

Agenda
INTERCITY TRANSIT AUTHORITY
December 2, 2015
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **15 min.**
 - A. **Proclamation and Recognition:**
City of Yelm Councilmember Joe Baker (*Chair Nathaniel Jones*)

- 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 asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** November 4, 2015, Regular Meeting;
November 18, 2015, Special Meeting

 - B. **Payroll:** November Payroll in the amount of \$2,134,449.87.

 - A. **Accounts Payable:** Warrants dated November 13, 2015, numbers 19846-19931, in the amount of \$399,714.16; warrants dated November 27, 2015, numbers 19932-19933; 19935-20004 in the amount of \$646,747.57 for a monthly total of \$1,046,461.73 and Automated Clearing House Transfers for November 2015 in the amount of \$8,155.39, for a monthly total of \$1,054,617.12.

 - B. **Surplus Property:** Declare the property listed on Exhibit "A" as surplus.
(*Laura Lowe*)

 - C. **Cancel December Work Session:** Cancel the December 16, 2015, work session and direct staff to post the required legal notice. (*Ann Freeman-Manzanares*)

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **5 min.**
 - B. **Transportation Policy Board** (*Ryan Warner*) **5 min.**
 - C. **Citizen Advisory Committee** (*Ursula Euler*) **5 min.**

- 7) **NEW BUSINESS**
 - A. **DAL Route Scheduling/Maintenance Software** (*Laura Lowe*) **5 min.**
 - B. **Development Agreement w/City of Olympia** (*Laura Lowe*) **10 min.**
 - C. **Bus stop Pad Engineering Contract** (*Tammy Ferris*) **5 min.**
 - D. **Citizen Advisory Committee Appointments** **10 min.**
(*Ann Freeman-Manzanares*)
 - E. **Discounted Bus Pass Program** (*Ann Freeman-Manzanares*) **15 min.**

- 8) **GENERAL MANAGER'S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 4, 2015

Due to the lack of a quorum, Vice Chair Warner was unable to call the meeting of the Intercity Transit Authority to order. However, at 5:45 p.m., Vice Chair Warner, upon advice from legal counsel, conducted non-action business items until a quorum could be met.

Members Present: Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; Citizen Representative Karen Messmer.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Dennis Bloom; Christine DiRito; Donna Feliciano; Tammy Ferris; Ben Foreman; Laura Lowe; Jim Merrill; Carolyn Newsome; Pat Messmer; Jeff Peterson; Heather Stafford Smith.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Billie Clark.

Members Excused: Chair and City of Olympia Councilmember Nathaniel Jones; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Joe Baker; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

INTRODUCTIONS

Donna Feliciano introduced **Ally McPherson, Marketing & Communications Rep.**

COLLISION AVOIDANCE PILOT PROJECT PRESENTATION

Jerry Spears, Deputy Director of the Washington State Transit Insurance Pool (WSTIP), explained Intercity Transit is one of several transit systems participating in a 6-month pilot project testing pedestrian and cyclist safety technology on buses. WSTIP is partnering with Rosco Vision Systems, and Mobileye who manages the underlying software.

This product is being tested across the state of Washington and is a first generation collision warning product for transit vehicles. It acts as an additional safety tool for the bus operators – it gives them an additional “pair of eyes” to avoid certain types of accidents such as rear end collisions and striking pedestrians and bicyclists during left/right hand turns.

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Spears introduced several videos: (1) Mobileye overview video of the Advanced Driving Assistance System; (2) Using Shield + Intersection collisions – pedestrian and cyclist oncoming left; pedestrian alongside left.

Spears said Intercity Transit will install the devices on five Gillig hybrids. The initial pilot should begin in December, 2015. Rosco will add additional cameras to the buses and this captures real-time video while the equipment is on the buses. There are two ways to capture data from the buses – either a wireless download or pulling SD cards.

Legal Counsel, Dale Kamerrer asked if these videos will be preserved for public records purposes. Spears replied yes and that WSTIP would be responsible for any public records requests or issues that arise from the pilot.

Karen Messmer asked if Intercity Transit will place information on board the pilot buses to inform customers what the equipment is being used for and that videotaping is taking place. Intercity Transit should think about how to best inform the riders that this equipment is different.

PUBLIC COMMENT

Jonah Cummings, Olympia, WA – Mr. Cummings is a frequent bus rider who had comment about Intercity Transit's general budget under the five-year goal regarding pushing for more access to new commercial spaces. He noticed that Intercity Transit is very good about connecting to residential areas. He feels the challenge is that a lot of businesses are selecting office parks that are located off the routes like Xerox in Hawks Prairie. They are one of the largest private employers in Thurston County, along with two major distribution centers – one for Trader Joes and Harbor Wholesale, consisting of several thousand employees. He urges Intercity Transit to entertain any opportunity to extend routes to those remote locations.

LEADERSHIP APTA PRESENTATION

HR Director, Heather Stafford Smith, recently graduated from the Leadership APTA program. This is an intensive year-long program that includes skill-building workshops, conferences, executive roundtables, and web-based events, including research and over 100 hours of classroom time. Advantages Stafford took away from the experience was increasing her technical skills and building a network with other transit leaders.

Deliverables included technical talks from participating transit agencies; and a project that becomes a very large piece of the class whereby the participants select a topical area and create a 45-minute presentation that is shared many times over in several

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different formats. Stafford-Smith reviewed that presentation entitled, "Workforce Planning: Maximizing the New Reality of a Revolving Workforce."

At 6:27 p.m. City of Lacey Councilmember Jason Hearn (alternate) arrived, forming a quorum.

CALL TO ORDER

At 6:36 p.m., Vice Chair Warner called the November 4, 2015, meeting of the Intercity Transit Authority to order.

APPROVAL OF AGENDA

Vice Chair Warner announced that Agenda Item 10 (Executive Session) was pulled from the agenda.

It was M/S/A Citizen Representative Messmer and Councilmember Sullivan to approve the agenda as amended.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** October 2, 2015, Regular Meeting; October 21, 2015 Special Meeting
- B. Payroll:** October Payroll in the amount of \$2,024,361.52.
- C. Accounts Payable:** Warrants dated October 2, 2015, numbers 19589-19662, in the amount of \$902,431.91; warrants dated October 16, 2015, numbers 19667-19747, in the amount of \$425,500.69; warrants dated October 30, 2015, numbers 19765-19842, in the amount of \$856,660.24 for a monthly total of \$2,184,592.84 and Automated Clearing House Transfers for October 2015 in the amount of \$16,393.84, for a monthly total of \$2,200,986.68.

PUBLIC HEARINGS

2016-2021 Draft Strategic Plan.

Freeman-Manzanares indicated one public comment for the Strategic Plan was submitted by the deadline and entered into the record which was provided to the Authority prior to the meeting.

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Vice Chair Warner opened the Public Hearing for the purpose of taking comment on the 2016-2021 Draft Strategic Plan at 6:38 p.m.

Hearing no comments, Vice Chair Warner closed the public hearing at 6:38 p.m.

2016 Draft Budget

Director of Finance and Administration, Ben Foreman presented the 2016 draft budget. The draft budget was presented to the Authority on October 21, 2015, and made available to the public.

Foreman noted staff recommended three minor modifications to the budget since that draft was presented at the meeting, increasing the draft budget by \$65,000. Those projects are:

- Added \$20,000 to PL-009 Short/Long Range Service Plan;
- Added \$40,000 to VM-002;
- Added \$5,000 to the **Finance Division's training budget for ESMS Audit Project** for training.

That brings the total budget to \$58,841,311.

Vice Chair Warner opened the Public Hearing for the purpose of taking comment on the 2016 Draft Budget at 6:42 p.m.

Hearing no comments, Vice Chair Warner closed the public hearing at 6:42 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said TRPC last met October 2, and the next meeting is Friday, November 6. She is interested in the upcoming agenda topic about JBLM Joint Land Use Study. Also, TRPC is beginning to see draft materials for the Regional Transportation Plan Update. Messmer welcomes any comments or thoughts on the drafting of this plan.
- B. Transportation Policy Board (TPB).** Ryan Warner said the TPB met October 14. Members did follow-up from their retreat. Members conducted a DOT exercise and began prioritizing what members of the policy board thought should be the effort of the policy board going forward. High priorities included land use issues and facility citing.

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C. Citizen Advisory Committee. Billie Clark reported the CAC met October 19. The members received an update about new positions being added; talked about cameras on the buses; and received an update on the Martin Way and Hawks Prairie park-and-ride vandalism. The members enjoyed the Budget 101 presentation by Ben Foreman.

Warner asked Clark if there were any policy issues she felt the CAC would be interested in discussing. He asked her to give that some thought and would welcome her feedback.

NEW BUSINESS

A. Printing and Delivery of Transit Guides.

Procurement Coordinator, Tammy Ferris, presented for consideration an award for printing and delivery of transit guides. Estimated cost for transit guides in 2016 will be between \$30,023.40 and \$33,051.93.

It was M/S/A by Citizen Representative Messmer and Commissioner Blake to authorize the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides.

B. RouteMatch Mobile Tablets.

Procurement Coordinator, Jeff Peterson, presented for approval a three-year contract to lease RouteMatch Mobile tablets for the Dial-A-Lift fleet, 37 tablets total.

Intercity Transit is seeking to improve the driver interface with our RouteMatch software program and to automate documentation. It includes built-in mapping, scheduling and data tracking features, which will eliminate hand written manifests.

It was M/S/A by Commissioner Blake and Councilmember Sullivan to authorize the General Manager to enter into a three-year contract with RouteMatch to lease mobile tables for the Dial-A-Lift fleet. The value of the contract is \$78,588.

C. Adopt Revised Drug & Alcohol Testing Policy HR-3511

Human Resources Senior HR Analyst, Christine DiRito, presented the amended Policy HR-3511. In May of 2015, The Federal Transit Administration randomly selected Intercity Transit's Drug and Alcohol Testing Program to undergo a compliance audit. The auditors provided findings with directions on compliance

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corrections and deadlines. Staff revised/amended the policy accordingly. Revisions are noted in red on the policy document.

