES INC	\$160.68	
00015755	12/27/2013	18651	STORMANS (LICENSING)	\$279.00	
00015756	12/27/2013	18990	THERMO KING NORTHWEST	\$527.31	
00015757	12/27/2013	21910	THYSSENKRUPP ELEVATOR	\$716.43	
00015758	12/27/2013	21930	TIRES INC	\$1,161.65	
00015759	12/27/2013	21950	TITUS-WILL CHEVROLET	\$2,565.86	
00015760	12/27/2013	22010	TOYOTA OF OLYMPIA	\$378.23	
00015761	12/27/2013	22325	TTL PARTNERS LLC	\$3,271.00	
00015762	12/27/2013	23660	UNITED WAY OF THURSTON COUNTY	\$1,424.00	
00015763	12/27/2013	24030	WA ST AUDITORS OFFICE	\$240.00	
00015764	12/27/2013	24750	WA ST GET PROGRAM	\$322.50	
00015765	12/27/2013	25580	WASHINGTON STATE TRANSIT INSURANCE	\$50.00	
<b>Total:</b>				<b>\$511,328.71</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2013

Thru Date: 12/31/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015770	12/31/2013	18648	STORAGELAND LLC	\$7,280.00	
00015771	12/31/2013	01230	A WORKSAFE SERVICE INC	\$52.00	
00015772	12/31/2013	01311	ACCESS INFORMATION MANAGEMENT	\$271.33	
00015773	12/31/2013	01405	ADVANCE GLASS INC	\$721.48	
00015774	12/31/2013	01480	AIR FLOW SYSTEMS INC	\$934.76	
00015775	12/31/2013	01660	ALL STAR FORD	\$2,422.98	
00015776	12/31/2013	01820	AMERICAN DRIVING RECORDS INC	\$420.07	
00015777	12/31/2013	01960	AMERICAN SEATING COMPANY	\$657.70	
00015778	12/31/2013	02060	AMERISAFE	\$17.95	
00015779	12/31/2013	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$94.39	
00015780	12/31/2013	02380	ARAMARK UNIFORM SERVICES	\$735.50	
00015781	12/31/2013	02480	ASE SUPPLY INC	\$26.21	
00015782	12/31/2013	02825	AUTO PLUS - OLYMPIA	\$48.13	
00015783	12/31/2013	03220	BATES RON	\$172.77	
00015784	12/31/2013	03250	BATTERY SYSTEMS, INC	\$2,969.06	
00015785	12/31/2013	03350	BERNIE'S CUSTOM PAINT, INC.	\$645.68	
00015786	12/31/2013	03640	BLOCK & COMPANY INC	\$330.72	
00015787	12/31/2013	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$2,112.01	
00015788	12/31/2013	03705	BNSF RAILWAY COMPANY	\$3,824.54	
00015789	12/31/2013	03940	B&B SIGN CO LLC	\$497.76	
00015790	12/31/2013	04160	BURKE THOMAS K	\$73.79	
00015791	12/31/2013	05305	CAPITOL ALARM INC	\$315.66	
00015792	12/31/2013	05940	CENTURY LINK	\$2,796.68	
00015793	12/31/2013	05962	CHEHALIS COLLISION CENTER	\$462.24	
00015794	12/31/2013	06040	CITY OF LACEY	\$613.94	
00015795	12/31/2013	06120	CITY OF OLYMPIA UTILITIES	\$2,524.65	
00015796	12/31/2013	06607	COMDATA	\$43,218.76	
00015797	12/31/2013	06610	COMMERCIAL BRAKE & CLUTCH	\$424.20	
00015798	12/31/2013	07150	CROSSROADS COLLISION CENTER	\$2,091.85	
00015799	12/31/2013	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00015800	12/31/2013	07220	CUMMINS NORTHWEST INC	\$18,830.82	
00015801	12/31/2013	07560	DATAQUEST	\$27.50	
00015802	12/31/2013	08720	ELECTRONIC RESOURCING INC	\$67.39	
00015803	12/31/2013	08780	EMERALD SERVICES INC	\$715.52	
00015804	12/31/2013	08840	EMPLOYER RESOURCES NORTHWEST	\$5,775.71	
00015805	12/31/2013	09805	FLEET PRIDE	\$45.22	
00015806	12/31/2013	10140	FRANSON, GLEN	\$86.95	
00015807	12/31/2013	10630	GFI GENFARE	\$4,125.29	
00015808	12/31/2013	10660	GILLIG LLC	\$10,318.21	
00015809	12/31/2013	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00015810	12/31/2013	10820	GRAPHIC COMMUNICATIONS	\$703.01	
00015811	12/31/2013	11175	HEALTH CARE AUTHORITY	\$595.75	
00015812	12/31/2013	11355	HOOSIER, CAROL	\$194.87	
00015813	12/31/2013	11615	INDUSTRIAL HYDRAULICS INC	\$82.32	
00015814	12/31/2013	11905	JANEK CORPORATION	\$489.60	
00015815	12/31/2013	12530	KELLY SERVICES INC	\$744.80	
00015816	12/31/2013	12665	KGY INC	\$833.00	
00015817	12/31/2013	13510	LES SCHWAB TIRE CENTER	\$66.81	
00015818	12/31/2013	13850	MASON COUNTY TRANSIT	\$1,198.00	
00015819	12/31/2013	14065	MCCARTHY, LINNA	\$70.64	
00015820	12/31/2013	14760	MUNCIE TRANSIT SUPPLY	\$216.28	
00015821	12/31/2013	14900	NAPA AUTO PARTS	\$86.99	
00015822	12/31/2013	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$218.56	
00015823	12/31/2013	15545	OLYMPIA COPY & PRINTING	\$570.31	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2013

