

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

September 6, 2017

5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **10 min.**
 - A. **Zach Heinemeyer, Village Vans Assistant** (*Cindy Fisher*)
 - B. **Rob LaFontaine, Planning 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:** August 2, 2017 Regular Meeting

 - B. **Payroll – August 2017:** \$2,197,304.01

 - C. **Accounts Payable:** Warrants dated August 4, 2017, number 23182; numbers 23185-23259; in the amount of \$913,426.25; Warrants dated August 18, 2017, numbers 23262-23333, in the amount of \$652,711.38. Automated Clearing House Transfers for August 2017 in the amount of \$12,018.00 for a monthly total of \$1,578,155.63.

 - D. **Operations’ Uniforms Contract Extension:** Authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations’ staff uniform items in an amount not-to-exceed \$60,000, including taxes. (*Katie Cunningham*)

 - E. **Transit Pass Printing and Delivery:** Authorize the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract spend will not exceed \$26,609, including taxes. (*Jeff Peterson*)

 - F. **Surplus Property:** Declare the property listed on Exhibit A as surplus with a total value estimated at \$146,672. (*Katie Cunningham*)

- | | | |
|-----|---|----------------|
| 5) | PUBLIC HEARING - None | 0 min. |
| 6) | COMMITTEE REPORTS | |
| | A. Citizen Advisory Committee (8/21/17) (Marilyn Scott) | 3 min. |
| 7) | NEW BUSINESS | |
| | A. Thurston County Economic Alliance (Michael Cade) | 30 min. |
| | B. Adoption of 2016 Annual Report/Transit Development Plan
(Eric Phillips) | 5 min. |
| | C. Loomis Contract to Sort Farebox Cash (Suzanne Coit) | 5 min. |
| | D. Surplus Van Grant Program Update (Carolyn Newsome) | 5 min. |
| | E. CAC Fall Recruitment (Ann Freeman-Manzanares) | 5 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

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.

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
August 2, 2017

CALL TO ORDER

Chair Sullivan called the August 2, 2017, 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; City of Lacey Councilmember Virgil Clarkson; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Katie Cunningham; Tammy Ferris; Mark Kallas; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Jeff Peterson; Eric Phillips; Rob Rinehart; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Peter Diedrick; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS - None

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: July 19, 2017, Regular Meeting.

A. Payroll - July 2017: \$2,241,850.13

B. Accounts Payable: Warrants dated July 7, 2017, number 23038; numbers 23041-23105; numbers 23111-23114, in the amount of \$315,416.27; Warrants dated July

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21, 2017, numbers 23115-23180, in the amount of \$794,529.40. Automated Clearing House Transfers for July 2017 in the amount of \$6,321.01 for a monthly total of \$1,116,266.68.

- C. Schedule Special Meeting:** Scheduled a special meeting for Wednesday, September 20, 2017, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. (*Ann Freeman-Manzanares*)

PUBLIC HEARING - None

COMMITTEE REPORTS - None

NEW BUSINESS

- A. Replace Aging Network Equipment.** Procurement Coordinator, Jeff Peterson, presented for approval a request to purchase 8 Cisco Switches and 2 Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components from CDW LLC.

The requested Cisco equipment will replace the aging equipment purchased in 2005 and warranty coverage will expire in October of 2017. The Proxim Tsunami Wireless Bridges will enhance network communications and reliability to staff located in the Remax Professional Building on Pacific Avenue.

Through market research, staff found CDW offers the requested equipment at a competitive price from the King County Directors' Association (KCDA) purchasing cooperative. KCDA is owned by Washington's public school districts and serves all levels of government. Staff also considered the Washington State contract but pricing and product selection was more advantageous through KCDA. Staff recommends purchasing new network switch equipment to ensure the network system is operating efficiently under a maintenance agreement.

It was M/S/A by Citizen Representative Warner and Citizen Representative Melnick to authorize the General Manager to purchase 8 Cisco Switches and 2-Proxim Tsunami Wireless Bridges to include related licenses, extended service agreements, and other necessary components in the amount of \$74,593.28, inclusive of tax, from CDW LLC.

- B. Installation of Mobile Video Recording System.** Procurement Coordinator, Jeff Peterson, presented for consideration an amendment to an existing contract from Transit Solutions, LLC to include installation of our mobile digital video recording (DVR) system and high definition front facing cameras.

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Intercity Transit entered into a contract with Transit Solutions in November 2016 to provide Intercity with the next generation of onboard DVRs and high definition front facing cameras for \$358,641. The contract included the installation of 12 systems on existing fleet intended as training for future in-house installation of the remaining vehicles.

The initial installation and training effort concluded in January 2017. Following a review by Maintenance staff on the efficiency and scale of work following the initial training, it was determined the overall costs, timing, and implementation schedule of the project would improve significantly by having Transit Solutions complete the installation. Having the vendor complete the installations also provides stricter adherence to potential warranty issues related to the installation process. Our amendment to the contract with Transit Solutions provides for timely and efficient completion of installation work and staff recommends exercising this option.

By all accounts, the new DVRs and cameras have been a success and provide superior results. Staff believes the best and most cost effective path forward to implement this technology is to have Transit Solutions install the remaining DVRs and cameras.

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to authorize the General Manager to amend an existing contract with Transit Solutions, LLC to include installation of DVR systems, associated mobile digital video recording system components, and high definition front facing cameras in the not-to-exceed amount of \$72,347, including tax, for 93 vehicles.

- C. New Facilities Truck Purchase.** Procurement Coordinator, Katie Cunningham, presented for consideration a request to issue a purchase order to Columbia Ford of Longview for the purchase of (1) one 2017 Ford F350 truck and service body.

Intercity Transit intends to purchase one (1) new Ford F350 truck with service body to replace a 2005 model year truck which is overdue for replacement. This new truck will be similar to the Ford F350 with service body that was purchased in 2016. Facilities staff has found that this truck make and model has served the department well, and has determined that a similar truck will continue to best meet the department's needs.

In order to increase coverage and efficiency during snow events, staff also planned for the addition of a snow plow attachment to this vehicle. The snow plow package will allow a quicker response to clear the bus yard, transit centers, and park and rides during snow and ice events. While we currently have two vehicles with snow

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plow attachments which also carry a sander and deicer trailer, this third stand-alone snow plow will enhance our ability to respond.

The Washington State Department of Enterprise Services (DES) competitively awards its vehicle contracts to the lowest responsive and responsible bidder by vehicle class, and Columbia Ford of Longview was selected for this vehicle class under Contract 05916. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off of this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and the contractor's ability to perform. Staff has confidence that this vehicle is mechanically sound and will serve our facilities staff well.

It was M/S/A by Vice Chair and Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Columbia Ford of Longview for the purchase of one (1) 2017 Ford F350 truck and service body not-to-exceed the amount of \$74,611, including tax.

