

AGENDA
INTERCITY TRANSIT AUTHORITY
April 5, 2017
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Gene Dickens, DAL Dispatch Specialist** (*Emily Bergkamp*)
 - B. **Angie Shamburger, Senior Accountant** (*Suzanne Coit*)

- 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:** March 1, 2017, Regular Meeting; March 15, 2017, Special Meeting.

 - B. **Payroll - March 2017:** \$2,206,303.65

 - C. **Accounts Payable:** Warrants dated March 3, 2017, numbers 22362-22428 in the amount of \$622,210.33; Warrants dated March 17, 2017, numbers 22434-22513, in the amount of \$467,955.71; Warrants dated March 31, 2017, numbers 22514; 22516-22575, in the amount of \$614,400.26; Automated Clearing House Transfers for March 2017 in the amount of \$21,750.90 for a monthly total of \$1,726,317.20.

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

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board** (*Don Melnick*) **3 min.**
 - C. **Citizen Advisory Committee** (*Jan Burt*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Back-Up Server Equipment Award** (*Jeff Peterson*) **5 min.**

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| B. Landscaping & Grounds Maintenance Service (<i>Katie Cunningham</i>) | 5 min |
| C. Security Services Contract Amendment (<i>Katie Cunningham</i>) | 5 min. |
| D. Eco 60 Vehicle Lift Upgrades (<i>Katie Cunningham</i>) | 5 min. |
| E. Gordon Truck Centers Site Lease Agreement (<i>Tammy Ferris</i>) | 5 min. |
| F. Pattison Base Improvement UST Contract (<i>Tammy Ferris</i>) | 5 min. |
| G. 2017 Bicycle Commuter Challenge Update (<i>Duncan Green</i>) | 20 min. |
| H. 2017 Authority Planning Session (<i>Ann Freeman-Manzanares</i>) | 10 min. |
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| 8) GENERAL MANAGER'S REPORT | 10 min. |
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| 9) AUTHORITY ISSUES | 10 min. |
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| 10) 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 coordinator at (360) 705-5857 or ntrail@intercitytransit.com. If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.

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
March 1, 2017

CALL TO ORDER

Chair Sullivan called the March 1, 2017, meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember, Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Jeff Gadman; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Suzanne Coit; Ben Foreman; David Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Stefanie Randolph; Rob Rinehart; Heather Stafford-Smith; Nancy Trail; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Mitchell Chong; Legal Counsel, Dale Kamerrer; and Jason Robertson, J Robertson & Company.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Jim Merrill introduced Cindy Fisher, Village Vans Supervisor.

RECOGNITION

B. **Proclamation and Recognition for Councilmember Jeff Gadman.** Chair Sullivan read a Proclamation of Appreciation to City of Lacey Councilmember Jeff Gadman, who served on the Authority since February 2014. The meeting recessed at 5:39 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 5:51 p.m.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. Approval of Minutes:** February 1, 2016, Regular Meeting; February 15, 2017, Special Meeting.
- B. Payroll - February 2017:** \$2,182,169.46
- C. Accounts Payable:** Warrants dated February 3, 2017, numbers 22210-22285 in the amount of \$835,489.75; Warrants dated February 17, 2017, numbers 22288-22360, in the amount of \$359,619.87; Automated Clearing House Transfers for February 2017 in the amount of \$7,401.21 for a monthly total of \$1,202,510.83.

PUBLIC HEARING - None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met February 3. Members received a presentation on the Road Usage Charging Pilot Project. This is a project looking at using roadway miles as a way to charge road users to help raise revenue to pay for Washington's road system. She noted it's a large and complex project. Due to increasing fuel efficiency of vehicles, the current fuel tax system of revenue is not sustainable.

It's the 50th Anniversary of TRPC and there will be announcements and celebrations.

There was an election of 2017 officers. Tom Oliva from Tumwater was elected Chair; Nathaniel Jones from Olympia was elected Vice Chair; and JW Foster from Yelm was elected Secretary.

- B. Transportation Policy Board (TPB).** Don Melnick reported the TPB met February 8. Members received the same presentation by Reema Griffith on the Road Usage Charge Pilot Project. Melnick suggested inviting Reema Griffith to a work session. Members also conducted an election of new officers. Andy Ryder was elected as Chair; and Graeme Sacrison elected Vice Chair. Members approved a RTIP Amendment 17-03 from the City of Tumwater. Karen Parkhurst provided a Legislative update on transportation related issues.
- C. Citizen Advisory Committee.** CAC member, Mitchell Chong, reported the CAC met February 13. Members received an ESMS Update from Jessica Brandt; Paul

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Koleber provided a report on the Insta Chains Automatic Chain Deployment System; and Emily Bergkamp provided a report on Dial-A-Lift, Bus Buddies and Travel Training.

NEW BUSINESS

Legal Counsel, Dale Kamerrer arrived.

A. Copier Contract. Procurement Coordinator, Jeff Peterson, presented for approval a request for consideration of a five-year lease agreement for the provision of new copiers. The current lease expires March 13, 2017. Staff has been pleased with the performance of the Canon product and determined it the best overall value for Intercity Transit.

Intercity Transit budgets \$38,000 for copier leases and associated printing. The annual spend under the existing agreement is approximately \$33,500. Annual spend under the new agreement will be approximately \$26,300 which is a savings of \$7,200.

Gadman asked what the driver in the significant cost reduction was. Peterson said technology has improved and the machines are more reliable, thus less expensive to operate. The cost to maintain has decreased. Overall our cost per copy now for black and white is .0080. The new cost will be .0059. For color, cost went from .047 down to .0385.

It was M/S/A by Councilmember Gadman and Citizen Representative Warner to authorize the General Manager to enter a five-year lease with Preferred Business Solutions for twelve multifunctional printer devices.

B. Schedule a Public Hearing to Consider the Loss of Express Routes 609 and ST 592. Planning Manager, Dennis Bloom, presented for consideration a public hearing to consider the impacts of Express Routes 609 (between Tumwater and Lakewood) and ST 592 (between DuPont and Olympia) ending on June 30, 2017.

These routes have been funded over a four year period by a Regional Mobility Grant that has a 20% local match. Ridership on both routes averages below minimum standards for passenger per trip; and funding for both routes ends June 30.

In anticipation of these grants ending, staff applied for a new Regional Mobility Grant to add trips on Route 612, service between Olympia/Lacey and Tacoma/Lakewood. The small increase on Route 612 is anticipated to lessen the impact of the Route 609 service loss for higher ridership trips. The added trips will also help fill in mid-day service gaps that currently exist in the weekday Express

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service schedule. We understand from WSDOT that our proposal is currently ranked to be funded, awaiting Legislative approval. We are hopeful that grant funding will be in place as early as July 2017.

No additional grant funding is available for the Route ST 592 extension. However, Sound Transit will continue to operate their ST 592 service between DuPont, Lakewood and Seattle.

Staff will provide more details to the Authority at the March 15 Work Session. If approved this evening, the public hearing will take place April 19. The requested action would be scheduled for May 3, 2017. Staff anticipates implementing changes to Express service on July 2, 2017, out of sequence with regular regional service changes that will occur on September 24, 2017.

Any public comments received by the April 19, 2017, public hearing will be distributed to the Authority at the start of the hearing.

Public notice and information about this service reduction and other specific service adjustments is forthcoming in both the March Rider News and a new Transit Guide.

Melnick asked about other methods of notifying the public. Bloom said the agency will have information on the website, rider news publication on board buses, use of social media, and those who ride the 609 who are state employees will be notified through work postings and CTR boards. Freeman-Manzanares said in addition, the Operators do a great job of informing the riders, and Vanpool staff typically goes onboard the buses on these routes to talk to the riders about opportunities to ride other bus routes as well as potentially form vanpools.

Carmody asked if the agency ever considered a southbound 592 for government employees coming to work in Olympia. Bloom said Intercity Transit has its own express service between Pierce County and Thurston County, and many current customers are mostly state employees.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to schedule a public hearing for April 19, 2017, at 5:30 p.m. to receive public comments on the elimination of Routes ST 592 Extension and IT Route 609.

- C. Amendment to the Intercity Transit Cafeteria Plan.** Finance Manager, Suzanne Coit, presented Resolution 01-2017, amending the Intercity Transit Cafeteria Plan to include new healthcare options. Intercity Transit offers employees an IRS Section 125 Cafeteria plan that allows employees to pay for certain benefits such as medical insurance with pre-tax dollars. The Plan was originally adopted in 2003 and the agency is proposing this change in the interest of being responsive to employee

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needs. There are eleven new insurance choices, and the Plan choices will be totally funded by the employee, there is no cost to Intercity Transit, and it requires minimal time to administer.

Messmer said she noticed on the agenda that members of the Amalgamated Transit Union requested new supplemental health care employee-paid options that are eligible for this favorable tax treatment, be included in the cafeteria plan. What kind of conversations took place with employees about this change? Human Resources Director, Heather Stafford-Smith responded there have been a couple of very serious accidents outside of work hours that prompted ATU members to request an ability to further insure themselves and protect their wages. Staff had a number of conversations in and out of negotiations about the different AFLAC plans available.

Carmody asked how the Plan would be affected by the potential dissolution of the Affordable Care Act (ACA). Foreman responded the ACA does not affect Intercity Transit's plan. The agency's healthcare plans are serviced by the Washington State Public Employee Benefit Board. Employees are not covered by ACA plans.

It was M/S/A by Councilmember Carmody and Councilmember Gadman to Adopt Resolution 01-2017, Amending the Intercity Transit Cafeteria Plan.

D. Community Conversation Update. Planning Manager, Dennis Bloom, along with Jason Robertson, provided an update on the Community Conversation project, also known as the Intercity Transit Road Trip.

Bloom said the project is moving along fairly quickly. He indicated information about the project can be found on page 57 of the new Transit Guide. Bloom referred to a slide presentation.

Highlights from Robertson's update:

Robertson said the Authority regularly updates the short and long term plans and there is also an opportunity to grant funding to involve the public in shaping the transportation system for the future. The idea is to encourage people to think big and best, and then align resources to get there.

The Grant is called the "Community Conversation." The bulk of activities will take place in late spring into the fall. There is coordination with Thomas Wittman of Nelson/Nygaard who is in charge of the short/long range plans, and there will be an integration of the two processes. Wittman is collecting data about transit limitations and new opportunities; he'll be funneling back to Robertson for a better dialog with the community about alternatives in the future.

Different Ways to Engage the Public

- Transit Guide – Placeholder “Join the Community Conversation”
- Create a separate website trying to convey a diverse community and range of riders using different graphics
- Show different ways to participate in events and community activities (intercept interviews)
- Ongoing web survey
- Upcoming events imbedded on website via video (Robertson showed a draft video)
- Idea card / idea card box locations (acrylic cases with a poster holder and place them at the transit stations; coffee shops; the colleges, etc.). Place where people use transit frequently.
 - The first question will encourage people to look to the future
 - And how does that get accomplished
 - Information will be placed in a central database to start developing themes
 - Wants the Authority’s thoughts about the best location for boxes
 - Will rotate the boxes to keep the flow going
- Intercept Surveys
 - Go where the people are – create list of events from Yelm to the unincorporated areas, and the other jurisdictions where different events are scheduled.
 - Go to these events with staff and Authority members wearing “crazy” t-shirts or Transit Ted hats and ask the public their thoughts
 - Also trying to build the agency brand and appreciation of Intercity Transit as a public service at the same time
 - Surveys available on the website

Bloom pointed out that Google allows translation in different languages which will reach out to more of the community who do not speak English.

