

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**June 7, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS & RECOGNITIONS** **10 min.**
  - A. **Cameron Crass, Operations Supervisor** (*Mark Sandberg*)
  - B. **Randy Laffey, Scheduling Coordinator** (*Mark Sandberg*)
  - C. **Rena Shawver, Marketing & Communications Manager** (*Eric Phillips*)
  
- 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:** May 3, 2017, Regular Meeting; May 17, 2017, Special Meeting.
  
  - B. **Payroll - May 2017:** \$2,292,382.37
  
  - C. **Accounts Payable:** Warrants dated April 14, 2017, numbers 22581-22657, in the amount of \$329,879.76; Warrants dated April 28, 2017, numbers 22658-22719, in the amount of \$547,970.74; Automated Clearing House Transfers for April 2017 in the amount of \$8,620.05 for a monthly total of \$886,470.55.  
  
Warrants dated May 12, 2017, numbers 22738-22805, in the amount of \$373,383.49; Warrants dated May 26, 2017, numbers 22826-22901, in the amount of \$621,365.01; Automated Clearing House Transfers for May 2017 in the amount of \$10,963.26 for a monthly total of \$1,005,711.76.
  
  - D. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

- |     |   |                |
|-----|---|----------------|
| 5)  | <b>PUBLIC HEARING - None</b>  | <b>0 min.</b>  |
| 6)  | <b>COMMITTEE REPORTS</b>  |                |
|     | <b>A. Thurston Regional Planning Council</b> ( <i>Karen Messmer</i> )                       | <b>3 min.</b>  |
|     | <b>B. Transportation Policy Board</b> ( <i>Karen Messmer</i> )                              | <b>3 min.</b>  |
|     | <b>C. Citizen Advisory Committee</b> ( <i>Joan O'Connell</i> )                              | <b>3 min.</b>  |
| 7)  | <b>NEW BUSINESS</b>   |                |
|     | <b>A. Purchase Tire Carousel</b> ( <i>Jeff Peterson</i> )                                   | <b>5 min.</b>  |
|     | <b>B. Adoption of 2018-2021 TIP</b> ( <i>Eric Phillips</i> )                                | <b>5 min.</b>  |
|     | <b>C. Appoint Agent to Receive Claims Resolution 03-2017</b><br>( <i>Heather Stafford</i> ) | <b>5 min.</b>  |
|     | <b>D. Strategic Plan Goals and End Policies</b> ( <i>Ann Freeman-Manzanares</i> )           | <b>30 min.</b> |
| 8)  | <b>GENERAL MANAGER'S REPORT</b>   | <b>10 min.</b> |
| 9)  | <b>AUTHORITY ISSUES</b>   | <b>10 min.</b> |
| 10) | <b>ADJOURNMENT</b>  |                |

*Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its 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 Circular 4702.1B.*

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 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) 786-8585.*

*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**  
**May 3, 2017**

**CALL TO ORDER**

Chair Sullivan announced at 5:30 p.m. 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; and Labor Representative Art Delancy.

**Members Excused:** Citizen Representative Don Melnick; City of Yelm Councilmember Molly Carmody.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; David Dudek; David Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; David Sharwark; Heather Stafford-Smith; Thomas Van Nuys.

**Others Present:** Citizen Advisory Committee Member, Victor VanderDoes; Legal Counsel, Dale Kamerrer.

**INTRODUCTIONS**

A. Mark Sandberg introduced the new Operator class 17-01.

**COMMITTEE REPORTS**

A. **Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met April 7. John Weidenfeller, General Manager of Thurston PUD gave an overview of what the PUD does and about the variety of water systems they manage, as well as their strategic direction. Members received a tour of the Here to There website; and heard about the Climate Adaptation Plan.

At the upcoming meeting on May 5, members will discuss the potential for an adjustment to the Metropolitan Planning Organization (MPO). This is a boundary change to a county-wide metropolitan planning area.

Members will review for approval Intercity Transit's request that TRPC reauthorize \$63,050 in Congestion Mitigation & Air Quality (CMAQ) Improvement grant funds from the Sustainable Public Transportation - A Community Conversation Project to the Bus Stop Enhancements for Safety and Accessibility project. TRPC is expected to take action in June.

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Messmer said TRPC is nearing completion of the Climate Adaptation Plan and she hopes that in order to keep moving forward on the Sustainable Thurston project that TRPC takes an additional step now to gather data and do inventory of where climate emissions come from, where they are going, and how energy is produced and used. Messmer said the City of Olympia did a project that should be done county-wide which is the assessment of doing inventory of where emissions come from causing climate change. Messmer said an assessment like this would provide a better opportunity to move forward and address the climate emissions and impacts in the community.

- B. Transportation Policy Board (TPB).** Warner said the TPB met on April 12. Members received an update on the Intercity Transit Road Trip; worked on approving an Amendment to the Regional Transportation Improvement Program (RTIP); received a presentation about rail from Jason Beloso, Strategic Planning Manager from the WSDOT rail office. Beloso presented on behalf of WSDOT because he comes from a public transportation background, and has a good understanding of the nexus between transit and rail; Karen Parkhurst provided an update on the 2017 Legislative Session.
  
- C. Citizen Advisory Committee.** CAC member, Victor VanderDoes said the CAC met April 17. The members conducted a lively conversation centered around the Community Conversation Survey. VanderDoes said good ideas transpired from that discussion. There were issues of expanded service and shorter travel times. Some ideas included free bus service for a few months to increase ridership. Members suggested more marketing to schools and students; and more bus rider training.

Messmer attended the April CAC meeting and really enjoyed and appreciated the feedback the CAC provided.

*Commissioner Blake arrived.*

Chair Sullivan announced a quorum of the Authority had been formed, and she called the April 5, 2017, meeting of the Intercity Transit Authority to order at 6:15 p.m., at the administrative offices of Intercity Transit.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF CONSENT AGENDA ITEMS**

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

**A. Approval of Minutes:** April 5, 2017, Regular Meeting; April 19, 2017, Special Meeting.

**B. Payroll – March 2017:** \$2,284,146.20.

**NEW BUSINESS**

**A. Transit Advertising Services.** Procurement Manager, Steve Krueger, presented for approval a request to award a contract for Transit Advertising Services. The Transit Advertising Services contract generates revenue for Intercity Transit. The advertising contractor manages all advertising related activities for our motor coaches and Dial-A-Lift vans. In return, the contractor pays Transit a share of the advertising revenue.

Staff issued a Request for Qualifications and Proposals for Transit Advertising Services on March 9. Ooh Media, LLC (Ooh Media) and the incumbent Lamar, submitted responses by a due date of March 30, 2017. Staff evaluated the proposals and determined Lamar was the responsive and responsible proposer offering the greatest overall value to Transit.

Both proposers guaranteed a 55% net revenue sharing percentage although Lamar offered a minimum annual guarantee of \$300,000 as compared to \$200,000 from Ooh Media. The minimum annual revenue guarantee offered exceeds that of the previous Transit Advertising Services Contract by \$50,000.

Because of the increased minimal annual guaranteed revenue potential and the history of success with Lamar as our service provider, staff recommends the contract be awarded to Lamar.

**It was M/S/A by Citizen Representative Warner and Citizen Representative Messmer to authorize the General Manager to enter into a contract with Lamar Transit, LLC Outdoor for Transit Advertising Services with a minimum annual revenue guarantee of \$300,000 or \$1,500,000 over five years.**

**B. Adoption of Changes: Routes ST 592x, IT 609 and IT 612.** Planning Manager, Dennis Bloom, presented for consideration the elimination of demonstration Routes ST 592x and IT 609; and increase service trips on Express Route 612.

Intercity Transit has operated two ‘demonstration’ routes since September 30, 2013, with 80% funding assistance from two WSDOT Regional Mobility Grants. One is the

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extension of Sound Transit's Route 592 to Olympia/Lacey from their regular DuPont to Seattle service (\$1.1M Operating). The second is Intercity Transit's Route 609, service between Tumwater and Lakewood (\$2.4M Operating/\$1.7M Capital). On March 1, 2017, staff briefed the Authority regarding the costs of this demonstration service, and ridership history. At that time the Authority authorized a public hearing and requested that staff solicit rider input regarding the proposed changes.

In light of public comments received at the April 19<sup>th</sup> public hearing on the proposed service changes, staff adjusted the proposed schedule for new service. This includes better alignment of trip times with current ridership patterns for early morning and late afternoon commute trips and consideration of transfers made by riders (on Capitol Way) to local routes that serve state agency facilities in Tumwater that Route 609 currently serves.

Staff recommends adoption of the following:

- 1) **Elimination of Routes ST 592x and IT 609**. Grant funding for these services ends June 30, 2017, and operating costs cannot be covered without reductions to current Local or Express service. In addition, average ridership on both routes is far below minimum standards for Express service.
- 2) **New Service**. Implement revised schedule to provide 13 additional trips per weekday to Route 612. New service would be funded utilizing WSDOT grant funds over the next two biennium (4 yrs.). The added trips will replace a few 'better than average' ridership trips that Route 609 has, as well as fill some mid-day service gaps. Also, recommend Option 2 (of the new proposed Rt 612 trips), which maintains service at the Hawks Prairie Park & Ride Lot (NE Lacey). The lot is currently being served by Routes 592x and 609. The total estimated operating cost for the added trips, (over 4 years) is approximately \$2,553,600. The grant covers 80% of operating cost with a 20% local match of approximately \$510,716.

In anticipation of the WSDOT grants ending June 30th, Intercity Transit applied for and has been recently notified that a new round of Regional Mobility Grant funds will help fund the addition of 13 trips to Route 612, (service between Olympia/Lacey and Tacoma/ Lakewood). Some of the proposed new trips are aligned to a few Route 609 trips that have better than average ridership. We anticipate this will help lessen the impact of the service loss. No additional grant funding though was available for the ST 592x, but Sound Transit will continue to operate this route between DuPont, Lakewood and Seattle.

*Councilmember Gilman arrived.*

**It was M/S/A by Citizen Representative Warner and Councilmember Clarkson to adopt recommended service changes as presented with the final day for current grant funded services continuing thru June 30, 2017, and modifying the public schedule for Olympia Express service as recommended in consideration of new grant funding, with revised service beginning Monday, July 3, 2017.**

- C. Cancel the July 5, 2017, Authority Meeting.** Freeman-Manzanares presented for consideration the cancellation of the July 5<sup>th</sup> Authority meeting. The meeting falls after the July 4<sup>th</sup> holiday which could potentially create the lack of a quorum. In addition, staff does not have any agenda items scheduled for that meeting.

**It was M/S/A by Citizen Representative Messmer and Councilmember Clarkson to cancel the July 5, 2017, regular Authority meeting.**

- D. 2018-2023 Strategic Plan Policy Positions.** Freeman-Manzanares conducted a first review of the 2018-2023 Strategic Plan at the April 19 meeting, and this was a second review of the remaining Strategic Plan items.

**1. Should the vanpool program continue to expand to keep pace with demand?**

Authority direction for 2018 is to focus on building the program to previous numbers of active groups and thereafter plan on expanding the program to meet demand.

**2. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

Authority direction for 2018 is to complete the Pattison Street UST project, focus on finalizing the design and obtaining funds to complete the full renovation and expansion of the Pattison Street Facility, and finalize design and pursue construction at the Olympia Transit Center.

**3. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**

Authority direction for 2018 is to continue all four of these programs in future years.

**4. Are our services - Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

Authority direction for 2018 is to continue to improve its service to persons with disabilities focusing on travel training, bus buddies, improved bus stop locations as well as the surrounding area and enhance marketing.

**5. Is the current fare policy appropriate?**

Authority direction for 2018 is to retain our current fare structure and retain our policy to review fares every three years.

**6. Should Intercity Transit's planning for the next six years be financially constrained?**

Authority direction is for the 2018 budget to be financially constrained but to focus on an extensive community engagement and conversation to help define what the community wants public transit to look like in the future.

**7. What role should Intercity Transit play in local transportation projects- Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Challenge?**

Authority direction for 2018 is to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

**8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

Authority direction for 2018 is to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.

**9. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

Authority direction for 2018 is to maintain the current policy which is not to expand the PTBA.

**10. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?**



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Authority direction for 2018 is to bring together community stakeholders (schools, private business, non-profits, state and local governments) to define what the community wants public transit to look like and define how to fund the services and programs.

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

There is \$375,000 in the 2017-2018 state budget for DASH service.

Intercity Transit received an award letter for Regional Mobility funds - \$993,612 for the 612 Extension and \$2M to finalize design for the Pattison project. The follow-on awards for 2019-2021 are \$1,049,546 for the 612 and \$3,900,000 for construction of a regional vanpool center.

As part of the ITRoadTrip, the agency participated at the Nisqually Home and Garden Show. Intercity Transit will be at the Lacey Spring Fun Fair this upcoming weekend.

Thomas Wittman is finalizing the analysis of existing service. The agency is tentatively scheduled for public meetings the second and third weeks in June, to share what we've learned and to gather feedback. The tentative schedule is:

- Lacey Library Monday, June 12 from 4 to 6 p.m.
- Tumwater Library Wednesday, June 14 from 4 to 6 p.m.
- Olympia Library Thursday, June 15 from 5 to 7 p.m.
- Yelm Community Center Tuesday, June 20, from 4 to 6 p.m.

Intercity Transit will participate in the first parade of the season – Prairie Days, being held June 24 at 9:30 a.m. in Yelm. The agency will participate in the Pride Parade in Olympia, the July 4<sup>th</sup> Parade in Tumwater and the Lakefair Parade.