D. State Legislative Advocacy Services. Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.

In July 2016, Intercity Transit released a Request for Proposals for State Legislative Advocacy Services, which resulted in a one-year contract award to Foster Government Relations in September 2016. The original contract included four one-year renewal options. This item represents the first one-year renewal. The contracted amount remains as originally proposed.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the first year of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to authorize the General Manager to enter into a one-year contract extension with

Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

E. Rejection of Tumwater Square Station Improvements Construction Bid.

Procurement Coordinator, Tammy Ferris, presented for consideration the rejection of the bid submitted by NOVA Contracting, Inc. for the Tumwater Square Station Improvements.

Intercity Transit released a RFB for the Tumwater Square Station Improvements project on June 21, 2017. We received one (1) bid in the amount of \$348,200 by the submittal deadline of July 13, 2017.

Intercity Transit's 2017 budget to complete construction was \$230,000. The Engineer's estimate to complete the project was \$245,113. The bid received exceeded the Engineer's estimate by \$103,087, which is 42% higher than the Engineer's estimate.

Based on discussions with our project Engineer, the lack of bids and higher than anticipated pricing is most likely due to releasing the RFB during the peak season of construction when construction demand is high and contractor availability is low. Our Engineer contacted several contractors to verify the lack of participation and they had reported that they were busy but also confirmed the Engineer's estimate was reasonable.

Staff is requesting the Authority reject the single bid submitted by NOVA Contracting, Inc., as it exceeds the approved budget. Staff intends to re-issue the RFB for the Tumwater Square Station Improvements in the fall of 2017 in order to attract a larger number of contractors to bid the project.

It was M/S/A by Councilmember Clarkson and Councilmember Carmody to authorize the General Manager to reject the bid submitted by NOVA Contracting, Inc. in response to RFB 1621 for Tumwater Square Station Improvements.

GENERAL MANAGER'S REPORT

Transit Appreciation Day is Wednesday, August 9, 2017, from 10 a.m. to 4 p.m. The awards program begins at 12:04 p.m. All are welcome.

The IT Road Trip public outreach kicked-off last week. There was an article in the Olympian, and a piece on KIRO news. There have been 200 completed intercept surveys collected to date. And "thank you" to Councilmembers Clark Gilman and Ryan Warner and CAC member Marilyn Scott for participating. Currently, there 650 surveys have been completed online.

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At the July 20, 2016, Authority meeting, the Authority acknowledged they are not considering the purchase of more hybrid buses, and will stay with clean diesel. Staff will come before the Authority on December 6, 2017, with a contract to purchase new clean diesel buses. The Procurement Team is formed and staff will send researchers to the APTA Expo to put the final touches on the purchase request.

Staff would like to take advantage of two grant opportunities. One is a state CTR grant that the state dedicated \$250,000 to reduce congestion on I-5 and other major highways to the north. It requires private participation. Staff is looking at potentially doing something around vanpool promotion. Freeman-Manzanares met with David Shaffert from the Thurston County Chamber, and also met with Conduent to determine their level of interest. The deadline is August 15, 2017.

Councilmember Carmody suggested staff contact local hospitals and nursing homes. Medical employees are in need of reliable transportation, and perhaps would benefit from our vanpool program. Freeman-Manzanares said she had a conversation with David Shaffert about the “medical clusters” within the community, and there may be opportunities to go beyond single businesses and look at the medical clusters of employees.

The second grant is Bus and Bus Facilities. Freeman-Manzanares and Eric Phillips are meeting with Intercity Transit’s grant writer, Thera Black from SCJ, to view a webinar on the grant-writing process. This grant is due August 25, 2017. Staff is looking at grant opportunities that fall within the strategic plan. The Authority is in agreement and encouraged our applications to these programs.

The Authority Annual Planning Session is scheduled for August 18, 2017, from 8 a.m. to 4 p.m. At the 2016 Planning Session, the Authority received a glimpse at the trade-offs involved with the type of fixed route services the agency provides and defining policy about the type of service the agency puts out on the street. This year’s facilitator Jason Robertson, and subject matter expert Thomas Wittmann, will delve more deeply into the policy area.

Intercity Transit hosted the second annual Local Rodeo on Sunday, July 23, resulting in three Operators (Rob Woods, David Randall and Eric Wells) representing the agency at the Washington State competition on Sunday, August 5. Coaching for Operations is Operations Supervisor, David Dudek. In the maintenance competition, the three returning maintenance staff members are Grant Swidecki, James Bush and Joe Bell. Coaching for Maintenance is Maintenance Supervisor, William Snyder.

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AUTHORITY ISSUES

Carmody suggested, and the Authority members agreed, that staff revisit the Procurement Policy of bringing all items \$25,000 and over to the Authority for approval, and consider increasing that amount to at least \$50,000. Freeman-Manzanares said staff will bring this before the Authority at a future meeting.

Messmer asked staff to add to the next Authority meeting agenda the consideration to cancel the December 20, 2017, meeting. Over the past several years, the Authority has finished business during the first meeting of the month, and this will allow staff and the Authority to plan ahead for holidays.

Clarkson thanked Freeman-Manzanares for doing an outstanding job of giving a presentation to the Kiwanis Club.

Warner invited all to the Washington State Public Transportation Roadeo being held in Everett on Sunday starting at 8 a.m. on August 6.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the meeting at 6:10 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 6, 2017.

