

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY SPECIAL MEETING

June 4, 2014
5:00 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **30 min.**
 - A. **Paul Koleber, Maintenance Manager** (*Jim Merrill*)
 - B. **Nicci Anderson, Village Vans Assistant** (*Ann Bridges*)
 - C. **Rachel Springer-Blacke, Vanpool Coordinator** (*Carolyn Newsome*)
 - D. **Proclamation and Recognition: Citizen Representative Marty Thies** (*Chair Messmer*)

- 3) **PUBLIC COMMENT** **10 min.**

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** May 7, 2014, Regular Meeting; May 21, 2014, Special Meeting.

 - B. **Payroll:** May 2014 Payroll in the amount of \$1,892,742.15.

 - C. **Accounts Payable:** Warrants dated May 2, 2014, numbers 16518-16597, in the amount of \$536,290.28; warrants dated May 16, 2014, numbers 16600-16675, in the amount of \$498,104.75; and warrants dated May 30, 2014, numbers 16679-16725; 16727-16744, in the amount of \$560,932.74 for a monthly total of \$1,595,327.77.

D. Maintenance of Software Licenses: Authorize the General Manager to issue a purchase order for \$38,853 including taxes, to Compucom, for three years of Microsoft Software Assurance. (*Marilyn Hemmann*)

- 5) **PUBLIC HEARINGS** **15 min.**
 - A. **2015-2017 TIP Public Hearing** (*Bob Holman*)

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
 - B. **Transportation Policy Board** (*Ryan Warner*) **3 min.**
 - C. **Citizen Advisory Committee** (*Meta Hogan*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Citizen Advisory Committee Appointments and Interviews** **10 min.**
(*Ann Freeman-Manzanares*)
 - B. **Citizen Representative Appointment** (*Karen Messmer*) **10 min.**

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 7, 2014

CALL TO ORDER

Chair Messmer called the May 7, 2014, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

Members Excused: Citizen Representative Marty Thies.

Staff Present: Ann Freeman-Manzanares; Brent Campbell; Marilyn Hemmann; Bob Holman; Meg Kester; Jim Merrill; Carolyn Newsome; Pat Messmer; and Jeff Peterson.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Victor VanderDoes; Lon Wyrick, Executive Director, TRPC; and Jailyn Brown, Senior Planner TRPC.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Erin Scheel introduced David Copley, Walk n'Roll Assistant and Jessica Gould, Walk n'Roll Curriculum Assistant.**
- B. Jim Merrill introduced Erin Pratt and Curt Daniel, Travel Training Coordinators.**
- C. Lindy McCarthy introduced Grant Swidecki, Technician 1.**

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Baker and Councilmember Jones to approve the consent agenda as presented.

- A. Approval of Minutes:** April 2, 2014, Regular Meeting; April 16, 2014, Work Session.
- B. Payroll:** April 2014 Payroll in the amount of \$1,109,081.49.
- C. Accounts Payable:** Warrants dated April 4, 2014, numbers 16334-16418, in the amount of \$872,412.68; warrants dated April 18, 2014, numbers 16422-16515, in the amount of \$531,799.74 for a monthly total of \$1,404,212.42.
- D. Maintenance Contract for Telephone System:** Authorize the General Manager to execute a one-year contract with Siemens for the maintenance of the agency telephone system for \$32,608, including taxes. *(Marilyn Hemmann)*

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Commissioner Valenzuela reported the TRPC met May 2. Members received a Joint Base Overview and Update presentation from Lieutenant Colonel William Courtemanche, Deputy Chief of Staff from Joint Base Lewis-McChord (JBLM). It included the impact JBLM has on Thurston County. JBLM is the second largest employer in Washington with over 60,000 employees. He also talked about a bill introduced by Representative Denny Heck regarding funding to address traffic problems on I-5.

TRPC also received a presentation on the Regional Transportation Plan (RTP). They reviewed ten goals of the RTP, including public transportation.

- B. Transportation Policy Board (TPB).** Ryan Warner reported the TBP met April 9 and they also discussed the Regional Transportation Plan. They also discussed Telework/Flexible work schedules - regionally and statewide. The conversation focused on the role of telework and public transportation.

Chair Messmer asked if that conversation focused on something more that TRPC is doing, or is there something new happening as it's been around for a while. Warner said there was a study completed on telework and parts of the study were presented. He said there has been a lot of work from the Department of Transportation on telework and they have moved telework out of the public transportation division moved it into a human resources function.

- C. Citizen Advisory Committee (CAC).** Victor VanderDoes said he felt Intercity Transit is exceptionally well run, and he's impressed with the relationship between employees, the CAC, riders, and the community. The CAC appreciates the staff presentations and they feel they are listened to by management and the Authority. He indicated how much he and his family appreciates the Travel Training Program. His daughter was a frequent Dial-A-Lift client, and the Travel Training Program helped her to transition to fixed-route.

NEW BUSINESS

- A. Regional Transportation Plan - Priorities Survey.** Thurston Regional Planning Council (TRPC) recently launched a new online website and survey tool known as the Regional Transportation Plan Priorities Survey. Jailyn Brown, Senior Planner for TRPC addressed the Authority in an effort to obtain their input on long-range regional transportation priorities. She encourages everyone to participate in the survey, including staff. She explained TRPC is updating the plan which is a 20-year plan and it lays out the priorities, the projects and regional work program. If a project is not in plan, it won't move forward. She hopes to provide a vision or big picture, and to get feedback from the public about what is the transportation vision and priorities for the 20-year plan.

Brown said there is a paradigm shift on multiple fronts. For example, as the boomers' age, housing needs change and what will that look like. This group will be influential and how they travel will be very important. The millennial generation seeks the urban lifestyle, and many are not interested in obtaining a drivers' license. She asked what happens when they have families. What will their transportation needs look like.

Brown answered questions and the Authority provided their feedback.

Jeff Gadman said non-transit elements need to be supported as aggressively as transit. Need to support people to and from their destination from transit stops. Things like pedestrian and bike infrastructure, and get mobility challenged people where they need to go.

Ryan Warner said to think about the other planning that's been done like Sustainable Thurston, and the thought, energy and focus that was put into Sustainable Thurston, and how those methodologies play into the regional transportation plan.

Debbie Sullivan said there is a need to communicate to the public that change takes place over a period of time before seeing results.

Nathaniel Jones said there are some basic backbone elements of a network that's required and part is transit and non-transit, which we have a responsibility to maintain. Getting the maximum efficiency of our dollars makes sense and we need to move towards bus rapid transit and transportation land use connections to be transformational and to actually manage the relationship between land use and transportation as we move forward.

Gadman said while on Sustainable Thurston, one of the necessary goals was to help include as many people as possible inside the city limits, and transit stops need to be within a 10 to 15 minute walk to be successful. When he thinks of non-transit he thinks about creating a 10-minute walk using pathways, or working with property owners to allow passage so the 10-minute walk is to an existing stop.

Karen Messmer said the trail system was a long-term goal, and there's still more to do in Tumwater. She said improvement of the trail system and connectivity to the trail system is the next layer of work to be done. We can gain more riders and provide more service by expanding the trail system.

- B. Server System Relocation.** Jeff Peterson presented a request to enter into an agreement with the Washington State Department of Transportation (WSDOT) to relocate Intercity Transit's servers to the server room in the WSDOT Maple Park Facility. Peterson answered questions.

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to authorize the General Manager to enter into an agreement with WSDOT for the use of server room facilities and fiber optic cable connection for a five-year term with an option for renewal, in an amount not-to-exceed \$70,471, including taxes.

- C. Fiber Optic Cable for Lacey Transit Center.** Jeff Peterson presented a request to enter into an agreement with the Washington State Department of Transportation (WSDOT) for installation and use of fiber optic cable between Lacey Transit Center and the Pattison Facility.

It was M/S/A by Councilmember Gadman and Councilmember Sullivan to authorize the General Manager to enter into a ten-year agreement, with two five-year renewal options, with WSDOT for installation and use of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount not-to-exceed \$106,443, which is inclusive of taxes and fees.

Intercity Transit Authority Regular Meeting

May 7, 2014

Page 5 of 7

D. Transit Center Security Services. Jeff Peterson presented a request to approve a one-year contract extension for the provision of security services with Securitas Security Service USA, Inc.