Thru Date: 12/31/2013

Check #	Check Date	Ref #	Name	Amount	Voided
00015824	12/31/2013	16335	ORNAMENTAL STONE INC	\$742.42	
00015825	12/31/2013	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00015826	12/31/2013	16595	PACIFIC POWER PRODUCTS	\$7,059.85	
00015827	12/31/2013	16680	PARTSMASTER	\$848.63	
00015828	12/31/2013	16695	PATTISON WATER COMPANY	\$89.50	
00015829	12/31/2013	16765	PETRO CARD	\$63,489.06	
00015830	12/31/2013	16841	PIONEER FIRE & SECURITY INC	\$213.00	
00015831	12/31/2013	16888	PLATT ELECTRIC SUPPLY	\$49.16	
00015832	12/31/2013	17085	PRATT ERIN	\$253.62	
00015833	12/31/2013	17290	PUGET SOUND ENERGY	\$11,689.99	
00015834	12/31/2013	17392	QUALITY PARKING LOT SERVICES LLC	\$1,664.64	
00015835	12/31/2013	17505	RAINIER DODGE INC	\$187.39	
00015836	12/31/2013	17560	RE AUTO ELECTRIC INC	\$722.40	
00015837	12/31/2013	17900	SCHETKY NW SALES INC	\$68.38	
00015838	12/31/2013	17986	SECURITAS SECURITY SERVICES USA INC	\$13,439.80	
00015839	12/31/2013	18068	SHINING EXAMPLE INC	\$303.33	
00015840	12/31/2013	18075	SIEGEL OIL COMPANY	\$137.39	
00015841	12/31/2013	18145	SIX ROBBLEES INC	\$107.94	
00015842	12/31/2013	18215	SMITH, ERIC	\$130.41	
00015843	12/31/2013	18330	SOUND LANDSCAPE PROFESSIONALS	\$15,600.62	
00015844	12/31/2013	18470	SPORTWORKS NORTHWEST INC	\$83.67	
00015845	12/31/2013	18510	SRG PARTNERSHIP	\$1,505.00	
00015846	12/31/2013	18705	SUNBELT RENTALS	\$541.79	
00015847	12/31/2013	18711	SUNSET AIR INC	\$299.61	
00015848	12/31/2013	18720	SUPER BEE WHEEL ALIGNMENT	\$267.20	
00015849	12/31/2013	18940	TENNANT COMPANY	\$331.73	
00015850	12/31/2013	18990	THERMO KING NORTHWEST	\$937.44	
00015851	12/31/2013	21930	TIRES INC	\$1,600.05	
00015852	12/31/2013	21950	TITUS-WILL CHEVROLET	\$2,716.14	
00015853	12/31/2013	22010	TOYOTA OF OLYMPIA	\$79.85	
00015854	12/31/2013	22100	TRANSIT SOLUTIONS, LLC	\$7,726.37	
00015855	12/31/2013	22420	TUMWATER PRINTING	\$14,069.04	
00015856	12/31/2013	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$70,113.78	
00015857	12/31/2013	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$357.94	
00015858	12/31/2013	23740	USSC LLC	\$922.10	
00015859	12/31/2013	23820	VERIZON WIRELESS	\$1,288.27	
00015860	12/31/2013	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$155.76	
00015861	12/31/2013	25380	WASHINGTON GARDENS	\$348.13	
00015862	12/31/2013	25858	WESTCARE CLINIC LLC PS	\$75.00	
<b>Total:</b>				<b>\$350,836.75</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/24/2014