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

PERIOD DATES:		07/23/2017 - 08/05/2017				PAYDATE 08/11/2017		1ST TRANSFER AMOUNT		PERIOD DATES:		08/06/2017 - 08/19/2017				PAYDATE 08/25/2017		2ND TRANSFER AMOUNT	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT							CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT					
IRS	FIT MT		EFT	74,780.73					96,399.55	IRS	FIT MT		EFT	74,703.27					96,200.31
	A2/35	Life Ins.		0.00					0.00		A2/35	Life Ins.		0.00					0.00
INS HEALTH HEALTH	D3/31	Disability Ins		2,465.78					0.00	INS HEALTH HEALTH	D3/31	Disability Ins		2,465.14					0.00
	HE/37HI/38	Health In1stN2ND		173,422.00					0.00		HE/37HI/38	Health In1stN2ND		181,402.58					0.00
	TH/39	Taxed Hlth		0.00					0.00		TH/39	Taxed Hlth- DO NOT USE		0.00					0.00
CHILD CARE	CC/61	Child Care	Hfstter	148.00						CHILD CARE	CC/61	Child Care	Hfstter/Brgkmp	148.00					
GARNISHMENT	GN/08	Garnish	CHECK last	314.91						GARNISHMENT	GN/08	Garnish	CHECK last	620.82					
CHILD SUPPORT	CS/09	DSHS	EFT	2,067.20					2,067.20	CHILD SUPPORT	CS/09	DSHS	EFT	2,067.20					2,067.20
	CS/09	ExpertPay	EFT	0.00					0.00		CS/09	ExpertPay	EFT	0.00					0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	8,985.00					8,985.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	8,776.49					8,776.49
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,772.93					15,772.93	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	15,779.00					15,779.00
GET HEALTH SAVING	GT/63	G.Ed.Tuit	Check every	227.00						GET HEALTH SAVING	GT/63	G.Ed.Tuit	Check every	227.00					
	HS/59	Health Svgs	ACH Wire every	265.00					265.00		HS/59	Health Svgs	ACH Wire every	265.00					265.00
401K VANGUARD LOAN LOAN	DC/97	Vgrd EE	Wire	45,787.36						401K VANGUARD LOAN LOAN	DC/97	Vgrd EE	Wire	45,498.65					
	DC/22	Vgrd ER	Wire	31,308.12					77,095.48		DC/22	Vgrd ER	Wire	31,229.01					76,727.66
	L2/29	401k Ln#2	Wire	5,359.59							L2/29	401k Ln#2	Wire	5,029.46					
	LN/29	401k Ln #1	Wire	8,072.15					13,431.74		LN/29	401k Ln #1	Wire	7,519.55					12,549.01
	TTL VNGRD			90,527.22							TTL VNGRD		89,276.67						
LABOR INS	LI/02	L&I	EFT Quarterly	30,323.05						LABOR INS	LI/02	L&I-LA +LI +ER	EFT Quarterly	30,945.83					
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					
	MI/52	Mac.Initiation	Check last	0.00							MI/52	Mac.Initiation	Check last	1,502.49					
	MS/60	Payroll Corr check									MS/60	Payroll Corr check		0.00					
	GL/11	GTLife									GL/11	GTLife- ER/EE- 1ENR/VR/RY		0.00					
	TF/	Tx.Fr.Benefit	Employer	25.00					0.00		TF/	Tx.Fr.Benefit	Employer	48.00					0.00
PROJECT ASSIST	PA/66	Proj Assist	Check last	482.00						PROJECT ASSIST	PA/66	Proj.Assist	Check last	482.00					
PENSION STATE PERS	PN/04	PERS EE	EFT	56,790.25					0.00	PENSION STATE PERS	PN/04	PERS EE	EFT	56,369.08					0.00
	PN/04	PERS ER	EFT	97,903.31					154,693.56		PN/04	PERS ER	EFT	97,225.33					153,594.41
	TTL PERS			154,693.56							TTL PERS		153,594.41						
ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20	ICMA Ln#2	WIRE	393.87					0.00	ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20	ICMA Ln#2	WIRE	393.87					0.00
	RC/24	ICMA EE	WIRE	5,838.72							RC/24	ICMA EE	WIRE	5,666.22					
	RU/23	ICMA Roth	WIRE	350.00					350.00		RU/23	ICMA Roth	WIRE	350.00					350.00
	RL/21	ICMA Ln#1	WIRE	1,680.36					2,074.23		RL/21	ICMA Ln#1	WIRE	1,692.65					2,086.52
	RR/25	ICMA ER	WIRE	3,296.39					9,135.11		RR/25	ICMA ER	WIRE	3,216.60					8,882.82
	TTL ICMA			11,209.34					11,559.34		TTL ICMA		10,969.34						11,319.34
457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	14,198.61						457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT	14,104.49					
	SR/27	457 ST ER	EFT	7,499.12					21,697.73		SR/27	457 ST ER	EFT	7,384.83					21,489.32
	ST/67/SS68	AFLAC POST/PRE	EFT	4,086.01					4,086.01		ST/67	ShTrmDisab-AFLAC	EFT	4,061.70					4,061.70
ATU UNION DUES	UC/45	Un COPE	Check 1st	233.00						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	618.00					
	UD/42	Un Dues	Check last	5,813.46							UD/42	Un Dues-BOTH PP	Check last	5,790.58					
	UI/41	Un Initiatn	Check last	220.00							UI/41	Un Initiatn- 100.00 PEREE	Check last	130.00					
	UT/43	Un Tax	Check last	3,125.70							UT/43	Un Tax IST PP	Check last	0.00					
UNITED WAY	UW/62	United Way	Check last	426.50						UNITED WAY	UW/62	United Way	Check last	408.50					
WELLNESS	WF/64	Wellness	Check last	359.50						WELLNESS	WF/64	Wellness	Check last	359.50					
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)	ACH Wire every		468,875.80					468,875.80	DIRECT DEP. LIVE CHECKS	NP NET PAY (dir. Deposit)	ACH Wire every		471,434.51					471,434.51
	Paychecks			2,697.12							Paychecks - LIVE CHECKS			1,177.00					
	TOTAL TRANSFER (tie to Treasurer Notifications)								\$874,929.34		TOTAL TRANSFER (tie to Treasurer Notifications)								\$874,263.95
	TOTAL PAYROLL*:			\$1,096,714.62							TOTAL PAYROLL*:			\$1,100,589.39					
GROSS WAGE ER AMOUNT	GROSS EARNINGS:			772,059.29						GROSS WAGE ER AMOUNT	GROSS EARNINGS:			768,469.67					
MEDICARE TAX	EMPR MISC DED:			313,842.01						MEDICARE TAX	EMPR MISC DED:			321,371.10					
	EMPR MEDICARE TAX:			10,813.32							EMPR MEDICARE TAX:			10,748.62					
	TOTAL PAYROLL FOR JULY 2017								\$1,096,714.62		TOTAL PAYROLL FOR JULY 2017								\$1,100,589.39
DIRECT DEP.	ACH WIRE TOTAL			493,898.73						DIRECT DEP.	ACH WIRE TOTAL			496,255.00					\$2,197,304.01