The contractors moved on site Monday, May 1 to begin installing silt and security fencing around the project site. The remainder of the work this week is to install construction entrances off of Martin Way and on Pattison Street. Next week, they will begin moving dirt off site.

Intercity Transit requested an administrative change at the May 5 TRPC meeting to reauthorize \$63,050 in Congestion Mitigation & Air Quality (CMAQ) Improvement grant funds from the Sustainable Public Transportation – A Community Conversation Project to the Bus Stop Enhancements for Safety and Accessibility project.

Intercity Transit received notice from the Federal Transit Association about inactivity on one of three federal grants for the Olympia Transit Center project. That grant is specifically for construction and we won't be expending any dollars on construction

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between now and the end of this federal fiscal year. The grant is for \$1,252,000. Staff is working on a response and seeking assistance from Region 10 to maintain those funds so we can continue to move forward with the project.

Intercity Transit's Maintenance Team, Operators and Coaches are heading to the National Rodeo this weekend being held in Reno, Nevada. We wish them the very best!

**AUTHORITY ISSUES**

Warner said he and Dial-A-Lift Manager, Emily Bergkamp conducted a training in Leavenworth, in April on the topic, "Working with Your Board Member on the American's With Disability Act."

Warner conducted a Transportation Policy Class on April 30 in the board room of Intercity Transit. He said the students were very impressed with the positive attitude of staff.

Councilmember Clarkson announced he has been appointed to the Intercity Transit Authority.

Clarkson said the City Manager announced that beginning next week Marvin Road will be completely closed north of I-5 to resume road work, and will remain closed until the work is completed. This is due to the poor weather conditions that have made it difficult to complete the necessary road work.

**ADJOURNMENT**

**It was M/S/A by Citizen Representative Warner and Councilmember Clarkson to adjourn the meeting at 7:22 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: June 7, 2017.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**May 17, 2017**

**CALL TO ORDER**

Chair Debbie Sullivan called the May 17, 2017, Special Meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Thurston County Commissioner Bud Blake; City of Lacey Councilmember Virgil Clarkson; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner;

**Members Excused:** Citizen Representative Don Melnick; Labor Representative Art Delancy.

**Staff Present:** Ann Freeman-Manzanares; Dennis Bloom; Paul Koleber; Steve Krueger; Pat Messmer; Jim Merrill; Carolyn Newsome; Eric Phillips; Steve Swan.

**Others Present:** Citizen Advisory Committee member, Michael Van Gelder.

Prior to approval of the agenda, Chair Sullivan announced that agenda Item 6 could potentially run longer than the allotted 60 minutes, and if that should be the case, she will move Item 7 to a future meeting.

**APPROVAL OF AGENDA**

**It was M/S/A by Councilmember Carmody and Councilmember Clarkson to approve the agenda as presented.**

**INTRODUCTIONS**

Customer Service Manager, Joy Gerchak, introduced Denise Paul, Customer Service Representative.

**PUBLIC COMMENT**

None

**PUBIC HEARING 2018-2021 Transit Improvement Program**

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Development Director, Eric Phillips, presented for public comment the 2018-2021 Transit Improvement Program (TIP). Phillips noted he received one comment via email from someone who was looking for a copy of the project list.

*Chair Sullivan opened the public hearing at 5:36 p.m.*

*With no one from the public present to comment, Chair Sullivan closed the public hearing at 5:37 p.m.*

### **CITIZEN ADVISORY COMMITTEE REPORT.**

CAC member Michael Van Gelder said the CAC met on May 15. The committee received a briefing on the Transit Improvement Plan which generated several questions and comments.

Members conducted a full discussion of the strategic plan policy positions, and some of the highlights included continued interest in park-and-ride lots, and the agency should continue to look for partners to help fund park-and-rides. Looking at the mix of services the agency offers, members want to explore local express service with limited stops between points A and B, and members agreed it was important to reduce travel times. Members had questions about definitions of the transit priority measures. Members want to see continuation of the Youth Education Program; bus stop and ADA enhancements.

The CAC supports the positions as stated by the Authority, and asked how the positions could be connected to other things. The CAC discussed how to serve beyond the current service area recognizing there are funding limitations, and they recognize that the agency needs to build up service within the existing service areas like Hawks Prairie. The CAC also received a presentation by CAC member, Carl See about road usage charges.

*Commissioner Blake arrived.*

### **SHORT RANGE SERVICE PLAN & COMMUNITY CONVERSATION UPDATE**

Planning Manager, Dennis Bloom, along with Thomas Wittmann from Nelson Nyggard, and Jason Robertson, the Communications and Outreach Consultant, provided an update on current efforts in developing the Short Range Plan, including ongoing efforts to engage broad public participation in identifying and setting future priorities for the agency's Long Range Plan.

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Bloom provided a brief overview of what would be presented including Wittman's recently completed Existing Conditions Report, and Robertson's update on the current outreach effort. Bloom mentioned the effort the agency has been looking at for some time, how service is currently performing and how it relates to land use issues. Part of this will also be provided at public open houses during the month of June.

Wittman presented a slide show on his work to date for Intercity Transit's Short/Long Range Plan. Wittman said he hopes to help the Authority understand what the context is, and what the market for transit is, how Intercity Transit is doing currently, and if there are any gaps that the data reveals in terms of travel patterns and where people are actually using transit services now.

Transit Plan Goals and Objectives - an assessment of strengths and weaknesses of IT service; the Short Range Plan will be used to address growth and operational issues; the Long Range Plan is to position IT to provide mobility throughout the PTBA.

In some cases, it could be service that IT is currently providing, and in other cases it might be different ways to serve mobility needs that may not necessarily be apparent now. Wittmann will look at these services and present a series of options to consider. Another part of this effort is to look further into the future to help understand where the region is growing. There are 140,000 new people anticipated to move to the area in the next 20 years, and how are they going to travel around? And what things does IT need to do in order to make sure the public can get to where they need to go and still maintain the quality of life and economic vitality of this region?

This review process is to help the Authority understand various service elements such as: where the market for transit service might be, an in-depth look at where ridership is now, how are the routes doing for ridership and on-time performance, what stops are being utilized effectively. Next steps include engaging the public, understanding what existing users as well as potential users' needs are before coming up with alternative options. The key is to listen to what the public has to say, listen to what the ITA and CAC have to say to help understand what the priorities should be, and through a specific process end up with a plan that reflects community values for both the short term and long term.

Wittman reviewed some of the processes completed so far:

### **Market Assessment:**

- Commuter Travel Patterns (TRPC maps) of those traveling within Thurston County.

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- The Market Segmentation and Customer Satisfaction reports: provide very good details of IT's current market, riders and non-riders.
- Socio-economic/census map within the district: demographics by age, low income, disabled, households without vehicles, etc. that show the areas where there's a "propensity" to utilize transit service. The map also displays routes showing areas served by IT; and areas that are not currently served.
- Population/Employment density (map). The rule of thumb is approximately 80% of the success of a transit system ridership has to do with population and employment density. For example, where are the higher levels of population? For a system the size of IT, if there are less than five to seven households per acre, fixed route isn't necessarily going to be successful.
- Where is employment density? While there is some employment density, there are not really high levels. Each one of the population /employment density areas tells its own story. Our effort will help determine if there are areas with these higher densities that don't have service now. But from a Gap Analysis perspective our initial conclusion is that the highest density areas of population/employment are currently being served by IT.

### **Low Income Households (map)**

- Certain clusters in northeast and west sections of Olympia and in the south core of Lacey. There is also a correlation between low income households and areas that have zero vehicles per household. For example, zero vehicle households are more likely to use transit.

### **Renter Household Density (map)**

- Greater concentration of rental housing are traditionally more likely to use transit. For example there are concentrations in some of the older areas of Olympia, west Olympia and Lacey.

### **Demographic Analysis Takeaways:**

- Majority of PTBA currently has less than 10 residents/acre
- Areas with highest propensity are currently served by Intercity Transit
- Older neighborhoods, close to downtown Olympia, have high transit propensity (dense and socio-economic propensity)
- There are certain areas where there are unmet needs: NE Lacey, Jubilee which has a high senior population. It's one of the challenges that IT needs to look at as part of this process.

### **Travel Demand - All Trips**

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- TRPC data was used to review trip patterns internal to the PTBA and in some cases, Thurston County; also Longitudinal Employer-Household Dynamics (LEHD) data from U. S. Census.

### Estimated Travel Demand

School/Work Trips: includes work trips, university, high school and other school trips. We also look for gaps or trip patterns that don't show up.

- Work Travel from Thurston County
  - Total = 94,443 daily work trips in 2014.
- Work Travel to Thurston County
  - Total = 95,061 daily work trips in 2014.
- Work Travel to Olympia
  - More than half of all work trips in the County
  - Total = 42,055 daily work trips
  - Over 3,200 from Lacey
  - Over 2,200 from Tumwater
- Work Travel to Lacey
  - Total = 18,784 daily work trips
  - Nearly 2,000 from Olympia
  - Over 600 from Tumwater
- Work Travel to Downtown Olympia/Capital
  - Total = 20,764 nearly half of all work trips are to Downtown Olympia/Capital area
  - Over 1,400 from Lacey
  - Over 1,100 are from Tumwater

From a trend perspective there is an anticipated growth in commuter service and commuter market into Thurston County to and from the north, but an increasing trend is coming from the west and south.

Look at it from a downtown perspective: almost half of the work trips coming into Olympia are headed to the downtown Olympia area. Riders coming from Olympia, Lacey and Tumwater are the biggest markets, but Seattle and Tacoma have almost 500 people that drive to work in downtown Olympia every day. IT's fixed route service is carrying some of those individuals and some are using vanpools, too.

### **Travel Demand Takeaways**

- Strongest travel desire lines within the PTBA are served by IT now
- Unserved travel patterns include:
  - East Lacey to North Lacey trips (a.k.a. Hawks Prairie)
  - Regional markets outside of PTBA
  - NW Thurston County
  - Pierce County
  - King County

Bigger markets without direct service (not going through downtown Olympia):

- SE Tumwater to SW Olympia
- How big is the market from Tumwater to Lacey?
- How likely would intra-county express service be successful? It could be, but there is no guarantee given the numbers that we see.
- Tumwater to Lacey 'travel lines' are not as high as multiple other markets.

Olympia Zoning (comp plan map) - looking for big developments coming in the future, but the city has set it on the east and west sides of the city.

Lacey Zoning (map)- Wittman noted the brown areas on the map along Martin Way indicate anticipated growth, as well as the core area. Hawks Prairie zoned for light industrial and senior housing on the north end. There is single family density housing. Looking at an opportunity perspective - are there areas in Lacey that need service as a result of recent development; or if there is a need for service - is a 40' bus the right solution?

### **Key Market Segmentation & Customer Satisfaction Survey Takeaways**

- Low income population is more transit dependent
- Market share of Intercity Transit has shrunk
- Customer satisfaction has dropped, especially on-time performance
- Top desired service improvements:
  - On-time performance
  - Extended evening hours

### **System/Service Evaluation**

- This is a high level overview of strengths and weaknesses of existing service. It's drilled down for each of the routes. For example, what is the ridership by stop? For each trip? Is the bus on time, overloaded, what is the quality of service? Thirty-minute service typically is the threshold for discretionary riders. If bus service doesn't come every 30 minutes, then it's not convenient. When looking at



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service designs, anytime service is showing 45 minutes or more, it's not designed for discretionary riders.

- Looking at it from peak perspective and high frequency corridors: Martin Way, Capital Way/Blvd. service to Evergreen, Capital Mall and the Community College. Majority of IT riders are using these main corridors.
- Would also note, current trend in ridership is declining and this is a national trend. Only Seattle is seeing a gain in ridership, and much of it is on light rail, particularly new lines. What can be done to reverse this declining trend?
- The Lacey and Olympia Transit Centers are the highest ridership stops in the system by a big margin. A lot of that is transfer volumes, but we need to look to see what is around those areas in terms of walking access opportunities.
- What does Intercity Transit do with areas or routes not doing as well? Look at the productivity of individual bus routes by weekday. Questions to ask are: "Should you be serving low rider areas with any bus?" If a bus is carrying less than 15 passengers per hour, is this the market for a regular size bus? Perhaps an alternate option such as a smaller, flexible bus operated by another agency, or a private-public partnership that uses a smart device app. You can see these approaches being test piloted in different areas of the country now.

Warner asked if there is data showing how much Evergreen ridership goes down between June and September. Wittman responded yes, and service to the college is reduced, too.

Warner asked if there was a potential to increase Dial-A-Lift costs if eliminating some of the lower-performing routes might mean individuals would not be able to get to accessible fixed route service. Wittman said he is not recommending eliminating any routes. He's simply pointing out there may be opportunities to do things differently.

Messmer said it would be helpful to have information about the differences in hourly cost with just current cost for equipment and the service we're providing.

Messmer asked if productivity is measured differently for Express service. Wittman said Express service as currently configured should not be measured by "passengers per hour," but instead by "passengers per trip." On the other hand, ridership should be higher, yet it is dropping for any number of reasons. What can be done to make service more compelling than it is currently? Are we going to the right places? Are we going at the right times?

## **Intercity Transit Authority Work Session**

**May 17, 2017**

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- Looking at ridership from a Saturday perspective, productivity has been down as well, and getting worse on Sundays because of the missing non-traditional market outside of the 8 to 5 workers and students. The challenge will be how to maintain service and coverage, and is there a different approach to do this.
- On-time performance: measured by every time point and every trip for multiple days over a month's time. The average on-time performance arriving 0 to 5 minutes of the schedule time - 65% of IT buses arrived at time point on time. That is lower than typically seen.
- Late arrival is a typical issue. A system the size of Intercity Transit should have on-time performance between 85% and 90%. On-time performance is a big challenge and concern. We need to ask, "Are we scheduling this the right way?" Short-term, we'll be looking at how to address some of these issues - are there things Intercity Transit can do to improve these numbers in order to make service more reliable.