Thru Date: 01/24/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00015866	1/24/2014	23535	U S TREASURY / IRS	\$2,500.00	
00015867	1/24/2014	01311	ACCESS INFORMATION MANAGEMENT	\$363.21	
00015868	1/24/2014	01405	ADVANCE GLASS INC	\$751.18	
00015869	1/24/2014	01480	AIR FLOW SYSTEMS INC	\$942.22	
00015870	1/24/2014	01660	ALL STAR FORD	\$6,723.90	
00015871	1/24/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00015872	1/24/2014	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00015873	1/24/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00015874	1/24/2014	02380	ARAMARK UNIFORM SERVICES	\$735.50	
00015875	1/24/2014	02407	ARCHER CONSTRUCTION	\$11,196.96	
00015876	1/24/2014	02580	ASSOCIATED PETROLEUM	\$491.23	
00015877	1/24/2014	03065	BANK OF AMERICA OR SCARSELLA	\$492.08	
00015878	1/24/2014	03250	BATTERY SYSTEMS, INC	\$1,856.70	
00015879	1/24/2014	03640	BLOCK & COMPANY INC	\$25.62	
00015880	1/24/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00015881	1/24/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$3,360.34	
00015882	1/24/2014	05115	CAMCAL INC	\$364.22	
00015883	1/24/2014	05340	CAPITOL COURIER SERVICE	\$354.97	
00015884	1/24/2014	05740	CED	\$56.66	
00015885	1/24/2014	05940	CENTURY LINK	\$86.76	
00015886	1/24/2014	06120	CITY OF OLYMPIA UTILITIES	\$2,241.54	
00015887	1/24/2014	06760	COMMUNITY TRANSPORTATION ASSOC NW	\$400.00	
00015888	1/24/2014	07150	CROSSROADS COLLISION CENTER	\$380.80	
00015889	1/24/2014	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
00015890	1/24/2014	07220	CUMMINS NORTHWEST INC	\$8,836.64	
00015891	1/24/2014	08780	EMERALD SERVICES INC	\$403.76	
00015892	1/24/2014	08925	ENVIROISSUES INC	\$1,027.50	
00015893	1/24/2014	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00015894	1/24/2014	09820	FLEET-NET CORP	\$4,928.64	
00015895	1/24/2014	10580	GENE'S TOWING INC	\$330.93	
00015896	1/24/2014	10630	GFI GENFARE	\$150.92	
00015897	1/24/2014	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00015898	1/24/2014	10660	GILLIG LLC	\$15,267.08	
00015899	1/24/2014	11048	HARGIS ENGINEERS INC	\$1,150.00	
00015900	1/24/2014	11175	HEALTH CARE AUTHORITY	\$277,220.08	
00015901	1/24/2014	11308	HOFSTETTER SHANNON	\$384.60	
00015902	1/24/2014	11760	INTERCITY TRANSIT IMPREST ACCOUNT	\$462.50	
00015903	1/24/2014	11765	INTERCITY TRANSIT PETTY CASH	\$255.46	
00015904	1/24/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,511.50	
00015905	1/24/2014	11810	INTERSTATE BATTERY	\$897.33	
00015906	1/24/2014	11895	J&I POWER EQUIPMENT INC	\$388.15	
00015907	1/24/2014	11905	JANEK CORPORATION	\$761.60	
00015908	1/24/2014	11930	JERRYS AUTOMOTIVE TOWING	\$84.32	
00015909	1/24/2014	12530	KELLY SERVICES INC	\$1,401.78	
00015910	1/24/2014	12620	KEYBANK NATIONAL ASSOCIATION	\$35.41	
00015911	1/24/2014	12875	KPFF CONSULTING ENGINEERS INC	\$4,628.71	
00015912	1/24/2014	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,000.00	
00015913	1/24/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,069.65	
00015914	1/24/2014	13485	LEMAY MOBILE SHREDDING	\$40.00	
00015915	1/24/2014	13661	LOOMIS	\$395.98	
00015916	1/24/2014	14760	MUNCIE TRANSIT SUPPLY	\$72.98	
00015917	1/24/2014	14900	NAPA AUTO PARTS	\$429.72	
00015918	1/24/2014	15090	NELSON TRUCK	\$255.85	
00015919	1/24/2014	16250	ON-HOLD CONCEPTS INC	\$3,036.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 01/24/2014