0.00

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/04/2017

Thru Date: 08/04/2017

Check #	Check Date	Ref #	Name	Amount	Voided
00023182	8/4/2017	07780	DELL MARKETING LP	\$62,566.97	
00023185	8/4/2017	12823	KIRK HANSEN, DR	\$51.42	
23186	8/4/2017	01480	AIR FLOW SYSTEMS INC	\$1,297.20	
23187	8/4/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,618.91	
23188	8/4/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
23189	8/4/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$428.69	
23190	8/4/2017	02380	ARAMARK UNIFORM SERVICES	\$964.21	
23191	8/4/2017	02580	ASSOCIATED PETROLEUM	\$33,634.26	
23192	8/4/2017	02825	AUTO PLUS - OLYMPIA	\$302.69	
23193	8/4/2017	02990	B&B SIGN COMPANY LLC	\$507.16	
23194	8/4/2017	03250	BATTERY SYSTEMS, INC	\$6,777.11	
23195	8/4/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$795.41	
23196	8/4/2017	04120	BUILDERS HARDWARE CO	\$330.40	
23197	8/4/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$2,520.61	
23198	8/4/2017	05740	CED	\$592.26	
23199	8/4/2017	06120	CITY OF OLYMPIA UTILITIES	\$765.75	
23200	8/4/2017	06500	COLLECTION TECHNOLOGY INC	\$404.81	
23201	8/4/2017	06560	COLUMBIA FORD MERCURY LINCOLN	\$36,694.75	
23202	8/4/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,083.83	
23203	8/4/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
23204	8/4/2017	07220	CUMMINS NORTHWEST INC	\$12,867.98	
23205	8/4/2017	07619	DAVID S FOSTER	\$1,750.00	
23206	8/4/2017	08780	EMERALD SERVICES INC	\$1,649.02	
23207	8/4/2017	10580	GENE'S TOWING INC	\$602.59	
23208	8/4/2017	10605	GENFARE	\$1,241.07	
23209	8/4/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23210	8/4/2017	10660	GILLIG LLC	\$18,163.82	
23211	8/4/2017	10759	GORDON TRUCK CENTERS INC	\$3,055.33	
23212	8/4/2017	10863	GRAYS HARBOR TRANSIT	\$119.00	
23213	8/4/2017	10972	HALL, LORIA MARIA	\$1,874.82	
23214	8/4/2017	11615	INDUSTRIAL HYDRAULICS INC	\$353.04	
23215	8/4/2017	11765	INTERCITY TRANSIT PETTY CASH	\$471.01	
23216	8/4/2017	11905	JANEK CORPORATION	\$59.84	
23217	8/4/2017	11943	JOANNA GRIST	\$1,750.00	
23218	8/4/2017	12474	KBA INC	\$45,200.08	
23219	8/4/2017	13700	LUMINATOR MASS TRANSIT, LLC	\$125.06	
23220	8/4/2017	13793	MARTIN WAY COLLISION INC.	\$434.33	
23221	8/4/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
23222	8/4/2017	14590	MOHAWK MFG & SUPPLY	\$32.36	
23223	8/4/2017	14900	NAPA AUTO PARTS	\$370.49	
23224	8/4/2017	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$10,552.91	
23225	8/4/2017	15140	NISQUALLY TOWING SERVICE	\$1,080.00	
23226	8/4/2017	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$7,344.00	
23227	8/4/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$44.92	
23228	8/4/2017	15300	OAK HARBOR FREIGHT LINES INC	\$294.91	
23229	8/4/2017	16557	PACIFIC MODULAR, INC	\$707.20	
23230	8/4/2017	17420	R&R TIRE COMPANY, INC.	\$2,301.12	
23231	8/4/2017	17560	RE AUTO ELECTRIC INC	\$821.60	
23232	8/4/2017	17824	S & A SYSTEMS INC	\$597.31	
23233	8/4/2017	17900	SCHETKY NW SALES INC	\$586.17	
23234	8/4/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,542.33	
23235	8/4/2017	18068	SHINING EXAMPLE INC	\$303.33	
23236	8/4/2017	18105	SIMME LLC	\$6,478.00	
23237	8/4/2017	18197	SMART TALENT LLC	\$798.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/04/2017

Thru Date: 08/04/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23238	8/4/2017	18355	SOUND TRANSIT	\$27,331.30	
23239	8/4/2017	18470	SPORTWORKS NORTHWEST INC	\$473.43	
23240	8/4/2017	18651	STORMANS (LICENSING)	\$47.75	
23241	8/4/2017	18940	TENNANT COMPANY	\$59.30	
23242	8/4/2017	21930	TIRES INC	\$9,735.76	
23243	8/4/2017	21950	TITUS-WILL CHEVROLET	\$3,736.07	
23244	8/4/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
23245	8/4/2017	22010	TOYOTA OF OLYMPIA	\$55.77	
23246	8/4/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
23247	8/4/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$124,541.23	
23248	8/4/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$1,284.03	
23249	8/4/2017	23660	UNITED WAY OF THURSTON COUNTY	\$855.00	
23250	8/4/2017	23715	URBAN SOLAR CORPORATION	\$1,338.24	
23251	8/4/2017	24000	W W GRAINGER INC	\$1,129.87	
23252	8/4/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$159.00	
23253	8/4/2017	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$82,303.64	
23254	8/4/2017	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$10,660.73	
23255	8/4/2017	24742	WA ST EMPLOYMENT SECURITY	\$71.07	
23256	8/4/2017	24750	WA ST GET PROGRAM	\$227.00	
23257	8/4/2017	24755	WA ST HEALTH CARE AUTHORITY	\$353,619.31	
23258	8/4/2017	25858	WESTCARE CLINIC LLC PS	\$595.00	
23259	8/4/2017	26405	XIOLOGIX LLC	\$1,018.76	
Total:				\$913,426.25	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/18/2017