- Stakeholder Interviews and Focus Groups
 - Reach as many people as possible and be inclusive. Sit with policy makers, investors, representatives of large user groups (i.e. community development people from each jurisdiction and ask “what’s your plan and where do you see your employment growth, etc.).
 - With focus groups ask questions such as, “Are we underserving the Latino community members?” Ask them how we can make it easier for them to use transit.
 - Work with Morningside as a partner to figure out how to help people with disabilities access transit.

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Ryan Warner left the meeting.

Gadman referenced the location of the boxes, and how to go about marketing the riders we want. It's easy to think about the riders we currently have; what about riders we want to get and how do we reach them. He suggested having boxes in office buildings, and in popular restaurants that are on bus lines, etc.

Messmer suggested contacting the Timberline Library system. They do a lot of outreach. Ask them how they can help and what ideas they may have. Include ways to direct people to the website because the public has access to the computers in the library. Host a meeting at the library – they have public spaces for this use.

Messmer said to change the online survey periodically, switching topics so it doesn't get stale. Leave the core question, but change up the other questions.

Robertson said after the first phase of engagement and themes begin to emerge, there will be a second set of questions to help identify priorities and preferences and the questions will get more sophisticated.

Melnick said it's critical to reach out to the public who don't currently ride transit. He wonders if there is a way to weave in the notion about congestion. Riding the bus helps the problem of congestion. And impress that the Authority is trying to do something that meets "my" (their) needs. That could be helpful during voting season.

Robertson said he'll provide a fact sheet for the Authority's review. The fact sheet will be focused on collecting information from the public, but have an opportunity to share information. Info graphics related to the value of public transportation to sustainability, congestion, "your" wallet, etc. to get people thinking about transit as a viable option.

Carmody said the idea cards may not be a very effective tool. In this day of modern technology, there will be little response using paper. She suggested online surveys, and those surveys need to be optimized to work with smartphones and cell phones. Robertson said the cards will work for people who don't use computers or smartphones, who do not speak English, and the senior population.

Carmody said outreach to different groups of people who do not ride the bus, start moving into the business community, attend chamber meetings, commerce meetings, and city council meetings and get the business people invested. Target people with higher incomes who have cars and don't want to drive anymore. Robertson said the EDC will distribute surveys to business constituents and the

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chambers on the agency's behalf. And they will set up focus groups by industry, geographically, etc.

Gadman said place the cards inside electronic editions of the Olympian, News Tribune, and Nisqually Valley News.

Gilman said the most traffic he's seen reaching out to people was using Facebook when voting on the utility box wraps. Facebook could be used as a device to steer people to the website, and be a big driver of public input.

Messmer said to be broader about how to do the outreach. There are a variety of options to be aware of and let's try all of them. She wanted to know where she can sign up and where is the schedule for doing the surveys and attending events.

Robertson said within the next few weeks these will be in place. Staff identified community events for the intercept survey, for example the Ethnic Festival at St. Martin's. A sign-up sheet is available for Authority members wanting to participate.

Messmer said it's easier for her to receive an email from staff that says, "Here are the upcoming Opportunities" and provide instructions on how to sign up, and have that as a continuous notification between meetings. Freeman-Manzanares said this process will also be available to the Citizen Advisory Committee as well.

Clark Gilman left the meeting.

Freeman-Manzanares asked the Authority to make "asks" of organizations they are affiliated with to participate. She encouraged the Authority to share those affiliations with staff so we can get the word out.

Robertson will provide a list of activities and opportunities the Authority can promote among their list of business affiliations.

GENERAL MANAGER'S REPORT

- January 2017 sales tax revenue from November is at 8.53%.
- There are 179 active vanpool groups.
- The Vanpool staff attended a hiring event for Medline, a medical products distributor opening a new facility in northeast Lacey in late summer. Plans are in the works to start 3 or 4 vanpools to get employees from Thurston County to the current worksite in Sumner.

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- Staff met with the hiring managers for Overstock.com to assist them in setting up a vanpool employee benefit. A customer care call center is opening in Satsop in the spring and 150 new jobs are expected to draw employees from surrounding communities, including Thurston County.
- Vanpool customers increased use of online payments. Baseline in November 2016 was 26% of total receipts; February 2017 43% of fares were paid online.
- Intercity Transit will participate in the annual Transit Driver Appreciation Day on March 16. Management and staff will provide treats at the Olympia Transit Center starting at 9 a.m. All are welcome.
- Intercity Transit joined the South Sound Military Partnership. Vanpool Manager, Carolyn Newsome will give a presentation at the Military Affairs Forum of the Tacoma-Pierce Chamber on the GoLewis-McChord promotion on Wednesday, March 8, 2017.
- HB 1410 came out of the Transportation Committee on a 15-9 vote. The bill moved to the Rules Committee so it is eligible for a vote on the floor.
- SB 5288 has been in the Rules Committee and needs one more “bump” to be eligible for a vote on the floor.
- Intercity Transit met all deadlines to submit both a capital budget request for the Pattison Street expansion and the Transportation budget requests. They were submitted by Representatives Doglio and Dolan and Senators Becker, Hunt and Sheldon.
- Maintenance Manager, Paul Koleber, is our applicant for this year’s Leadership Thurston County program.
- Intercity Transit shares their condolences with Pierce Transit and the family of the employee who lost his life during an accident in their bus yard. Sympathy cards are stationed throughout the agency for signing.
- Kudos to William Snyder, Maintenance Supervisor, for discovering an issue with the 2014 bus engines. Coach Technicians, Supervisors and Inventory staff worked overtime to fix the problem as quickly as possible, avoiding a potential catastrophic issue on ten of the bus engines.

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- Kudos to Rob Rinehart, Stefanie Randolph, Thomas Van Nuys, and Steve Krueger for leading the project to update the website; and to them and many other staff members for making the Community Conversation website happen.

AUTHORITY ISSUES

Carmody said she heard about a large employer moving to Tenino who would employ several hundred employees. Freeman-Manzanares said at the last EDC meeting she attended, they mentioned an industrial type business moving to a location that sits on the Thurston/Lewis County line.

Carmody returned from a trip to Russia and she noticed they have the full size buses and also have half size buses that go on smaller routes and they are full to capacity. She asked if the agency considered the half sized buses. Freeman-Manzanares said at one time many years ago Intercity Transit did have that model, where paratransit vehicles were part of the fixed-route fleet. But the service became such that we sized the vehicle for the largest number of people that typically ride. Paratransit vehicles were transferred out for some of the 30' - 35' vehicles, and now they don't have to be switched out during the day, and that eliminates having two fleets and two sets of drivers.

Melnick said two new shows were on Panorama Television. He provided a DVD on both. One DVD showed residents talking about giving up driving; and the other shows Scott Schoengarth discussing the Bus Buddy Program.

Sullivan announced that with the departure of Councilmember Gadman, she will serve as Alternate on the Thurston Regional Planning Council, and if an Authority member would like to serve to let her know.

Messmer thanked Councilmember Gadman for his leadership and enthusiasm. She enjoyed his creativity, willingness to engage, embrace and solve issues.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:05 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

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Date Approved: April 5, 2017.

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

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
March 15, 2017

Chair Sullivan announced that she was unable to call the meeting of the Intercity Transit Authority to order due to the lack of a quorum. In the interim, Chair Sullivan conducted non-action business items until a quorum could be assembled.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Lacey Councilmember Virgil Clarkson; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick; City of Olympia Councilmember Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Katie Cunningham; Cindy Fisher; Ben Foreman; David Kolar; Paul Koleber; Steve Krueger; Pat Messmer; Carolyn Newsome; Eric Phillips; Erin Pratt; Heather Stafford-Smith; Steve Swan; Nancy Trail; Thomas Van Nuys.

Others Present: Citizen Advisory Committee member, Carl See.

Councilmember Carmody arrived.

RECOGNITION

A. Proclamation and Recognition – Ben Foreman, Director of Finance and Administration. Chair Sullivan read a Proclamation of Appreciation to Ben Foreman, who is retiring from Intercity Transit after 21 years of service. The meeting recessed at 5:35 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 5:54 p.m.

CALL TO ORDER

At 5:54 p.m., Chair Sullivan called the March 15, 2017, Special meeting of the Intercity Transit Authority to order.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

CITIZEN ADVISORY COMMITTEE REPORT

Intercity Transit Authority Work Session

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Carl See reported the CAC met on February 13. Members received an ESMS Update from Jessica Brandt; Paul Koleber provided a report on the Insta Chains Automatic Chain Deployment System; and Emily Bergkamp provided a report on Dial-A-Lift, Bus Buddies and Travel Training.

ROAD USAGE CHARGES OVERVIEW

CAC member, Carl See, provided an overview of the Road Usage Charge Pilot Project (RUC). See is a Senior Financial Analyst with the Washington State Transportation Commission, and prior to that he was with the Department of Licensing. The Commission has been engaged with the Road Usage Charge (RUC) project since 2012.

The Washington State Transportation Commission (in close partnership with the Department of Licensing) and a 25-member stakeholder committee from within and outside the state began researching, assessing, and analyzing this potential replacement for the gas tax to identify whether this is a feasible project to move forward in the state of Washington. The intent was to determine if it could replace the gas tax as a revenue source. After several years of research and analyzing, it was determined it is a feasible policy and a sustainable revenue source. The driver behind the project was the gas tax is losing value. The gas tax is based on a per-gallon tax; however, there are more fuel-efficient vehicles on the road, thus lowering the available taxes.

The pilot project has been funded by a Federal \$3.85M grant to help prepare for the project which would launch this fall. There is an assumption more federal funding will be available for the next phase of the project.

The RUC project will involve approximately 2,000 volunteers recruited statewide. Volunteers from outside the state will also participate to help test how a road usage charge works when traveling between Washington, and Canada or Oregon. It's a chance for the public to "test drive" a per-mile charge system at no cost to drivers so they can provide feedback on the results to the stakeholders, the Legislature, and the Governor. Volunteers will choose one of four methods to record and report their mileage for roadway usage. High-tech, low-tech, and no-tech options to report miles driven will be tested during the pilot, ranging from manual reporting of a vehicle's odometer annually, to using smartphones or in-vehicle technology. Privacy issues are being addressed.

One question that keeps being asked is will there be any GPS involved in the mileage meter or options for reporting -- this is a privacy concern. GPS may be an option for some volunteers to know how their mileage is being collected. Only total mileage will be collected. Volunteers will choose one of four mileage reporting options. This ranges from manual reporting of a vehicle's odometer once a year to using smartphones or in-vehicle technology to report miles driven. Even using technology, the only data

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collected is total mileage: (1) if you're traveling in the state of Washington; and (2) if you are traveling on the public road network.

See referred to websites that provide information about the project:

<http://www.wstc.wa.gov/StudiesSurveys/RoadUsage/RUC2013/default.htm> and

<https://waroadusagecharge.org/>

Karen Messmer asked when is the soonest projected timeframe that a project like this would actually be put into place. See said it could potentially take ten years. The pilot will be one year starting this fall; with another year of analysis; then two to three years of collecting information.

NEW OPERATIONS VEHICLE PURCHASE

Procurement Coordinator, Katie Cunningham, presented for consideration the purchase of one (1) new vehicle for Operations Supervisor use.