### **Key Takeaways**

- On-time performance needs significant improvements
- High frequency corridor approach is working
- Multiple routes/areas where productivity is less than 10 passenger/hours - an alternative approach should be considered
- Commuter services are expensive and productivity is declining

### **Public Outreach Efforts**

- Before making recommendations there are three phases of public outreach. Talk with existing and potential customers, starting in June with public meetings.
  - Project Initiation
  - Information Gathering
  - Alternatives Development
  - Draft/Final Reports

### **Outreach Elements**

- Project website
  - Learn about project
  - Feedback opportunities
  - Take the survey
- Public meetings
- Stakeholder meetings
- Operator outreach

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- Customer comments

Jason Robertson spoke and provided an update on the Road Trip effort.

### **Road Trip Inputs to Date**

- Online survey (32 entries and rising)
- Idea boxes (varied volumes)
- Existing public comment log (300+ inputs)
- Stakeholder interviews (Robertson reviewed the Road Trip Stakeholder Interview Participants List)
- Intercept surveys

Van Gelder would like to see state agencies included on the stakeholder interview list.

Robertson reviewed the sample stakeholder questions which are different from the survey questions. Stakeholder questions ask more in-depth about how to be partners. For example, what are they trying to do and how can transit help them get there? How to communicate with constituents? What are the public transportation priorities?

### **Robertson shared things riders are saying:**

- Service frequency is important (Example: along main corridors 7 minute service would be better than 15 minutes)
- Express service
- Better connection times
- Expanded routes and services: Hawks Prairie, Panorama, Black Lake, Rich Road
- A west side Dash service (Harrison, Mall, Cooper Point)
- Continue serving needs of seniors, youth, and disabled populations
- New technology: swipe passes or electronic fare media
- A second downtown transfer station because the first one is too crowded and it affects transfer times; sometimes feeling unsafe there is also an issue.

### **Community Organizations:**

- Pursue system flexibility (new services and product integration)
- Increase appeal and marketing to employers/economic activity centers
- Increase social media presence and use of apps
- Continue pursuing solutions for rural and out-of-county destinations
- Promote transit services to visitors

### **A slide of Upcoming Public Open Houses in June**

- Monday, June 12 - Lacey Public Library from 4 to 6 p.m.
- Wednesday, June 14 - Tumwater Library from 4 to 6 p.m.

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- Thursday, June 15 - Olympia Comm. Ctr. From 11:30 a.m. to 1:30 p.m.
- Thursday, June 15 - Olympia Library from 5 to 7 p.m.
- Tuesday, June 20 - Yelm Community Center from 4 to 6 p.m.

### **Next Steps**

- Public outreach continues
- Land use scenarios to review
- Define mobility options
  - Emerging mobility options (like Uber and Lyft)
  - High capacity transit (like a Bus Rapid corridor line)
- “Alternatives” development of services and findings

Warner asked what is being done to make sure there is outreach to limited English proficiency populations. Wittman said he still needs to work on the outreach plan and how to publicize it, and what accommodations are needed for those populations. Robertson said he is hoping to catch people through the intercept surveys and reach a cross section of people. For example, they attended the Diversity Fair, and they will be attending more events like that. Looking at the current demographics, there are not a lot of diverse groups in our communities. If Authority members have contacts at any group, refer them to Robertson.

Messmer would like to take the final analysis to the Transportation Policy Board (TPB) and TRPC for discussion when the time is right.

Gilman, who serves on the Transportation Policy Board, said Amtrak and Sound Transit recently presented at the TPB a few weeks ago. He believes the TPB would now be more receptive to local and regional transit possibilities. He likes Robertson's idea about input from the outreach meetings being synthesized at the right time as questions are formulated.

### **STRATEGIC PLAN - GOALS AND END POLICIES.**

Due to time limitations, Chair Sullivan deferred this agenda item to a future Authority meeting.

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

Ransomware update - Information Systems has been working many hours to ensure Intercity Transit's computer system is safe. They have been focusing on the Dial-A-Lift Web Portal which is used to reserve DAL rides via the internet. That system is running on an extremely old operating system (Windows Server 2003). Since the system is

## **Intercity Transit Authority Work Session**

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publically accessible and on an operating system that is no longer fully supported by Microsoft, we are shutting the system down for an extended period.

Operators and Supervisors did a fantastic job of keeping everything running smoothly during the rain and wind storm on May 4.

The Authority is encouraged to attend the scheduled public meetings for the Intercity Transit Road Trip. CAC members are also invited to attend.

Intercity Transit will participate in four parades this summer:

- Capital City Pride - June 17
- Yelm Prairie Days - June 24
- Tumwater 4<sup>th</sup> of July Parade
- Lake Fair parade - July 15

Staff is working with the school districts and the jurisdictions to advertise the \$20 Summer Youth Passes.

Construction on the underground storage tank is moving along quickly.

Operator, Rob Wood, took 2<sup>nd</sup> place at the International Bus Roadeo in Reno, Nevada. There is a large group of Operators interested in participating in the 2017 Roadeo being held at the state conference in August.

### **AUTHORITY ISSUES**

Gilman will not be available June 15 to attend the public meeting in Olympia.

Clarkson said the road paving along Marvin Road is almost complete. Striping of the road remains.

Carmody thanked Intercity Transit for participating in the Nisqually Home and Garden Show. She noted it was less well attended this year than in the past.

Warner referred to a letter sent to Intercity Transit's Dial-A-Lift staff from the Thurston County Thunder Fish - Special Olympics Swim Team. They apparently were stranded during swim practice on May 4 when the major rain storm hit, and Intercity Transit made great efforts to get them safely to their destinations.

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Gilman said Mike Harbour attended the May 10 Transportation Policy Board meeting, and he strongly made the case to pursue stronger regional transit, and not to focus on the possibility of commuter rail hooking up to trains in Olympia.

Messmer attended the Transportation Policy Board and there was discussion about the rain storm and how Intercity Transit was part of the emergency response process. Many were not aware that the agency is often called upon during emergencies such as this.

Sullivan said on May 16, 2017, the City of Tumwater, the Tumwater School District and TOGETHER! co-hosted a Community Summit at Peter G Schmidt Elementary School. She thanked Freeman-Manzanares and Eric Phillips for attending. She noted that even though conversation centered on partnerships with the schools and other agencies such as law enforcement, transportation did come up several times in the conversation. She said it's important that Intercity Transit be invited to community outreach events.

Warner said Metro is conducting a trial run on their new app for purchasing fares. He said he could purchase a daily pass on his Smartphone and found it to be very convenient.

**ADJOURNMENT**

**It was M/S/A by Councilmember Clarkson and Vice Chair/Citizen Representative Messmer to adjourn the meeting at 7:30 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: June 7, 2017**

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

PERIOD DATES: 04/16/2017 - 04/29/2017					PAYDATE 6/6/2017		PERIOD DATES: 4/30/2017 - 5/13/2017					PAYDATE 5/19/2017	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
IRS	FIT MT		EFT	83,738.08		IRS	FIT MT		EFT	86,036.96			
			EFT	22,700.24	106,438.32				EFT	23,212.56	109,249.62		
INS	A2/35	Life Ins.		0.00	0.00	INS	AL/35	Life Ins.		0.00	0.00		
HEALTH	D3/31	Disability Ins		2,271.96	0.00	HEALTH	D3/31	Disability Ins		3,013.68	0.00		
HEALTH	HE/37	Health In1st		24,199.14	0.00	HEALTH	HU/38	Health In 2ND		331,790.00	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/Brkmp	148.00			
GARNISHMENT	GN/08	Garnish	CHECK last	368.36		GARNISHMENT	GN/08	Garnish	CHECK last	893.11			
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				EFT	0.00	0.00		
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	8,625.00	8,625.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	8,425.00	8,425.00		
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,972.75	15,972.75	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	15,687.17	15,687.17		
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	48,060.44		401K	DC/97	Vgrd EE	Wire	51,310.10			
VANGUARD	DC/22	Vgrd ER	Wire	32,217.39	80,277.83	VANGUARD	DC/22	Vgrd ER	Wire	34,335.30	85,645.40		
LOAN	L2/29	401k Ln#2	Wire	5,419.83		LOAN	L2/29	401k Ln#2	Wire	5,437.62			
LOAN	LN/29	401k Ln #1	Wire	7,843.94	13,263.77	LOAN	LN/29	401k Ln #1	Wire	7,998.55	13,436.17		
		TTL VNGRD		93,541.60				TTL VNGRD		99,081.57			
LABOR INS	LI/02	L&I	EFT Quarterly	32,982.57		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	33,830.29			
MACHINISTS UNION DUES	MD/51	Mch.UnDues	Check last	1,502.26		MACHINISTS UNION DUES	MD/51	Mch.UnDues- 164 PEREE	Check last	0.00			
	MU/52	Mac.initlatn	Check last	46.50			MU/52	Mac.initlatn	Check last	1,548.99			
	MS/60	Payroll Corr check		256.25			MS/60	Payroll Corr check		256.25			
	GL/11	GTLife		0.00			GL/11	GTLife-ER/EE TERM/YRLY		0.00			
	TF/	Tx.Fr.Benefit	Employer	205.00	0.00		TF/	Tx.Fr.Benefit	Employer	0.00	0.00		
PROJECT ASSIST	PA/66	Proj.Assist	Check last	488.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	483.00			
PENSION STATE PERS	PN/04	PERS EE	EFT	49,563.55	0.00	PENSION STATE PERS	PN/04	PERS EE	EFT	51,035.64	0.00		
	PN/04	PERS ER	EFT	89,677.56	139,241.11		PN/04	PERS ER	EFT	92,403.14	143,438.78		
		TTL PERS		139,241.11				TTL PERS		143,438.78			
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	256.86	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	393.87	0.00		
ICMA	RC/24	ICMA EE	WIRE	5,721.37		ICMA	RC/24	ICMA EE	WIRE	5,688.95			
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	1,474.65	1,731.51	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,459.25	1,853.12		
ICMA	RR/25	ICMA ER	WIRE	3,261.68	8,983.06	ICMA	RR/25	ICMA ER	WIRE	3,181.19	8,870.14		
		TTL ICMA		10,714.56	11,064.56			TTL ICMA		10,723.26	11,073.26		
457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	13,747.38		457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	14,340.57			
	SR/27	457 ST ER	EFT	7,157.26	20,904.64		SR/27	457 ST ER	EFT	7,630.04	21,970.61		
	ST/67/SS68	AFLAC POST/PRE	EFT	4,282.74	4,282.74		ST/67	ShTrmDisab-AFLAC	EFT	4,213.92	4,213.92		
ATU UNION DUES	UC/45	Un COPE	Check 1st	235.00		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	594.00			
	UD/42	Un Dues	Check last	5,728.23			UD/42	Un Dues-BOTH PP	Check last	5,726.27			
	UI/41	Un Initlatn	Check last	80.00			UI/41	Un Initlatn- 100.00 PEREE	Check last	80.00			
	UT/43	Un Tax	Check last	3,004.90			UT/43	Un Tax IST PP	Check last	0.00			
UNITED WAY	UW/62	United Way	Check last	446.50		UNITED WAY	UW/62	United Way	Check last	418.50			
WELLNESS	WF/64	Wellness	Check last	337.50		WELLNESS	WF/64	Wellness	Check last	332.50			
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit) ACH Wire every			493,636.48	493,636.48	DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit) ACH Wire every			492,209.31	492,209.31		
	Paychecks			12,286.28			Paychecks - LIVE CHECKS			25,375.59			
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$895,604.90		TOTAL TRANSFER (tie to Treasurer Notifications)				\$907,246.84		
	TOTAL PAYROLL*:			\$980,418.35			TOTAL PAYROLL*:			\$1,311,964.02			
GROSS WAGE	GROSS EARNINGS:			803,627.82		GROSS WAGE	GROSS EARNINGS:			835,106.20			
ER AMOUNT	EMPR MISC DED:			165,440.31		ER AMOUNT	EMPR MISC DED:			465,251.54			
MEDICARE TAX	EMPR MEDICARE TAX:			11,350.22		MEDICARE TAX	EMPR MEDICARE TAX:			11,606.28			
	TOTAL PAYROLL FOR MAY 2017				\$980,418.35		TOTAL PAYROLL FOR MAY 2017				\$1,311,964.02		
DIRECT DEP.	ACH WIRE TOTAL			518,284.23		DIRECT DEP.	ACH WIRE TOTAL			516,371.48			