Thru Date: 08/18/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23262	8/18/2017	01405	ADVANCE GLASS INC	\$222.47	
23263	8/18/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23264	8/18/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
23265	8/18/2017	01820	AMERICAN DRIVING RECORDS INC	\$327.02	
23266	8/18/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$926.43	
23267	8/18/2017	01960	AMERICAN SEATING COMPANY	\$337.87	
23268	8/18/2017	02060	AMERISAFE	\$425.41	
23269	8/18/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$190.86	
23270	8/18/2017	02380	ARAMARK UNIFORM SERVICES	\$1,213.74	
23271	8/18/2017	02580	ASSOCIATED PETROLEUM	\$58,507.53	
23272	8/18/2017	02825	AUTO PLUS - OLYMPIA	\$53.51	
23273	8/18/2017	03250	BATTERY SYSTEMS, INC	\$6,353.55	
23274	8/18/2017	04130	BUDGET BLINDS OF LACEY, INC.	\$9,177.28	
23275	8/18/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$760.96	
23276	8/18/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
23277	8/18/2017	07220	CUMMINS NORTHWEST INC	\$33,415.13	
23278	8/18/2017	08780	EMERALD SERVICES INC	\$608.82	
23279	8/18/2017	09820	FLEET-NET CORP	\$2,736.32	
23280	8/18/2017	10180	FREEDMAN SEATING CORPORATION	\$49.07	
23281	8/18/2017	10477	GALLS, LLC	\$610.05	
23282	8/18/2017	10605	GENFARE	\$208.61	
23283	8/18/2017	10607	GENUINE AUTO GLASS OF LACEY	\$920.27	
23284	8/18/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23285	8/18/2017	10660	GILLIG LLC	\$13,484.29	
23286	8/18/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23287	8/18/2017	10759	GORDON TRUCK CENTERS INC	\$4,897.96	
23288	8/18/2017	10880	GRIMM COLLECTIONS	\$613.97	
23289	8/18/2017	11615	INDUSTRIAL HYDRAULICS INC	\$474.22	
23290	8/18/2017	11892	J ROBERTSON AND COMPANY	\$5,670.00	
23291	8/18/2017	11905	JANEK CORPORATION	\$750.72	
23292	8/18/2017	11909	JAYRAY ADS & PR INC	\$2,643.75	
23293	8/18/2017	12875	KPFF CONSULTING ENGINEERS INC	\$3,050.04	
23294	8/18/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,098.50	
23295	8/18/2017	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$875.00	
23296	8/18/2017	13661	LOOMIS	\$492.85	
23297	8/18/2017	13850	MASON TRANSIT AUTHORITY	\$716.00	
23298	8/18/2017	14160	MCMASTER-CARR SUPPLY CO.	\$65.88	
23299	8/18/2017	14900	NAPA AUTO PARTS	\$742.42	
23300	8/18/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
23301	8/18/2017	15300	OAK HARBOR FREIGHT LINES INC	\$968.37	
23302	8/18/2017	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$622.00	
23303	8/18/2017	16595	PACIFIC POWER GROUP LLC	\$11,025.00	
23304	8/18/2017	16820	PIERCE COUNTY SECURITY	\$16,408.01	
23305	8/18/2017	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
23306	8/18/2017	16966	POINT & PAY	\$1,424.32	
23307	8/18/2017	17290	PUGET SOUND ENERGY	\$11,237.61	
23308	8/18/2017	17391	QUALITY MUFFLER & BRAKE	\$1,812.16	
23309	8/18/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23310	8/18/2017	17420	R&R TIRE COMPANY, INC.	\$3,068.16	
23311	8/18/2017	17505	RAINIER DODGE INC	\$173.72	
23312	8/18/2017	17560	RE AUTO ELECTRIC INC	\$448.68	
23313	8/18/2017	17741	ROGNLIN'S INC	\$331,070.00	
23314	8/18/2017	17760	ROSS AND WHITE COMPANY	\$349.22	
23315	8/18/2017	17900	SCHETKY NW SALES INC	\$3,603.58	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 08/18/2017

Thru Date: 08/18/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23316	8/18/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,808.79	
23317	8/18/2017	18052	SHEA, CARR & JEWELL INC	\$350.00	
23318	8/18/2017	18075	SIEGEL OIL COMPANY	\$320.25	
23319	8/18/2017	18145	SIX ROBBLEES INC	\$56.07	
23320	8/18/2017	18197	SMART TALENT LLC	\$2,395.20	
23321	8/18/2017	21610	TETRA TECH INC	\$21,656.46	
23322	8/18/2017	21660	THERMO KING NORTHWEST	\$120.16	
23323	8/18/2017	21755	THURSTON COUNTY CLERK	\$1,874.82	
23324	8/18/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
23325	8/18/2017	21930	TIRES INC	\$28,967.55	
23326	8/18/2017	21950	TITUS-WILL CHEVROLET	\$3,049.06	
23327	8/18/2017	22010	TOYOTA OF OLYMPIA	\$70.68	
23328	8/18/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23329	8/18/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$31,641.70	
23330	8/18/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23331	8/18/2017	24750	WA ST GET PROGRAM	\$227.00	
23332	8/18/2017	25380	WASHINGTON GARDENS	\$315.52	
23333	8/18/2017	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$900.00	
Total:				\$652,711.38	

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
05105 CALQUHOUN, GREG										
00	08/6-9/17	DI	8/18/2017			471.43	471.43	471.43		471.43
11308 HOFSTETTER SHANNON										
00	08/11/17	DI	8/18/2017			148.00	148.00	148.00		619.43
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017AUG	DI	8/18/2017			3,004.75	3,004.75	3,004.75		3,624.18
15120 NEWSOME CAROLYN										
00	07/30-8/2/17	DI	8/18/2017			1,003.54	1,003.54	1,003.54		4,627.72
00	08/6-9/17	DI	8/18/2017			136.63	136.63	1,140.17		4,764.35
18048 SHAWVER, RENA										
00	08/05-08/17	DI	8/18/2017			91.00	91.00	91.00		4,855.35

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
11308 HOFSTETTER SHANNON										
00	07/28/2017	DI	8/4/2017			148.00	148.00	148.00		148.00
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2017JUL	DI	8/4/2017			4,391.36	4,391.36	4,391.36		4,539.36
11760 INTERCITY TRANSIT IMPREST ACCOUNT										
00	2017AUG	CM	8/4/2017			-788.51	-788.51	-788.51		3,750.85
00	2017AUG	DI	8/4/2017			1,565.82	1,565.82	777.31		5,316.67
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017JUL	DI	8/4/2017			955.00	955.00	955.00		6,271.67
11775 INTERCITY TRANSIT WELLNESS										
00	2017JUL	DI	8/4/2017			722.00	722.00	722.00		6,993.67
14497 MILLER, WILLIAM										
00	2017JUL	DI	8/4/2017			83.98	83.98	83.98		7,077.65
17895 SCHEEL, RON										
00	380841/17	DI	8/4/2017			85.00	85.00	85.00		7,162.65

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Operations Uniforms Contract Extension

1) **The Issue:** Consideration of a one-year contract extension with Galls, LLC for the purchase of Operations' staff uniform items.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000 including taxes.

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

4) **Background:** In November 2014 Intercity Transit awarded a two-year contract to Galls, LLC which included the option to extend services annually for up to three additional years. This recommendation represents the second one-year renewal option available under the contract.

Staff has indicated that Intercity Transit continues to be satisfied with the uniform item quality and performance of Galls, LLC. The one-year renewal uniform item pricing will remain the same as the original contract, which staff continues to find is fair and reasonable.

Staff remains confident that Galls, LLC will continue to provide quality uniform items and service which meet our requirements, and recommends the one-year contract extension be approved.

5) **Alternatives:**

A. Authorize the General Manager to execute a one-year contract extension with Galls, LLC to provide Operations staff uniform items in an amount not-to-exceed \$60,000 including taxes.

B. Defer Action. This alternative would result in a lapse in the purchase of uniform items for Operations staff.

6) **Budget Notes:** Intercity Transit's 2017 Operations Uniform budget was \$66,200. We anticipate that the 2018 budget for Operations Uniforms will include a similar amount.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Transit Pass Printing and Delivery

1) **The Issue:** Consideration of extending a contract for the printing and delivery of monthly passes, daily passes and reduced fare stickers.

2) **Recommended Action:** Authorize the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract will not exceed \$26,609, including taxes.

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

4) **Background:** Intercity Transit entered into a one-year contract with Tumwater Printing on October 1, 2015, following a competitive solicitation for the printing of monthly passes, daily passes, and reduced fare stickers. The contract allows up to two annual extension options. Extending the contract through September 30, 2018, would be the final extension option.