DiRito said the proposed policy changes were sent to the ATU and IAM members for review and comment. No comments were received by either union.

It was M/S/A by Citizen Representative Messmer and Councilmember Sullivan to adopt Resolution 03-2015, amending Intercity Transit's Drug and Alcohol Policy HR-3511.

D. 2015 Fall Citizen Advisory Committee Recruitment

Freeman-Manzanares said the Citizen Advisory Committee recruitment applications were due October 29, and a total of eight applications were received to fill four vacant positions. An ad-hoc committee will conduct interviews on November 30 from 3 p.m. to 6 p.m.

The Authority gave staff direction to interview all eight candidates.

GENERAL MANAGER'S REPORT

Freeman-Manzanares reported the 16 new operators are in training. Their seven week graduation will be held on November 20 and all are invited to attend a potluck event beginning at 11:30 a.m. in the board room. On November 22, the new operators will go into revenue service.

Freeman-Manzanares shared a customer comment directed at the Village Vans Program. A customer wrote, *"If I were a speech writer for the President, I would include remarks about why America is still great. To prove my point I would mention Intercity Transit's VILLAGE VANS PROGRAM as a solid example. The service is exceptionally run by wonderful, caring and faithful people. My son has benefited more than I could communicate here, but one recent blessing is the potential for a job. Especially since he is disabled this is a very big deal. America is great because every day America has unsung heros who keep doing constant acts of freedom and good will. Thanks Village Vans – you help keep America great!"*

AUTHORITY ISSUES

No Authority issues.

ADJOURNMENT

It was M/S/A by Citizen Representative Messmer and Commissioner Blake to adjourn the meeting at 7:03 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: December 2, 2015

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

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
November 18, 2015

CALL TO ORDER

Vice Chair Warner called the November 18, 2015, Special Meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Ryan Warner; Thurston County Commissioner Bud Blake; City of Tumwater Councilmember Debbie Sullivan; City of Lacey Councilmember Jeff Gadman; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Jim Cooper (alternate); and Citizen Representative Karen Messmer.

Members Excused: Chair and City of Olympia Councilmember Nathaniel Jones; Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Pat Messmer; Heather Stafford-Smith.

Others Present: Mitchell Chong, Citizen Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None

CITIZEN ADVISORY COMMITTEE REPORT

Mitchell Chong said the CAC met on Monday, November 16. The members received a presentation by Human Resources Director, Heather Stafford-Smith on the Leadership APTA program; a Youth Education Update; and they took a tour of the Maintenance facility, which included a ride through the bus wash.

YOUTH PARTNERSHIP UPDATE

Walk N Roll program facilitators, Jessica Gould and David Copley, provided an update on the Walk N Roll Youth Education Program. Encouraging active transportation choices for some youth is the only meaningful exercise they receive

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daily, so more walking and biking is a great way to fight childhood obesity, at the same time improving the environment as we help build the next generation of active transportation users.

There were several changes during the fall of 2015 program:

- Erin Scheel resigned from the agency to pursue other activities, and Gould and Copley took over the program focusing on activities that maximize the program's goals.
- Secured funding for additional support for the Earn-a-Bike classes.
- Designated new dedicated bike shop space at a central downtown location, adjacent to the Olympia Transit Center.

The programs and events staff focused on include:

- Walk to school days
 - In October - 7 schools/860 students
 - In November - 6 schools/553 students
 - Future Walk Dates:
 - 12/2 - Pioneer Elementary School
 - 12/2 - Washington Middle School
 - 12/2 - Tumwater Hill Elementary School
 - 12/10 - Michael T. Simmons Elementary School
 - 12/10 - Nisqually Middle School
- Proclamations from:
 - North Thurston Public Schools
 - Tumwater School District
 - City of Tumwater
 - City of Lacey
 - Thurston County Commissioners
- Rolling classrooms
 - 5 scheduled for December
- Bikes in PE
 - Over 160 students received on-bike education
- Kidical Mass
 - 81 kids and parents participated in Kidical Mass bike rides
- Bike shop operations
 - Abandoned bikes (nearly 200 a year) are kept in lost in found for 30 days and then get donated to the bike program for repair and cleaning.
- Earn-a-Bike
 - 63 youth engaged (up from 38 in 2014)
 - Program expanded to 4-day curriculum

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- Looking Ahead
 - Walk N Roll Expansion – reaching out to six new schools over the next three years
 - Additional funding being provided by CMAC funding, part of the Federal Transportation Grant that focuses on air quality

Gadman asked if Intercity Transit partners with local law enforcement as a source for bicycles. Copley said we received bikes from the Tumwater Police Department and he has worked with the Olympia Police Department and Lacey Recovery Center. Gadman said the Lacey Police and Sheriff's Department have an abundance of bikes.

Gadman asked if staff thought about taking one Kidical Mass event a year and turning it into a bike rodeo. Gould said staff is open to changing the format. There has been discussion of bike rodeos with the Tumwater PE teachers.

Blake asked what schools recently completed the program and what schools are slated for the future. Gould said schools that participated in the program include Pioneer Elementary, Washington Middle, Peter G. Schmitt, Michael T. Simmons, Tumwater Hill, and Nisqually Middle School. We are also reaching out to Meadows Elementary and Chambers Elementary.

Karen Messmer noted the City of Olympia has a registration program for bicycles. Hopefully, staff checks to see if abandoned bikes are registered.

Messmer asked how staff interacts with the Thurston County Health Department Active Transportation Program. Gould said staff works with Chris Hawkins, Community Engagement, Evidence & Partnerships Manager from Thurston County Public Health & Social Services. Hawkins supports work on Safe Routes to School and helps us with our projects.

2016-2021 STRATEGIC PLAN ADOPTION

Freeman-Manzanares said the draft 2016-2021 Strategic Plan was made available to the public on October 21, and a public hearing was held on November 4. The Strategic Plan promotes fixed route service consistent to what we are providing currently, including two grant-funded routes – the express route from Tumwater through Tacoma; and Olympia to Seattle. The Plan also adds 2,000 hours of Dial-A-Lift service.

It was M/S/A by Councilmember Gadman and Councilmember Sullivan to adopt the 2016-2021 Strategic Plan as presented.

Intercity Transit Authority Special Meeting

November 18, 2015

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2016 DRAFT BUDGET

Director of Finance, Ben Foreman, asked the Authority to adopt Resolution 04-2015 establishing the 2016 Budget in the amount of \$58,841,311. He noted a public hearing was held on November 4 – no comments were received. He noted the budget is showing an increase from when the draft was released to the public in October because three projects were increased by a total of \$65,000.

It was M/S/A by Citizen Representative Messmer and Councilmember Gadman to adopt Resolution 04-2015 that establishes the 2016 Budget.

GENERAL MANAGER'S REPORT

Ridership to date is 3,629,763 boardings. That is 3.9% lower than 2014 at this time.

Sales tax is 8.92% which is the highest seen in a long time.

There is a Conference Committee between the Senate and the House on a federal level to talk about transportation legislation. The Senate legislation was more positive than in the past and then the House version came out with an amendment submitted by Representative Herrera Beutler. Under the House and Senate version there is specific dollars that go to seven high density states. Herrera Beutler's amendment raises the dollar value and opens it up for competition. Intercity Transit sent letters of support to our representatives. Originally, APTA was against this amendment; however, we responded strongly to this and got the Bus Coalition working in that direction. Since then, APTA retracted, and made a different proposal. Intercity Transit is keeping track of the situation.

Intercity Transit continues to work with the EDC and the City of Lacey to address issues in the Hawks Prairie area. We are not providing paratransit or fixed route service in that area currently; however, we have the opportunity to provide other services such as a community van program at Jubilee. We are also looking at employers in that area to determine if we can work more closely and offer other opportunities.

The agency is experimenting with full wraps on several of the buses. We just completed a six-month pilot on ads called "King Kongs" (wheel-well to wheel-well, top to bottom space) which generated more dollars. We didn't receive any comments from the public, no negative comments from the Operators, therefore, we will continue with the program. The agency is receiving inquiries from businesses, in particular the University of Washington – they are interested in running a full wrap. Staff is looking at conducting another pilot.

Intercity Transit Authority Special Meeting

November 18, 2015

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Sullivan suggested placing wraps on bus shelters. Freeman-Manzanares said staff has researched this and advertising becomes an issue with cities and it's also an issue of visibility on some of the shelters. Other systems tried wraps on shelters and it was not a successful money maker.

All are invited to attend the ODA Holiday Parade on Sunday, November 29 and ride the bus in the parade. The parade begins at 3 p.m. Also, the Jingle Bus begins service. Gadman asked about providing a Jingle Bus (or a free service bus) in the four major shopping districts for a "small business Saturday." Freeman-Manzanares will look into this.

Mitchell Chong suggested Intercity Transit set up a booth at the local toy drive held annually in Lacey to help bring awareness of our services to the public.

Freeman-Manzanares shared two customer commendations about the excellent Dial-A-Lift service received.

AUTHORITY ISSUES - None.

EXECUTIVE SESSION

In accordance with RCW 42.30.110(g) Vice Chair Warner recessed the regular meeting to go into an executive session at 6:20 p.m. for approximately 20 minutes to discuss the General Manager's performance and compensation.

Attending the Executive Session: Vice Chair Warner; Commissioner Blake; Councilmember Baker; Councilmember Gadman; Councilmember Sullivan; Councilmember Cooper; Citizen Representative Messmer.

The Authority reconvened to a regular meeting at 6:45 p.m. and opened the session up for discussion.

Gadman noted that compared to other transit systems the size of Intercity Transit, he believes an increase in the General Manager's salary is fair.

It was M/S/A by Councilmember Gadman and Commissioner Blake to increase the salary for the General Manager to \$148,000 per year; that 10% be contributed to a deferred compensation account annually for a total of \$162,800. Also, the bonus language is to be removed from the current contract.