The Operation's Supervisor Vehicle is overdue for the planned five (5) year replacement schedule. This 2017 Ford Explorer will replace a 2008 ¼ ton Chevrolet Colorado pickup truck. Some years ago, Operations moved from the ¼ ton Chevrolet Colorado to a ½ ton Dodge Ram 1500 to better accommodate equipment, and provide more room for courtesy rides and transporting Operators. After reviewing alternatives for this purchase, Operations staff determined that adding a sport utility vehicle to its vehicle fleet will offer more versatility to best serve Operations Supervisors. The Ford Explorer offers added space and provides an improved ergonomic platform.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford Explorer in a not-to-exceed amount of \$36,995, including tax.

FEDERAL ADVOCACY SERVICES CONTRACT RENEWAL

Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

In February 2013 Intercity Transit released a Request for Proposals for federal advocacy services, which resulted in a one-year contract award to Gordon Thomas Honeywell Governmental Affairs (GTHGA) in April 2013. The contract included four one-year renewal options. This item represents the fourth one-year renewal. The details of

current federal transportation authorization legislation remains uncertain. Debates continue inside and outside of Congress on federal transportation issues and policies related to current administration and future legislation. The Federal Transit Administration welcomes and encourages timely industry input. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented. It is essential to stay in touch with appropriate members and staff of both houses of Congress to successfully identify and secure funding. This type of advocacy is difficult to perform from the outside.

Councilmember Carmody asked if the monthly total of \$6,000 includes travel expenses. Cunningham said that amount is all inclusive.

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

INTERLOCAL AGREEMENT - SUMMER YOUTH PASS PROGRAM

Planning Manager, Dennis Bloom, presented for consideration an interlocal agreement to participate in a multi-agency Summer Youth Pass program available throughout five transit districts.

Four transit systems - Clallam, Grays Harbor, Jefferson and Mason - requested Intercity Transit participate in their Summer Youth Pass program. The single pass, coordinated among the five agencies, would be in addition to the existing pass options and allow for a single youth pass that would be accepted without a transfer or upgrade between participating systems.

Grays Harbor and Mason currently have connecting service with Intercity Transit at the Olympia Transit Center as well as service connections along Harrison Avenue in Olympia. The other systems have connecting services on the Peninsula. Providing a single summer youth pass, accepted by the five transit agencies, creates a great opportunity to provide youth riders a reduced fare to travel throughout the Peninsula region, whether visiting family, friends or possible work opportunities. The cost of the regional three month Summer Youth Pass will be \$20. Intercity Transit's current monthly Youth Pass is \$15 per month. The \$25 cost difference over the summer period would represent a 55.5% savings over purchasing three monthly passes for the same period.

Intercity Transit offered a local Summer Youth Pass through the summer of 2006. At that time the monthly pass cost \$20 and the three month Summer Youth Pass cost \$30,

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which represented a 50% savings. In March 2006, the ITA lowered the monthly youth pass from \$20 to \$12.50. Although the summer youth pass still represented a savings, summer pass sales went from 540 in 2005 to 443 in 2006.

Under this new cost structure, total Youth Pass sales for a regular monthly pass increased from 2,344 in 2005 to 4,130 in 2006 (+76%). Youth Pass sales in 2016 were 8,640 of which 1,629 are attributed to the three summer months.

This updated Summer Youth Pass provides us a renewed opportunity to reach out in our community to promote the benefits of public transportation to both our youth and their families. The Summer Youth Pass can open up access to programs and other summer activities throughout the region. We intend to actively promote the Pass within our own Walk & Roll program and through other marketing channels including social media. Staff will continue to monitor monthly pass sales and ridership throughout the year and report back to the ITA.

Karen Messmer asked what is the age requirement for youth passes. Bloom said Intercity Transit's age requirement is 6 to 18 years of age. Each system will retain their own requirements.

Messmer said Mary Williams of Rebels by Bus may have a route guide that shows how to get from Olympia all the way around the Peninsula using transit. Perhaps staff could help her get this updated.

Carmody asked about the possibility of offering these passes long term year round, similar to ORCA. Bloom said staff could look into that. Currently, the intent is to test the market which is geared towards youth.

Freeman-Manzanares said the Puget Sound systems are looking at ORCA, and Intercity Transit is participating in that process. They are aware Intercity Transit is interested and wants to be included in the next phase. Staff will continue to monitor this.

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to authorize the General Manager to enter into an Interlocal Agreement with Clallam, Grays Harbor, Jefferson and Mason Transit Systems to coordinate and support the use of a Summer Youth Pass Program from 2017 through 2019.

UPDATE ON SERVICE REDUCTIONS FOR ROUTES ST 592 AND IT 609

Planning Manager, Dennis Bloom, provided more information on the service changes for the two express routes, and the proposed addition of Route 612, which is currently under review by the Department of Transportation.

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Bloom provided a history on Express Routes ST 592 and 609, and referred to a handout showing an overview and statistics of performance for both of the routes.

Proposed Route 612

In anticipation of the above grants ending, staff applied for a new Regional Mobility Grant to add 13 trips on Route 12, service between Olympia/Lacey and Tacoma/Lakewood. Some of the proposed trips are closely aligned to current Route 609 trips that have higher than average ridership. We anticipate this can help lessen the impact of the route loss. The added trips will help fill in mid-day service gaps that currently exist in the weekday Express service schedule. We understand from WSDOT that our proposal is currently ranked to be funded, awaiting Legislative approval.

Route 612 would be similar to those trips that currently have ridership on Route 609. Currently proposed are one morning trip and one afternoon trip, and staff feels it would meet most of the needs for the riders currently using Route 609.

A public hearing is scheduled for April 19, 2017, to take comment regarding these service changes. There are various ways that allow the public to provide comment (email; comment line; regular mail). To date 12 public comments on the elimination of the two routes have been received via email. The Authority will be provided with copies of all comments received.

GOLEWIS MCCHORD UPDATE

Vanpool Manager, Carolyn Newsome, provided details of the partnership with Pierce County, Pierce Transit, Thurston Regional Planning Council and Intercity Transit promoting the new JBLM GOVanpools, GOBike and GOTransit programs available on the base.

Thurston Regional Planning Council (TRPC) received a discretionary grant from the Federal Highway Administration (FHA) to promote Commute Trip Reduction at JBLM.

The GOLewis-McChord program is a result of the collaboration between TRPC, Pierce County, Intercity Transit and Pierce Transit. These videos represent a targeted marketing and incentive campaign aimed at adding new commuters to existing vanpools and forming new vanpools on JBLM.

Commissioner Blake arrived.

Newsome showed three short videos.

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WASHINGTON STATE TRANSIT INSURANCE POOL REPRESENTATIVE APPOINTMENTS

Director of Finance and Administration, Ben Foreman, presented for consideration Resolution 02-2017 that would allow the General Manager to appoint Washington State Transit Insurance Pool (WSTIP) representatives.

For the past 20+ years Intercity Transit's primary representative to WSTIP was the Director of Finance and Administration (Ben Foreman) and the alternate was the Finance Manager (Leslie Williamson). The Finance Manager retired in January and the Director of Finance and Administration will retire at the end of the March. With these retirements comes the need to appoint new WSTIP representatives. As this is a personnel and not a policy issue, staff is recommending the Authority clearly define this as the responsibility of the General Manager.

The Intercity Transit-WSTIP Inter-local Agreement adopted by the Authority as Resolution 02-2015 on March 4, 2015 states: "Section 4(b). Each member shall appoint one representative and at least one alternate representative to the Board." The inter-local is silent as to who actually appoints these representatives. Resolution 02-2017 clarifies the inter-local by explicitly granting the General Manager authority to appoint representatives to the WSTIP Board.

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to adopt Resolution 02-2017, authorizing the General Manager to appoint representatives to the WSTIP Board.

Councilmember Carmody left the meeting

VILLAGE VANS 2016 PROGRAM UPDATE

Village Vans Supervisor, Erin Pratt, provided the annual update on the Village Vans Program for 2016, and showed a PowerPoint presentation.

2016 Statistics:

- 25 Drivers
- 1 Administrative Assistant
- Participants Volunteered 7,406 hours
- 92% completed program and became employed
- 8 employed in transportation
- 5 hired by Intercity Transit
- 180 clients
 - 5,600 one-way trips

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- 923 day car stops
- 6,523 total trips
- New in 2016
 - Brochure
 - 38% increase in ridership
 - More than doubled daycare stops
 - Strengthened and increased partnerships
 - Articulating strengths together training

Pratt shared several success stories along with an uplifting video.

GENERAL MANAGER'S REPORT

The local options bill SB5288 and HB 1410 died last week at cutoff. Both bills were progressing very quickly and then issues surrounding Sound Transit 3 hit the news and our bill was caught in the fray.

We have an ask for \$5M in the Transportation Budget for the Pattison Street Rehabilitation and Expansion project and operational dollars for DASH.

Department of Enterprise Services performed a Capital Campus master plan and in that they have some underground parking proposed, and it's very expensive to build below grade structure parking. The estimated average cost for underground parking on capitol campus is \$103,000. There is support for the Regional Mobility Grant Program.

The first community conversation outreach effort was conducted at the Ethnic Festival held at St. Martin's March 11. It turned out to be a good opening event, resulting in talking to a lot of people who seemed pleased that Intercity Transit was asking for their impressions and what they would like to see in the future for transportation. Staff continues to work with Jason Robertson; and Thomas Wittman is finalizing the current service analysis.

Thank you to the Vanpool staff who rode the 609 beginning in the early morning to talk to riders about the loss of grant funding and routes going away. They provided other potential options such as vanpooling and the possibility of another route being added.

Thank you to the Wellness Committee and staff who participate in the various programs offered. Due to their efforts, Intercity Transit was once again awarded the 2016 Team Workwell Award. It recognizes Intercity Transit as a great fit-friendly workplace from the American Heart Association and the Health Care Authority.

The Youth Education Bike Shop has been very busy. The awesome volunteers worked 119 hours in February. That is a 52% increase over last year. To date for 2017, they

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have built 25 bikes. In 2016 they built 80 bikes. All of this growth helps move the agency towards a future of offering programs to more local youth. Thank you to David Copley and Jessica Gould for creating the structure and the energy to make this all happen.

Ridership on fixed-route in February was 322,181 for a total on the year of 659,178. That is 7.46% below last year.

There are 177 vanpools.

International Transit Driver Appreciation day is Saturday, March 18. Intercity Transit will observe it March 16, 2017. There was a campaign showcasing agency operators on Facebook, and all are invited to celebrate at the Olympia Transit Center with a chili feed, and the Senior Management Team is providing cornbread and sweet treats for all to enjoy.