It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to execute a one-year contract extension with Securitas Security Services USA, Inc. in an amount not-to-exceed \$173,685 for the provision of security services at the Lacey and Olympia Transit Centers.

E. Schedule 2015-2017 TIP Public Hearing. Bob Holman presented a request to schedule a public hearing for June 4, 2014, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2015-17 Transportation Improvement Program (TIP). Holman explained the process and reviewed the project elements.

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to schedule a public hearing for June 4, 2014, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2015-2017 TIP.

GENERAL MANAGER'S REPORT

- There are **214 active Vanpool Groups**.
- **Vanpool staff provided defensive driving training** for 22 vanpool drivers and 2 community van volunteers.
- Staff participated in four **transit fairs** for employers in the region, including DES, Providence Hospital, State Farm and Boeing.
- Staff completed **29 events, transit fairs and presentations the first four months of this year**.
- The Pierce Transit "Custom Bus" created to serve the **Western Institutional Review Board (WIRB)** did not meet the ridership numbers needed to continue, so it will end June 6. Lee Peterson from Commuter Services made a site visit to WIRB in Puyallup to recruit prospective vanpoolers. Three groups are in the works.
- Carolyn Newsome and Freeman-Manzanares met with Jubilee transportation volunteers to assist with developing a **Community Van Program at Jubilee**.
- There was a high level of activity with **Earth Day (April)**, and staff is focused on the **Bicycle Commuter Contest** this month. Also transitioning into **Dump the Pump** coming in June.

Intercity Transit Authority Regular Meeting

May 7, 2014

Page 6 of 7

- The **Bicycle Commuter Contest** is in full swing with 50 sponsors. This year the **CRANK IT team** has 47 members.
- **National Bike to Work Day** is Friday, May 16.
- Intercity Transit has been present and well represented as a sponsor or supporter of several recent community events: **Thurston Chamber Green Business Forum; EDC Annual Awards event; VCB Annual Meeting; and Arts Walk.**
- There was a **bike-to-school event at Pioneer Elementary School, with 158 cyclists in the morning and 120 cyclists for the bike rodeo in the afternoon.**
- The **ITA and CAC recruitment** is still underway with an application deadline of May 15. Applicant selection will be made at the May 21 Special meeting, and interviews will take place June 4.
- **Transit Appreciation Day** is Wednesday, August 13. We will recognize mile-stone anniversaries (20, 25 and 30 years), and the Excellent in Transit winners.

AUTHORITY ISSUES

Gadman announced the City of Olympia scheduled Open Public Meeting training at 6:30 p.m. on June 4, the same evening as the Authority regular meeting, and all elected officials are asked to attend. The Authority discussed changing the regular meeting time to 5 p.m. to accommodate those who need to attend this training.

Chair Messmer rode in the Market Day Ride, along with approximately 70 other participants.

Joe Baker said Dial-A-Lift is now provided to the care center in Yelm, and he received several phone calls from people about how pleased they are to have the service.

ADJOURNMENT

It was M/S/A by Councilmember Baker and Councilmember Gadman to adjourn the meeting at 7:26 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

Pat Messmer
Clerk to the Authority

Date Approved: June 4, 2014.

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
May 21, 2014

CALL TO ORDER

Chair Karen Messmer called the May 21, 2014, Special meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; Citizen Representative Marty Thies; Citizen Representative Ryan Warner; and Labor Representative Rusty Caldwell (alternate).

Members Excused: City of Yelm Councilmember Joe Baker and Labor Representative Ed Bricker.

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

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) members Dale Vincent and Don Melnick; Cari Hornbein, Senior Planner City of Olympia; Morgan Shook, Project Director EcoNorthwest; Thera Black, Senior Planner TRPC; and Michael Cade, Executive Director, Thurston EDC.

APPROVAL OF AGENDA

It was M/S/A by Councilmembers Gadman and Sullivan to approve the agenda as presented.

MARTIN WAY CORRIDOR/PATTISON STREET FACILITY EXPANSION PLANS

Staff from the City of Olympia, Thurston Regional Planning Council, the Economic Development Council (EDC) and EcoNorthwest discussed future plans for the Martin Way Corridor in relation to the Pattison Street Rehabilitation and Expansion Project.

Ann Freeman-Manzanares provided a brief summary of the history of the project. Freeman-Manzanares then introduced Cari Hornbein, Senior Planner City of Olympia;

Intercity Transit Authority Special Meeting

May 21, 2014

Page 2 of 5

Morgan Shook, Project Director EcoNorthwest; Thera Black, Senior Planner TRPC; and Michael Cade, and Executive Director, Thurston EDC.

Cari Hornbein reviewed the regulatory requirements and provided handouts and a map. Morgan Shook discussed the economic aspects of the project. Thera Black talked about the compatibility of the transit facility with the concept of urban corridors. Michael Cade provided a summary of work performed with the City of Olympia and the relationship to the urban corridor project. He noted urban corridors attract investments, and the Martin Way corridor is a critical piece of the infrastructure. There was recognition that in order for the Martin Way Corridor to develop as anticipated, there must be good public transit service.

The panel answered questions from the Authority, and the Authority provided their opinions and feedback. The Authority supports the Pattison Street Rehabilitation and Expansion project and its current location. However, the Authority expressed the following:

- Remain at this location and optimize that section / corner of Martin Way to create more interest and usability.
- Intercity Transit wants to be a good neighbor.
- Does not want our section along Martin Way to consist of a blank wall making it uncomfortable to walk past.
- Add elements to street frontage while remaining compatible with our required space needs.
- Allow for the public to see inside the maintenance building to view the bus wash, etc.
- Wants to see a vast improvement to current conditions, making that portion of Martin Way attractive with lighting and landscape.
- Concerned that we have a large parking lot on a high density corridor.
- Wants to ensure frontage is connected to everything else along the corridor.
- Possible to relocate the vanpool activity to a different location at some point and use the building at the corner of Pattison and Martin Way for a different use.
- An investment in aesthetics along the corridor will be the key to improve Martin Way.
- There's room for a building on the corner. Be neighborly and share the space.
- Prefers to have a bus parking lot at this location rather than several smaller parking lots around the community.
- There is a sense of urgency with replacing the underground storage tanks and the longer we wait the more risk those fuel tanks could become an issue.

Intercity Transit Authority Special Meeting

May 21, 2014

Page 3 of 5

The Authority agreed Intercity Transit should remain at its current location and would like more discussion to work out the details for frontage on Martin Way. Freeman-Manzanares indicated that the plans are at 30%. Up to this point the conversation is mainly about functional relationships and how to operate most efficiently. There will be more opportunities to address these issues in the next phase of design.

CITIZEN ADVISORY COMMITTEE REPORT

Dale Vincent said the CAC met on May 19, 2014. He indicated there is a high level of interest from the CAC regarding the topic of the Martin Way corridor project. He reported on two CAC consumer issues. One regarding bus stop signage that was identified where some information needed to be updated on schedules, and the other issue was whether we provide large print of the transit schedule for those who are visually impaired. He said he spoke with Customer Service and was informed that we do provide the bus schedule in large print upon request. Lastly, he reported the CAC conducted officer nominations whereby both Chair Van Gelder and Vice Chair See were nominated to retain their existing roles.

CITIZEN REPRESENTATIVE CANDIDATE SELECTION

Pat Messmer reviewed the recruitment timeline to fill the Citizen Representative position, and indicated one application was received by the deadline of May 15. She asked for the Authority's direction on whether to schedule an interview with the applicant on June 4, or continue with the recruitment to solicit additional applicants.

The Authority directed staff to schedule the interview on June 4, 2014, prior to the regular Authority meeting. However, they did express concerns for the lack of applications. They suggested in the future staff conduct an open house to provide the public with more information about the position.

CAC BYLAWS AND CHARTER AMENDMENT

Freeman-Manzanares said that due to the required training as a result of changes in the Open Public Meeting Act (OPM) staff reviewed the CAC Bylaws and Charter Language to determine if it's mandatory for CAC members to attend the training. After seeking advice from legal counsel it was determined that the current language in the Bylaws and Charter indicate training would be required. The language refers to the CAC as a "governing body;" however, they are an "advisory body." Legal counsel recommended removing the OPM requirement language.