Tumwater Printing is not requesting a price increase for material this term.

Based on Intercity Transit's experience and the value the contract provides, staff recommends extending the contract with Tumwater Printing through September 30, 2018.

5) **Alternatives:**

A. Authorize the General Manager to extend for one year an existing contract with Tumwater Printing for the provision of printing monthly passes, daily passes, and reduced fare stickers. The annual contract will not exceed \$26,609, including taxes.

B. Defer action. A decision to delay may impact our ability to provide bus passes and fare stickers for Transit customers.

6) **Budget Notes:** The 2017 budget for printing and delivery of the Transit passes and stickers is \$31,000. This year's purchase is \$4,391 less than budgeted.

7) **Goal Reference: Goal #2** - *“Provide outstanding customer service.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: September 6, 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 Vanpool vehicles and Facilities items 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 \$146,672.
-
- 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:** Exhibit A Surplus Property – September 2017.

EXHIBIT A
SURPLUS PROPERTY - SEPTEMBER 2017

VANPOOL					
ITEM	DESCRIPTION	VEHICLE #	# SEATS	MILEAGE	EST. VALUE
1	2008 Chevy Uplander	1912	7	77,841	\$3,765.00
2	2008 Chevy Express	1920	12	72,553	\$10,281.00
3	2008 Chevy Express	1928	12	68,079	\$10,582.00
4	2008 Chevy Express	1929	12	74,212	\$10,130.00
5	2008 Chevy Express	1930	12	74,836	\$10,130.00
6	2009 Toyota Sienna	2007	7	158,109	\$5,945.00
7	2009 Toyota Sienna	2009	7	131,449	\$6,683.00
8	2009 Toyota Sienna	2020	7	144,109	\$6,251.00
9	2010 Dodge Caravan	2103	7	137,851	\$5,797.00
10	2011 Dodge Caravan	2110	7	129,986	\$6,416.00
11	2011 Dodge Caravan	2112	7	122,506	\$6,638.00
12	2011 Dodge Caravan	2118	7	112,575	\$7,054.00
13	2011 Dodge Caravan	2126	7	127,150	\$6,488.00
14	2011 Dodge Caravan	2127	7	115,074	\$6,966.00
15	2011 Ford Econoline	2140	12	77,278	\$11,918.00
16	2011 Ford Econoline	2142	12	69,589	\$12,708.00
17	2012 Dodge Caravan	2214	7	99,563	\$8,055.00
18	2013 Ford Econoline	2325	12	107,284	\$10,280.00
VANPOOL TOTAL					\$146,087.00
FACILITIES					
ITEM	DESCRIPTION	SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	3 locker unit - 66" H x 45" W x 21" D	NA	1	\$20.00	\$20.00
2	6' Tripod Wooden Ladder	NA	1	\$5.00	\$5.00
3	Small Printer Cabinet with Pull out tray	NA	1	\$5.00	\$5.00
4	2 Drawer Black File Cabinet (1987)	7110-00-497-1420	1	\$5.00	\$5.00
5	Lincoln Power Master 3 - 82895 Airmotor - 3	N1K Series G	1	\$100.00	\$100.00
6	Lincoln Power Master 3 - 82895 Airmotor - 3	Series G	1	\$100.00	\$100.00
7	Lincoln Power Master 4 - 82730 Airmotor - 4	Series G	1	\$100.00	\$100.00
8	Lincoln Power Master 4 - 82730 Airmotor - 4	Series G	1	\$100.00	\$100.00
9	200 gal galvanized tank with window wash mixer	NA	1	\$50.00	\$50.00
10	Roll-around Oil drain tanks - 1/4 drum	NA	3	\$15.00	\$45.00
11	Portable drum parts washer - 1/4 drum	NA	1	\$15.00	\$15.00
12	Barbeque	Charbroil	1	\$20.00	\$10.00
13	Vacuum - Star	756 / R043914	1	\$10.00	\$10.00
14	Wet/Dry Vacuum - Craftsman	125.12006 / 082016	1	\$10.00	\$10.00
FACILITIES TOTAL					\$585.00
TOTAL SURPLUS VALUE					\$146,672.00

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
Everett Gage

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

North Thurston Public Schools
Chuck Namit

Olympia School District
Justin Montermini

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA

Friday, September 8, 2017

8:30 a.m. – 11:00 a.m.

NOTE DATE

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

Consent Calendar

ACTION

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

- Approval of Minutes – July 7, 2017
- Approval of Vouchers
- Approval of Mid-year Financial Report

Climate Adaptation Plan

PRESENTATION

Staff will provide an update on the *Thurston Climate Adaptation Plan's* development, focusing on recent and upcoming public-engagement efforts.

State of Our Transportation System

PRESENTATION

One of Council's priorities was a State of our Transportation System report. Staff, working with local and state partners, developed a report focusing on three topics: pavement preservation; bridges; fish passage barriers. The report, as well as webpage, online maps and data, will be presented to Council.

Ethics Policy

ACTION

TRPC receives federal transportation funding, and therefore must have a written ethics policy. The policy, which was last adopted by the Council in 2006, has been extensively re-written based on guidance from the Association of Metropolitan Planning Organizations (AMPO) and input from Council. TRPC will review this request in September and be asked to take action in October.

RTIP Amendment 17-10

1ST REVIEW

Five amendments, adding projects, have been requested to the 2017-2020 RTIP. Four of the new projects are from WSDOT and one is from the City of Lacey. The staff report will provide more detail on the nature of these new projects.

Draft 2018-2021 Regional Transportation Improvement Program

1ST REVIEW

The Regional Transportation Improvement Program (RTIP) is a four-year plan that is updated annually. The RTIP provides a regional overview of funding secured and planned transportation projects, based on the local Transportation Improvement Programs (TIPs) developed by each jurisdiction. TRPC will be asked to take action to adopt the updated RTIP in October.

TRPC 50th Anniversary

DISCUSSION

This year marks TRPC's 50th anniversary. The Council has asked for short agenda items throughout the year to recognize this milestone. Staff will present information found in newspaper articles from the late 1960s regarding TRPC.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
August 21, 2017

CALL TO ORDER

Chair VanderDoes called the August 21, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Marie Lewis; Jonah Cummings; Denise Clark; Tim Horton; Ursula Euler; Peter Diedrick; Mitchell Chong; Marilyn Scott.

Absent: Austin Wright; Ariaah Perez; Leah Bradley; Joan O'Connell; Carl See; Walter Smit; Michael Van Gelder; Lin Zenki and Billie Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Rena Shawver; Nancy Trail; and Diana Claus-Sharwark.