AUTHORITY ISSUES – None.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:46 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: April 5, 2017

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

PERIOD DATES: 02/19/2017 - 03/04/2017						PERIOD DATES: 3/5/2017 - 3/18/2017					
			PAYDATE 3/10/2017						PAYDATE 3/24/2017		
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT		EFT	82,332.89		IRS	FIT		EFT	77,791.72	
	MT		EFT	21,876.24	104,208.13		MT		EFT	21,649.44	99,441.16
INS	A2/35	Life Ins.		0.00	0.00	INS	AL/35	Life Ins.		0.00	0.00
HEALTH	D3/31	Disability Ins		2,378.54	0.00	HEALTH	D3/31	Disability Ins		3,083.88	0.00
HEALTH	HE/37	Health In 1st		19,710.50	0.00	HEALTH	HU/38	Health In 2ND		329,534.00	0.00
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	TH/39	Taxed Hlth- DO NOT USE		0.00	0.00
CHILD CARE	CC/61	Child Care	Hfstttr	148.00		CHILD CARE	CC/61	Child Care	Hfstttr/Brqkmp	148.00	
GARNISHMENT	GN/08	Garnish	CHECK last	514.35		GARNISHMENT	GN/08	Garnish	CHECK last	405.28	
CHILD SUPPORT	CS/09	DSHS	EFT	1,847.70	1,847.70	CHILD SUPPORT	CS/09	DSHS	EFT	1,847.70	1,847.70
	CS/09	ExpertPay	EFT	0.00	0.00		CS/09	ExpertPay- OTHER STATE	EFT	0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	9,481.66	9,481.66	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	9,405.71	9,405.71
DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	17,418.09	17,418.09	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	17,697.94	17,697.94
GET	GT/63	G.Ed.Tult	Check every	227.00		GET	GT/63	G.Ed.Tult	Check every	227.00	
HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	50.00	50.00	HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	50.00	50.00
401K	DC/97	Vgrd EE	Wire	48,780.52		401K	DC/97	Vgrd EE	Wire	47,328.14	
VANGUARD	DC/22	Vgrd ER	Wire	32,844.22	81,624.74	VANGUARD	DC/22	Vgrd ER	Wire	32,202.54	79,530.68
LOAN	L2/29	401k Ln#2	Wire	4,930.92		LOAN	L2/29	401k Ln#2	Wire	5,112.29	
LOAN	LN/29	401k Ln #1	Wire	7,780.98	12,711.90	LOAN	LN/29	401k Ln #1	Wire	7,517.05	12,629.34
		TTL VNGRD		94,336.64				TTL VNGRD		92,160.02	
LABOR INS	LI/02	L&I	EFT Quarterly	31,417.48		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	31,203.90	
MACHINISTS UNION DUES	MD/51	Mch.UnDues	Check last	1,466.53		MACHINISTS UNION DUES	MD/51	Mch.UnDues- 164 PEREE	Check last	110.75	
	MU/52	Mac.inltion	Check last	303.50			MU/52	Mac.inltion	Check last	1,498.86	
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00	
	GL/11	GTLife		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00	
	TF/	Tx.Fr.Benefit	Employer	35.00	0.00		TF/	Tx.Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA/66	Proj.Assist	Check last	506.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	501.00	
PENSION STATE PERS	PN/04	PERS EE	EFT	47,887.04	0.00	PENSION STATE PERS	PN/04	PERS EE	EFT	48,449.25	0.00
	PN/04	PERS ER	EFT	86,630.49	134,517.53		PN/04	PERS ER	EFT	87,662.61	136,111.86
		TTL PERS		134,517.53				TTL PERS		136,111.86	
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	393.87	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	393.87	0.00
ICMA	RC/24	ICMA EE	WIRE	5,561.58		ICMA	RC/24	ICMA EE	WIRE	5,532.64	
ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00
ICMA LON	RL/21	ICMA Ln#1	WIRE	1,536.70	1,930.57	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,313.24	1,707.11
ICMA	RR/25	ICMA ER	WIRE	3,096.18	8,657.76	ICMA	RR/25	ICMA ER	WIRE	3,187.00	8,719.64
		TTL ICMA		10,588.33	10,938.33			TTL ICMA		10,426.75	10,776.75
457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	13,470.73		457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	13,626.74	
	SR/27	457 ST ER	EFT	7,377.52	20,848.26		SR/27	457 ST ER	EFT	7,406.02	21,032.76
	ST/67	ShTrmDisab- AFLA	EFT	4,729.14	4,729.14		ST/67	ShTrmDisab-AFLAC	EFT	0.00	0.00
ATU UNION DUES	UC/45	Un COPE	Check 1st	118.00		ATU UNION DUES	UC/45	Un COPE	Check 1st	-	
	UA/44	Un Assess	Check last	0.00			UA/44	Un Assess -2ND PP	Check last	582.00	
	UD/42	Un Dues	Check last	5,668.35			UD/42	Un Dues-BOTH PP	Check last	5,649.43	
	UI/41	Un Inltlatn	Check last	0.00			UI/41	Un Inltlatn- 100.00 PEREE	Check last	0.00	
	UT/43	Un Tax	Check last	2,944.50			UT/43	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW/62	United Way	Check last	461.50		UNITED WAY	UW/62	United Way	Check last	443.50	
WELLNESS	WF/64	Wellness	Check last	345.00		WELLNESS	WF/64	Wellness	Check last	342.50	
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)		ACH Wire every	477,186.30	477,186.30	DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)		ACH Wire every	485,703.90	485,703.90
	Paychecks			16,090.54			Paychecks - LIVE CHECKS			449.19	
	TOTAL TRANSFER (tie to Treasurer Notifications)				875,561.77		TOTAL TRANSFER (tie to Treasurer Notifications)				874,227.80
	TOTAL PAYROLL*:			957,896.56			TOTAL PAYROLL*:			1,248,407.09	
GROSS WAGE ER AMOUNT	GROSS EARNINGS:			789,000.85		GROSS WAGE ER AMOUNT	GROSS EARNINGS:			784,202.11	
MEDICARE TAX	EMPR MISC DED:			157,958.09		MEDICARE TAX	EMPR MISC DED:			453,380.26	
	EMPR MEDICARE TAX:			10,937.62			EMPR MEDICARE TAX:			10,824.72	
	TOTAL PAYROLL FOR MARCH 2017				957,896.56		TOTAL PAYROLL FOR MARCH 2017				1,248,407.09
DIRECT DEP.	ACH WIRE TOTAL			504,136.05		DIRECT DEP.	ACH WIRE TOTAL			512,857.55	

\$0.00

\$0.00

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/03/2017

Thru Date: 03/03/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22362	3/3/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$14,875.05	
22363	3/3/2017	01820	AMERICAN DRIVING RECORDS INC	\$257.97	
22364	3/3/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
22365	3/3/2017	01960	AMERICAN SEATING COMPANY	\$488.51	
22366	3/3/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$668.14	
22367	3/3/2017	02380	ARAMARK UNIFORM SERVICES	\$916.12	
22368	3/3/2017	02580	ASSOCIATED PETROLEUM	\$69,263.39	
22369	3/3/2017	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00	
22370	3/3/2017	02825	AUTO PLUS - OLYMPIA	\$74.42	
22371	3/3/2017	02990	B&B SIGN COMPANY LLC	\$188.38	
22372	3/3/2017	03610	BLANCHARD ELECTRIC	\$36.58	
22373	3/3/2017	05165	CANDYCE BOLLINGER	\$250.00	
22374	3/3/2017	05740	CED	\$115.13	
22375	3/3/2017	06120	CITY OF OLYMPIA UTILITIES	\$664.53	
22376	3/3/2017	06365	CLOUDPWR	\$1,305.60	
22377	3/3/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,272.85	
22378	3/3/2017	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
22379	3/3/2017	07220	CUMMINS INC	\$9,348.16	
22380	3/3/2017	08780	EMERALD SERVICES INC	\$475.18	
22381	3/3/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$39.96	
22382	3/3/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
22383	3/3/2017	09885	FMNA LLC	\$137.44	
22384	3/3/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22385	3/3/2017	10477	GALLS, LLC	\$1,893.23	
22386	3/3/2017	10580	GENE'S TOWING INC	\$108.70	
22387	3/3/2017	10605	GENFARE	\$237.17	
22388	3/3/2017	10607	GENUINE AUTO GLASS OF LACEY	\$2,036.55	
22389	3/3/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22390	3/3/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22391	3/3/2017	10660	GILLIG LLC	\$24,900.03	
22392	3/3/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
22393	3/3/2017	10759	GORDON TRUCK CENTERS INC	\$2,947.57	
22394	3/3/2017	10863	GRAYS HARBOR TRANSIT	\$344.00	
22395	3/3/2017	11865	ISLAND SUPERIOR AIR FILTER	\$459.35	
22396	3/3/2017	11905	JANEK CORPORATION	\$223.04	
22397	3/3/2017	12875	KPFF CONSULTING ENGINEERS INC	\$239.02	
22398	3/3/2017	13512	LESLIE J WILLIAMSON	\$2,676.75	
22399	3/3/2017	13850	MASON TRANSIT AUTHORITY	\$1,170.00	
22400	3/3/2017	13910	MB ELECTRIC	\$2,257.60	
22401	3/3/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
22402	3/3/2017	14590	MOHAWK MFG & SUPPLY	\$167.66	
22403	3/3/2017	14593	MOHAWK RESOURCES LTD	\$92,542.27	
22404	3/3/2017	14750	MULLINAX FORD	\$2,989.47	
22405	3/3/2017	14900	NAPA AUTO PARTS	\$949.58	
22406	3/3/2017	15140	NISQUALLY TOWING SERVICE	\$945.00	
22407	3/3/2017	16593	PACIFIC OFFICE AUTOMATION	\$1,790.63	
22408	3/3/2017	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
22409	3/3/2017	17505	RAINIER DODGE INC	\$777.46	
22410	3/3/2017	17560	RE AUTO ELECTRIC INC	\$2,725.44	
22411	3/3/2017	17900	SCHETKY NW SALES INC	\$3,846.38	
22412	3/3/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,505.73	
22413	3/3/2017	18068	SHINING EXAMPLE INC	\$303.33	
22414	3/3/2017	18695	SUMMIT LAW GROUP PLLC	\$96.00	
22415	3/3/2017	21660	THERMO KING NORTHWEST	\$421.13	

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/03/2017

Thru Date: 03/03/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22416	3/3/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
22417	3/3/2017	21930	TIRES INC	\$203.43	
22418	3/3/2017	21950	TITUS-WILL CHEVROLET	\$1,742.26	
22419	3/3/2017	22010	TOYOTA OF OLYMPIA	\$355.60	
22420	3/3/2017	22100	TRANSIT SOLUTIONS, LLC	\$371.11	
22421	3/3/2017	23530	U S POSTAL SERVICE	\$225.00	
22422	3/3/2017	23660	UNITED WAY OF THURSTON COUNTY	\$905.00	
22423	3/3/2017	24000	W W GRAINGER INC	\$479.17	
22424	3/3/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$645.00	
22425	3/3/2017	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$214.38	
22426	3/3/2017	24750	WA ST GET PROGRAM	\$227.00	
22427	3/3/2017	24755	WA ST HEALTH CARE AUTHORITY	\$354,620.32	
22428	3/3/2017	25858	WESTCARE CLINIC LLC PS	\$255.00	
			Total:	\$622,210.33	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/17/2017