It was M/S/A by Councilmember Gadman and Councilmember Sullivan to make this salary package retroactive back to July 1, 2015.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Gadman to adjourn the meeting at 6:48 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Nathaniel Jones, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: December 2, 2015

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

PERIOD DATES: 10/18-31/2015						PERIOD DATES: 11/1-14/2015					
PAYDATE 11/6/2015						PAYDATE 11/20/2015					
	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	83,871.08		3	FIT		EFT	77,537.83	
4	MT		EFT	22,068.18	105,939.26	4	MT		EFT	21,241.16	98,778.99
5	A2/35	Life Ins.	Check Dave 2nd	2,220.94	0.00	5	A2/35	Life Ins.	Check Dave 2nd	4,209.84	0.00
6	D3/31	Disability In	Check Dave 2nd	1,451.22	0.00	6	D3/31	Disability In	Check Dave 2nd	2,026.83	0.00
7	HE/37	Health In1st	Check Dave 2nd	15,993.63	0.00	7	HE/37	Health In1st	Check Dave 2nd	284,200.50	0.00
8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nd	0.00	0.00
9	CC/61	Child Care	Hfsttler/Brgkmp	384.3		9	CC/61	Child Care	Hfsttler/Brgkmp	384.3	
10	GN/08	Garnish	CHECK last	155.98		10	GN/08	Garnish	CHECK last	158.81	
11						11					
12	CS/09	DSHS	EFT	2,369.79	2,369.79	12	CS/09	DSHS	EFT	2,369.79	2,369.79
13	CS/09	ExpertPay	EFT	0.00	0.00	13	CS/09	ExpertPay	EFT	0.00	0.00
14	D1/98	D.Dep. #1	ACH WIRE every	9,717.75	9,717.75	14	D1/98	D.Dep. #1	ACH WIRE every	10,040.27	10,040.27
15	D2/97	D.Dep. #2	ACH WIRE every	16,259.60	16,259.60	15	D2/97	D.Dep. #2	ACH WIRE every	16,259.60	16,259.60
16						16					
16	GT/63	G.Ed.Tuit	Check every	227.00		16	GT/63	G.Ed.Tuit	Check every	227.00	
17	HS/59	Health Svgs	ACH Wire every	150.00	150.00	17	HS/59	Health Svgs	ACH Wire every	150.00	150.00
18	DC/97	Vgrd EE	Wire	45,528.62		18	DC/97	Vgrd EE	Wire	44,699.72	
19	DC/22	Vgrd ER	Wire	31,337.44	76,866.06	19	DC/22	Vgrd ER	Wire	30,659.15	75,358.87
20	L2/29	401k Ln#2	Wire	4,945.04		20	L2/29	401k Ln#2	Wire	4,929.09	
20	LN/29	401k Ln #1	Wire	9,410.06	14,355.10	20	LN/29	401k Ln #1	Wire	9,410.06	14,339.15
22	TTL VNGRD			91,221.16		22	TTL VNGRD			89,698.02	
23	LI/02	L&I	EFT Quarterly	30,742.90		23	LI/02	L&I	EFT Quarterly	30,392.33	
24	MD/51	Mch.UnDue	Check last	1,331.10		24	MD/51	Mch.UnDue	Check last	1,331.03	
25	MI/52	Mac.Initlton	Check last	0.00		25	MI/52	Mac.Initlton	Check last	0.00	
26	MS/60	Payroll Corr	check	0.00		26	MS/60	Payroll Corr	check	0.00	
	GL/11	GTLife		0.00			GL/11	GTLife		121.00	
27	TF/				0.00	27	TF/				0.00
28	TF/	Tx.Fr.Benefit	Employer	205.00	0.00	28	TF/	Tx.Fr.Benefit	Employer	25.00	0.00
29	PA/66	Proj.Assist	Check last	507.00		29	PA/66	Proj.Assist	Check last	492.00	
30	PN/04	PERS EE	EFT	47,385.32	0.00	30	PN/04	PERS EE	EFT	46,982.59	0.00
31	PN/04	PERS ER	EFT	86,155.26	133,540.58	31	PN/04	PERS ER	EFT	85,460.38	132,442.97
32	TTL PERS			133,540.58		32	TTL PERS			132,442.97	
33	R3/20	ICMA Ln#2	WIRE	605.39	0.00	33	R3/20	ICMA Ln#2	WIRE	605.39	0.00
	RC/24	ICMA EE	WIRE	5,504.32			RC/24	ICMA EE	WIRE	5,564.27	
35	RI/23	ICMA Roth	WIRE	414.61	414.61	35	RI/23	ICMA Roth	WIRE	464.61	464.61
36	RL/21	ICMA Ln#1	WIRE	1,400.15	2,005.54	36	RL/21	ICMA Ln#1	WIRE	1,400.15	2,005.54
37	RR/25	ICMA ER	WIRE	3,422.06	8,926.38	37	RR/25	ICMA ER	WIRE	3,437.27	9,001.54
38	TTL ICMA	<u>10,931.92</u>		11,346.53		38	TTL ICMA	<u>11,007.08</u>		11,471.69	
39	SD/26	457 ST EE	EFT	13,259.49		39	SD/26	457 ST EE	EFT	12,876.42	
40	SR/27	457 ST ER	EFT	7,119.74	20,379.23	40	SR/27	457 ST ER	EFT	6,970.25	19,846.67
41	ST/67	ShTrmDisal	EFT	3,238.43	3,238.43	41	ST/67	ShTrmDisal	EFT	0.00	0.00
42	UC/45	Un COPE	Check 1st	123.00		42	UC/45	Un COPE	Check 1st	-	
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess	Check last	576.00	
	UD/42	Un Dues	Check last	5,291.22			UD/42	Un Dues	Check last	5,282.75	
44	UI/41	Un Initlatn	Check last	0.00		44	UI/41	Un Initlatn	Check last	0.00	
45	UT/43	Un Tax	Check last	2,874.55		45	UT/43	Un Tax	Check last	0.00	
46	UW/62	United Way	Check last	491.50		46	UW/62	United Way	Check last	472.50	
47	WF/64	Wellness	Check last	348.50		47	WF/64	Wellness	Check last	349.50	
48	NET PAY (dir. Deposit)	ACH Wire eve		480,020.34	480,020.34	48	NET PAY (dir. Deposit)	ACH Wire every		473,113.89	473,113.89
	adj. Ashman MED.			-0.16			Paychecks			1,023.76	
	Paychecks			12,474.48			TOTAL TRANSFER (tie to Treasurer Notifications)			\$854,171.89	
49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$874,182.67		49	TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,185,445.04	
50	TOTAL PAYROLL*:			\$949,004.83		50	TOTAL PAYROLL*:			\$1,185,445.04	
51	GROSS EARNINGS:			784,393.64		51	GROSS EARNINGS:			766,885.88	
52	EMPR MISC DED:			153,577.14		52	EMPR MISC DED:			407,938.58	
53	EMPR MEDICARE TAX:			11,034.05		53	EMPR MEDICARE TAX:			10,620.58	
54	TOTAL PAYROLL*:			\$949,004.83		54	TOTAL PAYROLL*:			\$1,185,445.04	
55	TOTAL PAYROLL FOR NOVEMBER 2015					55	TOTAL PAYROLL FOR NOVEMBER 2015			\$2,134,449.87	
56	ACH WIRE TOTAL			506,147.69		56	ACH WIRE TOTAL			499,563.76	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/13/2015

Thru Date: 11/13/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019846	11/13/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$123.00	
00019847	11/13/2015	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$370.00	
00019848	11/13/2015	02060	AMERISAFE	\$208.90	
00019849	11/13/2015	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$248.12	
00019850	11/13/2015	02380	ARAMARK UNIFORM SERVICES	\$747.39	
00019851	11/13/2015	02580	ASSOCIATED PETROLEUM	\$416.22	
00019852	11/13/2015	02990	B&B SIGN COMPANY LLC	\$255.98	
00019853	11/13/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00019854	11/13/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00019855	11/13/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$4,295.61	
00019856	11/13/2015	05340	CAPITOL COURIER SERVICE	\$366.19	
00019857	11/13/2015	05740	CED	\$156.51	
00019858	11/13/2015	06040	CITY OF LACEY	\$725.45	
00019859	11/13/2015	06060	CITY OF OLYMPIA	\$410.00	
00019860	11/13/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$694.05	
00019861	11/13/2015	07150	CROSSROADS COLLISION CENTER	\$4,247.93	
00019862	11/13/2015	07220	CUMMINS INC	\$26,524.99	
00019863	11/13/2015	09740	FIRSTLINE BUSINESS SYSTEM	\$11,714.50	
00019864	11/13/2015	10605	GENFARE	\$188.74	
00019865	11/13/2015	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00019866	11/13/2015	10660	GILLIG LLC	\$14,788.92	
00019867	11/13/2015	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00019868	11/13/2015	10825	GRAVITEC SYSTEMS INC	\$1,768.00	
00019869	11/13/2015	10863	GRAYS HARBOR TRANSIT	\$525.00	
00019870	11/13/2015	11048	HARGIS ENGINEERS INC	\$1,150.00	
00019871	11/13/2015	11498	IBI GROUP	\$84,242.22	
00019872	11/13/2015	11615	INDUSTRIAL HYDRAULICS INC	\$75.29	
00019873	11/13/2015	11765	INTERCITY TRANSIT PETTY CASH	\$736.67	
00019874	11/13/2015	11810	INTERSTATE BATTERY	\$97.87	
00019875	11/13/2015	11865	ISLAND SUPERIOR AIR FILTER	\$366.70	
00019876	11/13/2015	11895	J&I POWER EQUIPMENT INC	\$16.34	
00019877	11/13/2015	11905	JANEK CORPORATION	\$1,354.56	
00019878	11/13/2015	11930	JERRYS AUTOMOTIVE TOWING	\$1,172.85	
00019879	11/13/2015	12116	JONES, NATHANIEL	\$298.34	
00019880	11/13/2015	12620	KEYBANK NATIONAL ASSOCIATION	\$37.83	
00019881	11/13/2015	12870	KONE INC.	\$512.44	
00019882	11/13/2015	13510	LES SCHWAB TIRE CENTER	\$61.26	
00019883	11/13/2015	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
00019884	11/13/2015	13700	LUMINATOR HOLDING, L.P.	\$3,099.57	
00019885	11/13/2015	13850	MASON TRANSIT AUTHORITY	\$815.00	
00019886	11/13/2015	14160	MCMASTER-CARR SUPPLY CO.	\$65.74	
00019887	11/13/2015	14750	MULLINAX FORD	\$1,431.65	
00019888	11/13/2015	14900	NAPA AUTO PARTS	\$406.88	
00019889	11/13/2015	15140	NISQUALLY TOWING SERVICE	\$1,130.78	
00019890	11/13/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$734.78	
00019891	11/13/2015	15545	OLYMPIA COPY & PRINTING	\$688.90	
00019892	11/13/2015	16490	PACIFIC DISPOSAL INC	\$618.74	
00019893	11/13/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
00019894	11/13/2015	16595	PACIFIC POWER GROUP LLC	\$667.09	
00019895	11/13/2015	16695	PATTISON WATER COMPANY	\$93.77	
00019896	11/13/2015	16765	PETRO CARD	\$50,265.49	
00019897	11/13/2015	16820	PIERCE COUNTY SECURITY	\$15,882.29	
00019898	11/13/2015	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00019899	11/13/2015	17290	PUGET SOUND ENERGY	\$15,874.98	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/13/2015