Intercity Transit Authority Special Meeting

May 21, 2014

Page 4 of 5

Chair Messmer said the CAC meetings should be conducted according to the OPM, and recommends the language not be changed. If legal counsel interprets that to mean the training would be required of the CAC members, there is still time to do so.

Freeman-Manzanares clarified that removing the language doesn't preclude the CAC from holding Open Public Meetings. The CAC would still conduct meetings in compliance with the OPM. Chair Messmer pointed out the CAC is an "advisory body," and not a decision-making body, and therefore, not subject to the new law requiring all members of governing bodies to attend training. Whereas a matter of principle, she wants to express we will be in compliance with the Open Public Meetings Act. Freeman-Manzanares read a written recommendation from legal counsel. Vice Chair Jones suggested the language provided by legal counsel would be sufficient.

Commissioner Valenzuela attended the last CAC meeting, and she noted the individual member composition was inconsistent between the Bylaws and Charter. Freeman-Manzanares said staff would amend that.

Gadman pointed out that the bylaws may be amended by a majority vote of the CAC members and copies of proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance. Staff will report back on this at another Authority meeting.

GENERAL MANAGER'S REPORT

Ridership for the month of April was 402,187 boardings. We are 1.77% below 2013, which was our highest ridership year to date.

There is an invitation to attend a JBLM I-5 Study Open House on June 11 in DuPont.

A \$1.25 million dollar grant to the state for federal formula dollars to help pay for the underground storage tank project was denied. However, we received another offer stating another grantee was unable to fulfill their grant responsibilities and were we interested in the grant in the amount of \$400,000. We responded we are interested. Staff is discussing altering our construction schedule with the possibility to obtain the remaining \$850,000 in 2015.

AUTHORITY ISSUES

Councilmember Gadman shared that he read an analysis indicating the current proposal favored to replace MAP 21 includes a substantial increase in transit funding over the next three years.

ADJOURNMENT

It was M/S/A by Councilmember Sullivan and Councilmember Gadman to adjourn the meeting at 7:29 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 4, 2014.

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

DRAFT

PERIOD DATES: 4/20-5/3/2014					PAYDATE 5/9/2014		PERIOD DATES: 5/4-5/17/14					PAYDAY 5/23/2014	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	70,851.87		3	FIT		WIRE	67,952.77			
4	MT		EFT	19,165.32	90,017.19	4	MT		WIRE	18,847.90	86,800.67		
5	A2/35	Life Ins.	Check Dave 2nd	1,472.04	0.00	5	AL/34	Life Ins.	Check Dave 2nc	2,989.74	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,204.11	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,248.52	0.00		
7	HE/37	Health In1st	Check Dave 2nd	15,129.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	272,528.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	602.00	0.00		
9	CC/61	Child Care	Hfstttr/Brngmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	828.69		10	GN/08	Garnish	CHECK last	672.26			
11						11							
12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62		
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02		
14	D1/98	D.Dep. #1	ACH WIRE every	9,094.06	9,094.06	14	D1/98	D.Dep. #1	ACH WIRE every	8,154.68	8,154.68		
15	D2/97	D.Dep. #2	ACH WIRE every	17,700.89	17,700.89	15	D2/97	D.Dep. #2	ACH WIRE every	16,938.86	16,938.86		
16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	235.00	235.00	17	HS/59	Health Svgs	ACH Wire every	235.00	235.00		
18	DC/97	Vgrd EE	Wire	43,413.90		18	DC/97	Vgrd EE	Wire	44,688.57			
19	DC/22	Vgrd ER	Wire	29,505.56	72,919.46	19	DC/22	Vgrd ER	Wire	29,616.90	74,305.47		
20	L2/29	401k Ln#2	Wire	4,010.08		20	L2/29	401k Ln#2	Wire	3,933.17			
20	LN/29	401k Ln #1	Wire	9,973.72	13,983.80	20	LN/29	401k Ln#1	Wire	10,121.09	14,054.26		
22	TTL VNGRD		86,903.26		22	TTL VNGRD		88,359.73					
23	LI/02	L&I	EFT Quarterly	26,200.88		23	LI/02	L&I	EFT Quarterly	25,846.86	0.00		
24	MD/51	Mch.UnDues	Check last	1,362.70		24	MD/51	Mch.UnDue	Check last	1,362.80			
25	MI/52	Mac.Initlon	Check last	227.25		25	MI/52	Mch.Initlon	Check last	110.25			
26	MS/60	Payroll Corr	check	0.00		26	MS/60		Check	0.00	0.00		
	MS/60			0.00									
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	0.00	0.00	28	TF/	Taxable Fr.Benefits		145.00			
29	PA/66	Proj.Assist	Check last	376.50		29	PA/66	Proj.Assist	Check last	384.50			
30	PN/04	PERS EE	EFT	34,683.79	0.00	30	PN/04	PERS EE	EFT	34,720.86	0.00		
31	PN/04	PERS ER	EFT	63,219.09	97,902.88	31	PN/04	PERS ER	EFT	63,319.95	98,040.81		
32	TTL PERS		97,902.88		32	TTL PERS		98,040.81					
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00		
	RC/24	ICMA EE	WIRE	5,365.57		34	RC/24	ICMA EE	WIRE	5,499.69	0.00		
35	RI/23	ICMA Roth	WIRE	429.81	429.81	35	RI/23	ICMA Roth	WIRE	429.81	429.81		
36	RL/21	ICMA Ln#1	WIRE	1,241.29	1,987.56	36	RL/21	ICMA Ln#1	WIRE	1,241.29	1,987.56		
37	RR/25	ICMA ER	WIRE	3,110.08	8,475.65	37	RR/25	ICMA ER	WIRE	3,046.30	8,545.99		
38	TTL ICMA	10,463.21	10,893.02		38	TTL ICMA	10,533.55	10,963.36					
39	SD/26	457 ST EE	EFT	9,617.34		39	SD/26	457 ST EE	EFT	9,589.94			
40	SR/27	457 ST ER	EFT	5,235.80	14,853.14	40	SR/27	457 ST ER	EFT	5,208.22	14,798.16		
41	ST/67	ShTrmDisab	EFT	2,658.63	2,658.63	41	ST/67	ShTrmDisal	EFT	163.41	163.41		
42	UC/45	Un COPE	Check 1st	150.00		42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	606.00			
	UD/42	Un Dues	Check last	5,344.39		43	UD/42	Un Dues	Check last	5,381.33			
44	UI/41	Un Initlatn	Check last	130.00		44	UI/41	Un Initlatn	Check last	130.00			
45	UT/43	Un Tax	Check last	2,381.85		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	558.50		46	UW/62	United Way	Check last	542.50			
47	WF/64	Wellness	Check last	307.50		47	WF/64	Wellness	Check last	307.50			
48	NET PAY (dir. Deposit)	ACH Wire every		430,129.73	430,129.73	48	Net Pay (Dir. Dep.)			425,443.92	425,443.92		
	Paychecks			5,078.35			Paychecks			2,503.85			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				\$762,051.44	49	TOTAL TRANSFER				\$751,562.24		
50	TOTAL PAYROLL*:			\$824,112.00		50	TOTAL PAYROLL*:			\$1,068,630.15			
51	GROSS EARNINGS:			691,277.35		51	GROSS EARNINGS:			691,427.69			
52	EMPR MISC DED:			123,251.99		52	EMPR MISC DED:			367,778.51			
53	EMPR MEDICARE TAX:			9,582.66		53	EMPR MEDICARE TAX:			9,423.95			
54	TOTAL PAYROLL*:				\$824,112.00	54	TOTAL PAYROLL*:				\$1,068,630.15		
55	TOTAL PAYROLL FOR MAY					55	TOTAL PAYROLL FOR MAY				\$1,892,742.15		
56	ACH WIRE TOTAL			457,159.68		56	ACH WIRE TOTAL			450,772.46			