Thru Date: 03/17/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22434	3/17/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$118.00	
22435	3/17/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
22436	3/17/2017	01820	AMERICAN DRIVING RECORDS INC	\$371.00	
22437	3/17/2017	01850	AMERICAN FENCE RENTAL LLC	\$1,514.50	
22438	3/17/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
22439	3/17/2017	01960	AMERICAN SEATING COMPANY	\$163.20	
22440	3/17/2017	02060	AMERISAFE	\$425.41	
22441	3/17/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$563.68	
22442	3/17/2017	02380	ARAMARK UNIFORM SERVICES	\$1,544.15	
22443	3/17/2017	02580	ASSOCIATED PETROLEUM	\$87,993.14	
22444	3/17/2017	02730	ATKINSON MANUFACTURING, INC.	\$50,620.24	
22445	3/17/2017	02825	AUTO PLUS - OLYMPIA	\$377.82	
22446	3/17/2017	02990	B&B SIGN COMPANY LLC	\$669.56	
22447	3/17/2017	03250	BATTERY SYSTEMS, INC	\$1,568.76	
22448	3/17/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$4,086.79	
22449	3/17/2017	05740	CED	\$149.67	
22450	3/17/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,874.45	
22451	3/17/2017	06830	CONSOLIDATED PRESS	\$9,384.54	
22452	3/17/2017	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
22453	3/17/2017	07220	CUMMINS INC	\$14,103.94	
22454	3/17/2017	07222	CUMMINS NORTHWEST LLC	\$2,965.35	
22455	3/17/2017	07619	DAVID S FOSTER	\$1,750.00	
22456	3/17/2017	07620	DAVIS WRIGHT TREMAINE LLP	\$3,563.50	
22457	3/17/2017	09805	FLEET PRIDE	\$153.16	
22458	3/17/2017	10477	GALLS, LLC	\$3,513.56	
22459	3/17/2017	10607	GENUINE AUTO GLASS OF LACEY	\$386.89	
22460	3/17/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22461	3/17/2017	10660	GILLIG LLC	\$22,376.84	
22462	3/17/2017	10759	GORDON TRUCK CENTERS INC	\$2,018.81	
22463	3/17/2017	11498	IBI GROUP, US	\$4,029.50	
22464	3/17/2017	11615	INDUSTRIAL HYDRAULICS INC	\$40.99	
22465	3/17/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,373.02	
22466	3/17/2017	11892	J ROBERTSON AND COMPANY	\$8,221.84	
22467	3/17/2017	11905	JANEK CORPORATION	\$233.92	
22468	3/17/2017	11943	JOANNA GRIST	\$1,750.00	
22469	3/17/2017	13324	LACEY SPRING FUN FAIR	\$500.00	
22470	3/17/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$3,024.50	
22471	3/17/2017	13661	LOOMIS	\$411.43	
22472	3/17/2017	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
22473	3/17/2017	13793	MARTIN WAY COLLISION INC.	\$2,293.79	
22474	3/17/2017	14590	MOHAWK MFG & SUPPLY	\$473.00	
22475	3/17/2017	14750	MULLINAX FORD	\$54.15	
22476	3/17/2017	14900	NAPA AUTO PARTS	\$244.47	
22477	3/17/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
22478	3/17/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$27.96	
22479	3/17/2017	16557	PACIFIC MODULAR, INC	\$489.60	
22480	3/17/2017	16593	PACIFIC OFFICE AUTOMATION	\$1,799.99	
22481	3/17/2017	16595	PACIFIC POWER GROUP LLC	\$156.45	
22482	3/17/2017	16752	PERFORMANCE RADIATOR PACIFIC LLC	\$2,259.50	
22483	3/17/2017	16820	PIERCE COUNTY SECURITY	\$14,330.64	
22484	3/17/2017	17290	PUGET SOUND ENERGY	\$19,826.13	
22485	3/17/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
22486	3/17/2017	17420	R&R TIRE COMPANY, INC.	\$1,534.08	
22487	3/17/2017	17505	RAINIER DODGE INC	\$58.75	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/17/2017

Thru Date: 03/17/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22488	3/17/2017	17560	RE AUTO ELECTRIC INC	\$227.48	
22489	3/17/2017	17580	RECARO NORTH AMERICA INC	\$7,090.00	
22490	3/17/2017	17893	SCHEDULE MASTERS	\$9,016.80	
22491	3/17/2017	17900	SCHETKY NW SALES INC	\$1,412.24	
22492	3/17/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,803.02	
22493	3/17/2017	18052	SHEA, CARR & JEWELL INC	\$1,579.50	
22494	3/17/2017	18287	SOFTWARE ONE INC	\$1,758.27	
22495	3/17/2017	18610	STEPHAN J PARROTT	\$725.00	
22496	3/17/2017	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$1,542.25	
22497	3/17/2017	21660	THERMO KING NORTHWEST	\$129.32	
22498	3/17/2017	21790	THURSTON COUNTY PUBLIC WORKS	\$428.90	
22499	3/17/2017	21930	TIRES INC	\$8,624.75	
22500	3/17/2017	21950	TITUS-WILL CHEVROLET	\$512.97	
22501	3/17/2017	21985	TOTAL FILTRATION SERVICES	\$238.02	
22502	3/17/2017	22010	TOYOTA OF OLYMPIA	\$761.90	
22503	3/17/2017	22100	TRANSIT SOLUTIONS, LLC	\$371.12	
22504	3/17/2017	22325	TTL PARTNERS LLC	\$3,297.00	
22505	3/17/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
22506	3/17/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$99,045.72	
22507	3/17/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$7,589.48	
22508	3/17/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$26,028.40	
22509	3/17/2017	24000	W W GRAINGER INC	\$348.59	
22510	3/17/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$300.00	
22511	3/17/2017	24750	WA ST GET PROGRAM	\$227.00	
22512	3/17/2017	25380	WASHINGTON GARDENS	\$315.52	
22513	3/17/2017	25858	WESTCARE CLINIC LLC PS	\$340.00	
Total:				\$467,955.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/31/2017

Thru Date: 03/31/2017

Check #	Check Date	Ref #	Name	Amount	Voided
00022514	3/31/2017	10759	GORDON TRUCK CENTERS INC	\$8,320.00	
22516	3/31/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$14,793.98	
22517	3/31/2017	01960	AMERICAN SEATING COMPANY	\$392.59	
22518	3/31/2017	02380	ARAMARK UNIFORM SERVICES	\$1,179.12	
22519	3/31/2017	02580	ASSOCIATED PETROLEUM	\$35,553.18	
22520	3/31/2017	02990	B&B SIGN COMPANY LLC	\$97.92	
22521	3/31/2017	03250	BATTERY SYSTEMS, INC	\$2,671.68	
22522	3/31/2017	06120	CITY OF OLYMPIA UTILITIES	\$713.97	
22523	3/31/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$332.66	
22524	3/31/2017	07220	CUMMINS NORTHWEST INC	\$21,842.38	
22525	3/31/2017	08780	EMERALD SERVICES INC	\$663.90	
22526	3/31/2017	09820	FLEET-NET CORP	\$666.40	
22527	3/31/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22528	3/31/2017	10477	GALLS, LLC	\$2,625.62	
22529	3/31/2017	10607	GENUINE AUTO GLASS OF LACEY	\$823.87	
22530	3/31/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22531	3/31/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22532	3/31/2017	10660	GILLIG LLC	\$26,488.59	
22533	3/31/2017	10759	GORDON TRUCK CENTERS INC	\$3,805.66	
22534	3/31/2017	10863	GRAYS HARBOR TRANSIT	\$412.00	
22535	3/31/2017	11615	INDUSTRIAL HYDRAULICS INC	\$44.24	
22536	3/31/2017	11765	INTERCITY TRANSIT PETTY CASH	\$561.08	
22537	3/31/2017	11895	J&I POWER EQUIPMENT INC	\$8.17	
22538	3/31/2017	11905	JANEK CORPORATION	\$435.20	
22539	3/31/2017	11909	JAYRAY ADS & PR INC	\$141.25	
22540	3/31/2017	12474	KBA INC	\$1,719.21	
22541	3/31/2017	12845	KNIGHT FIRE PROTECTION	\$573.92	
22542	3/31/2017	13793	MARTIN WAY COLLISION INC.	\$1,491.21	
22543	3/31/2017	13850	MASON TRANSIT AUTHORITY	\$3.26	
22544	3/31/2017	14160	MCMASTER-CARR SUPPLY CO.	\$135.03	
22545	3/31/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
22546	3/31/2017	14590	MOHAWK MFG & SUPPLY	\$78.34	
22547	3/31/2017	14750	MULLINAX FORD	\$559.10	
22548	3/31/2017	14900	NAPA AUTO PARTS	\$176.88	
22549	3/31/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
22550	3/31/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$311.93	
22551	3/31/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$105.19	
22552	3/31/2017	16557	PACIFIC MODULAR, INC	\$707.20	
22553	3/31/2017	17420	R&R TIRE COMPANY, INC.	\$1,278.40	
22554	3/31/2017	17795	ROUTEMATCH SOFTWARE INC	\$470.00	
22555	3/31/2017	17900	SCHETKY NW SALES INC	\$960.39	
22556	3/31/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
22557	3/31/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,130.81	
22558	3/31/2017	18068	SHINING EXAMPLE INC	\$303.33	
22559	3/31/2017	18355	SOUND TRANSIT	\$27,681.26	
22560	3/31/2017	18735	SUSTAINABLE SOUTH SOUND	\$1,000.00	
22561	3/31/2017	18940	TENNANT COMPANY	\$338.91	
22562	3/31/2017	21830	THURSTON COUNTY SOLID WASTE	\$9.00	
22563	3/31/2017	21930	TIRES INC	\$16,747.58	
22564	3/31/2017	21950	TITUS-WILL CHEVROLET	\$3,716.92	
22565	3/31/2017	21985	TOTAL FILTRATION SERVICES	\$360.48	
22566	3/31/2017	22010	TOYOTA OF OLYMPIA	\$140.59	
22567	3/31/2017	22100	TRANSIT SOLUTIONS, LLC	\$68,760.89	
22568	3/31/2017	22320	TSS DIGITAL SERVICES INC	\$4,200.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 03/31/2017

Thru Date: 03/31/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22569	3/31/2017	23660	UNITED WAY OF THURSTON COUNTY	\$905.00	
22570	3/31/2017	23740	USSC LLC	\$2,157.33	
22571	3/31/2017	24000	W W GRAINGER INC	\$340.90	
22572	3/31/2017	24750	WA ST GET PROGRAM	\$227.00	
22573	3/31/2017	24755	WA ST HEALTH CARE AUTHORITY	\$352,960.98	
22574	3/31/2017	25858	WESTCARE CLINIC LLC PS	\$255.00	
22575	3/31/2017	26225	WORKS IN PROGRESS	\$250.00	
			Total:	\$614,400.26	

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
03773 BOURGAULT, LINDA										
00	2017DOT	DI	3/31/2017			85.00	85.00	85.00		85.00
09750 FISKNESS, SCOTT										
00	2017 WTRQTR	DI	3/31/2017			2,250.00	2,250.00	2,250.00		2,335.00
11308 HOFSTETTER SHANNON										
00	03/24/2017	DI	3/31/2017			148.00	148.00	148.00		2,483.00
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017MAR	DI	3/31/2017			1,007.00	1,007.00	1,007.00		3,490.00
11775 INTERCITY TRANSIT WELLNESS										
00	2017MAR	DI	3/31/2017			687.50	687.50	687.50		4,177.50
16757 PETERSON, LEE										
00	03/12-16/17	DI	3/31/2017			281.75	281.75	281.75		4,459.25
00	2017 WTRQTR	DI	3/31/2017			1,772.06	1,772.06	2,053.81		6,231.31

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
08550 EASY SPEAKERS CLUB										
00	2017DUES-TVN	DI	3/3/2017			100.00	100.00	100.00		100.00
10205 FREEMAN-MANZANARES ANN										
00	02/10-14-17	DI	3/3/2017			1,538.17	1,538.17	1,538.17		1,638.17
00	9/17-21/16A	DI	3/3/2017			60.48	60.48	1,598.65		1,698.65
11308 HOFSTETTER SHANNON										
00	02/24/17	DI	3/3/2017			148.00	148.00	148.00		1,846.65
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017FEB	DI	3/3/2017			1,017.00	1,017.00	1,017.00		2,863.65
11775 INTERCITY TRANSIT WELLNESS										
00	2017FEB	DI	3/3/2017			690.00	690.00	690.00		3,553.65
13396 LARSON, DAVE										
00	02/14/17	DI	3/3/2017			33.00	33.00	33.00		3,586.65
00	02/15/17	DI	3/3/2017			33.00	33.00	66.00		3,619.65
00	02/16/17	DI	3/3/2017			33.00	33.00	99.00		3,652.65

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
08550 EASY SPEAKERS CLUB										
00	2017MAR	DI	3/17/2017			840.00	840.00	840.00		840.00
11308 HOFSTETTER SHANNON										
00	03/10/2017	DI	3/17/2017			148.00	148.00	148.00		988.00
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2017MAR	DI	3/17/2017			2,759.56	2,759.56	2,759.56		3,747.56
11750 INTERCITY TRANSIT EXEC IMPREST ACCOU										
00	2017MAR	DI	3/17/2017			4,804.00	4,804.00	4,804.00		8,551.56
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017FEBRUARY	DI	3/17/2017			3,315.38	3,315.38	3,315.38		11,866.94

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Everett Gage

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

North Thurston Public Schools
Chuck Namit

Olympia School District
Justin Montermini

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

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
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, April 7, 2017

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 – March 3, 2017
- b. Approval of Vouchers
- c. Approval of RTIP Amendment 17-04

Thurston PUD Update

PRESENTATION

Russ Olsen, Thurston PUD Commissioner, will provide an update on PUD work and activities.