Thru Date: 11/13/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019900	11/13/2015	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00019901	11/13/2015	17420	R&R TIRE COMPANY, INC.	\$4,907.27	
00019902	11/13/2015	17505	RAINIER DODGE INC	\$35.04	
00019903	11/13/2015	17760	ROSS AND WHITE COMPANY	\$64.18	
00019904	11/13/2015	17840	SAFELITE AUTOGLASS	\$609.28	
00019905	11/13/2015	17893	SCHEDULE MASTERS	\$768.33	
00019906	11/13/2015	17900	SCHETKY NW SALES INC	\$2,136.73	
00019907	11/13/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$1,680.87	
00019908	11/13/2015	18160	SKILLINGS CONNOLLY INC	\$600.00	
00019909	11/13/2015	18210	SME SOLUTIONS	\$329.28	
00019910	11/13/2015	18610	STEPHAN J PARROTT	\$675.00	
00019911	11/13/2015	18705	SUNBELT RENTALS	\$828.08	
00019912	11/13/2015	18878	TAYLOR PUBLISHING INC	\$770.00	
00019913	11/13/2015	18900	TEKNON CORPORATION	\$437.00	
00019914	11/13/2015	21660	THERMO KING NORTHWEST	\$1,177.20	
00019915	11/13/2015	21930	TIRES INC	\$4,669.53	
00019916	11/13/2015	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
00019917	11/13/2015	21950	TITUS-WILL CHEVROLET	\$3,892.29	
00019918	11/13/2015	22010	TOYOTA OF OLYMPIA	\$62.91	
00019919	11/13/2015	22325	TTL PARTNERS LLC	\$3,397.00	
00019920	11/13/2015	22420	TUMWATER PRINTING	\$10,363.58	
00019921	11/13/2015	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$63,981.81	
00019922	11/13/2015	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$7,612.38	
00019923	11/13/2015	23410	U S BANK VOYAGER FLEET SYSTEMS	\$28,143.29	
00019924	11/13/2015	24000	W W GRAINGER INC	\$444.24	
00019925	11/13/2015	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$110.11	
00019926	11/13/2015	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$279.00	
00019927	11/13/2015	24742	WA ST EMPLOYMENT SECURITY	\$40.60	
00019928	11/13/2015	24750	WA ST GET PROGRAM	\$227.00	
00019929	11/13/2015	25380	WASHINGTON GARDENS	\$315.52	
00019930	11/13/2015	25515	WASHINGTON STATE PATROL	\$48.00	
00019931	11/13/2015	25858	WESTCARE CLINIC LLC PS	\$625.00	
Total:				\$399,714.16	

Intercity Transit

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Thru Date: 11/27/2015

Check #	Check Date	Ref #	Name	Amount	Voided
00019932	11/27/2015	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$4,850.00	
00019933	11/27/2015	11765	INTERCITY TRANSIT PETTY CASH	\$879.78	
00019935	11/27/2015	11750	INTERCITY TRANSIT EXEC IMPREST ACCOU	\$5,334.50	
00019936	11/27/2015	01305	ACCESS INFORMATION PROTECTED	\$593.91	
00019937	11/27/2015	01405	ADVANCE GLASS INC	\$3,255.29	
00019938	11/27/2015	01465	AFFILIATED COMPUTER SERVICES INC	\$166.17	
00019939	11/27/2015	01705	ALLIED ELECTRIC	\$395.42	
00019940	11/27/2015	01780	AMALGAMATED TRANSIT UNION 1765	\$14,024.52	
00019941	11/27/2015	01805	AMB TOOLS AND EQUIPMENT CO INC	\$248.39	
00019942	11/27/2015	01820	AMERICAN DRIVING RECORDS INC	\$374.82	
00019943	11/27/2015	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00019944	11/27/2015	01960	AMERICAN SEATING COMPANY	\$228.39	
00019945	11/27/2015	02380	ARAMARK UNIFORM SERVICES	\$753.03	
00019946	11/27/2015	02580	ASSOCIATED PETROLEUM	\$1,500.27	
00019947	11/27/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00019948	11/27/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	<input checked="" type="checkbox"/>
00019949	11/27/2015	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$5,148.22	
00019950	11/27/2015	04040	BUD CLARY CHEVROLET	\$510.30	
00019951	11/27/2015	04120	BUILDERS HARDWARE CO	\$361.97	
00019952	11/27/2015	05740	CED	\$602.46	
00019953	11/27/2015	06060	CITY OF OLYMPIA	\$913.10	
00019954	11/27/2015	06120	CITY OF OLYMPIA UTILITIES	\$2,845.18	
00019955	11/27/2015	06205	CJI RESEARCH CORP	\$28,220.00	
00019956	11/27/2015	06610	COMMERCIAL BRAKE & CLUTCH	\$1,117.09	
00019957	11/27/2015	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
00019958	11/27/2015	07220	CUMMINS INC	\$18,639.43	
00019959	11/27/2015	08780	EMERALD SERVICES INC	\$667.37	
00019960	11/27/2015	08925	ENVIROISSUES INC	\$320.00	
00019961	11/27/2015	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
00019962	11/27/2015	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00019963	11/27/2015	10660	GILLIG LLC	\$14,739.35	
00019964	11/27/2015	10820	GRAPHIC COMMUNICATIONS	\$289.41	
00019965	11/27/2015	10863	GRAYS HARBOR TRANSIT	\$408.00	
00019966	11/27/2015	10880	GRIMM COLLECTIONS	\$2,176.45	
00019967	11/27/2015	11175	HEALTH CARE AUTHORITY	\$310,942.96	
00019968	11/27/2015	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,394.80	
00019969	11/27/2015	13510	LES SCHWAB TIRE CENTER	\$61.26	
00019970	11/27/2015	13661	LOOMIS	\$445.41	
00019971	11/27/2015	13850	MASON TRANSIT AUTHORITY	\$945.00	
00019972	11/27/2015	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
00019973	11/27/2015	14590	MOHAWK MFG & SUPPLY	\$90.08	
00019974	11/27/2015	14750	MULLINAX FORD	\$3,298.41	
00019975	11/27/2015	14900	NAPA AUTO PARTS	\$706.35	
00019976	11/27/2015	15088	NELSON PETROLEUM	\$12,873.22	
00019977	11/27/2015	15140	NISQUALLY TOWING SERVICE	\$1,254.88	
00019978	11/27/2015	15255	NORTHWEST PUMP & EQUIPMENT	\$40.54	
00019979	11/27/2015	15430	OFFICE OF MINORITY AND WOMEN BUSINES	\$150.00	
00019980	11/27/2015	16557	PACIFIC MODULAR, INC	\$707.20	
00019981	11/27/2015	16593	PACIFIC OFFICE AUTOMATION	\$1,322.89	
00019982	11/27/2015	16765	PETRO CARD	\$70,429.21	
00019983	11/27/2015	16874	PITNEY BOWES RESERVE ACCOUNT	\$100.00	
00019984	11/27/2015	17505	RAINIER DODGE INC	\$1,612.84	
00019985	11/27/2015	17560	RE AUTO ELECTRIC INC	\$954.13	
00019986	11/27/2015	17900	SCHETKY NW SALES INC	\$653.10	