Thru Date: 01/24/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00015920	1/24/2014	16263	ORACLE AMERICA INC	\$4,082.56	
00015921	1/24/2014	16490	PACIFIC DISPOSAL INC	\$625.11	
00015922	1/24/2014	16593	PACIFIC OFFICE AUTOMATION	\$964.88	
00015923	1/24/2014	16760	PETTIT OIL COMPANY	\$866.74	
00015924	1/24/2014	16765	PETRO CARD	\$94,604.17	
00015925	1/24/2014	17290	PUGET SOUND ENERGY	\$13,757.65	
00015926	1/24/2014	17891	SCARSELLA BROTHERS	\$9,349.44	
00015927	1/24/2014	17900	SCHETKY NW SALES INC	\$371.69	
00015928	1/24/2014	18016	SENIOR ACTION NETWORK	\$40.00	
00015929	1/24/2014	18100	SIGN PROJECT	\$38.08	
00015930	1/24/2014	18145	SIX ROBBLEES INC	\$117.48	
00015931	1/24/2014	18195	SMALL & MID SIZED TRANSIT	\$6,361.00	
00015932	1/24/2014	18470	SPORTWORKS NORTHWEST INC	\$43.79	
00015933	1/24/2014	18705	SUNBELT RENTALS	\$1,351.27	
00015934	1/24/2014	18711	SUNSET AIR INC	\$214.88	
00015935	1/24/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$158.60	
00015936	1/24/2014	18900	TEKNON CORPORATION	\$95,829.67	
00015937	1/24/2014	18970	TETRA TECH INC	\$8,480.18	
00015938	1/24/2014	18990	THERMO KING NORTHWEST	\$424.50	
00015939	1/24/2014	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,115.25	
00015940	1/24/2014	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00015941	1/24/2014	21950	TITUS-WILL CHEVROLET	\$2,177.90	
00015942	1/24/2014	22010	TOYOTA OF OLYMPIA	\$99.57	
00015943	1/24/2014	22100	TRANSIT SOLUTIONS, LLC	\$6,293.58	
00015944	1/24/2014	22325	TTL PARTNERS LLC	\$3,271.00	
00015945	1/24/2014	23740	USSC LLC	\$180.94	
00015946	1/24/2014	24000	W W GRAINGER INC	\$519.41	
00015947	1/24/2014	24750	WA ST GET PROGRAM	\$645.00	
00015948	1/24/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$963,248.00	
00015949	1/24/2014	25670	WAXIE SANITARY SUPPLY	\$43.16	
00015950	1/24/2014	25858	WESTCARE CLINIC LLC PS	\$150.00	
<b>Total:</b>				\$1,594,366.13	

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**January 13, 2014**

**CALL TO ORDER**

Chair Van Gelder called the January 13, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:34 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Jill Geyen; Alyssa Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Roberta Gray; Don Melnick; Victor VanderDoes and Dale Vincent.

**Absent:** Julie Hustoft; Meta Hogan; and Quinn Johnson.

**Staff Present:** Ann Freeman-Manzanares and Nancy Trail.

**Others Present:** Authority member, Martin Thies, Chair Intercity Transit Authority.

**APPROVAL OF AGENDA**

**It was M/S/A by MELNICK and PIERCE to approve the agenda as published.**

**INTRODUCTIONS**

**Van Gelder introduced Authority member, Martin Thies.**

*Gray, Sibree and Gangula arrived.*

**RECOGNITION**

Van Gelder read a proclamation honoring *Geyen* for her three plus years of service.

*Freeman-Manzanares* thanked *Vincent* and *Melnick* for their attendance at the Lacey Chamber Government Affairs meeting at Panorama City.

**MEETING ATTENDANCE**

**A. January 15, 2014, Special Meeting – Michael Van Gelder.**

**B. February 5, 2014, Regular Meeting – Sue Pierce.**

## APPROVAL OF MINUTES

It was M/S/A by RICHARDSON and SEE to approve the minutes of the November 18, 2013 meeting.

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

- *Richardson* - Bus stop locations.
- *VanderDoes* - Ad hoc analysis of transportation systems from recent travels.
- *O'Connell* - Bus stop suggestions.
- *Sibree* - Late buses to outlying communities like Yelm.

## NEW BUSINESS

**A. ITA Question: "What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA?"**

*Van Gelder* - Discussed the evolving role of the CAC with the Intercity Transit Authority (ITA). This year the committee will have many issues before them. He emphasized the workload this year may be more than in years past. The committee should provide substantive feedback.

*Thies* - Stated the ITA will have elections next month and he will no longer be chair. He anticipates another question coming soon to the CAC, "given the differential in costs between conventional diesel and hybrid coaches, what is the commitment to the hybrid technology?" He stated it costs more to run hybrids despite the savings on straight fuel costs. How much is it worth to the community for the environmental stewardship versus the financial stewardship. This is not an urgent decision because there isn't a purchase in the near future. CAC will also have the sales tax election question.

*Thies* stated in September or October we posed the questions "...what is the regional role of Intercity Transit keeping in mind our responsibility to provide service to the local PTBA?" The ITA sets policy and the staff runs it. CAC advises the ITA.