Here To There Website – Find the Travel Options that Work For You

INFORMATION

TRPC staff just gave www.Thurstonheretothere.org – TRPC's online guide to travel in the region – a facelift. The Council will view the updated site and discuss ways to get the word out to the community.

RTIP Amendment 17-05

1ST REVIEW

Two amendments have been requested to the 2017-2020 RTIP. One is from the City of Tumwater for the I-5/Trospen Rd/Capitol Blvd Reconfiguration project, and reflects that two projects are being combined into one large project. The second amendment is from the City of Olympia for the Quince Street Sidewalk project, and reflects an increase in project cost, with local funds being added to cover those costs.

Climate Adaptation Plan

PRESENTATION

Staff will provide an update on the development of the *Thurston Climate Adaptation Plan* and discuss next steps, including an April 17 public forum in Lacey.

TRPC 50th Anniversary

DISCUSSION

Council will continue to discuss TRPC's 50th Anniversary. A 50th anniversary logo will be presented.

Legislative Update

INFORMATION

Staff will provide additional information on issues of potential interest to the Council that require state legislative assistance and support.

Indirect Cost Proposal

ACTION

Each year TRPC staff develop an Indirect Cost Rate Plan (ICRP). In the past, the plans were reviewed and approved by Washington State Department of Transportation (WSDOT). Currently, under the conditions of our Interlocal Agreement to be a Metropolitan Planning Organization, TRPC's governing body must review and approve the ICRP. Staff will present the draft Calendar Year 2017 ICRP for Council approval.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Interim Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 20, 2017

CALL TO ORDER

Chair VanderDoes called the March 20, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Michael Van Gelder; Carl See; Peter Diedrick; Marie Lewis; Marilyn Scott; Austin Wright; and Billie Clark.

Absent: Jonah Cummings; Ursula Euler; Mitchell Chong; Tim Horton; Denise Clark; Joan O'Connell; Walter Smit; Aria Perez; Lin Zenki; and Leah Bradley

Staff Present: Ann Freeman-Manzanaras; Dennis Bloom; Steve Swan; Erin Pratt; Cindy Fisher; Carolyn Newsome and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by BURT and LEWIS to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, RYAN WARNER.

MEETING ATTENDANCE

- A. April 5, 2017, Regular Meeting - Jan Burt
- B. April 19, 2017, Work Session - Billie Clark
- C. May 3, 2017, Regular Meeting - Victor VanderDoes

APPROVAL OF MINUTES

It was M/S/A by WRIGHT and DIEDRICK to approve the minutes of the February 13, 2017, meeting.

NEW BUSINESS

- A. **GO LEWIS McCHORD VIDEO** - (*Carolyn Newsome*) Newsome indicated TRPC received funds from DOT to look at regional transportation and congestion. TRPC partnered with Pierce Transit, Intercity Transit and JBLM's employee transportation coordinator on this project to take a regional approach to transportation. Everyone mentioned the need for videos to use in social media and on websites. The group decided to call them Go Lewis McChord.

Newsome played three videos (vanpool, transit and bike). The advertising firm suggested using animation. When the shuttle was initially available, it didn't include stops at the PX

Intercity Transit Citizen Advisory Committee

March 20, 2017

Page 2 of 8

and movie theatre. Changes were made adding those stops and this made the service more useful for riders.

Newsome answered questions.

VanderDoes – asked when emergency rides home started.

Newsome – indicated they started at the beginning of the program and are part of the Commute Trip Reduction plan which helps eliminate a lot of barriers for people using a commute alternative.

See arrived.

Pierce – remarked it is working because she has seen the Go Transit van at the 512 Park and Ride.

Newsome – added they intend to have a stop in Dupont as well.

- B. VILLAGE VANS UPDATE - (Erin Pratt)** Pratt indicated she is the Village Vans supervisor and would provide an overview of the program and yearly report for 2016. Pratt shared that Intercity Transit is a national leader in innovative programs, like Village Vans. The program was started in the early 2000's in partnership with several social service agencies. Seventy percent of people trying to become self-sufficient indicate transportation as a barrier. She indicated many program participants have gotten jobs at Intercity Transit. One participant, recently got a job as DAL driver and is now a DAL dispatch intern. Village Vans drives employment. The program has four vans used to transport low income people looking for work, and the program is free. People driving vans are in the job skills program. Employment support transportation is provided 7:30 am to 5:30 pm. Riders can book rides 10 days ahead. Staff uses RouteMatch software to schedule rides. People are eligible for the program if they have received state or federal assistance within the last 3 years. Drivers will take them to look for work, to their job, pre-employment activities, medical/ dental appointments, to the food bank, etc. The program has two paid positions, including Nicci as the Village Vans assistant who schedules the rides and provides office support and Pratt is the program supervisor who is out networking, helping participants with cover letters, resumes, and interview skills. The program also has volunteer opportunities in the administrative assistant position. There are five computer work stations that participants can use to apply for jobs, prepare cover letters and resumes. Confidence is something you will hear over and over from volunteers. Their confidence is raised. Participants go through different types of training just like other Intercity Transit employees including anti-harassment training, bio-hazard, etc. To qualify for the program you must have a good driving record, and are only allowed one ticket. Drivers need 5 years driving experience in the US and some people don't qualify because they haven't been driving long enough. Drivers must have insurance, this is a WSTIP requirement. Participants don't have to have a car to be in the program. They receive a monthly bus pass. They get defensive driving training, learn new skills, learn to read a manifest, route finding experience, and job search support. Many have found jobs using agency computers. Each person receives an email account with Intercity Transit. This raises their hope, and confidence. They learn about posture, shaking hands, how to look going into an interview and coaching on the importance of a handshake and body language.

Intercity Transit Citizen Advisory Committee

March 20, 2017

Page 3 of 8

Pratt shared that volunteerism helps people get jobs. They have a 27% higher chance if they are volunteering, and that jumps to 55% higher in a rural area.

Pratt provided some program statistics from 2016, including that the program had 25 drivers, and one administrative assistant. They volunteered a total of 7,406 hours, and 92% of those completing the program got a job. Five were hired by Intercity Transit and eight were employed outside the agency. The program provided 180 clients 5,600 one way trips; and 923 day care stops; for a total of 6,523 rides.

Pratt indicated she meets with several social service agencies once a month to try and find ways to help each other. A lot of the people who work at these agencies don't ride the bus so she gets to share Intercity Transit with them. This helps build strong partnerships. One of the program success stories, Elizabeth, who was hired in Intercity Transit's maintenance department shared her testimony and they gave her a standing ovation.

Pratt shared some accomplishments for 2016 including a new brochure with actual program participants included. The program experienced a 38% increase in ridership; daycare stops more than doubled; and strengthened and increased partnerships. Daycare stops are really important and can be a barrier for parents of young children when seeking and retaining employment. These things help move people up and out of poverty. Part of the training she shares with participants is Articulating Strength Together. This involves sharing positivity and provides that when someone tells you your strengths it is empowering.

Pratt indicated the program requires a balancing act. As participants go through the program there is a constant need for drivers and also for passengers. She asked the committee to share it with anyone they think might benefit from the program.

Pratt shared another success story about a participant who got a job with Dish Network. She read a thank you letter he wrote to Village Vans. They sent him to Arizona to train and he needed boots which he couldn't afford. Pratt asked Intercity Transit employees to help him buy boots for him and collected \$200. She shared another story from 2015 about Cindy who was homeless and came to the program from the Union Gospel Mission. She was 3 weeks into the program and saw a job at Capitol Courier while on one of the agency computers. She went to the interview without a resume, and based on her affiliation with the Village Vans program they hired her.

Pratt shared her family's story and how her mother gaining employment changed her family's life. She and her siblings have all worked in public service. Pratt has worked in public transportation at Intercity Transit for 31 years.

Pratt introduced Cindy Fisher as the next Village Vans Supervisor. She has been with Intercity Transit for 10 years, and worked as a scheduler, an operations supervisor and will transition into the role of Village Vans supervisor.

Pratt answered questions.

VanderDoes - asked about the body language training shared with program participants.

Pratt - responded that happier, more confident people get the jobs.

Freeman-Manzanares – added that it is wonderful to see people transform their lives.

C. UPDATE ON SERVICE REDUCTIONS FOR ROUTES ST 592 AND IT 609 – (*Dennis Bloom and Steve Swan*) Bloom indicated he would share proposed changes slated for July on ST 592 and IT 609. This is going through a public comment process and the Authority is interested in the committee's comments. There is also a possible solution with the expansion of route 612. The current Regional Mobility Grants (RMG) cover two biennium (2013-2015 and 2015-2017), for evaluating the market for the 592/609. The idea was a one seat ride from Olympia to downtown Seattle. The 592 has 12 weekday trips (6 NB, 6 SB). The average boardings/trip are just over 6 (2016). Both routes, over an almost 4-year period of time, are underperforming. The RMG provides 80% of the funding and Intercity Transit provides a local match of 20%. The 609 has 21 trips (10 NB, 11 SB) and the average boardings/trip are under 5 (2016). Express service performance is not analyzed by boardings per hour as with local service, it is based on the number of riders per trip. A minimum standard of 10-15 is marginal. In 2015, the route service summary of both the 609 and 592 were unsatisfactory. Staff worked with people, changed some of the scheduling and routing to increase performance.

Swan added the 592 northbound at 7:12 am is the one that gets the best ridership. Most of the riders are getting on at OTC, other than that there is not much ridership and southbound is the same thing. The first trip in the afternoon has about 11 passengers per trip. This is not the entirety of the trip this is Dupont to Olympia. Swan reviewed a graph of how the routes have performed over time. With the decrease in fuel prices the ridership has decreased over time.

Van Gelder – asked if staff was aware of other reasons it wasn't being utilized other than low gas prices.

Bloom – responded it could be an issue of time, because it is a 2 hour trip. There are tradeoffs when there is access to HOV lanes. It's what happens between Olympia to Tacoma where there aren't any HOV lanes. ST only operates their route in one direction and they are the only county that does that

Bloom added that the RMG funding for the 609 provided capital purchase for 3 coaches. The route starts in Tumwater, hops on I-5 going past campus and serves the Hawks Prairie Park & Ride. The same trip going southbound serves the capitol campus.