0.00

\$0.00

0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/14/2017

Thru Date: 04/14/2017

Check #	Check Date	Ref #	Name	Amount	Voided
00022581	4/14/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,671.05	
00022582	4/14/2017	06269	CLAUS-SHARWARK, DAVID	\$1,020.06	
22583	4/14/2017	01405	ADVANCE GLASS INC	\$433.24	
22584	4/14/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$118.00	
22585	4/14/2017	01805	AMB TOOLS AND EQUIPMENT CO INC	\$73.99	
22586	4/14/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
22587	4/14/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
22588	4/14/2017	01960	AMERICAN SEATING COMPANY	\$835.58	
22589	4/14/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$307.88	
22590	4/14/2017	02380	ARAMARK UNIFORM SERVICES	\$1,056.80	
22591	4/14/2017	02580	ASSOCIATED PETROLEUM	\$35,212.92	
22592	4/14/2017	02825	AUTO PLUS - OLYMPIA	\$302.69	
22593	4/14/2017	03250	BATTERY SYSTEMS, INC	\$787.50	
22594	4/14/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$999.70	
22595	4/14/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$4,176.98	
22596	4/14/2017	05740	CED	\$70.18	
22597	4/14/2017	06060	CITY OF OLYMPIA	\$1,850.44	
22598	4/14/2017	06490	COLE GRAPHIC SOLUTIONS INC	\$2,011.91	
22599	4/14/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,275.98	
22600	4/14/2017	07215	CUMMINS ALLISON CORP	\$334.02	
22601	4/14/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
22602	4/14/2017	07220	CUMMINS NORTHWEST INC	\$30,179.08	
22603	4/14/2017	07619	DAVID S FOSTER	\$1,750.00	
22604	4/14/2017	07620	DAVIS WRIGHT TREMAINE LLP	\$1,963.50	
22605	4/14/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$7,491.48	
22606	4/14/2017	09885	FMNA LLC	\$99.75	
22607	4/14/2017	10285	FTE NEWS MAGAZINE	\$200.00	
22608	4/14/2017	10607	GENUINE AUTO GLASS OF LACEY	\$1,435.19	
22609	4/14/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22610	4/14/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22611	4/14/2017	10660	GILLIG LLC	\$24,682.29	
22612	4/14/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
22613	4/14/2017	10759	GORDON TRUCK CENTERS INC	\$5,741.70	
22614	4/14/2017	11615	INDUSTRIAL HYDRAULICS INC	\$489.81	
22615	4/14/2017	11892	J ROBERTSON AND COMPANY	\$4,038.89	
22616	4/14/2017	11895	J&I POWER EQUIPMENT INC	\$8.17	
22617	4/14/2017	11943	JOANNA GRIST	\$1,750.00	
22618	4/14/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$458.70	
22619	4/14/2017	13661	LOOMIS	\$518.25	
22620	4/14/2017	13750	MAILBOX OF OLYMPIA	\$800.00	
22621	4/14/2017	13793	MARTIN WAY COLLISION INC.	\$2,795.51	
22622	4/14/2017	14590	MOHAWK MFG & SUPPLY	\$75.24	
22623	4/14/2017	14750	MULLINAX FORD	\$1,016.34	
22624	4/14/2017	14760	MUNCIE TRANSIT SUPPLY	\$1,007.56	
22625	4/14/2017	14900	NAPA AUTO PARTS	\$442.96	
22626	4/14/2017	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$15,654.78	
22627	4/14/2017	15140	NISQUALLY TOWING SERVICE	\$202.50	
22628	4/14/2017	15217	NORTHWEST EVENT DEOCRATORS	\$329.12	
22629	4/14/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$407.79	
22630	4/14/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$562.39	
22631	4/14/2017	16752	PERFORMANCE RADIATOR PACIFIC LLC	\$822.15	
22632	4/14/2017	16820	PIERCE COUNTY SECURITY	\$15,924.34	
22633	4/14/2017	16966	POINT & PAY	\$2,882.62	
22634	4/14/2017	17290	PUGET SOUND ENERGY	\$17,710.03	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/14/2017

Thru Date: 04/14/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22635	4/14/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,800.64	
22636	4/14/2017	17420	R&R TIRE COMPANY, INC.	\$1,534.08	
22637	4/14/2017	17505	RAINIER DODGE INC	\$398.56	
22638	4/14/2017	17683	REMIX SOFTWARE INC	\$13,520.00	
22639	4/14/2017	17893	SCHEDULE MASTERS	\$6,927.04	
22640	4/14/2017	17900	SCHETKY NW SALES INC	\$318.01	
22641	4/14/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$0.00	<input checked="" type="checkbox"/>
22642	4/14/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,659.42	
22643	4/14/2017	18145	SIX ROBBLEES INC	\$157.39	
22644	4/14/2017	18355	SOUND TRANSIT	\$28,652.68	
22645	4/14/2017	18900	TEKNON CORPORATION	\$2,983.82	
22646	4/14/2017	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,560.00	
22647	4/14/2017	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
22648	4/14/2017	21950	TITUS-WILL CHEVROLET	\$2,917.95	
22649	4/14/2017	22010	TOYOTA OF OLYMPIA	\$448.21	
22650	4/14/2017	22325	TTL PARTNERS LLC	\$3,297.00	
22651	4/14/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$33,523.33	
22652	4/14/2017	23770	VANNER, INC.	\$3,051.98	
22653	4/14/2017	24000	W W GRAINGER INC	\$826.12	
22654	4/14/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$300.00	
22655	4/14/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$279.00	
22656	4/14/2017	24750	WA ST GET PROGRAM	\$227.00	
22657	4/14/2017	25380	WASHINGTON GARDENS	\$315.52	
<b>Total:</b>				<b>\$329,879.76</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/28/2017

Thru Date: 04/28/2017

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22659	4/28/2017	01405	ADVANCE GLASS INC	\$139.05	
22660	4/28/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,327.69	
22661	4/28/2017	01960	AMERICAN SEATING COMPANY	\$173.92	
22662	4/28/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$97.01	
22663	4/28/2017	02380	ARAMARK UNIFORM SERVICES	\$1,003.78	
22664	4/28/2017	02580	ASSOCIATED PETROLEUM	\$77,699.51	
22665	4/28/2017	02990	B&B SIGN COMPANY LLC	\$84.29	
22666	4/28/2017	03250	BATTERY SYSTEMS, INC	\$2,541.41	
22667	4/28/2017	04120	BUILDERS HARDWARE CO	\$125.23	
22668	4/28/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$1,236.88	
22669	4/28/2017	05740	CED	\$537.38	
22670	4/28/2017	06120	CITY OF OLYMPIA UTILITIES	\$1,825.72	
22671	4/28/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,867.94	
22672	4/28/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
22673	4/28/2017	07220	CUMMINS NORTHWEST INC	\$25,109.05	
22674	4/28/2017	07532	DALCO, INC.	\$6,502.43	
22675	4/28/2017	08780	EMERALD SERVICES INC	\$951.54	
22676	4/28/2017	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$240.00	
22677	4/28/2017	09820	FLEET-NET CORP	\$190.40	
22678	4/28/2017	10477	GALLS, LLC	\$2,229.85	
22679	4/28/2017	10580	GENE'S TOWING INC	\$736.75	
22680	4/28/2017	10605	GENFARE	\$90.92	
22681	4/28/2017	10607	GENUINE AUTO GLASS OF LACEY	\$1,320.29	
22682	4/28/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22683	4/28/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22684	4/28/2017	10660	GILLIG LLC	\$15,504.96	
22685	4/28/2017	10759	GORDON TRUCK CENTERS INC	\$7,684.63	
22686	4/28/2017	11905	JANEK CORPORATION	\$446.08	
22687	4/28/2017	11909	JAYRAY ADS & PR INC	\$2,310.00	
22688	4/28/2017	12620	KEYBANK NATIONAL ASSOCIATION	\$35.75	
22689	4/28/2017	12871	KOSHARE V EAGLE	\$250.00	
22690	4/28/2017	13850	MASON TRANSIT AUTHORITY	\$928.00	
22691	4/28/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
22692	4/28/2017	14590	MOHAWK MFG & SUPPLY	\$57.82	
22693	4/28/2017	14750	MULLINAX FORD	\$1,822.00	
22694	4/28/2017	14900	NAPA AUTO PARTS	\$310.36	
22695	4/28/2017	15140	NISQUALLY TOWING SERVICE	\$1,350.00	
22696	4/28/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$172.53	
22697	4/28/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$13.98	
22698	4/28/2017	15300	OAK HARBOR FREIGHT LINES INC	\$432.97	
22699	4/28/2017	16557	PACIFIC MODULAR, INC	\$489.60	
22700	4/28/2017	17505	RAINIER DODGE INC	\$1,063.28	
22701	4/28/2017	17560	RE AUTO ELECTRIC INC	\$34.72	
22702	4/28/2017	17760	ROSS AND WHITE COMPANY	\$40.78	
22703	4/28/2017	17900	SCHETKY NW SALES INC	\$443.43	
22704	4/28/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,160.33	
22705	4/28/2017	18470	SPORTWORKS NORTHWEST INC	\$217.12	
22706	4/28/2017	18940	TENNANT COMPANY	\$45.30	
22707	4/28/2017	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$7,120.06	
22708	4/28/2017	21660	THERMO KING NORTHWEST	\$102.19	
22709	4/28/2017	21830	THURSTON COUNTY SOLID WASTE	\$35.00	
22710	4/28/2017	21950	TITUS-WILL CHEVROLET	\$1,423.46	
22711	4/28/2017	22010	TOYOTA OF OLYMPIA	\$321.66	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 04/28/2017

Thru Date: 04/28/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22712	4/28/2017	23660	UNITED WAY OF THURSTON COUNTY	\$890.00	
22713	4/28/2017	24000	W W GRAINGER INC	\$495.48	
22714	4/28/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$6,300.00	
22715	4/28/2017	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$11.82	
22716	4/28/2017	24750	WA ST GET PROGRAM	\$227.00	
22717	4/28/2017	24755	WA ST HEALTH CARE AUTHORITY	\$346,518.05	
22718	4/28/2017	25670	WAXIE SANITARY SUPPLY	\$590.77	
22719	4/28/2017	25858	WESTCARE CLINIC LLC PS	\$510.00	
			<b>Total:</b>	<b>\$547,970.74</b>	

**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
<b>11308 HOFSTETTER SHANNON</b>										
00	04/07/17	DI	4/14/2017			148.00	148.00	148.00		148.00
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017APR	DI	4/14/2017			3,251.13	3,251.13	3,251.13		3,399.13
<b>16756 PETERSON, JEFF</b>										
00	2/22-25/17	DI	4/14/2017			54.57	54.57	54.57		3,453.70
<b>16761 PETTIT LEROY</b>										
00	2017-0324	DI	4/14/2017			85.00	85.00	85.00		3,538.70
<b>17853 SAFIRE, RAVEN</b>										
00	1/29-2/7/17	DI	4/14/2017			45.74	45.74	45.74		3,584.44
<b>22055 TRAIL, NANCY</b>										
00	03/21-23/17	DI	4/14/2017			180.18	180.18	180.18		3,764.62

**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
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	04/6-7/17	DI	4/28/2017			333.16	333.16	333.16		333.16
<b>11125 HARTMAN DAVE</b>										
00	2/26-3/3/17	DI	4/28/2017			50.00	50.00	50.00		383.16
<b>11308 HOFSTETTER SHANNON</b>										
00	04/21/17	DI	4/28/2017			148.00	148.00	148.00		531.16
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2017APR	DI	4/28/2017			988.00	988.00	988.00		1,519.16
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2017APR	DI	4/28/2017			678.00	678.00	678.00		2,197.16
<b>12913 KRUEGER, STEVEN J</b>										
00	03/23-24/17	DI	4/28/2017			121.11	121.11	121.11		2,318.27
<b>13396 LARSON, DAVE</b>										
00	2017CDL	DI	4/28/2017			85.00	85.00	85.00		2,403.27
<b>16785 PHILLIPS, ERIC</b>										
00	04/2-5/17	DI	4/28/2017			709.47	709.47	709.47		3,112.74
<b>18875 TAYLOR DEAN</b>										
00	04/3-6/17	DI	4/28/2017			126.40	126.40	126.40		3,239.14
<b>23759 VAN NUYS, THOMAS</b>										
00	04/2-5/17	DI	4/28/2017			1,616.29	1,616.29	1,616.29		4,855.43

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/12/2017

Thru Date: 05/12/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22738	5/12/2017	01467	AFLAC WORLDWIDE HEADQUARTERS	\$112.62	
22739	5/12/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$235.00	
22740	5/12/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
22741	5/12/2017	01960	AMERICAN SEATING COMPANY	\$160.28	
22742	5/12/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$157.42	
22743	5/12/2017	02380	ARAMARK UNIFORM SERVICES	\$999.80	
22744	5/12/2017	02580	ASSOCIATED PETROLEUM	\$61,419.03	
22745	5/12/2017	03250	BATTERY SYSTEMS, INC	\$964.79	
22746	5/12/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$4,141.39	
22747	5/12/2017	05740	CED	\$54.25	
22748	5/12/2017	06060	CITY OF OLYMPIA	\$420.00	
22749	5/12/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,301.40	
22750	5/12/2017	07220	CUMMINS NORTHWEST INC	\$5,904.04	
22751	5/12/2017	07619	DAVID S FOSTER	\$1,750.00	
22752	5/12/2017	08780	EMERALD SERVICES INC	\$389.00	
22753	5/12/2017	09820	FLEET-NET CORP	\$5,238.72	
22754	5/12/2017	10477	GALLS, LLC	\$741.41	
22755	5/12/2017	10605	GENFARE	\$83.78	
22756	5/12/2017	10607	GENUINE AUTO GLASS OF LACEY	\$652.80	
22757	5/12/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22758	5/12/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22759	5/12/2017	10660	GILLIG LLC	\$19,456.04	
22760	5/12/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
22761	5/12/2017	10759	GORDON TRUCK CENTERS INC	\$2,181.87	
22762	5/12/2017	11615	INDUSTRIAL HYDRAULICS INC	\$255.98	
22763	5/12/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,378.89	
22764	5/12/2017	11865	ISLAND SUPERIOR AIR FILTER	\$563.30	
22765	5/12/2017	11892	J ROBERTSON AND COMPANY	\$2,625.00	
22766	5/12/2017	11905	JANEK CORPORATION	\$1,686.40	
22767	5/12/2017	11943	JOANNA GRIST	\$1,750.00	
22768	5/12/2017	12474	KBA INC	\$7,646.02	
22769	5/12/2017	13512	LESLIE J WILLIAMSON	\$468.75	
22770	5/12/2017	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
22771	5/12/2017	13700	LUMINATOR MASS TRANSIT, LLC	\$78.32	
22772	5/12/2017	14590	MOHAWK MFG & SUPPLY	\$2,281.80	
22773	5/12/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
22774	5/12/2017	14750	MULLINAX FORD	\$5,915.64	
22775	5/12/2017	14900	NAPA AUTO PARTS	\$780.41	
22776	5/12/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
22777	5/12/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$483.43	
22778	5/12/2017	16593	PACIFIC OFFICE AUTOMATION	\$2,094.02	
22779	5/12/2017	17290	PUGET SOUND ENERGY	\$16,645.07	
22780	5/12/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
22781	5/12/2017	17505	RAINIER DODGE INC	\$490.38	
22782	5/12/2017	17580	RECARO NORTH AMERICA INC	\$500.00	
22783	5/12/2017	17900	SCHETKY NW SALES INC	\$792.84	
22784	5/12/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,612.34	
22785	5/12/2017	18068	SHINING EXAMPLE INC	\$303.33	
22786	5/12/2017	18075	SIEGEL OIL COMPANY	\$217.78	
22787	5/12/2017	18287	SOFTWARE ONE INC	\$1,315.28	
22788	5/12/2017	18470	SPORTWORKS NORTHWEST INC	\$35.70	
22789	5/12/2017	18610	STEPHAN J PARROTT	\$725.00	
22790	5/12/2017	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$946.39	
22791	5/12/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/12/2017