Intercity Transit

Accounts Payable Check Disbursement List

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ACCOUNTS PAYABLE WARRANTS

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Check #	Check Date	Ref #	Name	Amount	Voided
00019987	11/27/2015	17965	SEATTLE AUTOMOTIVE DIST.	\$2,475.47	
00019988	11/27/2015	18197	SMART TALENT LLC	\$2,704.63	
00019989	11/27/2015	18470	SPORTWORKS NORTHWEST INC	\$160.82	
00019990	11/27/2015	18651	STORMANS (LICENSING)	\$14.75	
00019991	11/27/2015	18695	SUMMIT LAW GROUP PLLC	\$336.00	
00019992	11/27/2015	18900	TEKNON CORPORATION	\$54,566.81	
00019993	11/27/2015	21610	TETRA TECH INC	\$7,684.16	
00019994	11/27/2015	21660	THERMO KING NORTHWEST	\$889.25	
00019995	11/27/2015	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
00019996	11/27/2015	21930	TIRES INC	\$49,280.74	
00019997	11/27/2015	21950	TITUS-WILL CHEVROLET	\$2,507.20	
00019998	11/27/2015	22420	TUMWATER PRINTING	\$854.87	
00019999	11/27/2015	23660	UNITED WAY OF THURSTON COUNTY	\$964.00	
00020000	11/27/2015	23740	USSC LLC	\$927.70	
00020001	11/27/2015	24000	W W GRAINGER INC	\$889.08	
00020002	11/27/2015	24742	WA ST EMPLOYMENT SECURITY	\$43.43	
00020003	11/27/2015	24750	WA ST GET PROGRAM	\$227.00	
00020004	11/27/2015	26495	YAN, RICK	\$140.00	
			Total:	\$646,747.57	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
05125 CAMPBELL, BRENT										
00	10/25-30/15	DI	11/13/2015			369.00	369.00	369.00		369.00
06270 CLAUS, DIANA										
00	09-10/2015	DI	11/13/2015			126.14	126.14	126.14		495.14
10205 FREEMAN-MANZANARES ANN										
00	08-10/2015	DI	11/13/2015			226.21	226.21	226.21		721.35
00	10/25-27/15	DI	11/13/2015			338.40	338.40	564.61		1,059.75
11308 HOFSTETTER SHANNON										
00	11/6/15	DI	11/13/2015			192.30	192.30	192.30		1,252.05
11355 HOOSIER, CAROL										
00	11/10/2015	DI	11/13/2015			184.79	184.79	184.79		1,436.84
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2015NOV	DI	11/13/2015			2,661.75	2,661.75	2,661.75		4,098.59
12375 KALLAS, MARK										
00	10/25-27/15	DI	11/13/2015			338.40	338.40	338.40		4,436.99
14385 MESSMER, PAT										
00	10/25-27/15	DI	11/13/2015			67.00	67.00	67.00		4,503.99
16757 PETERSON, LEE										
00	10/18-20/15	DI	11/13/2015			345.55	345.55	345.55		4,849.54
17717 RINEHART, ROBERT										
00	10/25-30/15	DI	11/13/2015			537.14	537.14	537.14		5,386.68
18218 STAFFORD-SMITH, HEATHER										
00	10/3-8/15	DI	11/13/2015			142.87	142.87	142.87		5,529.55

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority

FROM: Laura Lowe, 705-5833

SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit "A" as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the attached list of Operations and Information Systems items surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction or sold for scrap metal value to achieve the highest rate of return. The value is estimated at \$870.00
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and the cost of off-site storage is an issue.
 - D. Retain all items. Storage availability on-site and the cost of off-site storage is an issue.
-
- 6) **Budget Notes:** All funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property - Exhibit "A" - December 2015.

EXHIBIT "A" - SURPLUS PROPERTY - DECEMBER 2015

INVENTORY	DESCRIPTION	TOTAL VALUE
31	Metal alternator covers	\$ 90.00
INFORMATION SERVICES		
1	Dell 19" LCD Monitor 1901FP (MON-155)	\$ 5.00
1	Panasonic WV-CS954 Camera and Housing	\$200.00
1	NetBotz WallBotz 500	\$ 50.00
1	Sync Voice NocBox	\$ 25.00
1 BOX	Box of Misc. Box #1 (Includes the following items) Fluke EtherScope Series 2 network assistant Ideal SecuriTEST video tester Validator-NT900 network tester 4 - Verizon MiFis Other Misc Small Computer parts	\$200.00
1	Cisco ASA 5520 (asset # NET-102)	\$150.00
1	Cisco ASA 5520 (asset # NET-103)	\$150.00
GRAND TOTAL		\$870.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel December Work Session

-
- 1) **The Issue:** Whether to cancel the December 16, 2015, Work Session.
-
- 2) **Recommended Action:** Cancel the Wednesday, December 16, 2015, Work Session.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
-
- 4) **Background:** At this time, staff does not have any agenda items scheduled for the December 16, 2015, work session. Given the lack of agenda items, staff recommends cancellation of the work session.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
- A. Cancel the December 16, 2015, Work Session.
 - B. Maintain the schedule as it stands, and meet on December 16, 2015.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Dennis McVey

City of Tenino
Bret Brodersen

City of Tumwater
Tom Oliva

City of Yelm
Robert Isom

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
Sandra Romero

North Thurston Public Schools
Chuck Namit

Olympia School District
Allen Miller

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
George Barner

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Vacant

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
Cheryl Heywood



PRE-AGENDA Friday, December 4, 2015 8:30 a.m. – 11:00 a.m.

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – November 6, 2015
- b. Approval of Vouchers
- c. Approval of 2016 Work Program

Recognition & Staff Anniversaries

RECOGNITION

TRPC recognizes staff service anniversaries in five-year increments at the December meeting of the year the staff member passes the anniversary. The following staff will be recognized for their service anniversaries in 2015: Jared Burbidge (5), Lon Wyrick, Paul Brewster, and Karen Parkhurst (15), and Rosalie Bostwick (30).

TCAT Survey Results

PRESENTATION

Thurston Climate Action Team has been working over the past eight years to develop our community's response to climate change. TCAT previously reported to the Council on its greenhouse gas inventory. This summer, with the assistance of Thurston County, LOTT, The Evergreen State College, St. Martin's University, and South Puget Sound Community College, TCAT surveyed community residents to learn about our community's attitude toward and level of support for various actions to reduce local contributions to climate change, and to promote renewable energy and energy efficiency. This presentation will review the results of that survey, and a new Thurston Thrives clean energy initiative coming out of these results.

Executive Session

ACTION

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

2016 Legislative Priorities

DISCUSSION

At its October meeting, the Council developed priorities for the 2016 legislative session. Policymakers will finalize that list and discuss strategies for reaching out to legislators.

RTIP Amendment 16-01

1ST REVIEW

WSDOT proposes adding a new project to the RTIP and adjusting others. TRPC action expected in January 2016.

RTP Update – Review of Draft Materials

DISCUSSION

Provide feedback on draft sections of the RTP, including the Environmental Considerations, Public Involvement, and the RTP Update Process. No formal action requested in December for this item. TRPC will be asked to take formal action in March 2016 regarding release of the draft plan for public review.

Member Update

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 16, 2015

CALL TO ORDER

Chair VanderDoes called the November 16, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:30p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Lin Zenki; Sue Pierce; Julie Hustoft; Mitchell Chong; Denise Clark; Charles Richardson; Leah Bradley; Quinn Johnson; and Ursula Euler.

Absent: Carl See; Michael Van Gelder; and Aariah Perez.

Staff Present: Ann Freeman-Manzanares; Heather Stafford-Smith; Donna Feliciano; Jessica Gould; David Copley; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by CLARK, D. and RICHARDSON to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, RYAN WARNER.

MEETING ATTENDANCE

- A. November 18, 2015, Work Session - Mitchell Chong
- B. December 2, 2015, Regular Meeting - Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by RICHARDSON and EULER to approve the minutes of the October 19, 2015 meeting.

CONSUMER ISSUES

- *Hustoft* - comment on transportation in the area.
- *Sibree* - bus shelters.
- *VanderDoes* - texting.
- *Richardson* - evening operators not checking bus passes carefully.

NEW BUSINESS

- A. **LEADERSHIP APTA GRADUATE** - (*Heather Stafford-Smith*) Stafford-Smith is the Director of Human Resources and recent graduate of Leadership APTA. She relayed her appreciation for the agency's investment and commitment in her. The leadership class is made up of 25

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individuals from across the US and includes over 100 hours of classroom instruction. The program included visits to several different transit agencies and speaking to many different transit executives about the various challenges they face. The class divided into five teams and did five different research projects. Projects were chosen by each team in March and the groups had to work together long distance to research and prepare a presentation in July. The final project was delivered in October to APTA. A 40 page white paper was also prepared and posted on the APTA website for use by other transit executives.

Stafford-Smith reviewed a slideshow presentation on Workforce Planning: Maximizing the New Reality of a Revolving Workforce. She indicated half of the leadership at Intercity Transit is eligible to retire in the next 10 years. This will require getting new employees on board and maximizing the time they are with us, since they may not be staying as long.

The millennials are now the largest generation in the workforce. Her team talked a lot about maximizing the revolving workforce, retirees exiting, and people not staying in the same job. What they came away with is that engagement is key. Stafford-Smith relayed how Southwest Airlines maintains a turnover rate that is less than half of most in the industry. Southwest assigns employees a sponsor when they are hired. The sponsor makes sure new employees have someone with them at their different spirit events and it is who they go to for questions. They bring the new employee out and engage them. Stafford-Smith provided information on how Zappos works with new employees. They have a really cool orientation program that is 4 weeks long, and everyone stays together regardless of what department they work in. After 2 weeks everyone goes into the call center for 2 weeks to work. At the end of the 4 week orientation, Zappos offers \$2,000 to each person to quit right there if the work isn't a good fit for them. This is reflective of how much turnover costs employers. These are innovative ways to bring people on board quickly and in line with their mission and vision.

Stafford-Smith spoke about inboarding as a means to teach people about the organizational process and attempt to keep the organization focused. This is a broader intentional way to keep people contributing and moving the agency forward. Most said they were just coping with turnover. This is not enough from a business continuity strategy. Growing your own and making sure people are aligned with where you are going as an organization. The team talked about getting rid of traditional job descriptions, and allowing employees to work on committees of interest. The level of transparency helps the organization move forward.

Stafford-Smith mentioned programs where transit agencies exchange employees, so people can learn what works well in other organizations. The team wrapped up each topic with what CEO's are going to do with this information. Treating your transit agency like it is your own and make it thrive.

Stafford-Smith answered questions.

Clark, D - asked about the most important thing Stafford-Smith learned.

Stafford-Smith - responded that the agency is the perfect size, and pretty awesome. People know who Intercity Transit is because Ann and Emily have been through Leadership APTA. The agency is well situated, and has a

community that believes in what we do. There is incredible institutional knowledge here and the agency is focused on being ready when our “Lebron James” leaves.

VanderDoes – asked if transit is different from other organizations.

Stafford Smith – indicated we are more similar than different. Millennials are affecting everyone, and we all have to think about the policies that are important.

Pierce arrived.

Euler – inquired about succession planning.

Stafford-Smith – indicated prior to the recession and the baby boomers exiting we created all these formal plans of institutional knowledge. Now we are making sure the organization as a whole has what it needs to move forward.