APPROVAL OF AGENDA

It was M/S/A by DIEDRICK and PIERCE to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, DON MELNICK.

MEETING ATTENDANCE

- A. September 6, 2017, Regular Meeting - Marilyn Scott
- B. October 4, 2017, Regular Meeting - Marie Lewis
- C. October 18, 2017, Work Session - Austin Wright

APPROVAL OF MINUTES

It was M/S/A by DIEDRICK and LEWIS to approve the minutes of the July 17, 2017, meeting.

NEW BUSINESS

- A. **BUS BUDDY/TRAVEL TRAINING** - (*Emily Bergkamp*) Bergkamp introduced herself as the Dial-A-Lift (DAL) manager at Intercity Transit and indicated she was there to share more in depth information on two programs that she supervises Travel Training and Bus Buddies of Thurston County. She stressed the importance of these types of programs specifically in context of aging populations. There are employees from Travel Training and volunteers from the Bus Buddy program who will share their stories.

Burt arrived.

Bergkamp indicated the implications of these programs help avoid costs. DAL is a lifeline service and is costly to operate. Any time staff can provide clients the opportunity for greater independence to use fixed route it is really beneficial.

Clark, D. arrived.

Bergkamp stated when people think about accessible options they don't necessarily think about fixed route service, which allows the individual more independence and the agency to avoid higher operational expensive. It's staff goal to help people feel comfortable making another choice for their transportation needs. She shared that 10k people are turning 65 every day and that 1/3 of those are disabled. Most people will outlive their ability to drive by 7 to 10 years. Teaching people to think about what to do next and learn what their options are is important. Many will be unfamiliar with public transportation. Many do not understand accessible fixed route. Recently staff did a presentation at BHR and then met with the CEO. They had no idea that people with wheelchairs could access fixed route. Staff shared that bus drivers will lower the bus at stops to allow people who use mobility devices can use fixed route services. Also, people with visual or hearing loss have voice and visual announcements for stops. The agency has an ongoing commitment to accessible bus stops. Most importantly, our drivers are kind and helpful. They spend six weeks training on how to operate the vehicle safely and the expectations around treating people with respect and kindness. Drivers are the first point of contact the agency has with the public. Staff hears frequently from the public about how wonderful the drivers are. People think that DAL is a great option, but it is meant to be a lifeline service and it is eligibility based. To be eligible people must be unable to effectively use fixed route. For instance, a person with vision problems might be able to ride fixed route in daylight, but not when its dark. Most agencies that provide this service are seeing growth due to the demographic dynamics-people are living longer. That being said, Bus Buddies and Travel Training are there to help.

Bergkamp indicated Diana Claus-Sharwark would share the work she does in Travel Training. She has been a Travel Training Coordinator for 2 years. They teach people how to use the bus system. For a variety of reasons, people either cannot, or should not operate a vehicle. There can be a lot of fear around this time of life and particularly about trying something new. Travel Training, and Bus Buddies, calm anxiety by traveling with an individual, or groups of people, until they are ready to go by themselves or with friends. Bus Buddies will talk more about their role later in the presentation. We also provide assistance to anyone who has just moved to town or someone that just wants to give the bus a try. Curt Daniels will share information about training individuals.

Diana Claus-Sharwark introduced herself and shared that she conducts functional assessments for DAL certifications. She indicated the ADA coordinator reads assessments and sometimes needs assistance determining what exactly is preventing the client from riding fixed route now and in the future. Claus-Sharwark picks the client up at their door. She completes a questionnaire with them to learn about their cognitive ability. These help determine if the client has difficulty identifying what time it is and whether they are erratic, etc. She keeps detailed notes during the interview. Then they go for a walk together. She takes note if the client is breathing heavy, if they are sweating, and how many times they need to stop and rest. If it takes a client 45 minutes to walk to a bus stop it isn't a reasonable thing to expect. Afterwards she writes a report. She uses facts, her notes and observations. She never knows if anyone gets certified and this helps keep things objective. This gives the

ADA coordinator the information to make a decision as to whether a person needs DA or if they can use the less expensive fixed route option.

Sharwark added that Travel Trainers also do presentations and outreach. She has done work with Employee Transportation Coordinator's including a bus field trip down to the Olympia Transit Center so they can see what commuting is like. They share basic information about how to stop the bus, view bus stops and discuss reducing cars on the road. She does a quarterly bus riding 101 presentation to state workers providing information on what resources and tools are available to commute to work and what the health benefits are. Some attendees have started riding the bus.

Curt Daniels introduced himself and indicated he is retiring in 10 months. He plans to come back as a volunteer with the Bus Buddy program in his retirement. He shared a travel training success story of a client named Mr. Reynolds. Mr. Reynolds was a DAL rider who had 30 one way trips the previous month. Mr. Reynolds is a 55 year old- ball of fire and simply wonderful guy- who has worked for McDonalds for 30 years. Mr. Reynolds has vision problems with cognitive issues. The reason he called travel training is he wanted more independence and didn't want to wait for DAL. Curt worked with him riding the bus downtown and out to Yelm. Mr. Reynolds caught on quickly. After travel training he was matched with Bus Buddy Jeff, and later worked with Bus Buddy Marilyn. Mr. Reynolds has been able get around locally and all the way to the Seattle Center. This is a really good example of how Travel Training and Bus Buddies work in conjunction with each other.

Bergkamp shared that Curt drove bus for 26 years and Diana started as a DAL driver before they were Travel Trainers. Bergkamp indicated the Bus Buddy program is a partnership with Catholic Community Services and funded initially for the 2013-2015 Biennium through the WSDOT Consolidated Grant Program. They identified an unmet need for people who had been taught all the essential bus riding skills, but still lacked a little confidence. Bud Buddies are volunteers that can ride with folks. She shared that Jane was the first travel trainer and was helping with requests for medial trips to Seattle. Jane was a wonderful person who didn't want individuals going by themselves if they were unsure and anxious. Riding the bus to Seattle can be intimidating until you you've done it a few times. She introduced Scott Schoengarth to share more about the Bus Buddy program.

Scott shared that he technically works for Catholic Community Services but that 40% of his time is here at Intercity Transit. The agency provides a lot of marketing support with program materials and business cards so people can get in touch with him. He and Curt work really well together and have made over 40 presentations to the community together. They share about all the different programs at Intercity Transit. Word is getting out and they are getting calls from groups like BHR indicating they have seen brochures and would like help. Many of the clients are younger folks with disabilities. Currently the program has 7 bus buddies. He introduced three that were at the meeting Margaret, Milly and Marilyn. Over the past two months, volunteers had logged 145 hours, making this the biggest month providing services.