*Chong arrived.*

*Thies* provided the question was a departure from how the ITA/CAC normally do business. Very valuable things have come to the ITA from the CAC. For instance the DAL drop offs and pick-ups at The Evergreen State College. This matter is a bit different. The reason the ITA is asking the question is certain people have asked what Intercity Transit is doing sending buses to Pierce County when we need service at Jubilee, NE Lacey, South County, etc. It's the sales tax within the PTBA that supports the service. These are the questions that are being asked of the elected

## Intercity Transit Citizen Advisory Committee

January 13, 2014

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officials at their meetings. On the other hand the express buses are standing room only with one of the highest ridership.

*Thies* indicated ITA interviews everyone that applies to the CAC because they are interested in getting a broad spectrum; one that is representative of the entire community.

*Thies* reviewed the bullet points from the last meeting where this issue was discussed. Keep in mind the response doesn't have to be unanimous or a consensus. Intercity Transit may be in a tug of war, considering the service outside the PTBA. Again, Express is one of the most heavily used services.

*Sibree* – Stated we need to have partnerships, and be regional players. It may be beneficial to form a committee to determine cost analysis.

*See* – Relayed the CAC talked beyond PTBA, county and then Pierce County for Express service. There are a lot of issues surrounding Express service along the I-5 corridor and it is part of the quality of life for the community. Intercity Transit needs to be part of the solution.

*Gray* – Asked are you asking why? The conversation is speaking to structure. What does the ITA mean by why?

*Thies* – Stated actions serve policy. The bullet points from the minutes are actions, and all the actions are in service to a policy. Intercity Transit must be responsive to the community. Imagine if a different policy came from the ITA in response to Pierce Transit dropping their Express Service, and if the ITA had said no to picking up the trips. The ITA didn't do that, and there are those that don't agree with that decision. Where should this agency go regarding the regional transportation network?

*Van Gelder* – Remarked the CAC can embark on a journey to help develop policy, or policy perspective that will place such actions into a context that reflects the criteria by which the ITA can make policy.

*Thies* – Stated what the CAC has to say carries weight. The ITA is asking very directly what this body thinks.

*Gray* – Spoke about starting with the Mission and Vision statements and determining what 'community' means. *Gray* asked if mobility includes the county, the region.

*Geyen* – Relayed Intercity Transit should serve the people within the PTBA, and if we need to help them get to their job in Pierce County then we need to do that.

## **Intercity Transit Citizen Advisory Committee**

**January 13, 2014**

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Providing people the opportunity to get educated, get people to the military base, etc., Intercity Transit should be supporting those people. Their money and the activity come back to Thurston County. People who live in Pierce County should be supported because they support our economy as well. It's understandable people struggle with why there is service to Pierce County and not to Jubilee.

*O'Connell*- Stated it is important to maintain integrity in how 'community' is defined. It makes sense to maintain partnerships with other active transit systems to keep the link. It's possible that Intercity Transit could take on more than they should.

*Elliott* - Indicated the importance of linking the communities and maintaining responsibility for the PTBA, but doesn't believe that Intercity Transit should be responsible for people in Pierce County coming to Thurston to work here. This could mean taking on more regional service than Intercity Transit can handle. It is important to take care of the people within the PTBA. It would be better to focus on areas like Jubilee and getting service to aging folks. Jubilee will continue to grow. Placing limits on regional service and educating people about why Intercity Transit has taken over some routes is important.

*Hagenhofer* - Provided statistics from census data by zip code regarding unemployment percentages and use of transit. Intercity Transit should continue to work on moving people along I-5 there should also be something that happens along the major arteries. It gets more and more crowded even with commute trip reduction. Intercity Transit takes excellent care of people inside the PTBA.

*Vincent* - Stated since Pierce Transit dropped their routes to Thurston County he was proud of Intercity Transit for stepping up to cover the service. He believes Intercity Transit has responsibility for both services and it needs to be balanced within given resources. His community is defined more broadly and includes SeaTac, Benaroya Hall, Safeco Field, etc. He believes that Intercity Transit can do both well, within available resources. He also thinks that Intercity Transit had to step up where Pierce failed.

*Sibree* - Indicated if Intercity Transit joins other regions and they start to become one voice, when it comes to asking for federal dollars it might have more of an impact. Be inclusive.

*Gray* -Indicated the service can be divided into three communities: PTBA, Thurston County and outside the County. The real issue seems to be the out of County service.

*Pierce* - Cautioned to be careful if Intercity Transit is going to cut back on the service provided. Taking things away to reinvent service can be dangerous.

## **Intercity Transit Citizen Advisory Committee**

**January 13, 2014**

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*Melnick* – Indicated the reduction in funding isn't part of the policy you're looking for but will influence what happens. Better collaboration would benefit everyone.

*Chong* – Stated there aren't enough connections with neighboring transit agencies. It is difficult to get back from Tacoma and sometimes it takes 2 hours to get a bus.