Freeman-Manzanares – provided kudo’s to Heather stating this is a very prestigious program and she excelled at the Leadership work with APTA as well as her work here at Intercity Transit. Only 24 people in North America are selected each year, with one spot reserved for APTA staff. The days are long and combining both this leadership opportunity with IT work is very challenging. We are focusing on developing staff throughout the organization so we have a continuity plan and can continue to provide service to our community.

Burt – thanked Stafford-Smith and relayed her congratulations.

Sibree – inquired if the agency is ready for the challenges that she speaks of and why are we ready and why are we not. What do we need to focus on to help.

Stafford-Smith – indicated we are ready. Mike Harbor left and we were ready with a very qualified internal candidate. We have a really collaborative culture which provide leadership and learning opportunities throughout the organization. The budget process at Intercity Transit is so collaborative, different from her previous employer. It is about conversation, and people talk about what their needs are, and how we move forward to accomplish those strategic goals. Intercity Transit has very energetic people that are invested and she indicated she is proud to be part of that.

Freeman-Manzanares – we are focused on developing staff through additional internships opportunities. Where there is opportunity and encouragement, there is engagement and hope.

Stafford-Smith – indicated sometimes employees determine they don’t like the opportunity and that their gifts and talents are not best suited there. Some people stay in the same job and we are okay with people who want to be in their positions.

B. YOUTH EDUCATION PROGRAM UPDATE (*Jessica Gould and David Copley*) Gould indicated they were there to share an update on the work of the Walk n Roll program. At the beginning of the year they made sure that the work they were doing was aligned with Intercity Transit's mission and vision. In doing so they came up with their own mission and vision to further the agency's goals. The mission is, "To educate and encourage youth to get around by biking, walking and riding the bus to foster a healthy, active community. The vision is, "Youth will access their community using healthy, active transportation." The program encourages active transportation services, so it fits into their daily lives. At the same time we are trying to improve the health of our environment. Biking or walking, all roads lead to a bus. The program tries to engage youth at a pivotal time and change those preferences. Here we are in fall of 2015, and after five years of supporting the program Erin has departed. Jessica and David have continued to grow the program. They secured grant funding to get some support and have brought in Paulina, who has been helping with bike classes.

Copley relayed that a big part of the program includes a bike shop in downtown Olympia where volunteers and students can easily access the facility. We moved into the space in September and it is meeting our needs well. Since it is dedicated space it is working better for our volunteers. Currently most volunteers are retirees.

Gould indicated she has been leveraging student leadership for the Walk N Roll program. Staff prepared a menu of Youth Education Offerings to use with schools. This helped define curriculum for our earn-a-bike program. Utilizing student leadership at Washington Middle School has given them ownership and they have taken the project and ran with it. Now it is also at Nisqually Middle School. Gould attends to support them. Washington Middle School has the highest number of walkers. Having the menu of offerings helps us sell the program when we go into schools, and it is great for teachers and administrators. This defines their level of commitment as well. On walk to school days we have designated spots to meet and walk with the kids. It is a lot of fun and we would love to have you attend. Kids feel safer and supported when we meet and walk together. Local jurisdictions Tumwater, Lacey, and the Thurston County Commissioners have declared October Walk to School Month. This helps strengthen our connections and validates the work we are doing by having elected officials on board. In October we had 7 schools with 860 students participate and in November we had 6 schools and 553 students. The weather was uncooperative for both.

Gould explained the rolling classrooms are still popular and staff is getting calls to offer more classes. These are rolling fieldtrips and they work to define what we want the kids to learn and set it up. They have the autonomy to take transit. We teach them where to put the fare and how much it costs.

Gould spoke about the Bikes in PE grant funded program at Tumwater School District. We support by attending classes. Our mission is to have more youth take transit. She worked with two students this morning who had never ridden a bike before. One of the goals is to get the program into Olympia and North Thurston School District.

Gould also talked about the Kidical mass bike rides that include families. The rides take place the second Sunday of the month and teach kids the basic rules of the road. There are all different age groups, and we focus on the fun of biking.

Coppley spoke about the Earn a Bike program indicating the bike shop and related storage, provide the backbone for the program. All the participants earn a bike. They are not new bikes, they are refurbished. The majority of the bikes are abandoned on buses, or at transit centers and we also receive bikes from Tumwater Police Department. Some are in pretty rough shape and can take as long as 8 hours to overhaul. Coppley is trying to document all of the procedures, and create a database for the bike shop to inventory parts and supplies. His goal is to have documentation on the bikes and where they come from. We have a small group of dedicated volunteers. We have a lot of interest in participation, but some might not have the skill level required. The goal is to empower volunteers to run the operation.

Coppley indicated the Earn a Bike program is an after school event. The program was moved to middle school this last year. It is a more relevant age. The program gives the kids the skills they need to get around on bicycles. This year we are with Washington Middle School and have 10 youth in 4 classes. We maintain 4 staff to 10 youth riders. The classes include four 2 hour sessions, for a total of 8 hours of instruction. They learn how to change a flat tire, adjust brakes and shifters, etc. We focus on the most common things that would keep the bike from being ridden. The format is a short demonstration and then the kids have a hands-on workshop where we sabotage the bikes and teach them what to look for. They have to identify what is wrong and then we work with them to repair. The biggest thing is it stokes their interest. We have a lot of youth who want more of this instruction. Half is mechanics, the other half is safe riding skills. We are in a parking lot first, then local neighborhood streets then on to major streets. The stepped progress allows us to identify who is the risk taker so we can properly allocate our resources with their given behavior and experience level. Last year we had 30 youth, and this year we have 60 and we are growing.

Coppley stated funding is always an issue, and the program receives some budgeted funds from Intercity Transit which is supplemented with federal grants, currently a CMAQ grant, which is an environmental grant. Partnership and volunteers are as essential to the program's success. There will be an open house in January and will send invitations. We are looking to expand into 16 schools in the next 3 years.

Gould added we are maintaining the 11 schools that we already have in the program

Bradley arrived.

Gould and Coppley answered questions.

Bradley - asked if schools are asking for the program.

Gould - indicated they are booked out to 2017. We do try to provide some of the Walk N Roll program offerings on the menu.

Hustoft - asked if staff has look at local high school students for volunteers.

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Coppley – responded with moving the bike shop this fall we haven't had a lot of time to dedicate to new volunteers. We hope to get more youth involved in the program as time allows.

Zenki – stated there was a similar program in Berkley and some of the bikes were found to be stolen.

Coppley – indicated they remain vigilant in their efforts to ensure that doesn't happen. The serial numbers are checked against a stolen bike database. We've received some inquiries from individuals because their bike has been stolen. We always check our inventory to make sure we don't have their bike in our inventory. We want bicycles to get back to their owners.

Feliciano – stated staff waits approximately 3 weeks before making modifications to the bikes.

Zenki – asked if staff has looked into ways to adapt bicycles for kids in chairs.

Gould – indicated they have not.

Coppley – responded that some special needs kids have participated in the program and he would love to work on that. It would be a great challenge for us to provide opportunities.

VanderDoes – inquired about the mechanical aptitude required for volunteers.

Coppley – indicated the kids have various skill levels and most of them come from orientation night. A volunteer buddies up with a group of kids to make sure that every child is getting their hands on the bike.

Gould – stated most kids are very enthusiastic even if they don't have the skills.

Freeman-Manzanares – stated this program reaches a lot of kids and it is a fairly inexpensive program to run. One of the things staff didn't give themselves credit for is they wrote the Bikes In PE grant to run the program. There is no better way to start your day than walking with kids to school. They have done an amazing job, spent a lot time to figure out what works and what they can accomplish within available funds and resources.

CONSUMER ISSUES

- *Hustoft* – relayed she was speaking with a person who moved here from New York. They remarked how Lacey is expanding and lacks transportation infrastructure.
- *Sibree* – remarked about a make-shift shelter he saw recently and would get information on the location and give it to staff.

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- *Richardson* – indicated he has noticed bus drivers not checking passes. It doesn't happen every day, but it is enough for him to notice.
- *VanderDoes* – remarked about an incident recently where a driver was texting in front of him and it caused him to miss the light. He asked if the agency can use a portion of their advertising for a public service announcement about the dangers of distracted driving. Maybe use the tagline that texting on the bus costs zero.

Zenki – indicated they used to do those in California.

REPORTS

- *Van Gelder* – was absent so there was no report for the October 21, 2015, Work Session.
- *Clark, B.* – provided the report from the November 4, 2015, Regular Meeting and that it was a very informative meeting. They received a presentation from Jerry Spears about the collision avoidance program the agency is looking at; Heather gave the presentation on Leadership APTA we just saw; and the new tablets going into the DAL buses were discussed.
- *Freeman-Manzanares* – provided the General Manager's report including ridership at 3,629,763 boardings and is 3.9% lower than last year, this is attributable to lower fuel prices and reduced enrollment at universities. Sales tax is doing fantastic 8.92% over where we were last year. The agency has 15 operators completing training this Friday. They will be out on the road this weekend. We are working with the Economic Development Council (EDC) to address transportation issues in the meridian campus area of NE Lacey. We are connecting with employers and employees and talking about some of the programs we have available. The chambers of commerce and EDC are really interested in our Village Van and Vanpool programs. Firms like ACS/XEROX are hiring 14 – 18 people per day and much of their turnover is due to transportation issues. The agency is looking to experiment with full wraps on some buses. We did a six month pilot with what the advertising world calls king kongs. The full wrap is from wheel well to the back of the bus, leaving our logo visible. We will see what kind of money we can bring in from that. The University of Washington is opening a clinic and they contacted us to do a full wrap. The Holiday Banquet is on December 11, 2015, and the program starts at noon. There is a great meal, and we will introduce you to staff if you come. Our Wellness Committee has a Gratitude Graffiti project going so please write something you are grateful for in the lobby. We received 8 applications for the CAC and the authority decided to interview all 8. Interviews are on November 30. The ITA is looking to approve the 2016 budget and strategic plan at their meeting on November 18, which is a few weeks earlier this year. Staff received information from SSPC that they have 89 running start students from Yelm and 65 students need public transportation. They have asked for an increase in frequency.