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/02/2014

Thru Date: 05/02/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016518	5/2/2014	01315	ACS TRANSPORT SOLUTIONS INC	\$11,099.45	
00016519	5/2/2014	01405	ADVANCE GLASS INC	\$0.00	✓
00016520	5/2/2014	01405	ADVANCE GLASS INC	\$2,413.25	
00016521	5/2/2014	01480	AIR FLOW SYSTEMS INC	\$936.58	
00016522	5/2/2014	01660	ALL STAR FORD	\$1,861.64	
00016523	5/2/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,085.19	
00016524	5/2/2014	01805	AMB TOOLS AND EQUIPMENT CO INC	\$1,888.08	
00016525	5/2/2014	01895	AMERICAN PETROLEUM ENVIRONMENTAL S	\$100.00	
00016526	5/2/2014	02060	AMERISAFE	\$2,198.31	
00016527	5/2/2014	02380	ARAMARK UNIFORM SERVICES	\$824.13	
00016528	5/2/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$2,626.74	
00016529	5/2/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$0.00	✓
00016530	5/2/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,577.49	
00016531	5/2/2014	03940	B&B SIGN CO LLC	\$114.24	
00016532	5/2/2014	04120	BUILDERS HARDWARE CO	\$259.01	
00016533	5/2/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$89.49	
00016534	5/2/2014	06060	CITY OF OLYMPIA	\$410.00	
00016535	5/2/2014	06120	CITY OF OLYMPIA UTILITIES	\$3,175.91	
00016536	5/2/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$437.01	
00016537	5/2/2014	07160	CT SPECIALTIES	\$423.93	
00016538	5/2/2014	07220	CUMMINS NORTHWEST INC	\$0.00	✓
00016539	5/2/2014	07220	CUMMINS NORTHWEST INC	\$6,158.30	
00016540	5/2/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00016541	5/2/2014	08780	EMERALD SERVICES INC	\$786.65	
00016542	5/2/2014	09805	FLEET PRIDE	\$64.25	
00016543	5/2/2014	10285	FTE NEWS MAGAZINE	\$340.00	
00016544	5/2/2014	10290	FUSION GRAPHIX	\$165.98	
00016545	5/2/2014	10605	GENFARE	\$48.75	
00016546	5/2/2014	10660	GILLIG LLC	\$6,683.43	
00016547	5/2/2014	10880	GRIMM COLLECTIONS	\$595.56	
00016548	5/2/2014	11175	HEALTH CARE AUTHORITY	\$292,766.76	
00016549	5/2/2014	11765	INTERCITY TRANSIT PETTY CASH	\$468.18	
00016550	5/2/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$2,869.50	
00016551	5/2/2014	11810	INTERSTATE BATTERY	\$669.89	
00016552	5/2/2014	11905	JANEK CORPORATION	\$625.60	
00016553	5/2/2014	11930	JERRYS AUTOMOTIVE TOWING	\$335.10	
00016554	5/2/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00016555	5/2/2014	13445	LAWTON PUBLICATIONS	\$1,154.25	
00016556	5/2/2014	13510	LES SCHWAB TIRE CENTER	\$244.56	
00016557	5/2/2014	13661	LOOMIS	\$468.57	
00016558	5/2/2014	13725	MAD ISMS PRECISION SILK SCREEN	\$1,691.58	
00016559	5/2/2014	14590	MOHAWK MFG & SUPPLY	\$76.74	
00016560	5/2/2014	14760	MUNCIE TRANSIT SUPPLY	\$224.92	
00016561	5/2/2014	14900	NAPA AUTO PARTS	\$374.73	
00016562	5/2/2014	15488	OLYCENTRO INC	\$500.00	
00016563	5/2/2014	15545	OLYMPIA COPY & PRINTING	\$570.31	
00016564	5/2/2014	16557	PACIFIC MODULAR, INC	\$489.60	
00016565	5/2/2014	16593	PACIFIC OFFICE AUTOMATION	\$711.75	
00016566	5/2/2014	16595	PACIFIC POWER PRODUCTS	\$15,677.41	
00016567	5/2/2014	16765	PETRO CARD	\$98,293.22	
00016568	5/2/2014	16874	PITNEY BOWES PURCHASE POWER	\$1,611.27	
00016569	5/2/2014	17505	RAINIER DODGE INC	\$344.64	
00016570	5/2/2014	17560	RE AUTO ELECTRIC INC	\$410.89	
00016571	5/2/2014	17705	RICHARDS UPHOLSTERY	\$30.46	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/02/2014

Thru Date: 05/02/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016572	5/2/2014	17760	ROSS AND WHITE COMPANY	\$4,007.95	
00016573	5/2/2014	17900	SCHETKY NW SALES INC	\$2,776.37	
00016574	5/2/2014	18068	SHINING EXAMPLE INC	\$303.33	
00016575	5/2/2014	18145	SIX ROBBLEES INC	\$30.31	
00016576	5/2/2014	18355	SOUND TRANSIT	\$27,438.30	
00016577	5/2/2014	18470	SPORTWORKS NORTHWEST INC	\$85.61	
00016578	5/2/2014	18695	SUMMIT LAW GROUP PLLC	\$648.00	
00016579	5/2/2014	18705	SUNBELT RENTALS	\$506.85	
00016580	5/2/2014	18720	SUPER BEE WHEEL ALIGNMENT	\$54.30	
00016581	5/2/2014	21790	THURSTON COUNTY PUBLIC WORKS	\$428.90	
00016582	5/2/2014	21910	THYSSENKRUPP ELEVATOR	\$345.78	
00016583	5/2/2014	21950	TITUS-WILL CHEVROLET	\$0.00	✓
00016584	5/2/2014	21950	TITUS-WILL CHEVROLET	\$3,417.90	
00016585	5/2/2014	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$99.23	
00016586	5/2/2014	22000	TOYOTA LIFT NORTHWEST	\$121.86	
00016587	5/2/2014	22100	TRANSIT SOLUTIONS, LLC	\$12,126.83	
00016588	5/2/2014	22260	TRI-DIM FILTER CORPORATION	\$293.32	
00016589	5/2/2014	22420	TUMWATER PRINTING	\$127.72	
00016590	5/2/2014	23530	U S POSTAL SERVICE	\$220.00	
00016591	5/2/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,106.00	
00016592	5/2/2014	23790	VENTILATION POWER INC	\$371.55	
00016593	5/2/2014	24000	W W GRAINGER INC	\$592.29	
00016594	5/2/2014	24750	WA ST GET PROGRAM	\$322.50	
00016595	5/2/2014	25855	WEST COAST PAPER	\$150.92	
00016596	5/2/2014	25858	WESTCARE CLINIC LLC PS	\$389.00	
00016597	5/2/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$150.48	
Total:				\$536,290.28	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/16/2014