Thru Date: 05/12/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22792	5/12/2017	21930	TIRES INC	\$1,650.39	
22793	5/12/2017	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
22794	5/12/2017	21950	TITUS-WILL CHEVROLET	\$3,168.51	
22795	5/12/2017	22010	TOYOTA OF OLYMPIA	\$128.13	
22796	5/12/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
22797	5/12/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$145,056.19	
22798	5/12/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$12,793.23	
22799	5/12/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$28,956.64	
22800	5/12/2017	23740	USSC LLC	\$215.38	
22801	5/12/2017	24750	WA ST GET PROGRAM	\$227.00	
22802	5/12/2017	25380	WASHINGTON GARDENS	\$315.52	
22803	5/12/2017	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
22804	5/12/2017	25858	WESTCARE CLINIC LLC PS	\$1,445.00	
22805	5/12/2017	26050	WILLIE WEIR	\$750.00	
<b>Total:</b>				<b>\$373,383.49</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/26/2017

Thru Date: 05/26/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22826	5/26/2017	01405	ADVANCE GLASS INC	\$419.24	
22827	5/26/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,213.40	
22828	5/26/2017	01820	AMERICAN DRIVING RECORDS INC	\$648.87	
22829	5/26/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$5,105.32	
22830	5/26/2017	01960	AMERICAN SEATING COMPANY	\$476.93	
22831	5/26/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$129.34	
22832	5/26/2017	02380	ARAMARK UNIFORM SERVICES	\$984.23	
22833	5/26/2017	02580	ASSOCIATED PETROLEUM	\$56,649.03	
22834	5/26/2017	02825	AUTO PLUS - OLYMPIA	\$363.66	
22835	5/26/2017	06120	CITY OF OLYMPIA UTILITIES	\$773.99	
22836	5/26/2017	06220	CLALLAM TRANSIT SYSTEM	\$67.80	
22837	5/26/2017	06500	COLLECTION TECHNOLOGY INC	\$424.14	
22838	5/26/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,783.33	
22839	5/26/2017	07105	CRAIN'S OFFICE SUPPLY	\$15.64	
22840	5/26/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
22841	5/26/2017	07220	CUMMINS NORTHWEST INC	\$12,825.47	
22842	5/26/2017	09820	FLEET-NET CORP	\$190.40	
22843	5/26/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22844	5/26/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22845	5/26/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
22846	5/26/2017	10477	GALLS, LLC	\$9,068.88	
22847	5/26/2017	10595	GENERAL MECHANICAL INC	\$7,768.32	
22848	5/26/2017	10607	GENUINE AUTO GLASS OF LACEY	\$726.07	
22849	5/26/2017	10620	GERALD A MURPHY	\$45.70	
22850	5/26/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
22851	5/26/2017	10660	GILLIG LLC	\$11,447.00	
22852	5/26/2017	10759	GORDON TRUCK CENTERS INC	\$5,259.69	
22853	5/26/2017	10863	GRAYS HARBOR TRANSIT	\$781.00	
22854	5/26/2017	11765	INTERCITY TRANSIT PETTY CASH	\$669.31	
22855	5/26/2017	11905	JANEK CORPORATION	\$641.92	
22856	5/26/2017	11909	JAYRAY ADS & PR INC	\$6,866.25	
22857	5/26/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,499.51	
22858	5/26/2017	13661	LOOMIS	\$412.90	
22859	5/26/2017	13793	MARTIN WAY COLLISION INC.	\$3,801.36	
22860	5/26/2017	13850	MASON TRANSIT AUTHORITY	\$1,978.00	
22861	5/26/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
22862	5/26/2017	14590	MOHAWK MFG & SUPPLY	\$225.72	
22863	5/26/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
22864	5/26/2017	14750	MULLINAX FORD	\$21,572.12	
22865	5/26/2017	14900	NAPA AUTO PARTS	\$0.00	<input checked="" type="checkbox"/>
22866	5/26/2017	14900	NAPA AUTO PARTS	\$581.94	
22867	5/26/2017	15140	NISQUALLY TOWING SERVICE	\$758.50	
22868	5/26/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$212.28	
22869	5/26/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$37.28	
22870	5/26/2017	15585	OLYMPIA FOOD CO-OP	\$75.00	
22871	5/26/2017	16557	PACIFIC MODULAR, INC	\$707.20	
22872	5/26/2017	16593	PACIFIC OFFICE AUTOMATION	\$979.20	
22873	5/26/2017	16820	PIERCE COUNTY SECURITY	\$15,154.82	
22874	5/26/2017	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
22875	5/26/2017	16900	PLUMBMASTER, INC	\$55.65	
22876	5/26/2017	16966	POINT & PAY	\$1,342.20	
22877	5/26/2017	17505	RAINIER DODGE INC	\$881.44	
22878	5/26/2017	17560	RE AUTO ELECTRIC INC	\$506.61	
22879	5/26/2017	17795	ROUTEMATCH SOFTWARE INC	\$2,183.00	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 05/26/2017

Thru Date: 05/26/2017

Check #	Check Date	Ref #	Name	Amount	Voided
22880	5/26/2017	17824	S & A SYSTEMS INC	\$256.56	
22881	5/26/2017	17900	SCHETKY NW SALES INC	\$315.88	
22882	5/26/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$4,312.66	
22883	5/26/2017	18355	SOUND TRANSIT	\$27,411.49	
22884	5/26/2017	18610	STEPHAN J PARROTT	\$725.00	
22885	5/26/2017	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$1,200.00	
22886	5/26/2017	21830	THURSTON COUNTY SOLID WASTE	\$61.20	
22887	5/26/2017	21930	TIRES INC	\$1,882.12	
22888	5/26/2017	21950	TITUS-WILL CHEVROLET	\$1,632.71	
22889	5/26/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
22890	5/26/2017	22010	TOYOTA OF OLYMPIA	\$156.98	
22891	5/26/2017	22325	TTL PARTNERS LLC	\$3,297.00	
22892	5/26/2017	23530	U S POSTAL SERVICE	\$225.00	
22893	5/26/2017	23660	UNITED WAY OF THURSTON COUNTY	\$865.00	
22894	5/26/2017	23790	VENTILATION POWER INC	\$4,510.53	
22895	5/26/2017	24000	W W GRAINGER INC	\$514.90	
22896	5/26/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$4,800.16	
22897	5/26/2017	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$12,295.66	
22898	5/26/2017	24742	WA ST EMPLOYMENT SECURITY	\$128.66	
22899	5/26/2017	24750	WA ST GET PROGRAM	\$227.00	
22900	5/26/2017	24755	WA ST HEALTH CARE AUTHORITY	\$361,264.13	
22901	5/26/2017	25858	WESTCARE CLINIC LLC PS	\$614.00	
<b>Total:</b>				<b>\$621,365.01</b>	

**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
<b>08430 DUDEK DAVID</b>										
00	05/5-10/17	DI	5/26/2017			387.60	387.60	387.60		387.60
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	2017MAR-APR	DI	5/26/2017			171.13	171.13	171.13		558.73
<b>11308 HOFSTETTER SHANNON</b>										
00	05/19/17	DI	5/26/2017			148.00	148.00	148.00		706.73
<b>11355 HOOSIER, CAROL</b>										
00	04/9/13/17	DI	5/26/2017			1,804.06	1,804.06	1,804.06		2,510.79
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2017MAY	DI	5/26/2017			971.00	971.00	971.00		3,481.79
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2017MAY	DI	5/26/2017			670.00	670.00	670.00		4,151.79
<b>15120 NEWSOME CAROLYN</b>										
00	04/30-5/2/17	DI	5/26/2017			181.56	181.56	181.56		4,333.35
<b>16757 PETERSON, LEE</b>										
00	04/30-5/2/17	DI	5/26/2017			66.00	66.00	66.00		4,399.35

**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
<b>03370 BERGKAMP EMILY</b>										
00	04/23-25/17	DI	5/12/2017			185.11	185.11	185.11		185.11
<b>03810 BRANDT, JESSICA</b>										
00	04/30-5/2/17	DI	5/12/2017			87.00	87.00	87.00		272.11
<b>11308 HOFSTETTER SHANNON</b>										
00	05/05/17	DI	5/12/2017			148.00	148.00	148.00		420.11
<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>										
00	2017MAY	DI	5/12/2017			2,050.00	2,050.00	2,050.00		2,470.11
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017MAY	DI	5/12/2017			3,094.12	3,094.12	3,094.12		5,564.23
<b>15120 NEWSOME CAROLYN</b>										
00	04/18-21/17	DI	5/12/2017			999.68	999.68	999.68		6,563.91

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: June 7, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Surplus Property

- 
- 1) **The Issue:** Whether or not to declare property surplus.
- 
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
- 
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
- 
- 4) **Background:** Staff is requesting the Authority declare the list of Information Systems items, Facilities items, and Vanpool vehicle attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$8,813.
- 
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
  - B. Declare a portion of the items surplus.
  - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
  - D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- 
- 7) **Goal Reference:** Not specifically identified in the goals.
- 
- 8) **References:** Surplus Property – June 2017.

**EXHIBIT A**  
**SURPLUS PROPERTY - JUNE 2017**

<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Brother HL-L8350cdw Printer	U63777K4J169305	1	\$50.00	\$50.00
2	OKI Data C5800 Printer	AE61069071A0	1	\$50.00	\$50.00
3	Brady IP600 Printer (with labels)	12905	1	\$600.00	\$600.00
4	HP Officejet H470	CN95M181BB	1	\$20.00	\$20.00
5	HP 4250dtn Printer (with base)	CNRXY43010	1	\$75.00	\$75.00
6	HP 9050DN Printer (with base)	JPCL57700D	1	\$200.00	\$200.00
7	HP 9050DN Printer (with base)	JPRL834047	1	\$200.00	\$200.00
8	OKI Data Toner Cartridges 1-Cyan, 1-Magenta	43381702 & 43381703	pair	\$20.00	\$20.00
9	HP Q5942A Toner cartridge	Q5942A	1	\$20.00	\$20.00
10	Dell OptiPlex 780 tower	33C0FQ1	1	\$60.00	\$60.00
11	Dell OptiPlex 780 small form	DKFRFK1	1	\$10.00	\$10.00
12	Dell OptiPlex 780 small form	3X47GK1	1	\$10.00	\$10.00
13	Dell OptiPlex 780 small form	3X3CHK1	1	\$10.00	\$10.00
14	Dell OptiPlex 780 small form (parts only)	3X35GK1	1	\$1.00	\$1.00
15	Dell OptiPlex 780 small form (hardware issues)	3X49GK1	1	\$1.00	\$1.00
16	Dell OptiPlex 780 small form (parts only)	3X4JHK1	1	\$1.00	\$1.00
17	Dell OptiPlex 780 small form (parts only)	3X38GK1	1	\$1.00	\$1.00
18	Dell OptiPlex 780 small form	3X3TGK1	1	\$10.00	\$10.00
19	Dell Latitude E4310 laptop (no hard drive or power supply)	G3NW4Q1	1	\$35.00	\$35.00
20	Dell Latitude E4310 laptop (no Power Supply)	76NWQ41	1	\$50.00	\$50.00
21	Dell Latitude E4310 laptop (no Power Supply)	4NMW4Q1	1	\$50.00	\$50.00
22	Dell Latitude E4310 laptop (no Power Supply)	CQNW4Q1	1	\$50.00	\$50.00
23	Dell Latitude E4310 laptop (no Power Supply)	5JNW4Q1	1	\$50.00	\$50.00
24	Dell Latitude E6510 laptop (no Power Supply)	1V405Q1	1	\$50.00	\$50.00
25	Dell Latitude D620 laptop (spare battery no Power Supply)	GCHGNC1	1	\$40.00	\$40.00
26	Dell Latitude E6420XFR (hardware issues no Power Supply)	2HYJPQ1	1	\$50.00	\$50.00
27	Dell Latitude E6420XFR (hardware issues no Power Supply)	1HYJPQ1	1	\$50.00	\$50.00
28	Dell Latitude E6420XFR (hardware issues no Power Supply)	G34KPQ1	1	\$50.00	\$50.00
29	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-7BQ-2E3S	1	\$15.00	\$15.00
30	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-297L	1	\$15.00	\$15.00
31	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2GHL	1	\$15.00	\$15.00
32	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2E6L	1	\$15.00	\$15.00
33	Dell Flat Screen 20" LCD 2007FPB	MX-0C9536-74262-849-2GPL	1	\$15.00	\$15.00
34	NAS (network attach storage) 4x500GB hds	CZBC7150574	1	\$40.00	\$40.00
35	NAS (network attach storage) 4x500GB	CZBC7150589	1	\$40.00	\$40.00