Richardson – remarked that Timothy Stokes indicated SPSCC reenrollment is down 4.1%.

Sibree – inquired about community messaging on buses.

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Freeman-Manzanares - responded we reserve 10% of the advertising space for our own messages. The agency must be very careful about giving free space. Part of the current CAC recruitment was on bus advertising. Staff allocates the space for the needs of the agency. Operators also suggest things and we try to be fresh with the messaging.

Chong - stated there should be something on the bus that shows all of the CAC members so passengers know they can ask us questions if they see us.

CAC MEMBERS PARTICIPATED IN A MAINTENANCE TOUR.

NEXT MEETING: January 11, 2016, a week earlier in observance of the Martin Luther King, Jr. holiday.

ADJOURNMENT

It was M/S/A by HUSTOFT and CLARK, D. to adjourn the meeting at 7:01 pm.

Prepared by Nancy Trail

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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority

FROM: Laura Lowe, 705-5833

SUBJECT: DAL Route Scheduling and Management Software Maintenance

1) **The Issue:** Consideration of a one-year renewal of software maintenance services for the Dial-A-Lift (DAL) route scheduling and management software.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$ 43,982.00, including taxes.

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

4) **Background:** A Request for Proposals for the provision of DAL route scheduling and management software was issued in 2004 and the contract was awarded to RouteMatch in 2005. The agreement included the option to renew the software maintenance services on a yearly basis. The agreement covers five pieces of software and in 2013 the decision was made to consolidate fees for all five into one annual maintenance renewal to simplify payment. Therefore this item includes all of the RouteMatch software maintenance fees for 2016.

Each year RouteMatch assesses the state of the agency's system and calculates the proposed maintenance fees for the coming year. Based on knowledge of the system and previous year's costs, staff has determined that the amount proposed for 2016 is fair and reasonable.

5) **Alternatives:**

(1) Authorize the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$43,982, including taxes.

(2) Defer action. Having an agreement in place ensures prompt vendor response and a limit on total costs for the year. Without the renewal, Information Services would have to pay per support request and software maintenance costs could escalate beyond the desired limit.

6) **Budget Notes:** The cost of renewal is within the amount projected for RouteMatch maintenance in the proposed 2016 Information Systems budget. Note that the price **decreased** by \$7,000 for 2016.

7) **Goal Reference:** Providing software maintenance for the DAL route scheduling and management software supports **Goal #2:** *“Provide outstanding customer service.”* It also supports **Goal #4:** *“Provide responsive transportation options.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority
FROM: Laura Lowe, 705-5833
SUBJECT: Development Agreement with City of Olympia

1) **The Issue:** Consider approval of a Development Agreement with City of Olympia.

2) **Recommended Action:** Authorize the General Manager to enter into a Development Agreement with the City of Olympia to clarify improvements and a tree plan for Phase 1 of the Pattison Expansion.

3) **Policy Analysis:** The City of Olympia requested that the Intercity Transit Authority approve the agreement before it goes to the Olympia City Council for approval.

4) **Background:** Intercity Transit plans to rehabilitate existing facilities and expand onto its north parcel. The Project is being phased due to limited grant opportunities. In Phase 1 (Exhibit 1) Transit will replace old single-walled underground storage tanks, located on its south parcel with new tanks on the adjacent north parcel. In addition, Transit is rehabilitating the lubricant room, upgrading an existing fuel dispensing station, adding paved parking, temporary sidewalk and crossing on Pattison. Transit is ready to construct Phase 1 as soon as permitting is complete.

When staff met with City of Olympia in summer 2015 to discuss the permit status for Phase 1, Olympia had questions about meeting its tree density requirement. Olympia also wanted some improvements to Pattison Street – a sidewalk and crosswalk striping.

We prepared a detailed tree plan, and additional drawings to show the trees, sidewalk and crosswalk striping. These commitments are detailed in the Development Agreement.

Once the Development Agreement is signed, we can resume the Conditional Use Permit approval process. We will hire a construction manager and bid out the construction for summer 2016.

5) **Alternatives:**
A. Authorize the General Manager to enter into a no-cost Development Agreement with City of Olympia.

B. Defer approval. If we delay the Development Agreement, the Conditional Use Permit gets delayed, as well as the actual construction timeline.

6) **Budget Notes:** This Development Agreement has no funding commitment. The overall Phase 1 budget has been approved as part of Intercity Transit's 2016 budget.

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

8) **References:** Draft final Development Agreement.

INTERLOCAL DEVELOPMENT AGREEMENT FOR INTERCITY TRANSIT PATTISON REHABILITATION AND EXPANSION PROJECT

THIS DEVELOPMENT AGREEMENT (hereinafter "Agreement") is between Intercity Transit, a Washington municipal corporation, hereinafter referred to as "Transit", and the City of Olympia, a Washington municipal corporation, hereinafter referred to as "City."

RECITALS

WHEREAS, the Washington State Legislature has authorized the execution of development agreements between local governments and property owners under the conditions contained in RCW Chapter 36.70B; and

WHEREAS, Transit and City are both municipal corporations and can enter into interlocal agreements pursuant to RCW Chapter 39.34; and

WHEREAS, Transit is the owner of that property described in Exhibits 5 and 6 attached hereto, referred to as Development Property; and

WHEREAS, Transit plans to rehabilitate and expand its Maintenance and Operation Facility to provide public transit options, assist local partners' in compliance with the Growth Management Act and Comprehensive Plan, replace its underground storage tanks for safe and efficient operation, and to serve a regional emergency response role; and

WHEREAS, Transit and the City both benefit by agreement on development standards and definition of Project parameters; and

WHEREAS, the intent of this Agreement includes, but is not limited to, providing certainty for Transit regarding applicable City development regulations and ordinances; and includes a determination that the current City regulations and ordinances in place on the effective date of this Agreement shall apply to this Project for the duration of this Agreement;

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein, the City and Transit agree that the Pattison Rehabilitation and Expansion Project ("Project") shall be consistent with the following development standards:

1. **Term.** The Term of this Agreement shall commence on the effective date of the Resolution approving this Agreement ("Effective Date") and shall continue in full force and effect for a period of Ten (10) Years unless amended by mutual agreement of the City and Transit, in the same manner and following the same procedures as required to adopt the original Agreement.

2. Project Background

Transit is located at 526 Pattison Street, SE, in Olympia, Washington, which is legally described in Exhibit 6, and referred to as the southern parcel. Transit owns an adjacent parcel immediately to the north, which is legally described in Exhibit 5, and referred to as the northern parcel. Transit plans to rehabilitate existing facilities currently existing on its southern parcel and expand onto its northern parcel. The Project is being phased due to limited grant opportunities. In Phase 1 (Outlined in Exhibit 1) Transit will replace old single-walled underground storage tanks that are currently located on its southern parcel with new tanks on the adjacent northern parcel. In addition, Transit is rehabilitating the lubricant room, upgrading an existing fuel dispensing station, adding paved parking, temporary sidewalk and crossing on the northern and southern parcels. Transit plans to construct Phase 1 as soon as permitting is complete. Phase 2 (Outlined in Exhibits 2 and 3) reflects additional rehabilitation to the existing facility and the expansion of the entire northern parcel with new access points on the northern parcel from Martin Way and Pattison.

3. Property

The Project Site is legally described in Exhibits 5 and 6, attached hereto and I incorporated by this reference.

4. Vested Rights

During the term of this Agreement, in developing the Property consistent with the Project described herein, Transit is assured, and the City agrees, the development rights, obligations, terms and conditions specifically in this Agreement, are fully vested in Transit under the Existing Land Use Regulations and may not be changed or modified by the City, except as may be expressly permitted by, and in accordance with, the terms and conditions of this Agreement, including the Exhibits hereto, or as expressly consented to by the City and Transit. This does not include any building or fire code that is state-mandated (See RCW 19.27.031), or any other regulations resulting from superseding state or federal law, impact fees, mitigation fees, or any other fees or charges, except as specifically described in this Agreement. Existing land use regulations means the ordinances adopted by the City Council of Olympia in effect on the Effective Date, including the adopting ordinances that govern the permitted uses of land, the density and intensity of use, and the design, improvement construction standards, and specifications applicable to the development of the Property, including, but not limited to the Comprehensive Plan, the City's Official Zoning Map and development standards, SEPA, Concurrency Ordinance, the EDDS, and all other ordinances, codes, rules, and regulations of the City establishing standards in relation to the development of the Property; and the division of land, whether through the subdivision process, the binding site plan process, or otherwise. As noted above, this does not include any

building or fire code that is state-mandated (See RCW 19.27.031); or any other regulations resulting from superseding state or federal law impact fees, mitigation fees, or any other fees or charges, except as specifically described in this Agreement.

5. Permitted Uses, Development Standards, & Phasing

Whether developed in one phase or a series of phases as anticipated, the following uses and standards shall be those in effect as of the effective date of this Agreement, whether set forth in this Agreement, or in the permits and approvals, if any identified herein and all Exhibits incorporated herein: (a) the permitted uses, (b) the density and intensity of use, (c) the maximum height and size of proposed buildings, (d) provisions for reservation and dedication of land, (e) as noted above, the existing Land Use Regulations relating to among other items, the construction, installation and extension of public improvements, (f) the EDDS, (g) critical areas regulations, and (h) development guidelines and standards for and applicable to the development of the Property. This does not include any building or fire code that is state-mandated (See RCW 19.27.031); any other regulations resulting from superseding state or federal law, impact fees, mitigation fees or any other fees or charges, except as specifically described in this Agreement.