*O'Connell* – Provided there is an audience out there Intercity Transit needs to respond to concerning the routes previously covered by Pierce Transit. It's possible there is an educational component causing the conflict. If underserved areas within the PTBA see that we have the express, but no service in their area, maybe education is the answer.

*See* – Indicated another perspective is the new communities developed within the UGA and rural areas is that Intercity Transit is not going to provide service there. For example Intercity Transit should look at existing issues first. The regional issue is an existing problem, and needs to be looked at before adding service.

*Melnick* – Provided he has learned a lot about how cities accommodate growth and the prospect that public transportation will be in place. He doesn't see close collaboration.

*Sibree* – Stated all of these things are going to cost money. The numbers are out there and Intercity Transit just needs to bring them together. The money comes with them when they come to the community. By expanding Intercity Transit would be in a better position to reach outlying communities. RG always said there is no service in Yelm. Now they have it. Intercity Transit needs to continue those efforts.

*Hagenhofer* – Indicated TRPC serves on the planning board for rural housing developments and it would benefit Intercity Transit to maintain a strong voice regarding those developments. Additionally, it would make sense to coordinate with other systems besides Pierce Transit.

*VanderDoes* – Stated Intercity Transit is very balanced and good at what they do, but could press for better coordination for service in the outlying communities. The long term solution is going to be the infrastructure along the I-5 corridor, possibly light rail. To pass levies Intercity Transit needs to be consistent and good all the time. It is also important to protect the voting base at the same time.

*Pierce* – Provided the Express buses go out for service and they have to come home, and if they come home empty they aren't serving anyone.

## Intercity Transit Citizen Advisory Committee

January 13, 2014

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*Gray* – Indicated people coming in to the community spend money and Intercity Transit funds come from sales tax, and that is where the funding is coming from right now.

*Van Gelder* – Stated everyone provided good information, ideas and feedback. The CAC can dig further and ask for some assistance from staff to do that.

*Thies* – Indicated he was glad he was present for the discussion, and it's a very important issue, but there is nothing urgent before the ITA at this time. There is a representation out there that might not understand and needs some education. It is important to have to balance, and be inclusive. Another challenging issue is the underserved areas outside the PTBA.

*Van Gelder* – Suggested there are a few things that the CAC might like to continue discussing because this is a substantive question to answer and takes the CAC into a new realm. He inquired if there are current guidelines for when and where service should be provided and what criteria are used? Van Gelder thought it might be helpful for the CAC to have a presentation by TRPC on the recent corridor study and that it might provide some interesting information.

*Richardson left.*

## CONSUMER ISSUES

- *VanderDoes* – Provided an ad hoc overview of transit in Europe from his recent visit. There are great models all over running all different kinds of vehicles. The buses are either clean diesel or electric. You can't hear or smell them and they are beautiful. The rail system is incredible and can't say enough good things about their public transit systems.
- *O'Connell* – Indicated it would be helpful if there were some lights at the bus shelters for the early/late riders. There are issues because riders aren't being seen by drivers and being missed.  
*Freeman-Manzanares* – Stated operations is aware of the issue and they try to encourage riders to get a light. Intercity Transit sells them at the Olympia Transit Center.
- *Sibree* – Inquired as to how he should respond to people who ask about no late service to outlying areas.  
*Freeman-Manzanares* – You can respond by bringing the issue to a CAC meeting and letting us know. You can have the individual that is looking for additional service email us or call staff. He can also contact his local elected official since they have representation on our Authority. The issue of not having later service to Yelm has come up on a number of occasions. Intercity Transit has a limited budget and has had the conversation about what is the right service and funding balance between local, circulator and regional service. Intercity Transit has received a lot of

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information on areas that aren't currently being served as well as areas where we need to start service earlier and end later. It's the same question the Committee struggled with earlier. Intercity Transit doesn't have enough money to provide all the service the public is requesting.

*Hagenhofer* - Indicated Sibree should talk to his commissioners, city representatives, etc.

*Pierce* - Indicated she hears this all the time and always tells people to email or call customer service. It isn't an instant solution, but the more people who contact Intercity Transit on the issue they can take it to the board.

*Thies left.*

### REPORTS

- *Gray* - Provided a report on the November 20<sup>th</sup> ITA Work Session - meeting cancelled.
- *See & Hagenhofer* - Provided a report on the December 4<sup>th</sup> ITA Regular meeting indicating they relayed the CAC comments on the question posed by the ITA.
- *Geyen* - Reported on the December 18<sup>th</sup> ITA Work Session indicating Intercity Transit is trying to do a First Mile/Last Mile pilot program with DSHS and ACS to assist employees getting to work in NE Lacey. There was also a discussion about hybrid vs. diesel technology and the costs associated with each.  
*Neely* - Asked if they have come up with a plan?  
*Freeman-Manzanares* - Intercity Transit is working with DSHS, TANF, and Tutor Time daycare facility and hope to get things started by the end of the month.
- *Freeman-Manzanares* - Indicated staff would provide information on the groups included in the Discounted Bus Pass Program.