Thru Date: 05/16/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016600	5/16/2014	11740	INTERCITY TRANSIT ADVANCED TRAVEL	\$1,143.68	
00016601	5/16/2014	01230	A WORKSAFE SERVICE INC	\$226.00	
00016602	5/16/2014	01405	ADVANCE GLASS INC	\$1,555.86	
00016603	5/16/2014	01660	ALL STAR FORD	\$4,686.37	
00016604	5/16/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$150.00	
00016605	5/16/2014	01805	AMB TOOLS AND EQUIPMENT CO INC	\$514.40	
00016606	5/16/2014	01815	AMERICAN CUSTODIAL INC	\$9,664.65	
00016607	5/16/2014	01820	AMERICAN DRIVING RECORDS INC	\$420.07	
00016608	5/16/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$1,982.34	
00016609	5/16/2014	01960	AMERICAN SEATING COMPANY	\$254.71	
00016610	5/16/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$142.46	
00016611	5/16/2014	02380	ARAMARK UNIFORM SERVICES	\$804.47	
00016612	5/16/2014	03240	BATTERIES PLUS	\$34.71	
00016613	5/16/2014	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,597.09	
00016614	5/16/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$1,045.85	
00016615	5/16/2014	03940	B&B SIGN COMPANY LLC	\$3,490.57	
00016616	5/16/2014	04040	BUD CLARY CHEVROLET	\$627.66	
00016617	5/16/2014	05340	CAPITOL COURIER SERVICE	\$365.75	
00016618	5/16/2014	05460	CARQUEST AUTO PARTS-OLYMPIA	\$30.73	
00016619	5/16/2014	05740	CED	\$385.15	
00016620	5/16/2014	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,887.97	
00016621	5/16/2014	06040	CITY OF LACEY	\$647.87	
00016622	5/16/2014	06607	COMDATA	\$51,404.23	
00016623	5/16/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$113.86	
00016624	5/16/2014	07220	CUMMINS NORTHWEST INC	\$2,541.75	
00016625	5/16/2014	08470	NORTHSOUND AUTO GROUP LLC	\$148,844.00	
00016626	5/16/2014	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
00016627	5/16/2014	10660	GILLIG LLC	\$7,287.36	
00016628	5/16/2014	10758	GORDON THOMAS HONEYWELL GOV AFFAIR	\$6,000.00	
00016629	5/16/2014	10820	GRAPHIC COMMUNICATIONS	\$343.27	
00016630	5/16/2014	12725	KINGS III OF AMERICA INC	\$220.47	
00016631	5/16/2014	12915	KRXY OLYMPIA BROADCASTERS INC	\$1,200.00	
00016632	5/16/2014	12945	KXXO MIXX 96 FM	\$1,748.00	
00016633	5/16/2014	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,593.40	
00016634	5/16/2014	13510	LES SCHWAB TIRE CENTER	\$221.40	
00016635	5/16/2014	13661	LOOMIS	\$413.85	
00016636	5/16/2014	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,764.00	
00016637	5/16/2014	13850	MASON TRANSIT AUTHORITY	\$1,161.00	
00016638	5/16/2014	14160	MCMaster-CARR SUPPLY CO.	\$41.83	
00016639	5/16/2014	14900	NAPA AUTO PARTS	\$673.12	
00016640	5/16/2014	15150	NISQUALLY VALLEY NEWS	\$233.28	
00016641	5/16/2014	15255	NORTHWEST PUMP & EQUIPMENT	\$151.22	
00016642	5/16/2014	15585	OLYMPIA FOOD CO-OP	\$140.00	
00016643	5/16/2014	16250	ON-HOLD CONCEPTS INC	\$48.92	
00016644	5/16/2014	16490	PACIFIC DISPOSAL INC	\$618.74	
00016645	5/16/2014	16595	PACIFIC POWER PRODUCTS	\$4,669.05	
00016646	5/16/2014	16695	PATTISON WATER COMPANY	\$89.96	
00016647	5/16/2014	16765	PETRO CARD	\$95,372.45	
00016648	5/16/2014	16873	PITNEY BOWES GLOBAL FINANCIAL SERV LL	\$228.48	
00016649	5/16/2014	17290	PUGET SOUND ENERGY	\$16,279.35	
00016650	5/16/2014	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
00016651	5/16/2014	17505	RAINIER DODGE INC	\$140.79	
00016652	5/16/2014	17900	SCHETKY NW SALES INC	\$1,456.90	
00016653	5/16/2014	17965	SEATTLE AUTOMOTIVE DIST.	\$107.95	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/16/2014

Thru Date: 05/16/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016654	5/16/2014	17986	SECURITAS SECURITY SERVICES USA INC	\$13,670.75	
00016655	5/16/2014	18038	SGS HERGUTH LABORATORIES INC.	\$2,025.77	
00016656	5/16/2014	18210	SME SOLUTIONS	\$900.05	
00016657	5/16/2014	18470	SPORTWORKS NORTHWEST INC	\$186.45	
00016658	5/16/2014	18705	SUNBELT RENTALS	\$506.85	
00016659	5/16/2014	21910	THYSSENKRUPP ELEVATOR	\$814.99	
00016660	5/16/2014	21930	TIRES INC	\$5,010.32	
00016661	5/16/2014	21950	TITUS-WILL CHEVROLET	\$962.21	
00016662	5/16/2014	22010	TOYOTA OF OLYMPIA	\$97.49	
00016663	5/16/2014	22420	TUMWATER PRINTING	\$135.88	
00016664	5/16/2014	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$75,437.78	
00016665	5/16/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
00016666	5/16/2014	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$13,027.14	
00016667	5/16/2014	23820	VERIZON WIRELESS	\$1,357.93	
00016668	5/16/2014	24000	W W GRAINGER INC	\$480.89	
00016669	5/16/2014	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$131.70	
00016670	5/16/2014	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$51.50	
00016671	5/16/2014	24750	WA ST GET PROGRAM	\$322.50	
00016672	5/16/2014	25380	WASHINGTON GARDENS	\$315.52	
00016673	5/16/2014	25580	WASHINGTON STATE TRANSIT INSURANCE	\$375.00	
00016674	5/16/2014	25855	WEST COAST PAPER	\$3,046.40	
00016675	5/16/2014	25858	WESTCARE CLINIC LLC PS	\$224.00	
Total:				\$498,104.75	

Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/30/2014

Thru Date: 05/30/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016679	5/30/2014	01311	ACCESS INFORMATION MANAGEMENT	\$393.58	
00016680	5/30/2014	01405	ADVANCE GLASS INC	\$1,714.98	
00016681	5/30/2014	01465	AFFILIATED COMPUTER SERVICES INC	\$22,198.90	
00016682	5/30/2014	01660	ALL STAR FORD	\$1,712.16	
00016683	5/30/2014	01780	AMALGAMATED TRANSIT UNION 1765	\$13,973.57	
00016684	5/30/2014	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
00016685	5/30/2014	01960	AMERICAN SEATING COMPANY	\$485.22	
00016686	5/30/2014	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$78.71	
00016687	5/30/2014	02380	ARAMARK UNIFORM SERVICES	\$791.86	
00016688	5/30/2014	02580	ASSOCIATED PETROLEUM	\$2,527.43	
00016689	5/30/2014	02825	AUTO PLUS - OLYMPIA	\$232.05	
00016690	5/30/2014	03680	BLUMENTHAL UNIFORMS & EQUIPMENT	\$648.70	
00016691	5/30/2014	04120	BUILDERS HARDWARE CO	\$504.86	
00016692	5/30/2014	05260	CAPITAL INDUSTRIAL INC	\$27.71	
00016693	5/30/2014	05945	CENTURYLINK COMMUNICATIONS LLC	\$148.06	
00016694	5/30/2014	06060	CITY OF OLYMPIA	\$761.28	
00016695	5/30/2014	06120	CITY OF OLYMPIA UTILITIES	\$5,567.44	
00016696	5/30/2014	06610	COMMERCIAL BRAKE & CLUTCH	\$402.32	
00016697	5/30/2014	07150	CROSSROADS COLLISION CENTER	\$2,294.49	
00016698	5/30/2014	07160	CT SPECIALTIES	\$423.93	
00016699	5/30/2014	07220	CUMMINS NORTHWEST INC	\$3,704.36	
00016700	5/30/2014	07617	DAVID M HOWE TRUSTEE	\$761.68	
00016701	5/30/2014	08780	EMERALD SERVICES INC	\$11,695.86	
00016702	5/30/2014	09180	EXPRESS SERVICES INC	\$303.84	
00016703	5/30/2014	10660	GILLIG LLC	\$8,802.17	
00016704	5/30/2014	10880	GRIMM COLLECTIONS	\$596.75	
00016705	5/30/2014	11175	HEALTH CARE AUTHORITY	\$296,775.41	
00016706	5/30/2014	11785	INTERNATIONAL ASSOCIATION OF MACHINIS	\$3,063.00	
00016707	5/30/2014	11865	ISLAND SUPERIOR AIR FILTER	\$328.24	
00016708	5/30/2014	11905	JANEK CORPORATION	\$957.44	
00016709	5/30/2014	12620	KEYBANK NATIONAL ASSOCIATION	\$34.82	
00016710	5/30/2014	12825	KIRK'S AUTOMOTIVE INC.	\$440.00	
00016711	5/30/2014	12945	KXXO MIXX 96 FM	\$704.00	
00016712	5/30/2014	13510	LES SCHWAB TIRE CENTER	\$451.10	
00016713	5/30/2014	13850	MASON TRANSIT AUTHORITY	\$1,317.00	
00016714	5/30/2014	14160	MCMASTER-CARR SUPPLY CO.	\$48.55	
00016715	5/30/2014	14590	MOHAWK MFG & SUPPLY	\$251.57	
00016716	5/30/2014	14900	NAPA AUTO PARTS	\$215.92	
00016717	5/30/2014	15217	NORTHWEST EVENT DEOCRATORS	\$296.48	
00016718	5/30/2014	15265	NORTHWEST SALES GROUP INC	\$404.74	
00016719	5/30/2014	16557	PACIFIC MODULAR, INC	\$707.20	
00016720	5/30/2014	16593	PACIFIC OFFICE AUTOMATION	\$1,135.12	
00016721	5/30/2014	16595	PACIFIC POWER GROUP	\$0.00	✓
00016722	5/30/2014	16595	PACIFIC POWER GROUP	\$9,597.50	
00016723	5/30/2014	16753	PERTEET INC	\$44,552.33	
00016724	5/30/2014	16759	PETERSON EVANS, SANDRA	\$53.35	
00016725	5/30/2014	16765	PETRO CARD	\$96,247.64	
00016726	5/30/2014	16888	REXEL INC <i>wrong vendor</i>	\$262.25	VOID CH 5/21/14
00016727	5/30/2014	17900	SCHETKY NW SALES INC	\$935.68	
00016728	5/30/2014	18100	SIGN PROJECT	\$38.08	
00016729	5/30/2014	18145	SIX ROBBLEES INC	\$160.44	
00016730	5/30/2014	18330	SOUND LANDSCAPE PROFESSIONALS	\$1,712.03	
00016731	5/30/2014	18470	SPORTWORKS NORTHWEST INC	\$125.52	
00016732	5/30/2014	18651	STORMANS (LICENSING)	\$191.00	

Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/30/2014

Thru Date: 05/30/2014

Check #	Check Date	Ref #	Name	Amount	Voided
00016733	5/30/2014	18695	SUMMIT LAW GROUP PLLC	\$918.00	
00016734	5/30/2014	18705	SUNBELT RENTALS	\$526.43	
00016735	5/30/2014	18711	SUNSET AIR INC	\$3,147.02	
00016736	5/30/2014	18970	TETRA TECH INC	\$3,183.04	
00016737	5/30/2014	18990	THERMO KING NORTHWEST	\$256.71	
00016738	5/30/2014	21870	THURSTON MASON SENIOR NEWS -THE	\$228.00	
00016739	5/30/2014	21950	TITUS-WILL CHEVROLET	\$1,730.27	
00016740	5/30/2014	22010	TOYOTA OF OLYMPIA	\$97.90	
00016741	5/30/2014	22325	TTL PARTNERS LLC	\$3,365.00	
00016742	5/30/2014	23660	UNITED WAY OF THURSTON COUNTY	\$1,101.00	
00016743	5/30/2014	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$644.00	
00016744	5/30/2014	24750	WA ST GET PROGRAM	\$322.50	

Total: \$561,194.99

Revel $\langle 262.25 \rangle$ CH

\$560,932.74

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
May 19, 2014

CALL TO ORDER

Chair Van Gelder called the May 19, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Kahlil Sibree; Victor VanderDoes; Quinn Johnson; Don Melnick; Meta Hogan; Dale Vincent; Sue Pierce and Julie Hustoft.

Absent: Roberta Gray; Mitchell Chong; Alyssa Neely; Faith Hagenhofer; and Charles Richardson.

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

Others Present: Authority member, Karen Valenzuela, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by MELNICK and O'CONNELL to approve the agenda as published.

INTRODUCTIONS

Van Gelder introduced Authority member, Karen Valenzuela.

MEETING ATTENDANCE

A. June 4, 2014, Regular Meeting - Meta Hogan.

B. June 18, 2014, Work Session - Sue Pierce.

APPROVAL OF MINUTES

It was M/S/A by ELLIOTT and HUSTOFT to approve the minutes of the April 21, 2014 meeting.

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

- *Hustoft* - Bus stop signage.
- *Melnick* - Size of print in transit guide.

NEW BUSINESS

A. UNDERGROUND STORAGE TANK REPLACEMENT - (*Ann Freeman-Manzanares*) Freeman Manzanares provided an update to the CAC on the Underground Storage Tank (UST) replacement project including information on the history of the Master Plan for the Pattison facility and the Martin Way high density corridor project. With the passage of MAP21 the master planning process was placed on hold, since 80% of the discretionary funds for construction were going away. The Master Plan for Pattison was at 30% design with value engineering complete so we decided to pause thinking it didn't make sense to proceed in the event ordinances changed. We didn't want to be faced with a redesign if things changed.

Freeman-Manzanares indicated the Authority provided \$4,000,000 in the 2014 budget to replace the tanks, which is a portion of the Master Planning process. There are about 80,000 gallons of fuel in the bus yard. The tanks are 30 years old, single-walled construction, and no longer up to code. We learned from WSTIP that there is only one insurance broker that provides coverage for storage tanks like ours, so it is possible we could go without insurance if that firm decides to no longer cover the liability. We went to the Authority and pulled out this portion of the master plan to move forward.

Freeman-Manzanares stated the consultant for the project is Tetra-tech. They did the initial Master Plan project, and for this piece we asked them to look at available alternatives. We asked about replacing the tanks in their current location or moving them to the property adjacent to Martin Way. We then brought that information to the Authority to talk about options and moving forward with final design and construction for replacing the tanks. The Authority realized that if we move forward placing the tanks where the master plan indicates, our plans for construction along Martin Way were fixed. Before making a decision they wanted to insure that our plans supported the City of Olympia's, TRPC's and the EDC's vision for Martin Way.

Freeman-Manzanares provided information on the city of Olympia's challenge grant through Housing and Urban Development to look at future development along the Martin Way corridor. The city thought if they offered utilities or other amenities it might encourage development. The city and their consultant found that the reality is there are a lot more attractive places to develop in this area. There is an estimated 20 to 25 year timeframe for developing the Martin Way corridor area. Several members of the CAC attended the meeting hosted by the city of Olympia to discuss the project. People broke into groups to talk about what they would like to see, and how they would like to see it develop.

Freeman-Manzanares invited comment from those members who attended the meeting:

Melnick – Stated the table he sat at had a good dialogue. There were a lot of different viewpoints. The residents were concerned about what will happen with the development. His group felt the intersection of Martin and Sleater-Kinney area had the greatest potential for development, especially given that the Intercity Transit area has considerable wetlands that will have an impact on development. Everyone in his group acknowledged the need for more cross walks and sidewalks to make the area more pedestrian friendly.

Hustoft – Indicated the lack of sidewalks was discussed at all the tables, as well as more crosswalks. They also wanted to see more beautification and more green spaces. There was a lot of talk about the intersection where 4th & State meet Pacific & Martin Way. They refer to the intersection as a “bowtie” and indicated that it might be a good idea to add an oval type roundabout.

Van Gelder – Stated the focus seemed to be Pattison St – west to the potential oval roundabout, and the start of a neighborhood. He indicated the lack of comments concerning Pattison St – moving east was most likely because of the wetlands. The residents were more interested in the area to the west. The discussion was focused on beautification; narrowing streets; and boulevarding the area. Staff indicated the street was 120’.

Van Gelder – Stated he appreciated the lack of conflict at the meeting; and that it was a good mix of residents, property, and business owners. Everyone was very positive and it was refreshing to be in a meeting like that.

Elliott – Asked for clarification on the term “boulevarding.”

Van Gelder – Provided it is typically a median down the middle of the street with grass and plants and it acts as a traffic calming device. The streets are more-narrow and the speeds reduced. It enables pedestrians to cross streets safely.

See – Asked if there was much discussion about the area on the other side of the wetlands?

Freeman-Manzanares provided that the conversation at the city of Olympia hosted event focused on the stretch of Martin Way from where Pacific intersects to our property.

See - Asked if development would be limited by locating the tanks along Martin Way?

Freeman-Manzanares indicated that the Master Plan locates the fuel tanks on the new property with fuel and wash facilities along Martin Way. The Master Plan also places a structure on the corner of Pattison and Martin Way for vanpool services.

Van Gelder - Asked if the Master Plan is online?

Freeman-Manzanares: Stated it is not, but we can mail out some drawings. (30% site plan attached.)

Melnick - Asked what the Authority is thinking in terms of moving the tanks now?

Valenzuela - Stated that the answer is not yet known.

B. AMENDMENT TO CAC BYLAWS & CHARTER (*Ann Freeman-Manzanares*)

Freeman-Manzanares stated recent changes to the Open Public Meeting/Public Records Act require training. The changes prompted staff to review the CAC Bylaws and Charter to see if the members needed to attend training. In reviewing the documents we asked our legal counsel to interpret them as written and he felt that the documents themselves lend it to being a governing body. The intent of the CAC is to be advisory instead of a governing body.

The changes you see underlined are additions and the strike-through text would be deleted. In the process we also changed the references from CWG to CAC.