Swan reviewed the 609 northbound ridership numbers from Thurston County to Pierce County. The 4:40 pm afternoon trip on the 609 meets the ridership standard. Only 2 other pm trips come close to meeting the standard.

Swan reviewed where riders are getting on and off the 609 going northbound. There is a large percentage catching the bus in Tumwater and the capitol campus in the afternoon. Then 90% are getting off at Lakewood. With the southbound trips it is the opposite, the morning trips are doing well, averaging about 14 passengers per trip. There are a select number of trips that are doing fairly well. Looking at the locations, most riders are getting on in Lakewood (90%). The route was designed to meet the market from Lakewood to Tumwater, but most are getting off at the capitol campus, this is service supplementing routes 603 and 605.

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Bloom answered questions.

Van Gelder – remarked that it seems like the objective for the 609 was to try and take people north, yet it seems like you are getting more people going the opposite way. Reflecting back on the 592, it was sort of happening there.

Bloom – most express trips go into downtown Tacoma. What we see is people do transfer.

Pierce – indicated Pierce Transit trips are very limited that go in certain directions. Some people take 3 buses to get to a job in University Place.

Bloom – added there were no extra bays at the Lakewood transit center to move to, so it did not work out. It has been almost 4 years and ridership hasn't materialized. Yes the grant is running out and we tried to test the market.

Wright – asked what market in Tumwater the service was trying to reach and why doesn't it service the capitol campus in the morning.

Bloom – indicated staff talked with the state agencies in the Tumwater area, and the ETC's felt that people living in the Tumwater area were interested in going further north. The Attorney General's office sends people into Seattle every day. Routes 603 and 605 service the campus. He reminded the committee that Pierce Transit dropped their express service. Staff recently received a comment from a rider commending Intercity Transit for stepping up when Pierce cut service.

VanderDoes – asked if staff had done any what-if's with the routes.

Bloom – responded if the agency gets the funding for additional trips for the 612 there is some room within the schedule to add some trips. The agency has applied for two grants and one is to fund additional trips on 612. Staff is waiting for the legislature to determine funding. The additional trips would help relieve some of the pressure. Staff has received about 15 comments so far in the public process. Vanpool staff has ridden several times on route 609 to talk to commuters about their trip being eliminated. There is a "Cash in on Your Commute" promotion for vanpooling. The public hearing is set for April 19, and we take comments via our phone comment line, email and regular mail. Staff will ask the Authority to adopt the schedule on May 3. If funds are received from the legislature, the 612 changes will be implemented in July.

Warner – indicated citizens have the ability to call and push for these RMG's and he encouraged everyone to contact their representatives in support.

Wright – mentioned the elimination of service at the Hawk Prairie Park & Ride.

Bloom – stated staff has received some comments about that and it is something they'll be looking at.

Van Gelder – mentioned some of the factors that provided challenges to making these two routes successful, including gas prices is that a major factor in the success of bus service is

the availability and low cost of parking. The cost of developing the parking is significantly higher than the revenue that comes from it.

- D. COMMUNITY CONVERSATION UPDATE** – (*Dennis Bloom*) Bloom indicated he would touch on some of the elements of the Community Conversation. The agency is using two consultants Jason Robertson and Thomas Whitman. Some of the pieces they've put together include a new website, and the project now has a logo, and a video. There is also a list of events staff will attend. If you see something on the list and would like to help out let staff know and we'll get you signed up to attend. Staff recently attended the Lacey Ethnic celebration and it was the first opportunity to go out and interview people. Bloom shared where the survey is located online to comment on current services to continue, and share enhancements they would like to see. The agency wants to know what they can do to help people get where they need to go. What's your big idea? Bloom shared the video.

Bloom shared the community conversation logo, and a poster that will be displayed internally to teach employees about the project. He reviewed the Join the Conversation form and indicated staff needs people who are fluid in other languages.

Bloom answered questions.

Pierce – requested the project information be emailed to CAC members.

Bloom showed the idea box along with the survey that will be placed at libraries, community centers, or community events.

- E. INTERLOCAL AGREEMENT - SUMMER YOUTH PASS PROGRAM** - (*Dennis Bloom*) Bloom indicated the agency would participate in a summer youth pass program with Clallam, Grays Harbor and Mason counties. The program runs through June, July, and August and provides a discounted bus pass for youth 6-18 for \$20 for 3 months, good on all participating agency's service. Youth receive a discount and get around the Olympic Peninsula. It allows them to transfer between routes. Grays Harbor and Mason Transit come to OTC. Jefferson meets Mason and Grays Harbor. There is a connection between all the systems.

CONSUMER ISSUES

- *Wright* – indicated the time change on the 12/13 is effecting the connection on the 43.

Bloom responded the intent was to improve the connections. Staff will look into the issue and get back to everyone. Drivers were concerned the 12 was always running late.

Scott – remarked that she had that problem on her way to tonight's meeting. The 47, 68 and 62 were late because the 13 wasn't hitting the times.

Swan – added it was changed so they would get there at the same time to make connections.

See – added he had heard from a colleague on the 48 had trouble getting on the 13 to Tumwater Square, and it wasn't working for her since the change.

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- *VanderDoes* – shared he was working on an issue with DAL concerning the swimming athletes for the Special Olympics for delivery and pick up times at River Ridge High School.

REPORTS

- **SMIT** – was not in attendance so Freeman-Manzanares provided the report from the February 15, 2017, Work Session including the Authority approved the Marketing & Communications video contract; received a presentation from the EDC on the Economic Alliance by Michael Cade; and they approved the construction management contract for the UST project.
- **CHONG** – was not in attendance so Freeman-Manzanares provided the report from the March 1, 2017, Regular Meeting including the Authority approved the copier contract; and received an update on the community conversation project.
- **SEE** - provided the report from the March 15, 2017, Work Session including the Authority received the Village Vans update; the Go JBLM videos; a presentation on the 592 & 609 routes; and a retirement recognition for Ben Foreman. See presented a Road Usage Charge Transportation Commission Study that he will share with the CAC in April.
- **FREEMAN-MANZANARES** – provided the General Manager’s report including thanks to Billie for being a model for DAL to show how to transport a reasonable amount of bags. One of the things the agency is focusing on is using people who use the service as models. The agency is saying farewell to two long term employees Ben Foreman and Erin Pratt and this is a big loss for staff. She shared that the local sales tax options bill died. It was doing remarkably well, particularly through the senate, and had great support. Issues came out surrounding ST and everything transit related died. The agency will be looking at it again next year. She indicated there hadn’t been a lot of positive conversation around the \$5M ask for the Pattison facility, or the operating dollars for DASH. The Senate budget came out today and neither project is in there. The House budget is anticipated to look very similar. The RMG for route 612 and \$2M ask for a vanpool facility is in the proposed budget. The project application includes \$3.9 in the next biennium for the vanpool center. Staff held the first community conversation at the Ethnic Festival in Lacey. It is always a great experience to go into the community and hear what is important to people. Staff will be going to the Nisqually Home & Garden show to continue the conversation. Thomas Whitman the planning consultant is close to getting the short range analysis done. That will be the baseline moving forward to do service planning. Shout out to vanpool for riding all those early morning express routes to help those express commuters. One of the real benefits to taking the time to reach out and talk to people included an email staff received thanking Intercity Transit for picking up the routes Pierce Transit dropped. She shared some recognition for the Wellness program from the American Heart Association and the state of Washington. The bike shop reports 119 volunteer hours in February, and they have built 25 bikes this year. Last year they built 80 bikes over the entire year. February ridership was at 322,181 for a total 659,178 on the year, which is 7.46% below last year. Some of this may be attributable to enrollment being down at local colleges. Last Saturday was Transit Driver Appreciation Day and the agency celebrated a chili feed (made by Jim), and cornbread, with some sweet treats. Please follow Intercity Transit on Face Book to see our operator’s success stories.

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NEXT MEETING: April 17, 2017.

ADJOURNMENT

It was M/S/A by VAN GELDER and DIEDRICK to adjourn the meeting at 7:35 pm.

Prepared by Nancy Trail C:\Users\ntail\Desktop\20170320 Minutes.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Backup Server Equipment Award

-
1. **The Issue:** Purchase Dell server equipment.
-
2. **Recommended Action:** Authorize the General Manager to purchase Dell backup server equipment from Dell in the amount of \$30,666, inclusive of tax.
-
3. **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
-
4. **Background:** The equipment requested is replacing two back-up devices that have reached the end of life. Acquiring new equipment, a PowerVault MD1200 and Power Edge R730, will have sufficient capacity to support the expected needs of Transit's backup/restore requirements and business continuity expectations. Dell is a top tier manufacturer that has a longstanding track record for offering high quality reliable equipment and support. The expected useful life of the new equipment is at least five years.
- To ensure price competitiveness, staff solicited quotes from Dell and five suppliers on the Department of Enterprise Services (DES) National Association of State Procurement Officers (NASPO) multistate purchasing cooperative contract. Staff received two quotes. Dell provided the most competitive quote. Staff recommends proceeding with the quote from Dell.
-
5. **Alternatives:**
- 1) Authorize the General Manager to purchase Dell backup server equipment from Dell in the amount of \$30,666, inclusive of tax.
 - 2) Defer action and continue to operate with existing equipment.
-
6. **Budget Notes:** The 2017 budget includes \$300,000 for replacement of aging equipment, which includes the data backup system refresh. We are well within this budget line-item.
-
7. **Goal Reference: Goal #2:** *"Provide outstanding Customer Service."*
-
8. **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Landscaping and Grounds Maintenance Services Extension

1) **The Issue:** Consideration of a one-year contract extension with American Landscape Services for landscaping and grounds maintenance services at Intercity Transit facilities.

2) **Recommended Actions:** Authorize the General Manager to enter into a one-year contract extension with American Landscape Services to provide landscaping and grounds maintenance services at Intercity Transit facilities in an amount not-to-exceed \$47,002, including taxes.

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

4) **Background:** In January 2014 Intercity Transit released a Request for Proposals (RFP) for regularly scheduled landscaping and grounds maintenance services at the following facilities: Pattison Street, Olympia Transit Center, Lacey Transit Center, Martin Way Park-and-Ride, Hawks Prairie Park-and-Ride, and Centennial Station. The RFP resulted in an initial two-year contract with American Landscape Services, which included three one-year renewal options. This extension represents the second one-year renewal.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition while encouraging environmentally sensitive maintenance practices. American Landscape Services is a reputable and experienced local firm that is committed to ensuring our properties continually look presentable.

Based on the contractor's record of performance, staff remains confident that American Landscape Services will continue to provide high quality services which meet our property maintenance requirements. The one-year renewal

service rates will remain the same as the original contract, which staff continues to find both fair and reasonable according to market rates.

Considering the firm's fair and reasonable rates, experience in maintaining public facilities, and high quality contract performance, staff recommends awarding a contract extension to American Landscape Services.

5) Alternatives:

- A. Authorize the General Manager to execute a one-year contract extension with American Landscape Services to provide landscaping and grounds maintenance services at Transit facilities in an amount not-to-exceed \$47,002, including taxes.
 - B. Defer Action. This alternative would result in a lapse in landscaping and grounds maintenance services at agency facilities.
-

6) Budget Notes: The cost of this contract extension falls within the 2017 budget of \$65,000.

7) Goal References: Goal #2: *"Provide outstanding customer service."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Security Services Contract Amendment

1) **The Issue:** Consideration of a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year in an amount not-to-exceed \$194,116.