<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
	hds				
36	Dell 4320 Projector (hardware issues)	FPG24P1	1	\$50.00	\$50.00
37	LED Reader board sign	0B43809	1	\$50.00	\$50.00
38	LED Reader board sign	428205	1	\$50.00	\$50.00
39	Box of miscellaneous small computer parts, cables, etc.	NA	1	\$20.00	\$20.00
40	PowerEdge R510 Server (No hard drives)	GX9ZMS1	1	\$250.00	\$250.00
41	PowerEdge R515 Server (No hard drives)	2D6MPQ1	1	\$250.00	\$250.00
42	PowerEdge R515 Server (No hard drives)	3D6MPQ1	1	\$250.00	\$250.00
43	PowerEdge R515 Server (No hard drives)	8005DQ1	1	\$250.00	\$250.00
44	PowerEdge R520 Server (No hard drives)	HZMDWW1	1	\$250.00	\$250.00
45	PowerEdge R710 Server (No hard drives)	729VLS1	1	\$250.00	\$250.00
46	PowerEdge R710 Server (No hard drives)	F0MNHL1	1	\$250.00	\$250.00
47	PowerEdge R710 Server (No hard drives)	H0MNHL1	1	\$250.00	\$250.00
48	PowerEdge R710 Server (No hard drives)	G0MNHL1	1	\$250.00	\$250.00
49	PowerEdge R710 Server (No hard drives)	D0MNHL1	1	\$250.00	\$250.00
<b>INFORMATION SYSTEMS TOTAL</b>					<b>\$4,639.00</b>
<b>FACILITIES</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Office Chairs	NG	8	\$15.00	\$120.00
2	Bunn VPR Series Coffee Maker, Black, 120V 13.1 Amps, 1575 watts	Model 33200-0000; Serial VPR0403191	1	\$40.00	\$40.00
3	Wall Hung Adjustable Wire Rack Computer Desk	NG	1	\$15.00	\$15.00
4	Snap-On 4 Ton Floor Jack	Model YA-667; Serial C	1	\$20.00	\$20.00
5	Amana Heavy Duty Washing Machine	Model NTW 5400TQ1; Serial CW1120145	1	\$15.00	\$15.00
6	Brake Wash Solvent Tank	SGE 00292	1	\$20.00	\$20.00
<b>FACILITIES TOTAL</b>					<b>\$230.00</b>
<b>VANPOOL</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>VEHICLE #</b>	<b>SEATS</b>	<b>MILEAGE</b>	<b>VALUE</b>
1	2011 Dodge Caravan	2123	7	171,971	\$3,944.00
<b>VANPOOL TOTAL</b>					<b>\$3,944.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$8,813.00</b>

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**May 15, 2017**

**CALL TO ORDER**

Chair VanderDoes called the May 15, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 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; Austin Wright; Ursula Euler; Mitchell Chong; Tim Horton; Denise Clark; Joan O'Connell; Walter Smit; and Billie Clark.

**Absent:** Jonah Cummings; Aria Perez; Lin Zenki; Leah Bradley; and Marilyn Scott;

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

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

VanderDoes introduced Authority member, ART DELANCY.

**MEETING ATTENDANCE**

- A. May 17, 2017, Work Session - Michael Van Gelder
- B. June 7, 2017, Regular Meeting - Joan O'Connell
- C. June 21, 2017, Work Session - Jonah Cummings

**APPROVAL OF MINUTES**

It was M/S/A by BURT and VAN GELDER to approve the minutes of the April 17, 2017, meeting.

**NEW BUSINESS**

- A. **CAC SELF-ASSESSMENT** - (*Ann Freeman-Manzanares*) Freeman-Manzanares stated the CAC Self-Assessment is very important from an Authority, CAC membership and staff perspective. Please be honest about how you think the CAC is progressing and how staff can best support you. The CAC will review the results at the July meeting and it will be used as a kick off to the September joint session with the Authority. It is important to the Authority that you are getting what you need to function well and advise.

*Horton arrived.*

- B. **2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM PLAN (TIP) PUBLIC HEARING** - (*Eric Phillips*) Phillips indicated each year the agency goes through a process of

## **Intercity Transit Citizen Advisory Committee**

**May 15, 2017**

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programming on federal projects. This includes all projects that have federal funds or that the agency anticipates will have federal funding. This doesn't mean that the agency has received all of these funds. There is a federal requirement for a public hearing and it is a good time to update the project list and look at some of the successes the agency had the previous year. This year staff went to the Authority in April and the public hearing is set for May 17, 2017, and scheduled for adoption on June 7.

*O'Connell arrived.*

The TIP normally includes services and routine items that the agency spends their apportionment on. For example assuming everything is going well with the budget, capital preventative maintenance is at \$4M for the fiscal year and it goes against costs spent on maintenance. The agency also reports on projects like the Walk and Roll program and bus stop enhancements as they received award notices in December. WSDOT RMG grants may or may not include federal funds. There are different pieces that fund the programs.

The one thing that is different this year from last year is the agency normally carries fixed route and fleet replacement and there are a few coming up in the current program cycle. There are also vanpool replacements. Right now the numbers reflected are based on the strategic plan projections. This is what the agency needs to stay on track with the program of vehicle replacements. Sometimes those procurement schedules are off by a year but this is where it is at right now. The project the agency had last year that was below the bar, that staff wasn't anticipating federal funding for but put it out there as a starting point was the Pattison Base Expansion project. That project is something staff has been working very hard on the last year. With the WSDOT RMG staff moved that up on the anticipated projects list to go after additional federal funds. The agency received \$3.9M in this program cycle that still needs legislative approval. Some projects have moved off the list like the OTC project. It is still active but the agency hasn't received any federal funds. They are programmed in the STIP - which is the Statewide Transportation Improvement Program, and they get dropped off. This is all bureaucratic in terms of the formality. What's important to remember is that when the agency anticipates any federal funds, staff has to put it on the list and ensure it goes into the state plan so once the agency anticipates money there is a placeholder for it. The things that are on the list for this year and next year are things that are dialed in a bit more. You will see there is a PSRC earned share where the agency receives federal funds because it is the only transportation provider. In the Puget Sound Regional Council their process is more complicated because there are a lot of different providers getting more money through the federal process, but because Intercity Transit delivers service inside that metropolitan area. The agency gets funds for the miles that are reported in the National Transit Database from the vanpool program that delivers trips to Seattle. PSRC works through a process to allocate funds to other providers who provide services in that area. They awards federal funds after the delivery of service and award the funds based on the trips that were provided within the geographic region. Last year it was \$2.8M and a chunk of that are capital funds but most of it is 5309. The agency doesn't typically receive public comments but want to make people aware. Staff also likes to use it as an opportunity to review some of the targets in the strategic plan and track how projects are moving and if desired deliverables are changing to make adjustments.

*See arrived.*

*Phillips answered questions.*



## Intercity Transit Citizen Advisory Committee

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*Van Gelder* – asked Phillips to explain more about the earned share.

*Phillips* – responded the agency records miles for vanpool and express services that operate in the PSRC area and are reimbursed for providing that service. They want to know what projects the agency will put this money toward. They allow funds to accumulate so they can go towards large purchases. The agency can build a pot and leverage it.

*Van Gelder* asked about RMG funds for Pattison Street Maintenance and Operations Project

*Freeman-Manzanares* – I.T received partial funding for design in the 2017-2019 biennium. The grant application for the 2019-2021 includes construction dollars to support our vanpool program.

*Phillips* – staff wishes it was more, but it is better than nothing. It is a relatively small piece of the pie, but it is nice to get some consideration. Being able to push Pattison and put it above the line is a benchmark whether the agency gets the full phase two funding or not, staff will push really hard to do what they can with that and it was a really positive move.

*Horton* – is the agency looking to do all the design or just a chunk of it.

*Phillips* – that is a good question. What the agency has funded this year is actually the full design for all of it so the design engineering for the full base rehabilitation expansion project and then the agency has a portion of the future construction funding for the vanpool service center. That is where the dirt is being moved right now.

*Freeman-Manzanares* – added that this is a significant change for the agency. Final design dollars were pulled out of the budget when Federal Bus and Bus Facilities dollars were eliminated. There was no sense in moving forward with final design when there were no construction dollars available. It is a vote of confidence and evident of our need to rehabilitate and expand the facility for the ITA and CAC to put it back in. The Authority approved hiring a grant writer so the agency is positioned to go for it when it becomes available and that is the work staff did with the legislature this year.

*Van Gelder* – indicated the transit center is a significant contribution to the community maybe there should be more information available on the fact sheet on the website in terms of what's happening now. The more up to date project information is available to the public they will be better able to provide comments and questions. His agency found that creating a special web page generated a tremendous amount of interest and people would call and ask more questions. It helped frame the communication on a real time basis.

*Phillips* – staff is working on getting an update out there.

- C. STRATEGIC PLAN POLICY POSITIONS** – (*Freeman-Manzanares*) *Freeman-Manzanares* indicated policy issues are reviewed annually and they are important because this is what drives the budget. The Authority has added some and taken some away each year. If there is something that isn't addressed let staff know and we will bring it to the Authority for their consideration People are starting to put budget numbers together now and staff looks

## **Intercity Transit Citizen Advisory Committee**

**May 15, 2017**

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for approval in November or December. Typically the policy issues come to the CAC beforehand for discussion, but the CAC was involved in a spirited conversation about the short and long range planning process and decided to postpone this conversation until we could dedicate adequate time. The Authority has reviewed the policy issues and provided tentative direction for 2018. They leave room for your comments.

### **1. Should Intercity Transit maintain service levels in 2018 or consider new or expanded local transit services needed to serve the growing population?**

Authority direction for 2018 was to consider the results of the short range planning process and determine if improvements can be made within the existing allocated funds.

*Freeman-Manzanares - indicated currently staff is in a holding pattern to see what Thomas Wittmann of Nelson Nyggard presents in the existing conditions report. He will present their findings on May 17 and CAC are welcome to attend.*

### **2. What is Intercity Transit's role in providing regional mobility?**

Authority direction for 2018 is to work with all potential partners to enhance regional mobility with a special focus on the I-5 corridor.

*Freeman-Manzanares - indicated one of the things the Authority would like to address is the fact that Pierce Transit does not include a return of the regional services to Thurston County in their 2040 plan.*

*Wright - indicated he doesn't feel comfortable with that.*

*Horton - remarked he would like to address gap service to Lewis County.*

*See - added that he heard Rural Transit in Lewis County was disappearing and Twin Transit was thinking about expanding their PTBA.*

*Freeman-Manzanares - indicated that she spoke with their general manager and that they are considering asking for an increase in their sales tax and expanding their borders.*

### **3. What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?**

Authority Direction for 2018 is to continue to promote and find ways to work with the state, local jurisdictions and major employers regarding parking strategies and to promote Commute Trip Reduction.

*Burt - inquired if park and rides were included in that.*

*Freeman-Manzanares - indicated the Authority removed Park and Rides from their priority list when the federal government eliminated Bus and Bus Facility dollars. After four years of no dollars, the program returned to the federal budget but at a much reduced rate. Historically we have relied on 80% federal funding for the purchase of buses and construction projects. Without those funds, we needed to dedicate more local dollars to those efforts. It will be challenging to replace buses and maintain service, let alone rehabilitate the facility, so Park and Rides were removed from the Strategic Plan.*

*Burt - added she feels it is important because of population growth and housing developments going up.*

*Freeman-Manzanares - remarked that she would bring that forward to the Authority for review.*

*Wright – remarked not just park and rides, but servicing park and rides. Currently there isn't anything to replace the service going away on the 609/592.*

*Freeman-Manzanares – indicated the agency received a RMG for express service to augment gaps in the 612 service. One of the options is going to the Hawks Prairie Park and Ride.*

*Wright – added there are a lot of empty spots at the Martin Way Park and Ride and it has a lot of service.*

*Van Gelder – recalled discussion a few years ago, around park and rides around the corridor being funded more by the state and local jurisdictions, not just local transit authorities.*

*AFM – added when the Martin Way Park and Ride was expanded the funds came through an RMG.*

*Pierce – indicated there should be partnerships.*

*O'Connell – added that she wanted to make sure the community was aware of Intercity Transit's training around safety, mental health and homelessness. Intercity Transit does a good job to do what they can to understand it. Maybe they should reach out to folks at community services. This might not be the best policy position for this, but wanted to make sure it wasn't forgotten because the problem is huge.*

**4. Is there a role for local express service in the current service area?**

Authority direction for 2018 is to explore the potential of local express services to decrease travel times between major destinations.