**NEXT MEETING: February 10, 2014. This meeting is one week early due to the Presidents' Day holiday.**

### ADJOURNMENT

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: February 5, 2014**

**FOR: Intercity Transit Authority**

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

**SUBJECT: Fiber Optic Cable for Lacey Transit Center**

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1) **The Issue:** Consideration of entering into an agreement with the Washington State Department of Transportation (WSDOT) for installation and use of fiber optic cable between the Lacey Transit Center and Pattison Street.

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2) **Recommended Action:** Authorize the General Manager to enter into an agreement with the Washington State Department of Transportation for installation and use of two strands of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount to be announced at the February 5<sup>th</sup> meeting.

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

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4) **Background:** The Authority approved a contract in November 2013 to enhance the Lacey Transit Center camera system with the addition of seven new cameras. This project also includes funding to partner with WSDOT to utilize their fiber optic cable network as a connection between the Lacey Transit Center and Operations at Pattison Street.

The project team compared the cost of partnering with WSDOT against providing an independent network on site to support the system. It was less expensive and provided greater benefit to connect the cameras to Pattison Street to allow Operations real time viewing. It would be cost and time prohibitive for Intercity Transit to consider installing its own fiber optic cable. Ultimately, placing the agency's entire camera system on one network continues to be the desired outcome as this offers the most efficient management of the system.

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5) **Alternatives:**

A) Authorize the General Manager to enter into an agreement with the Washington State Department of Transportation for installation and use of two strands of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount to be announced at the February 5<sup>th</sup> meeting.

- B) Defer action. This will delay the installation and implementation of the enhanced security camera system at the Lacey Transit Center.
- C) Procure a cabinet and computer hardware components to support the security cameras on a non-networked, independent system. A live view of the site would not be achievable.

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6) **Budget Notes:** The 2014 budget includes \$70,000 for the fiber connection to be completed. Based on estimates discussed with WSDOT during the initial planning phases, the project is anticipated to be within the budgeted amount.

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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.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: February 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann, 705-5833  
**SUBJECT:** Vanpool Vehicle Purchase

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1) **The Issue:** Consideration of the purchase of 50 vanpool vehicles.

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2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contracts to issue purchase orders for the purchase of eleven 7-passenger vans, thirty-three 12-passenger vans and six 15-passenger Chevrolet Express vans in an amount to be announced at the February 5<sup>th</sup> meeting. (Note: Vanpool vehicles are exempt from sales tax.)

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

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4) **Background:** 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 Washington State Department of Enterprise Services expects revisions to the 2014 State vehicle contracts to be posted by January 31, 2014. At that time the exact purchase costs will be available.

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5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contracts to issue purchase orders for the purchase of eleven 7-passenger vans, thirty-three 12-passenger vans and six 15-passenger Chevrolet Express vans in an amount to be announced at the February 5<sup>th</sup> meeting. (Note: Vanpool vehicles are exempt from sales tax.)

B. Defer action. To purchase 2014 model vehicles, orders must be placed prior to anticipated factory order cut-off dates.

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- 6) **Budget Notes:** Based on anticipated funding, the 2014 budget item was set at \$1,351,518 for 49 vanpool vehicles (11 expansion and 38 replacement). The recommended purchase is expected to be within the budgeted amount.

This agenda item also includes the purchase of one additional vehicle to replace a Vanpool vehicle that was totaled in an accident in late 2013. This brings the purchase to a total of 50 vehicles.

Information about the Puget Sound Regional Council funds and Washington State Department of Transportation grant which support the purpose will be provided in the revised agenda item. Intercity Transit proposes to add the required match from local funds to complete these purchases.

Intercity Transit will receive \$22,225 in insurance compensation from WSTIP for the totaled van. Through negotiations with the other insurance company, WSTIP may obtain additional compensation. The remaining cost of the replacement vehicle will come from the 2014 general reserve budget.

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

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- 8) **References:** N/A.
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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: February 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann, 705-5833  
**SUBJECT:** Bus Stop Pad Engineering Contract Award

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1) **The Issue:** Consideration of an award for bus stop pad engineering.

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2) **Recommended Action:** Authorize the General Manager to enter into a contract with an engineering firm, in an amount to be announced at the February 5<sup>th</sup> meeting.