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

4) **Background:** In May 2015 Pierce County Security won the contract for transit center security services. The initial contract term was for one year, with three one-year renewal options. This item represents the second one-year renewal.

Under this renewal, Pierce County Security will continue to provide one (1) security officer at each facility as follows:

	<u>Olympia Transit Center</u>	<u>Lacey Transit Center</u>
Weekdays	7:00AM - 12:00AM	7:30AM - 11:30PM
Saturdays	8:00AM - 12:00AM	12:00PM - 10:00PM
Sundays	9:00AM - 9:00PM	9:00AM - 7:00PM

Rates under the renewal reflect a 2.4 percent increase. This rate increase falls within the Seattle Consumer Price Index increase of 3.4 percent for services over the past year, and is expected to assist with a reduction in security officer turnover at our transit centers. Market research indicates the new rates are fair and reasonable.

Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional

security presence and customer service at the Olympia and Lacey Transit Centers, and therefore recommends the contract be renewed.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of one (1) year in an amount not-to-exceed \$194,116.
- B. Defer action. This alternative would result in a lapse in security guard coverage at Lacey and Olympia Transit Centers.

6) **Budget Notes:** Intercity Transit allocated \$193,000 in the 2017 budget for Security Services. The adjusted rate will not result in an overage to the 2017 budget. The 2018 security services budget allocation will be adjusted to accommodate the rate increase.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: ECO 60 Vehicle Lift Upgrades

1) **The Issue:** Consideration of a sole source purchase for gear mechanism upgrades to three (3) ECO 60 Vehicle Lifts in the Maintenance Facility.

2) **Recommended Action:** Authorize the General Manager to issue a purchase order to Northwest Lift & Equipment, LLC for gear mechanism upgrades to the ECO 60 Vehicle Lifts in Bays 5, 15, and 16 of the Maintenance Facility in the amount of \$33,620, including tax.

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

4) **Background:** A total of five (5) ECO 60 Vehicle Lifts were originally purchased and installed at Intercity Transit in 2006. Two (2) of these lifts were previously upgraded, and this purchase will fulfill similar upgrades to the remaining three (3) lifts.

Stertil-Koni, the sole manufacturer of the ECO 60 Vehicle Lifts, authorizes regional proprietary parts and service providers to repair and install these lifts. Northwest Lift & Equipment, LLC (NW Lift) is the authorized provider in our region, including Washington, Oregon, Idaho, and Alaska.

Currently, the ECO 60 Vehicle Lifts in Bays 5, 15, and 16 require a gear drive mechanism upgrade to ensure proper lift functionality. The lift gears and gear bars strip out and prevent the lift to properly align to the vehicle lift points. When this happens, the bay becomes usable as a flat stall only with no available lift, which significantly affects productivity.

The ECO 60 Vehicle Lifts in Bays 5, 15, and 16 require upgrades to ensure Intercity Transit does not continue to experience equipment problems which hinder productivity and safety. NW Lift has provided Intercity Transit with pricing to complete the needed upgrades, which is commensurate with the most recent upgrade completed in 2016. Intercity Transit staff believes this pricing is fair and reasonable, and is confident in NW Lift's ability to perform.

5) **Alternatives:**

- A. Authorize the General Manager to issue a purchase order to Northwest Lift & Equipment, LLC for gear mechanism upgrades to the ECO 60 Vehicle Lifts in Bays 5, 15, and 16 of the Maintenance Facility in the amount of \$33,620, including tax.
- B. Defer action. Continue to utilize the lifts in their existing state, which limits their functionality and the productivity of Intercity Transit staff.

6) **Budget Notes:** Intercity Transit has \$40,000 in the 2017 budget for the ECO 60 Vehicle Lift Upgrades. This purchase falls within the budgeted amount.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Gordon Truck Centers Site Lease Agreement

1) **The Issue:** Consideration of a lease agreement to secure temporary storage space at Gordon Truck Centers property for storing vehicles during the construction of the Pattison Base Improvements - Underground Storage Tank project.

2) **Recommended Action:** Authorize the General Manager to enter into a short term lease agreement with Gordon Truck Centers to lease space at property located at 13232 Case Road SW, Olympia, Washington.

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

4) **Background:** To accommodate the Pattison Base Improvements - Underground Storage Tank construction project vehicles need to be moved off-site. Several storage options were considered and the Gordon Truck Centers location best meets our needs, including a secure and staffed yard with good access. The proposed lease agreement is for an initial term of eight months, and then month-to-month to provide flexibility if construction work is completed sooner than currently anticipated. The negotiated monthly fee is \$4,160 per month.

Gordon Truck Centers has been professional in their dealings with the agency and overall the lease costs are fair and reasonable. Staff recommends the General Manager be authorized to enter into a short term lease agreement with Gordon Truck Centers.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a lease agreement with Gordon Truck Centers for the use of their property for \$4,160 per month.
- B. Defer award. Delaying award could result in delaying the construction of the Pattison Base Improvements until a new agreement is negotiated.

6) **Budget Notes:** Funds programmed in the 2017 budget for the Pattison Base Improvements and UST construction project included the anticipated costs associated with leasing property to store fleet vehicles as needed to accommodate the construction needs of the Underground Storage Tank project.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-F
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority
FROM: Tammy Ferris, (360) 705-5818
SUBJECT: Pattison Base Improvements - Underground Storage Tank Contract Award

1) **The Issue:** Consideration of a contract award to Rognlin's, Inc. (Rognlin's) for the Pattison Base Improvements - Underground Storage Tank project.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Rognlin's for the Pattison Base Improvements - Underground Storage Tank (UST) project in the amount of \$5,343,760.00, 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 Bids (RFB) for the Pattison Base Improvements - UST project on February 22, 2017. Interested firms attended a pre-bid meeting and site visit on March 10, 2017.

We received five (5) bids by the submittal deadline of March 23, 2017. At the time of the bid opening, bids ranged from a high of \$6,209,495.00 to a low of \$5,099,321.00. The Engineer's estimate was \$6,880,000.00.

The bid submitted by Pease Construction, Inc. (Pease) in the amount of \$5,099,321.00 appeared to be the low bid at the time of the bid opening. Shortly thereafter, Pease formally notified Intercity Transit staff that their bid included a significant math error in their bid calculation. In accordance with RFB provisions, Pease timely requested to withdraw their bid from further consideration, as an error of this magnitude would result in severe financial loss to their company. Staff reviewed the supporting documentation and disqualified Pease based on their written request to withdraw their bid from further consideration. Consequently, Rognlin's was determined the lowest responsive and responsible bidder in accordance with the bid procedures.

Further evaluation of their bid submittal documents and reference checks indicated that Rognlin's is a responsive and responsible construction firm. Rognlin's has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Staff is confident in their ability to construct and complete the project and recommends award of the contract

to Rognlin's. The low bid as recommended for award at \$5,343,760 is 22% below the Engineer's estimate.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with Rognlin's, Inc. for the construction of the Pattison Base Improvements - Underground Storage Tank (UST) Project in the amount of \$5,343,760.00.
- B. Defer award. Delaying award could result in missing a significant portion of the best weather for outdoor construction.

6) **Budget Notes:** Funds programmed in the 2017 budget for the Pattison Base Improvements and UST construction project included the anticipated costs associated with construction.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-G
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2017 Bicycle Commuter Challenge Update

1) **The Issue:** Brief the Authority on the results of the 2017 Winter BCC, and progress on the 30th Annual Bicycle Commuter Challenge coming up in May.

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

3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the administration of the Bicycle Commuter Contest in 2006.

4) **Background:** The Winter Bicycle Commuter Challenge (BCC), which runs the full month of February, grew again in 2017. This year, 225 people registered for the event, and 8 people won prizes in random drawings and a photo contest on International Bike to Work Day. Registration is now open for the 30th Annual Bicycle Commuter Challenge and public outreach is ongoing. Items of note include our new name, our 30th anniversary, and a new website for the BCC which allows participants to sign up and record their bike trips online each day.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's twelfth year administering this countywide event. For the ninth consecutive year, Duncan Green is directing the BCC and related efforts as a temporary employee (a six month position). He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-H
MEETING DATE: April 5, 2017

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Annual Planning Session

-
- 1) **The Issue:** Select a date; identify topics of interest and potential facilitators for the 2017 Annual Planning Session.
-
- 2) **Recommended Action:**
A. Select a date for the 2017 planning session.
B. Begin identifying topics of interest for the session.
C. Offer the names of potential facilitators.
-
- 3) **Policy Analysis:** The Authority traditionally conducts a planning session annually to review issues identified by members and staff.
-
- 4) **Background:** The Authority typically meets once a year in a day-long session to review issues and plan for the future. Traditionally, Authority members make recommendations regarding potential topics and facilitators; the Authority Chair, Vice-Chair and General Manager select a facilitator and finalize the agenda. Potential dates for a 2017 Planning Session are July 14, August 18, September 8, 22, and October 20.
-
- 5) **Alternatives:**
A. Select a date; identify topics of interest and potential facilitators.
B. Delay a planning session until 2018.
-
- 6) **Budget Notes:** The annual planning session costs are included in the 2017 budget.
-
- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency. This supports all goals of the agency.
-
- 8) **References:** List of Consultants/Facilitators.

Intercity Transit Planning Session Consultants Used / Potential Consultants

CONSULTANT USED	YEAR
Jason Robertson J Robertson & Company 809 Legion Way SE Olympia 943-0595 www.jroandco.com	2016 – board room
Paula Dillard Ascent Partners P. O. Box 690 Grapeview, WA 98546 206-919-5538 www.ascentpartners.net	2015 – board room
Faith L. Trimble The Athena Group AKA - FLT 101 Capitol Way N Suite 300 Olympia, WA 98501 360-754-1954 www.athenaplace.com/members/faith-trimble/	2014 – board room 2013 – board room 2012 – board room
Organizational Resource Group Rick Kramer 1800 Cooper Point Road SW, Bldg. 14 Olympia, WA 98502 360-352-5104 Web: www.orggroup.com	2010 – All held in board room 2009 2008 2007 2006 2005 2004
Rough-Mack Consulting Phone: (360) 259-4285 E-mail: debbieroughmack@aol.com 4133 Banbridge Loop SE Olympia, Washington 98501 www.rough-mackconsulting.com	2003 St. Placid Spirituality Center Catered by Elyse's
Healthy Systems Sara S. Grigsby P. O. Box 146 Corbett, OR 97019 503-695-5678 www.healthysystems.net/htmls/who/bio.htm	2002 St. Placid Spirituality Center

Intercity Transit Planning Session

Consultants Used / Potential Consultants

OTHER POTENTIAL CONSULTANTS:

Wendy Fraser – Fraser Consulting

360-556-6056

www.wendyf.com/

Tonia Sugarman

Northwest Consulting

3104 NE 174th Ave, Vancouver, WA 98682

360-604-2934

Creative Community Solutions, Inc.

2203 Overhulse Road NW, Olympia

360-866-9325

www.ccsolympia.com/

Doug Mah & Associates

360-867-8802

www.dougmahassociates.com/

Sparrowhawk Consulting

510 Bates Street SE, Tumwater

360-412-1700

www.sparrowhawkco.com/

Larry Dressler

Blue Wing Consulting

Boulder, CO

303-440-0425

Michael Pendleton Consulting

Kingston, WA

360-638-1179

Kendra Dahlen

FLT Consulting, Inc. (AKA Athena Group)

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