*Freeman-Manzanares – added the agency doesn't technically local express service, but did offer an example of this on the 609 with a travel option between Hawks Prairie and downtown and Tumwater.*

*Wright – added it wasn't marketed as a local express service.*

*Freeman-Manzanares – A number of NE Lacey residents used the service to commute to work.*

*Wright – indicated he would use it if one bus trip was only 20 minutes versus over an hour.*

*Chong – added that it could be used on the major bus corridor routes 62, 13 & 12.*

*AFM – remarked there are tradeoffs and what makes them express is that they don't stop at all the locations and local trip would stop.*

*Lewis – stated that when she volunteered at the Amtrak station people would want to know how to get to Shelton on etc. it was difficult to explain because of the connections. An express from the station to downtown would be nice.*

*Wright – stated Grays Harbor implemented an Aberdeen to Olympia express and it increased ridership quite a bit.*

*Diedrick – shared that Amtrak was working on adding more routes.*

*AFM – There will be two additional train trips daily. An early morning and late evening trip between Seattle and Portland.*

*See – indicated some coordination on transit priority measures looking at different things you could provide in conjunction with express service and get more value and leverage more funds.*

*Van Gelder – added that local express service doesn't have to start at one point and end at another; it could hit some points along the way. Keep in mind that it can have that flexibility.*

**5. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?**

Authority Direction for 2018 is to implement the pilot signal preemption project in the Martin Way and Capital corridors. And to explore other potential avenues to decrease the time needed to travel by public transit.

*Freeman-Manzanares – indicated staff is working on inter-local agreements with local jurisdictions.*

*Phillips – added the project allows transit to get ahead when there is a lot of traffic. Intercity Transit is a hub and spoke system that goes through a fairly lengthy route to get to where it's going. One of the efficiencies is the opportunity to improve the egress time downtown. In the future there may be some type of opportunity to have different layers of service with more of a limited stop service to get across town more quickly. This would allow more linkage between the community hubs. The functionality would make an intersection function better and possibly help some routes with on-time performance. Cutting what takes an hour down to 40 minutes and earning customers rather than just taking the ones that are surviving. Some of this information will come out of the long range planning effort. The City of Olympia realizes how much money the agency spends, and the plan is focusing on partnerships to help find ways to operate more efficiently. Getting out of the transit center more efficiently helps with traffic and this has a lot to do with community supporting different technical efforts for intersection design.*

*Clark, D. – asked if this includes the cuts so buses aren't stopping in a regular lane and blocking traffic. This will be really difficult in NE Lacey because there is no room.*

*Phillips – indicated pulling buses out of traffic is difficult because people don't follow the law and let them back in. Staff has gone through discussions with Olympia about getting bulb outs so we can stop and load and unload passengers. Minimal stopping is a throughput issue and staff is making some progress. If the speed limit is 40 mph or higher it becomes a safety issue.*

*Freeman-Manzanares – added it doesn't seem intuitive but actually sometimes the buses don't want to be out of the way because it becomes a safety concern. The I-5 corridor study done recently indicated that while there are willing partners, dedicated bus lanes and even HOV lanes on the highway weren't the focus. All the data came back that to increase throughput they should focus on the single occupancy vehicle. It provided that HOV lanes are hands down the way to go. When it went to the state legislature there are folks who are not interested in that. This year the next leg of the study from exit 119 to 99 did not get funded.*

*Van Gelder – indicated in the late 80's when I-5 was expanded they actually put in enough room, and acquired enough ROW and paved for the extra lane. They didn't put it in because they didn't think it was needed. The regional scoring criteria needs to change to make moving people higher priority than moving vehicles.*

## **6. Should Intercity Transit pursue efforts to coordinate service with local school districts?**

*Authority Direction for 2018 is to focus on promoting the youth market. Continue the Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.*

*Clark, D. - remarked that she noticed the \$20 youth pass on the website.*

*See – added it ties in with first mile last mile and improving safety.*

*Clark, D. – asked if staff was marketing to high schools.*

*Freeman-Manzanares – responded yes, they are doing a soft roll out because they are short on marketing staff and got into the campaign a bit late. She asked anyone who had connections with middle and high schools to assist.*

*Wright – indicated Jessica sent flyers but he was having difficulty with his school posting the flyers. They have an issue with liability. They even have trouble putting up transit guides and keep them hidden. They have specific disclaimer language that is required.*

*Clark, D. – added that she has a connection at North Thurston.*

*Freeman-Manzanares – asked Wright to forward the information to her so she could inquire.*

*Burt – indicated she works at OSPI and will check with people.*

**7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**

Authority Direction for 2018 was to continue to provide passenger infrastructure as the bus ride starts before one gets on the bus. Implement current grant funded projects, dedicate local dollars and continue to pursue grant funds for bus stop enhancements.

*Freeman-Manzanares – stated the bus ride starts before you get on the bus. The agency has a few grants now, one with Tumwater improving Tumwater Square and one to focus on ADA enhancements for bus stops.*

*Smit – asked if Tumwater Square count as passenger infrastructure.*

*Freeman-Manzanares – responded that yes, it was considered passenger infrastructure. There is a grant to do that work.*

*VanderDoes – remarked that he saw a stop for the 94 route that was out in the middle of nowhere.*

*Freeman-Manzanares – indicated one of the things the Authority wanted the agency to focus on is how people get to those stops. There are guidelines for landing pads and ramps and they are always aware that a shelter may be placed there at some point in the future.*

*Pierce – added that she immediately thought of Dennis Bloom’s presentation on bus stops.*

*Clark, D. – inquired if this includes solar lighting.*

*Freeman-Manzanares – responded they are added where it is appropriate. Staff began incorporating those a few years ago instead of having an individual project to retrofit for them.*

*See – asked if the owner of the Westfield mall provides any support.*

*Freeman-Manzanares – responded that conversations with staff are typically around the conditions of the road.*

*See – added so they see IT and individuals who ride the bus to the mall as more of a problem than a benefit.*

**8. What additional investments in technology should be made beyond the current Advanced Communications System project?**

Authority direction for 2018 is to focus on new vehicle technologies, CAD/AVL and farebox systems as well as tools to better connect with our community and customers.

*Freeman-Manzanares – indicated the agency is working off first generation CAD/AVL system that was a multi-million dollar project. The software is failing and dollars are budgeted. There is an internal team focusing on this project now. This team is also looking at farebox technology.*

*Our goal is to purchase a system that will be compatible with the next generation ORCA system. The Puget Sound systems are meeting to define what the next system will be but unfortunately, since our farebox system is no longer supported, we cannot wait until they finish their review process. Their initial process took more than a dozen years to complete.*

*Wright – remarked he saw a #66 driver hit the box multiple times because it kept saying invalid stop number. It is outdated and it is time to replace it. He asked if it would be cell phone based.*

*Freeman-Manzanares – indicated staff is looking at different technology now and always must factor in emergency management.*

**9. Should Intercity Transit pursue additional park and ride facilities?**

Authority direction for 2018 is to pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit service.

*Burt – added yes. I like the idea of pursuing joint use agreements.*

**10. Should Intercity Transit's current marketing approach and level of effort be continued?**

Authority Direction for 2018 was to focus on community outreach and engagement and aggressively market its services. Consideration should be given to offering free fares to market and encourage the community to try the service, reduce congestion and the need for parking.

*Freeman-Manzanares – added the agency is moving through the short range plan now and establishing public meetings to start the community conversation. Staff was recently at the Diversity Fair, Nisqually Home and Garden Show; the Lacey Spring Fun Fair.*

*Chong – indicated he was recently at the SPSCC Career Day and didn't see anyone from Intercity Transit there.*

*AFM – indicated the agency is focused on having a presence at job fairs. We will contact SPSCC to check on future dates.*

**11. Should the vanpool program continue to expand to keep pace with demand?**

Authority Direction for 2018 is to focus on building the program to previous numbers of active groups and thereafter plan on expanding the program to meet demand.

*Freeman-Manzanares – indicated there has been a turnabout in vanpool and they now have more vanpool vehicles than they have riders. Historically there was more demand than vehicles available. Previously the Strategic Plan directed to expand the program by 10 vehicles per year. Now the Authority is saying let's not plan on doing that and instead get it where it was and then figure out where it needs to go from there.*

*Pierce – remarked that she saw a banner on side of a vanpool vehicle recently and it had a word and at the bottom it said you'd have time to look up the meaning of this word if you were riding in this vanpool.*

*Clark, D. – indicated she received a survey about carpooling and vanpooling at work and in her email it said they were shooting for 70% to respond and if they didn't hit that mark they would have to do it over again. She suggested that the ETC's be given vanpooling information to put into the emails.*

**12. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**

Authority Direction for 2018 is to complete the Pattison Street UST project, focus on finalizing the design and obtaining funds to complete the full renovation and expansion of the Pattison Street Facility, and finalize design and pursue construction at the Olympia Transit Center.

*Freeman-Manzanares – indicated staff has put aside the OTC construction for a bit to focus on the UST project. The agency has Thera Black under contract to write grants and she will be a big asset moving forward.*

*Wright – asked for some more information on the UST project.*

*Freeman-Manzanares – This project will decommission the existing fuel tanks and install new ones that meet industry standards, on the newer property closer to Martin Way. The project will*

*rehabilitate the lubricants room in the maintenance building, upgrade the vanpool fueling station and add paved parking. Much of the work is underground preparing for the next stages of construction. The project includes all the required storm water retention work. We've installed a camera on the maintenance facility to film the construction. In addition, the camera takes a still shot every 15 minutes so staff can create a time-lapse video from start to finish when the project is complete.*

**13. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**

Authority Direction for 2018 is to continue all four of these programs in future years.

*CAC agrees.*

**14. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**

Authority Direction for 2018 is to continue to improve its service to persons with disabilities focusing on travel training, bus buddies, improved bus stop locations as well as the surrounding area and enhance marketing.

*Freeman-Manzanares – added that Catholic Community Services received another grant for bus buddies and they are partnering once again with Intercity Transit to support this program. The Authority continues to support two travel training positions.*

*CAC agrees.*

**15. Is the current fare policy appropriate?**

Authority direction for 2018 is to retain our current fare structure and retain our policy to review fares every three years.

*CAC agrees.*

**16. Should Intercity Transit's planning for the next six years be financially constrained?**

Authority direction is for the 2018 budget to be financially constrained but to focus on an extensive community engagement and conversation to help define what the community wants public transit to look like in the future.

*CAC agrees.*

**17. What role should Intercity Transit play in local transportation projects-Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Contest?**

Authority Direction for 2018 is to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.

*CAC agrees.*

**18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**

Authority Direction for 2018 is to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.

*Freeman-Manzanares – indicated that ridership is an incredibly important agency focus. Reducing SOV's, and encouraging more individuals to take the bus, vanpool and more active forms of transportation will reduce negative environmental impacts.*

*CAC agrees.*

**19. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**

Authority Direction for 2018 is to maintain the current policy which is not to expand the PTBA.

*Clark, D. – inquired about service to NE Lacey.*

*Freeman-Manzanares – indicated the area is within the PTBA. A focus is addressing service request such as providing services to areas inside the PTBA which currently do not have service, starting service earlier in the morning, ending service later in the evening and increasing frequency of service.*

*Smit – inquired about Bucoda and Rainier.*

*Freeman-Manzanares – indicated they were part of the PTBA before the passage of I-695. That initiative eliminated approximately 43% of the agency's budget. Shortly thereafter the county reduced the boundaries of the PTBA. Rural and Tribal Transit provides services that connect to Intercity Transit service. In addition to NE Lacey, the City of Tumwater annexed two areas that we currently do not serve. The population density in those areas are low. If South County towns and cities want to petition the county to come back into the PTBA they can initiate that action. The strategic direction from the Authority, because of funding limitations, is to focus on serving the current PTBA.*

**20. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?**

Authority Direction for 2018 is to bring together community stakeholders (schools, private business, non-profits, state and local governments) to define what the community wants public transit to look like and define how to fund the services and programs.

*O'Connell – added that her comments on training for mental illness and homelessness might go better in this section. Mainly what she is looking for is to make sure drivers and staff are as educated as is reasonable regarding homelessness and mental health issues and that the community is aware. There is a level of comfort that would come for passengers if they knew that Intercity Transit was as educated on managing safety concerns.*



## Intercity Transit Citizen Advisory Committee

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*Freeman-Manzanares – inquired if the committee thought it would be helpful to have staff come in and talk about new Operator training as well as on-going and refresher training. O’Connell – added if the public understood the training maybe they wouldn’t feel uncomfortable speaking to an operator if something was happening.*

*Pierce – shared that you really get a feel for whether safety is a concern for someone when doing the community outreach.*

*Wright – added the youth outreach focuses on talking to the bus driver. A lot of kid’s parents wonder if something is going on what they can do about it. He shared an experience he had on light rail in another city where someone was being assaulted and the emergency button was broken. There was no one to help. There was no employee in the train car.*

*Van Gelder – indicated the City of Olympia used to have signs on their vehicles that said, “Radio controlled ask for help,” so citizens would know they could get help there. Intercity Transit could put something like that on their buses.*

### CONSUMER ISSUES

- Pierce – shared that she had some concern about full wraps and the fact that it was hard to tell that it was an IT bus.
- Freeman-Manzanares – stated that we have a limited number of full wraps in our fleet. We did a year-long pilot project and didn’t hear any negative comments from the Operators or customers during that time. The front of the bus and the wheelwell forward remains in IT colors, design and logo. Staff felt it important that remain visible so when a bus is approaching a stop, it has the IT branding. We just issued our transit advertising contract and it did include the current full wrap program. Smit – inquired about the results of the National Rodeo.