Freeman-Manzanares asked if the committee wanted to go through the changes or if they wanted to review and comment.

Hustoft - Stated the Bylaws show a list of projected/anticipated types of members and there is an addition of a business owner, when there is already a listing of business representative - large and small.

Freeman-Manzanares stated the Charter and the Bylaws need to reflect the same. We can clarify the business owner/business representation listing. Because the training is required by law, we need to focus on making these changes.

Bradley arrived.

Melnick - Indicated he would provide his suggested changes after the meeting.

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 5 of 6

Freeman-Manzanares – Stated the training on June 4th is for elected officials and the training is mandatory. The Authority meeting will break early to allow the board to attend the training. Our goal was to ensure the CAC had the opportunity to attend if they so desired but it wouldn't be mandatory for the CAC.

The committee agreed to review and comment on the changes.

C. NOMINATION OF OFFICERS (*Nancy Trail*) Trail read the Bylaws section on nomination of officers, "The process for choosing officers shall consist of nominations in May and affirmation by majority votes in June." If more than one person is nominated for either position, we will have written ballots. If only one person is nominated a unanimous ballot may be cast. Nominations from the floor are not accepted at the June meeting.

Chair Van Gelder opened the floor for nominations.

Melnick nominated Van Gelder for Chair.

O'Connell nominated See for Vice Chair.

Having no further nominations, the chair closed the floor for nominations. In June, a unanimous ballot may be cast and those elected will take office at the July meeting.

CONSUMER ISSUES

- *Hustoft* – Indicated the bus stop on Capitol Way outside Subway has a schedule with 2 lists on it and they are exactly the same.
- *Melnick* – Stated the lettering on bus schedules is so small that a visually impaired person would have difficulty reading schedules, and we should consider increasing the size.

REPORTS

- *VanderDoes* – Reported on the May 7, 2014, ITA meeting including the server room relocation to WSDOT and associated money savings; the fiber optic line from LTC; the discussion concerning the federal/state funding issues of major projects vs. fixing potholes and that all are strapped and trying to figure out what to do. There was also interesting conversation concerning trying to keep riders within a 10-15 minute walk to bus stops, and the regional transportation plan survey was discussed.

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 6 of 6

- *Van Gelder* – Provided information about the WSDOT Conference in Yakima from August 17-20th and encouraged any interested CAC members to contact staff to register.

O'Connell – Indicated she went last year and it was awesome. You get to see a lot of great presentations and meet great people.

Freeman-Manzanares – Provided additional information on the conference including that it is where all the state transportation systems celebrate their “wall of fame” winners. There was a new band formed last year called the Rolling Tones, and Secretary of Transportation Lynn Peterson joined in on a performance.

- *Freeman-Manzanares* – Asked the committee to mark their calendars for this year’s Transit Appreciation Day on August 13th. The ceremony takes place during the noon hour, beginning at 12:04 pm. We recognize milestone achievements and the Excellence in Transit honorees. This year’s theme is “BusStock”.
- *Bradley* – Inquired about a bag vs. a trash can at a bus stop.

Freeman-Manzanares - Responded facilities removed the trash can because people were filling it with their garbage.

NEXT MEETING: June 16, 2014.

ADJOURNMENT

It was M/S/A by PIERCE and HOGAN to adjourn the meeting at 6:26 p.m.

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

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

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Maintenance of Software Licenses

1) **The Issue:** Consideration of renewing the software maintenance agreement to ensure the software in use by the agency is licensed correctly for version, purpose and number of users.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order for \$38,853 including taxes, to Compucom, for three years of Microsoft Software Assurance.

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

4) **Background:** The Information Services (IS) staff periodically reviews the agency's current and pending use of Microsoft software products to ensure the agency is compliant with software licensing agreements and has the latest version of software for all users.

In 2012 IS staff evaluated options and costs for software maintenance and licenses. Staff determined the best value for the agency was to purchase Microsoft Software Assurance under the competitively bid Washington State Department of Enterprise Services master contract. Intercity Transit is eligible to participate in this contract.

Microsoft Software Assurance provides competitive pricing for purchase of new licenses. It includes automatic software upgrades and maintenance at no additional cost plus continuing coverage for licenses previously purchased under Software Assurance.

IS staff reevaluated the agency's anticipated software maintenance and licensing needs and believe that Microsoft Software Assurance still represents a best value for the agency. Recently the Washington State Department of Enterprise Services subcontracted with Compucom to manage its Microsoft Software Assurance program. Staff believes that the DES contract provides fair and reasonable pricing and recommends renewing the agreement with Compucom. The attachment to this item shows the details of the recommended expenditure.

5) **Alternatives:**

- A. Authorize the General Manager to issue a purchase order for \$38,853 including taxes, to Compucom, for three years of Microsoft Software Assurance.
- B. Defer action. Deferring action may prevent the agency from obtaining the latest software upgrades to support agency business. Planned future maintenance to systems (upgrading Operating System versions or network systems) would be more expensive because the agency would have to repurchase software to obtain the latest versions.

6) **Budget Notes:** The 2014 IS budgets includes \$59,554 for software licensing and related costs. This recommended purchase of \$38,853 is within budget. While IS may make additional software related purchases from this budget category, they expect all 2014 expenditures to remain within the total available budget.

7) **Goal Reference:** Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** Summary of Costs.

Summary of Costs

5/2014 Existing Licenses Software Assurance Coverage Extended for 3 years under DES Master Contract (Microsoft Enrollment 4683757)	Number	Cost Each	Total Cost
Microsoft Project Licenses	3	318.27	954.81
Sharepoint Server Licenes	2	3,291.24	6,582.49
SQL Server Client Access License Per Device	25	101.16	2,528.88
SQL SERVER Client Access License Per User	62	101.16	6,271.62
SQL SERVER Standard License	2	434.23	868.45
SQL SERVER License Per CPU CORE	2	1,736.91	3,473.82
Visio Pro License	8	271.39	2,171.14
Windows Server Device CAL	5	14.80	74.02
Windows Server User CAL	112	17.27	1,934.28
Windows Server Standard Edition 2 Proc License	17	429.29	7,297.98
Recently Purchased Licenses which are eligible for SA under the new agreement			
Exchange Server User Cal	40	88.82	3,552.77
		Subtotal	\$35,710.25
		Tax	\$3,142.50
		Total	\$38,852.76

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: June 4, 2014

FOR: Intercity Transit Authority
FROM: Bob Holman, 705-5885
SUBJECT: TIP Public Hearing

- 1) **The Issue:** Take public testimony on the proposed 2015-17 Transportation Improvement Program (TIP) for projected Federal Transit Administration (FTA) funded projects for programming into the local, regional and state planning documents prior to proposed ITA TIP approval at the regularly scheduled Board meeting on July 2, 2014.

- 2) **Recommended Action:** Receive and consider public testimony.

- 3) **Policy Analysis:** Grant guidelines require that we offer the opportunity for a public hearing for prospective federally funded projects.

- 4) **Background:** The draft 2015-2017 TIP for Federal Transit Administration funding is consistent with projects that are or will be identified in the *2015-2018 Capital Improvement Program* and the *2013-2019 Capital Program* that will be included in Intercity Transit's **2014-2019 Transportation Development Plan** and is also consistent with the **2014-2019 Strategic Plan**.

Project elements in the draft 2015-17 TIP are:

- Preventive maintenance of revenue vehicles;
- Purchase of replacement coaches;
- The continuation of a Walk-n-Roll Program for youth transportation education;
- Purchase of vanpool vans; and
- Bus stop enhancements for accessibility and safety.

Two additional projects identified for planning purposes but as yet not having a federal funding source identified are:

- Replacement of underground storage tanks at the Pattison Maintenance Facility; and
- The Pattison Maintenance Facility Expansion Project.

Projects identified in the TIP proposed for Authority adoption on July 2, 2014, are also subject to review by the Thurston Regional Planning Council and for some

projects the Puget Sound Regional Council for the respective regional TIP (RTIP). Federally funded projects must also be included by TRPC/PSRC for federal and state approval in the State Transportation Improvement Program (STIP) prior to actual funding being available. 2015-17 TIP projects total \$24.6 million with \$19.7 million of federal funding. Additional federal funding estimates are projected for a longer, 6 year planning horizon to the period 2020 with a total project cost of \$43.2 million and \$34.5 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for 2015 through 2017 budgets and is consistent with Intercity Transit's current **2013-2018 Transportation Development Plan** and **2014-2019 Strategic Plan**.