6. Project Development Plans.

A. Project Development Plan Documents. Transit agrees to construct the Project consistent with the Plans attached as Exhibits 1 through 4, incorporated by reference, as approved in a final decision by the Director of Community Planning and Development. The following documents are incorporated into the agreement:

- Exhibit 1: Phase 1 Site Plan (plus landscaping & Pattison sidewalk)
- Exhibit 2: Phase 2 Site Plan (A)
- Exhibit 3: Phase 2 Landscape Plan (B)
- Exhibit 4: Pattison Base Master Plan, Reissued in June 2010
- Exhibit 5: Northern Parcel Legal Description
- Exhibit 6: Southern Parcel Legal Description

B. Non-Substantive Modifications. Transit shall have the right to make minor modifications to the documents described in Section 4(A). Minor modifications shall not be considered substantive under this Agreement and will not require amendment to this Agreement so long as they comply with this section. Modifications shall not (1) increase the total number of buildings or increase the total number of buildings dedicated to a specific use, (2) include any changes that would increase the traffic impacts, (3) reduce required frontage improvements, or (4) fundamentally alter the layout of the site plan, including but not limited to, the amount of landscaping, the size of the fuel station building, or the size of the buildings on the southern site, as determined by the City.

7. **Phases.** The Project is anticipated to be completed in two phases as identified in Exhibits 1 through 3. This does not preclude Transits' ability to partially rehabilitate existing facilities as identified in its Pattison Base Master Plan (reissued in June 2010) if necessary and funding is available. However, changes to other existing facilities identified in the Pattison Base Master Plan are not vested under this development agreement.
8. **Infrastructure.** The Parties agree that in Phase 1 construction, Transit will construct an asphalt ribbon sidewalk in the Pattison Road SE right of way, along the western property line of the northern parcel, as identified in Exhibit 1. Transit will install curb stops or another divider to separate parking space from the asphalt sidewalk in a form to be approved by the City of Olympia Director of Planning and Community Development. Transit will also install a pedestrian crossing across Pattison Street, where it intersects with Martin Way in a form and location to be approved by the City of Olympia Director of Planning and Community Development. As part of this Phase I work, Transit will dedicate right-of-way to the City along the western edge of the northern parcel, as depicted in Exhibit 1.
9. **Future Traffic Signal Installation.** Transit will install a traffic signal and pedestrian crossing at Pattison and Martin Way as part of Phase 2 construction. Because the traffic signal and crossing benefit both the City and Transit, the Parties agree to examine the potential cost share partnership on these items closer to the start of Phase 2.

Tree Plan. The north expansion parcel is 5.25 acres. The tree density requirement is 30 trees x 5.25 acres for a total of 158 trees. Intercity Transit will plant 45 trees, in addition to screening plants, along the perimeter as part of Phase 1 work. This results in a 113 tree deficit on the north expansion parcel for Phase 1.

- A. For phase 2 construction, Transit will remove 16 trees on the south parcel, which require 48 trees at a 3 to 1 replacement rate. 158 (north parcel) plus 48 (south parcel) is a total of 206 trees. Transit can plant 80 trees on the north parcel, leaving a balance of 126 trees to be provided offsite or paid into the City of Olympia tree fund. The Parties agree that the tree density requirement is 30 tree units per acre. As Transit vehicle operations require an extensive unimpeded concrete parking surface, the parties agree that tree planting is only feasible on the perimeter of the north parcel.

Right of Way Improvements.

With the exception of the right of way improvements identified to occur in Phase 1, all other right of way improvements on Martin Way and Pattison will occur in Phase 2.

The Parties agree that Transit is required to install a maximum of seventy percent (70%) frontage improvements along Transit property on Martin Way. The conceptual frontage improvements are reflected in Exhibits 1, 2 and 3.

10. **Transfer of Property.**

Transit retains the right to sell, transfer, convey, mortgage and otherwise encumber the parcels, as identified in Exhibits 4 and 5. Any action shall be expressly subject to the rights and obligations of this Agreement. This Agreement shall be binding upon and inure to the benefit of any subsequent owner.

11. **Default.**

Failure or delay by either party to perform any term or provision of this Agreement shall constitute a default of this Agreement. In the event of the alleged default or breach of any terms or conditions of this Agreement, the party alleging such breach shall give the other party not less than thirty (30) days' notice in writing specifying the nature of the alleged default and the manner in which said default may be cured. During this thirty (30) day period, the Party alleged to have breached shall not be considered in default for the purposes of termination of this Agreement.

After notice any Party to this Agreement may, at its discretion, institute dispute resolution proceedings. Dispute Resolution Proceedings means involving a third party in facilitating a discussion between Transit and the City to resolve any allegation of breach of this Agreement.

In addition to these remedies, the City may file an action to enforce this Agreement, the vested development codes, and to obtain penalties for any violations.

12. **Authority to Execute Agreement.**

A. Transit. By executing this Agreement, Transit represents and warrants that it has taken all necessary steps under its corporate governance to authorize this Agreement and that this Agreement shall be valid and binding for all purposes.

B. City. By executing this Agreement, the City represents and warrants

that it has taken all necessary steps that a non-charter code City is required to take in order to authorize the execution of this Agreement.

13. **Miscellaneous Provisions.**

- A. **Governing Law and Attorneys' Fees.** This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. In the event either party shall bring an action to enforce this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and expenses incurred in connection with such action.
- B. **Amendments.** This Agreement may not be amended except upon the mutual consent of the parties in the same manner as the original Agreement was adopted. Consent may be withheld for any reason.
- C. **Headings.** The headings in this Agreement are inserted for convenience only and shall not affect the interpretations of this Agreement.
- D. **Waivers.** The failure of any party to seek redress for violation of or to insist upon the strict performance of any covenant or condition of this Agreement shall not prevent a subsequent act, which would have originally constituted a violation, from having the effect of an original violation.
- E. **Severability.** If any provision of this Agreement or the application thereof to any party or circumstance shall be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.
- F. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which taken together shall constitute the complete Agreement.
- G. **Entire Agreement.** This Agreement, together with Exhibits 1-6, constitutes the complete agreement between the parties and supersedes all prior or contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Development Agreement to be executed as of the dates set forth below:

INTERCITY TRANSIT:

CITY OF OLYMPIA:

By: Ann Freeman-Manzanares
Its: General Manager

By: Stephen H. Buxbaum
Its: Mayor

Date: _____

Date: _____

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____

Transit Attorney

APPROVED AS TO FORM:

By: _____

City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the ____ day of _____, 2015, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Stephen H. Buxbaum, to me known to be the Mayor of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington, residing at _____
My commission expires _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that Ann Freeman-Manzanas signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the Managing Member of Intercity Transit to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of
Washington residing at _____
My commission expires _____

EXHIBIT 1

PHASE 1 SITE PLAN (including landscaping & Pattison sidewalk)

EXHIBIT 2

PHASE 2 SITE PLAN (A)

EXHIBIT 3

PHASE 2 LANDSCAPE PLAN (B)

EXHIBIT 4

Pattison Base Master Plan, Reissued in June 2010

EXHIBIT 5

NORTHERN PARCEL LEGAL DESCRIPTION

EXHIBIT 6

SOUTHERN PARCEL LEGAL DESCRIPTION

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Bus Stop Pad Engineering Contract Award

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

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Skillings Connolly in the amount of \$82,968, including taxes.

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

4) **Background:** Staff issued a Request for Qualifications for engineering services for the Bus Stop Pad Improvements project on October 7, 2015. We received four proposals by the submittal deadline of October 29, 2015. An Evaluation Team reviewed the proposals, determined the competitive range and selected three firms to interview.

Following the interviews, the team selected Skillings Connolly to provide design engineering, bid and technical assistance, and construction oversight throughout the project.

Skillings Connolly successfully completed the Bus Stop Pad Improvements project for Intercity Transit in 2015. In addition, they completed similar work for the Cities of Hoquiam, Olympia, and the Port of Olympia. Skillings Connolly has expertise and a solid reputation in design, permitting, and construction management for projects such as ours. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the Bus Stop Pad Improvements project to Skillings Connolly.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract with Skillings Connolly in the amount of \$82,968, including taxes.

B. Defer award. Delaying award for engineering services may create a delay in soliciting construction bids which could result in missing a significant portion of the construction season.

6) **Budget Notes:** The 2016 budget includes \$274,250 for approximately 41 ADA Bus Stop enhancements from design through construction. The project budget includes a Regional TAP Grant of \$150,725 plus \$23,525 local match and \$100,000 from the IT Facilities/Stop Improvements fund. Engineering services, as well as other project components such as permitting, shelters and construction costs are included in the project budget.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Citizen Advisory Committee Appointments

1) **The Issue:** Consider recommendations from the ad hoc committee for Citizen Advisory Committee appointments.

2) **Recommended Action:** Appoint the recommended applicants to full terms beginning January 1, 2016.

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

4) **Background:** At the direction of the Intercity Transit Authority, an ad hoc committee formed to conduct interviews of applicants for the Citizen Advisory Committee. Interviews are scheduled for November 30, 2015. The ad hoc committee includes Authority members Karen Messmer, Bud Blake, Debbie Sullivan, and CAC members Sue Pierce, Carl See, and Denise Clark. Upon conclusion of the interviews, the group will discuss applicant qualifications and bring their recommendation to the Authority for consideration.

5) **Alternatives:**

- A. Appoint the recommended applicants to full terms beginning January 1, 2016.
- B. Recommend other applicants from the pool of candidates be appointed.
- C. Defer appointments. This would leave the CAC with 16 members rather than 20.
- D. Recommend staff conduct another recruitment.

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: December 2, 2015

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

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- 1) **The Issue:** Discounted Bus Pass applications received for 2016 exceed the \$200,000 available.
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- 2) **Recommended Action:** Direct the General Manager to issue an equal percentage of bus passes requested within the established \$200,000 program.
-
- 3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes each year.
-
- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons. This is the sixth year of the program. Staff issued the application October 26, 2015, with a due date of November 20, 2015. This is the first year requests have exceeded availability.
-
- 5) **Alternatives:**
A. Issue an equal percentage of bus passes requested within the established \$200,000.
B. Raise the \$200,000 limit for the Discounted Bus Pass Program.
-
- 6) **Budget Notes:** The Authority could forego sales of up to \$200,000 in passes and up to \$100,000 in revenue if all passes were purchased.
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- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."*
Goal #4: *"Provide responsive transportation options."*
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- 8) **References:** N/A.