Freeman-Manzanares – indicated Rob Wood who competed in the 35’ coach category got second place. He will compete in the State Rodeo again this year. The Maintenance team (Joe Bell, Grant Swidecki and James Bush) got 19<sup>th</sup> place. It’s important to note that not only are these folks immensely talented but they are incredibly dedicated as they do all the practicing on their own time. The agency makes the facilities and buses available. Last year the agency did their first annual rodeo at the airport. There may be some opportunity for CAC to attend and judge events if they are interested.

- VanderDoes – shared a thank you letter to DAL from Thunderfish for the excellent job they did transporting athletes during the recent storm.

### REPORTS

- **ROAD USAGE CHARGE OVERVIEW** – See – shared a presentation on the Washington State Road Usage Charge Assessment in his role as the senior financial analyst for the Washington State Transportation Commission. The agency is preparing for a pilot project for a new gas taxation method for the state that would replace the existing fuel tax.
- **May 3, 2017, Regular Meeting** – VanderDoes provided the report from the May 3, 2017, Regular Meeting including the Authority adopted the recommended changes to ST RT 592 and IT RT 609; and welcomed the new class (#17-01) of operators.

## **Intercity Transit Citizen Advisory Committee**

**May 15, 2017**

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- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report including a number of Intercity Transit Road Trip public outreach events coming up. Nancy will send out the dates. Parade season is also approaching quickly and she will also send out those dates. She thanked Sue Pierce for coming out to help at the Nisqually Home and Garden Show. The State Conference is August 6-8 and there are a few spots for CAC members to attend. Transit Appreciation Day is August 9<sup>th</sup> in the bus yard. And, last but not least the CAC group photo will be taken July 17<sup>th</sup> for use in advertising the fall recruitment.

**NEXT MEETING: June 19, 2017.**

### **ADJOURNMENT**

**It was M/S/A by O'CONNELL and CLARK, D. to adjourn the meeting at 7:59 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170515.docx

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: June 7, 2017**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Tire Carousel

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1) **The Issue:** Consideration of the purchase of a Tire Carousel.

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2) **Recommended Action:** Authorize the General Manager to enter into a contract with Black and Decker, DBA SWS Vidmar Lista, to purchase one tire carousel in the amount of \$47,536.90, inclusive of tax and installation.

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

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4) **Background:** Intercity Transit keeps about 100 tires on site at any given time and our limited space makes storage of these tires a challenge. They must be either stored outside or lifted to a mezzanine with a forklift or pulley system which poses a safety hazard.

The tire carousel, which is a mechanical rack system, will solve these challenges as it can store up to 91 tires in a relatively small footprint. The unit takes advantage of vertical storage space and acts like an elevator, lifting up tires from ground level where they can be removed at the top of the mezzanine safely.

A request for bid was released on May 4, 2017. One bid was received by the submittal deadline of May 22, 2017. Procurement reviewed the bid and determined it was responsive. Market research indicates that the pricing is fair and reasonable. Procurement recommends awarding the contract to Black and Decker, DBA SWS Vidmar Lista.

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5) **Alternatives:**

A. Authorize the General Manager to enter into a contract with Black and Decker, DBA SWS Vidmar Lista, to purchase one tire carousel in the amount of \$47,536.90, inclusive of tax and installation.

B. Defer action.

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6) **Budget Notes:** Intercity Transit budgeted \$50,000 for the purchase of a tire carousel.

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7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: June 7, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Eric C. Phillips, AICP, Development Director, 705.5885  
**SUBJECT:** 2018-2021 Transportation Improvement Program Adoption

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- 1) **The Issue:** Whether to adopt the 2018-2021 transportation improvement program (TIP) for projects with anticipated Federal funding over the next four years.

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- 2) **Recommended Action:** Adopt the 2018-2021 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

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- 3) **Policy Analysis:** Federal grant guidelines require that the TIP be adopted by the governing body.

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- 4) **Background:** The 2018-2021 Transportation Improvement Program (TIP) presented for consideration for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$89.8 million with \$58.4 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2018-2021 Transportation Improvement Program (TIP) at the April 19, 2017 ITA meeting. No formal written comments or public testimony was provided during the comment period or at the public hearing.

The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). The draft 2018-2021 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2016-2021 Transit Development Plan*, and the *2017-2022 Strategic Plan*. Both of these documents are published and available on the agency website.

Program elements in the draft 2018-2021 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2018-2021;
- Final Design of the Pattison Maintenance, Operations and Administration facility expansion and rehabilitation project;
- Construction of Phase 2 - Pattison Expansion and rehabilitation project to include the Vanpool Service Center;

- Purchasing of heavy duty coaches (25) to replace ones that have been in service beyond their expected useful life;
- Purchasing replacement and expansion vanpool vans;
- Continuing Youth Education Program(s) that fosters potential for using transit and/or active forms of transportation;
- Constructing bus stop enhancements, including ADA improvements, in partnership with local agencies;
- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing “earned share” formula funds for approved projects supporting vanpool vans and commuter coach operations.

This year the Phase 2 Pattison Facility Expansion Project- is identified in the TIP in anticipation of securing Federal Funding to support the completion of that project within the TIP period. Total funding need for this project (not including the portion currently under construction – UST) is \$27.46 million.

Projects identified in the draft TIP are subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2018-2021 TIP projects total more than \$89.8 million with more than \$58.4 million of federal funding planned/anticipated.

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5) **Alternatives:**

- A. Adopt the 2018-2021 TIP as recommended. This will meet our local requirements for programming Federal funds.
- B. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

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6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit’s 2018 through 2021 annual budgets.

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7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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8) **References:** Exhibit 1 – Proposed- *Final 2018-2021 TIP*

IT #	Project	2018	2019	2020	2021	TOTAL 2017-2020	Federal	Type	Local	Total	Project Status	
1	IT 1601 Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$5,766,570	\$5,881,901	\$5,999,539	\$6,119,530	\$23,767,541	\$19,014,033	Sec. 5307 IT Apportionment & PSRC Earned Share	4,753,508	23,767,541	Planned & Secured 5307	Anticipated Formula 5307/5340 Including PSRC Earned Share
2	IT 1603 Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,623,806	\$1,435,545	\$2,391,759	\$2,250,428	\$7,701,538	\$3,850,769	Sec. 5307 & PSRC Earned Share	3,850,769	7,701,538	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)	Secured & Anticipated PSRC 5307 Earned Share Funding
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$460,000	\$0	\$185,000	\$185,000	\$830,000	\$717,950	FHWA (TAP) transfer to FTA	\$112,050	\$830,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal TAP funds
4	IT 1605 Walk-N-Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$80,000	\$88,000	\$40,000	\$40,000	\$248,000	\$214,520	FHWA (CMAQ in 2016) transfer to FTA	\$33,480	\$248,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 15 TAP funds
5	IT 1606 Vanpool & Fixed Route Operations (PSRC est)	\$1,463,274	\$1,492,540	\$1,492,540	\$1,492,540	\$5,940,894	\$2,970,447	Sec. 5307 & PSRC Earned Share	\$2,970,447	\$5,940,894	Planned & Secured (includes PSRC 5307 Earned Share portion)	Secured & Anticipated PSRC 5307 Earned Share Funding
6	IT 1701 Replacement, heavy duty coaches - order in 2017-19	\$2,143,850	\$3,292,002	\$7,205,369	\$7,205,369	\$19,846,590	\$15,877,272	Sec. 5307, 5339 & PSRC Earned Share est.	\$3,969,318	\$19,846,590	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
7	IT 1702 Pattison Maintenance, Operations & Admin. Facility Expansion and Rehabilitation (Final Design and Engineering phase only)	\$2,550,000	\$1,500,000			\$4,050,000	\$2,025,000	Sec. 5339 & State RMG and Local	\$2,025,000	\$4,050,000	Planned Not secured New Project Approval Required	Anticipated PSRC 5307 & 5339 Earned Share Funding
8	IT 1801 **Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$440,000	\$2,560,000	\$7,800,000	\$16,663,203	\$27,463,203	\$13,731,602	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$13,731,602	\$27,463,203	DESIGN Funded, some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
Total Federal Funded Projects		\$14,527,500	\$16,249,988	\$25,114,207	\$33,956,070	\$89,847,766	\$58,401,592		\$31,446,174	\$89,847,766	Secured and Estimated Federal Funding Sources	

**NOTES:** Grant type: Sec. 5307/5339 & PSRC\* 5307/5339 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.\*Puget Sound Regional Council

\*\* Pattison Maintenance Operations and Admin. Facility Expansion and Rehabilitation Project assumes a 50/50 match from all sources, Federal Funds may only require a 80/20 match or less.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: June 7, 2017**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, 705-5861, hstafford@intercitytransit.com

**SUBJECT:** Amending the Appointment of Agent to Receive Claims for Damages

- 
- 1) **The Issue:** Update the resolution to reflect current staff designated to receive claims for damages.
- 
- 2) **Recommended Action:** Adopt Resolution 03-2017 to reflect the most recent Administrative Organizational Structure changes and laws.
- 
- 3) **Policy Analysis:** Chapter 225, Laws of 2015, codified at RCW 4.96.020, requires the governing body of a municipal corporation to appoint an agent to receive claims for damages under Chap. 4.96 RCW. This replaces the older Chapter 119, Laws of 2001, codified at RCW 4.96.020. The language in the new policy will reflect the administrative organization changes of "Intercity Transit Human Resource Manager" to "Intercity Transit Administrative Services Director" and "Director of Finance" to "Finance Manager."
- 
- 4) **Background:** On April 3, 2017, Intercity Transit combined Human Resources, Finance and Information Systems into one department called "Administrative Services." Heather Stafford Smith, previously the HR Director, now leads all three divisions. Her title is "Administrative Services Director." There is no longer a Finance Director position which is specifically mentioned in the existing resolution.
- 
- 5) **Alternatives:**
- A) Adopt Resolution 03-2017 to reflect the current organizational structure.
  - B) Do not adopt Resolution 03-2017 and keep current policy. This would not reflect current requirements of the law and organizational structure and would cause confusion as to who has authorization to accept claims for damages.
- 
- 6) **Budget Notes:** Adoption of this resolution has no impact on the 2017 budget.
- 
- 7) **Goal Reference:** N/A.
- 
- 8) **References:** Resolution No. 03-2017.

**INTERCITY TRANSIT  
RESOLUTION 03-2017  
AMENDING THE APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES**

**A RESOLUTION** amending the Appointment of an Agent to Receive Claims for Damages, Resolution 07-2001 dated August 8, 2001.

**WHEREAS**, Chapter 225, Laws of 2015, codified at RCW 4.96.020, requires the governing body of a municipal corporation to appoint an agent to receive claims for damages under Chap. 4.96 RCW.

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

1. The Intercity Transit Administrative Services Director is appointed as the agent to receive claims for damages under Chap. 4.96 RCW. If the Intercity Transit Administrative Services Director is absent during working hours, the Finance Manager is authorized to serve as the agent to receive claims for damages under Chap. 4.96 RCW. In the absence of both, the designee of the Administrative Services Director is authorized to serve as the agent to receive claims for damages under Chap. 4.96 RCW. These individuals are officed at the Intercity Transit Headquarters Office, 526 Pattison SE, Olympia, WA 98501.

2. Pursuant to Chap. 225, Section 6, Laws of 2015, this Resolution shall be recorded with the Thurston County Auditor.

**ADOPTED:** This 7th day of June, 2017.

**INTERCITY TRANSIT AUTHORITY**

\_\_\_\_\_  
**Debbie Sullivan, Chair**

**ATTEST:**

\_\_\_\_\_  
**Pat Messmer  
Executive Assistant/  
Clerk of the Board**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Dale Kamerrer  
Legal Counsel**



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-D**  
**MEETING DATE: June 7, 2017**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Strategic Plan - Goals and End Policies

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- 1) **The Issue:** Review our existing “Goals and End Policies” in the 2017-2022 strategic plan to determine if they remain relevant or need updating for the 2018-2023 Strategic Plan.
- 
- 2) **Recommended Action:** This item is for Authority consideration and discussion.
- 
- 3) **Policy Analysis:** The strategic plan is Intercity Transit’s primary policy document. The Authority’s direction provides the level of resources and priorities devoted to specific services and projects.
- 
- 4) **Background:** This is an opportunity to review the six Goals and End Policies in our current strategic plan and determine if they continue to remain relevant or if they need updating for the 2018-2023 strategic plan.

The 2017-2022 strategic plan contained six Goals and End policies. The Authority amended and added to the statements to focus on assessing transportation needs throughout the PTBA, insure we were addressing needs within our financial limitations, defining our success based on satisfaction levels as opposed to increased ridership and explicitly stating that our goal is to encourage the use of our services.

The six Goals and End Policies from the 2017-2022 Strategic Plan are as follows:

- Goal 1 - *Assess the transportation needs of our community throughout the Public Transportation Benefit Area.*  
End Policy-Intercity Transit Authority, staff and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.
- Goal 2 - *Provide outstanding customer service.*  
End Policy-Customers and the community will report a high level of satisfaction.

- Goal 3 – *Maintain a safe and secure operating system.*  
End Policy–Focus on continual improvement for the safety and security of all customers, employees, and facilities.
- Goal 4 – *Provide responsive transportation options within financial limitations.*  
End Policy–Customers and staff will have access to programs and services that benefit and promote community sustainability.
- Goal 5 – *Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.*  
End Policy–Resources will be used efficiently with minimal impact on the environment.
- Goal 6 – *Encourage use of services.*  
End Policy–Educate and encourage community members to explore and appreciate the benefits of public transportation.

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5) **Alternatives:**

- A. Review items for consideration and discussion.
- B. Delay review and discussion associated with these items.

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6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan are in terms of Authority and staff time.

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7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.

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