7) **Goal Reference:** The project elements support agency goals: Goal #1: *"Assess the transportation needs of our community."* Goal #4: *"Provide responsive transportation options."*

8) **References:** TIP Projects Spreadsheet.

Proposed Programming of Federally Funded Transportation Improvement Projects
Intercity Transit 2015-17 TIP

Federally Funded Projects											
IT #	Project	2015	2016	2017	2018-2020	Federal	Type	Local	Total	Fed %	Project Status
IT 1501	Capital Preventive Maintenance (2015 TRPC & PSRC)	\$4,907,958				\$3,926,366	Sec. 5307 IT Apportionment & PSRC Earned Share	\$981,592	\$4,907,958	80%	Planned 5307/5340, Not Secured
IT 1601	Capital Preventive Maintenance (2016 TRPC & PSRC)		\$5,011,446			\$4,009,157	Sec. 5307 IT Apportionment & PSRC Earned Share	\$1,002,289	\$5,011,446	80%	Planned 5307/5340, Not Secured
IT 1701	Capital Preventive Maintenance (2017 TRPC & PSRC)			\$5,117,165		\$4,093,732	Sec. 5307 IT Apportionment & PSRC Earned Share	\$1,023,433	\$5,117,165	80%	Planned 5307/5340, Not Secured
	Capital Preventive Maintenance 3 Yrs (2018-2020 TRPC & PSRC)				\$15,812,040	\$12,649,632	Sec. 5307 IT Apportionment & PSRC Earned Share	\$3,162,408	\$15,812,040	80%	Planned 5307/5340, Not Secured
IT 1602	Replacement, heavy duty coaches - order in 2016/17 (PSRC)		\$6,653,144			\$5,322,515	Sec. 5307 PSRC Earned Share	\$1,330,629	\$6,653,144	80%	Planned & Secured PSRC 5307 Earned Share

Proposed Programming of Federally Funded Transportation Improvement Projects
Intercity Transit 2015-17 TIP

Federally Funded Projects											
IT #	Project	2015	2016	2017	2018-2020	Federal	Type	Local	Total	Fed %	Project Status
	Vanpool Vans - Replacement & Expansion (PSRC)	\$912,186	\$912,186	\$912,186	\$2,736,549	\$4,378,486	Sec. 5307 PSRC Earned Share	\$1,094,621	\$5,473,107	80%	Planned & Secured PSRC 5307 Earned Share
IT 1502	2014-15 Transportation Alternatives (TA) Bus Stop Enhancements	\$185,000				\$160,000	Federal Surface Transportation	\$25,000	\$185,000	86%	Planned 2015 TAP, Not Secured
IT 1503	Transportation Alternatives (TA) Walk-N-Roll Youth Transportation Education	\$39,000				\$34,000	Federal Surface Transportation	\$5,000	\$39,000	87%	Planned 2015 TAP, Not Secured
Total Federal Funded Projects		\$6,046,644	\$12,576,776	\$6,029,351	\$18,548,589	\$34,591,887		\$8,629,472	\$43,201,359	80%	
	Replace Underground Storage Tanks at Pattison Maintenance Facility		\$4,000,000			unknown	unknown	unknown	unknown		RTIP Candidate Project Pending Secured Federal \$\$
	Pattison Maintenance Facility Expansion			\$22,000,000		unknown	unknown	unknown	unknown		Regionally Significant RTIP Project Contingent on Securing Federal \$\$
<p>NOTE: Grant type: Sec. 5307 & PSRC * 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. 5307 also has Small Transit Intensive Cities (5340) performance based funds rolled into the total. * Puget Sound Regional Council</p>											

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: June 4, 2014

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares 705-5838
SUBJECT: Citizen Advisory Committee Appointments & Interviews

1) **The Issue:** Whether to consider reappointments and to review applications and identify applicants for interviews.

2) **Recommended Action:**

- A. Consider reappointments of three current members to a term beginning July 1, 2014, through June 30, 2017: *Carl See; Charles Richardson; and Quinn Johnson*. Each member expressed interest in reappointment, has met attendance requirements, and is eligible for another 3-year term. Letters of interest seeking reappointment are attached.
- B. Review applications received for vacancies on the CAC. Staff will schedule interviews immediately after the Authority provides direction. The Authority will appoint the new members at the July 2, 2014, ITA meeting.

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 will conduct interviews of applicants identified by the Authority, and will make recommendations for appointment at the July 2, 2014, meeting.

Three positions are for persons currently serving who expressed interest in being reappointed to a 3-year term and all are eligible for reappointment (*Carl See; Charles Richardson; and Quinn Johnson*). There are three additional 3-year term vacancies: Members *Meta Hogan, and Roberta Gray* completed their term limit per the bylaws and are ineligible for reappointment; and *Sreenath Gangula* completed one 3-year term and is not seeking reappointment. There is one partial term vacated by *Jill Geyen*; and two youth positions.

We received a total of four outside applications for the 3-year term positions. No applications were received for the youth positions

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- 5) **Alternatives:**
- A. Reappoint Carl See, Charles Richardson, and Quinn Johnson to a term beginning July 1, 2014, ending June 30, 2017.
 - B. Direct staff to schedule interviews for all applicants who applied.
 - C. Direct staff to continue recruitment in order to solicit more applicants.

6) **Budget Notes:** There are no further costs unless the Authority directs staff to conduct a second recruitment. The cost of an additional recruitment would include production of additional display ads, graphic design, mailings and paid advertisements.

7) **Goal References:** Appointment of members to the CAC assists in meeting all goals of the agency.

8) **References:** Letters of interest and copies of applications are attached. List of terms is also attached.

**TERMS
CITIZEN ADVISORY COMMITTEE
INTERCITY TRANSIT
July 1, 2014**

2012-2015

Mitch Chong
Joan O'Connell
Valerie Elliott
Dale Vincent

2010-2016

Don Melnick
Kahlil Sibree
Victor VanderDoes
Faith Hagenhofer
Michael Van Gelder
Sue Pierce
Leah Bradley
Jill Geyen

2011-2014

Meta Hogan
~~Roberta Gray~~
Carl See - *Seeking reappointment*
~~Sreenath Reddy Gangula~~
Charles Richardson - *Seeking reappointment*

**Youth 2013-2014 (one year
Term)**

Alyssha Neely
Quinn Johnson - *Seeking reappointment*

Priority From Interviews:

~~Dale Vincent~~ - appointed
Mary Knopfler

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7-B
MEETING DATE: June 4, 2014**

FOR: Intercity Transit Authority
FROM: Karen Messmer, ITA Chair
SUBJECT: Citizen Representative Appointment

1) **The Issue:** Whether or not to appoint a Citizen Representative to the Intercity Transit Authority for a term to begin June 5, 2014, through December 31, 2015.

2) **Recommended Action:** Appoint Don Melnick to the Intercity Transit Authority as a Citizen Representative, for a term to begin June 5, 2014, through December 31, 2015. This appointment fills the unexpired term of Citizen Representative Martin Thies.

3) **Policy Analysis:** The Authority, per their bylaws, Article IV, Section 4.3 Selection – Citizen Representatives, “The three voting citizen representatives shall each be appointed by a majority vote of the Authority...” “Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term...”

4) **Background:** Citizen Representative Martin Thies is leaving the Authority after serving seven years. His term ends December 31, 2015.

The Authority directed staff to complete a recruitment, with applications due on May 15, 2014. One application was received by the deadline, and the members of the Authority interviewed the applicant on June 4, 2014. A discussion by the Authority members followed the interview process, and they may be ready to make a recommendation for appointment.

5) **Alternatives:**
A. Appoint Don Melnick to the Intercity Transit Authority to a term beginning June 5, 2014, ending December 31, 2015.
B. Delay appointment. The Authority would function with one less member until such time as an appointment is made.

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

7) **Goal References:** The appointment of a citizen representative to the Intercity Transit Authority supports Goal #1: *“Assess the transportation needs of our community.”*

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

II. NAME/OFFICES

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

III. POWERS, RIGHTS, RESPONSIBILITIES

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

IV. AUTHORITY COMPOSITION

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

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

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

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

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

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

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

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

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

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

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

V. MEETINGS

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

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