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

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4) **Background:** A Request for Qualifications and Proposals was issued December 11, 2013, for engineering services for ADA-compliant bus stop pad improvements for 37 current bus stop locations. Seven proposals were received by the submittal date of January 10, 2014. A team from Planning, Facilities and Procurement reviewed the proposals, determined the competitive range and selected four firms to interview.

Following the interviews and reference checks, the team selected an engineering firm and directed Procurement to negotiate the proposed costs. The firm will provide engineering design and technical assistance through the permitting and bid process, as well as contract administration services.

Procurement will complete an independent cost analysis of the firm's proposed costs prior to the ITA meeting, to determine if based on the scope of work and the number of hours estimated to complete this phase of the project, staff feels the price to be fair and reasonable.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with an engineering firm in an amount to be agreed upon before the February 5, 2014, meeting.
- B. Defer award pending further review.

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6) **Budget Notes:** Intercity Transit received \$160,000 in federal funds for this project with a \$25,000 local match. In addition, \$50,000 from the ADA Bus Stop Enhancements budget is being put towards this project for a total of \$235,000. Funds are programmed in the 2014 budget for engineering services related to the bus stop pad improvement project.

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7) **Goal References:** Goal #2: *"Provide outstanding customer service."* Goal #3: *"Maintain a safe and secure operating system."* Goal #4: *"Provide responsive transportation options."*

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

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: February 5, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Marilyn Hemmann, 705-5833

**SUBJECT:** 2014 Procurement Plan

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1) **The Issue:** Review ongoing and planned agency projects that Procurement will present to the ITA for contract approval in 2014.

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2) **Recommended Action:** This item is for information and discussion.

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3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2014 Procurement will present a number of recommendations to the Authority for approval to enter into contracts. This is a review of ongoing and planned projects that will generate these recommendations.

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4) **Background:** The Authority requested a preview of projects that will be presented for contract approval in 2014 with brief explanations of how they support Intercity Transit's operations. Procurement maintains a prioritized list of all renewing contracts, annual purchases, maintenance agreements, new projects, and tasks related to ongoing major capital projects. Priorities are based on the agency strategic plan, funding timelines, newly defined agency needs, discussions with the Senior Management Team and Department managers, funding opportunities, and input from stakeholders.

This list is regularly revised with a significant update each January when the new budget takes effect and there are new projects to include. Scheduling the procurement tasks for each item on the list requires planning how the Procurement division will allocate staff time. It also requires coordination with the originating Department to meet their needs both in the timeliness of the goods or services to be provided and in the impact of devoting their staff time to the procurement. A 2014 Procurement summary will be presented at the February 5<sup>th</sup> meeting.

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

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

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7) **Goal Reference:** The 2014 project list represents all agency goals.

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8) **References:** A 2014 project list will be provided at the February 5<sup>th</sup> meeting.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-E**  
**MEETING DATE: February 5, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Pension Committee Appointment

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1) **The Issue:** Whether to make an appointment to the Pension Committee.

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2) **Recommended Action:** Approve the General Manager's recommendation to make an appointment to the Intercity Transit Pension Committee for a four-year term to end January 31, 2018. She will make her recommendation at the meeting.

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3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

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4) **Background:** The Pension Committee consists of seven members. The Finance and Administration Director and the Finance Manager serve as permanent members. The Authority appoints one Authority member. Four employees serve on the committee. Employees are recommended by the General Manager and are subject to the Authority's approval.

Employee representatives serve four-year terms. The terms are staggered, so one position is available for appointment each year. Dave Kapaun, Human Resources Specialist, completed his term. Tom Burke, Auto Technician will serve through February 2015; Elizabeth Barlow, Vanpool Assistant, will serve through February 2016; Kathleen Perkins, Scheduling Coordinator, will serve through February 2017.

Employees were asked to submit letters of interest with a deadline of Friday, January 31, 2014. Ann Freeman-Manzanares will review all letters of interest received and will make a recommendation to the Authority at the February 5 meeting.

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5) **Alternatives:**

A. Approve the General Manager's recommendation for appointment to the Intercity Transit Pension Committee for a four-year term to end January, 31, 2018.

B. Request the General Manager make a different recommendation.

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

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-F**  
**MEETING DATE: February 5, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Annual Authority Reorganizing Activities

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1. **The Issue:** Election of Authority Chair and Vice Chair and appointment of committee assignments.

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2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
  - B. Election of the Intercity Transit Vice Chair;
  - C. Identify and approve Committee Assignments:
    - Thurston Regional Planning Council;
    - Transportation Policy Board;
    - Intercity Transit's Pension Committee.
- 

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

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4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Current Chair Marty Thies and Vice Chair Ed Hildreth have served two years in these positions.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

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5. **Alternatives:**

- A. Elect officers and approve committee assignments.

B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as the presiding officer. Our most senior officer is Councilmember Baker.

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

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7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

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8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws - referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.