Bus Buddy Margaret shared that she recently retired from the department of Ecology where she worked with their Commute Trip Reduction program as an ETC. She has always ridden the bus, biked and carpooled. Being a Bus Buddy allows her to share her passion and helps her get out and about since retiring. She's worked with people from 21 years of age and up. She's learned a lot of people don't want to drive to Seattle, but will go if they learn to ride

the bus. She has met some really wonderful people and some have become friends. Being a Bus Buddy has allowed her to become more comfortable traveling regionally on the bus and she's never had a trip she didn't enjoy. She likes working with the dedicated people at Intercity Transit and Catholic Community Services who are all committed to the program.

Bus Buddy Jonathan shared that he works with Entertainment Explosion. He was trained by Curt in Travel Training and then moved over to the Bus Buddy group. Jonathan indicated the people that use the Bus Buddy program have diverse needs. Some are anxious, some have social issues and become nervous around crowds, or they could be new to the area. Whatever the issues are, it is important to keep in mind that learning to ride the bus allows people independence. It has allowed him to maintain his involvement with Entertainment Explosion. Bus Buddies is a very worthwhile program because it can change people's lives.

Bergkamp indicated she wanted to highlight and feature work that is close to people's hearts. Bus Buddies helps people get out and do things that they love. She takes a lot of things for granted and transportation is one of them. She thanked all the Bus Buddies for their dedication to the program. Bergkamp shared that her mother has traveled to SeaTac with Bus Buddies and she also done a trip to Seattle. Her Dad rides DAL because he has muscular dystrophy and fits into the lifeline service category. Last but not least Scott has really given Bus Buddies a shot in the arm. This program gives greater independence in the community to anyone who wishes to use the bus. Travel Training has converted just under 6k trips to fixed route and it converts into some cost avoidance for the DAL program. It provides more availability for the people who need DAL the most. When things like Travel Training and Bus Buddies come together it gives you goosebumps because good things happen.

Bergkamp answered questions.

Euler - asked if SPSCC is a partner of Bus Buddies.

Bergkamp - responded not right now, but the program does have some in-kind partnership with BHR, and Senior Services of South Sound. SPSCC may be referring people to the program.

Euler - indicated she saw a 'Rebels by Bus' class in SPSCC's catalog of classes.

Bergkamp - added that Mary Williams is fabulous. She likes to get out and have fun but it is also functional. Her program opens up people's eyes.

Freeman-Manzanares - indicated Mary started Rebels by Bus a number of years ago when she retired highlighting inexpensive and low carbon footprint travel. She teaches a Transit 101, which is the basics of bus riding and then offers a variety of fun group trips. She offers day trips all over the region- chocolate tours, Benaroya Hall, museums and gardens. She also offers multi-day trips around the Olympic Peninsula. A number of years ago, the Authority recognized Mary and her efforts with a Transit Ambassador award.

Diedrick - asked if the grant is fairly stable.

Bergkamp – responded state funding is always in question. She is hopeful it remains as it is a low cost program that provides many benefits to the community.

- B. CAC RECRUITMENT/COMMITTEE VOLUNTEERS** - (*Nancy Trail*) Trail indicated it was recruitment time for new committee members. She identified Chong and See as having fulfilled two consecutive three year terms. The recruitment will seek to fill those spots. She added that Clark, B.; Euler; Burt; Clark, D. and Zenki have completed their first three-year term and were eligible to renew for an additional three years. The only person that had not responded and requested to serve an additional term was Zenki. So it is possible the recruitment may be for three spots. The youth position is always open as it is a one-year commitment. The interview panel consists of three members from the Authority and three members from the CAC. There is an additional commitment of approximately 3-4 hours, and interviews will be conducted on October 18. She asked for volunteers. Horton, Burt and Scott volunteered to serve on the ad-hoc committee for the recruitment process.
- C. CAC NAME DISCUSSION** (*Carl See*) See was unable to attend the meeting and this agenda item was continued to October meeting.

CONSUMER ISSUES

- *Pierce* – commented that there was some difficult traffic 2 weeks ago between here and Tacoma and it was throwing everyone’s schedule off. A passenger (*Justine*) indicated she had submitted a customer comment and no one had responded.

Freeman-Manzanares responded staff would follow up.

- *Chong* – shared that he was at the last ITA meeting to give compliments about the changes to the bus stop by Lowes by on Martin Way & Sleater Kinney because it is in a safer area. He made a report about not being picked up at a stop and a supervisor responded and cleared everything up. He also reported that a vanpool window was broken on Martin Way.
- *Horton* – thanked everyone for the opportunity to go to the state conference, he learned a lot.

Pierce suggested that if anyone gets the opportunity to go to the state conference they should go.

REPORTS

- **July 19, 2017, Work Session** – Clark, D. provided the report from the July 19, 2017, work session including a presentation by County Administrator Ramiro Chavez on HB 1344, to redraw the boundaries for a convention center for Thurston County. All jurisdictions opted out so the Authority declined as the agency has board members from those jurisdictions. They reported 612 Summer Youth passes has been sold as of that date.

Clark inquired about purchasing additional DAL vehicles.

Freeman-Manzanares responded we are purchasing propane powered DAL vehicles. Some are scheduled replacements and some are expansion vehicles. DAL is a federally mandated service and the agency cannot deny service if someone is eligible. Earlier this year staff

purchased 3 surplus DAL vehicles from Mason Transit to meet demand until our vehicles arrive. Staff adds approximately 2000 service hours to the budget annually to insure we plan properly as our population ages.

Phillips added when demand is high the agency needs availability to provide coverage and that can be difficult with more requests during peak hours.

- **August 2, 2017, Regular Meeting** – Diedrick provided the report from the August 2, 2017, regular meeting indicating it was a brief meeting and they scheduled the joint meeting; approved contracts for video camera installation; vehicle purchase; reapproved a 1 year lobbying contract for state legislative services; allowed for a re-bid for Tumwater Square because bids came in over budget; and approved the GM’s request to pursue two grant opportunities. One was for a state pilot project to reduce congestion on I-5 and one was to renovate and expand Pattison Street. As both were tied to agency’s mission, the Board didn’t have any concerns.
- **August 16, 2017, Work Session** – Horton provided the report from the August 16, 2017, work session including a presentation from the federal lobbyist on funding on a national level. His takeaway was there was lot of bipartisan support. They had the same presentation that Emily’s just gave. Ann mentioned pursuing a grant to reduce congestion on I-5, renovating and expanding the Pattison Street facility and hiring a GCCM contractor for the Olympia Transit Center. GCCM is an alternative delivery method along the same lines as design | build. If you have an occupied site that you have construction on bringing the contractor on early because he knows how he’s going to construct it and build it. The GCCM method limits change orders later. The contractor works until you get to 90% and then they get to negotiate some of the work and the rest is bid. The contractor can do 50% negotiated and another 25% they can hard bid.
- **General Manager’s Report** – Freeman-Manzanares provided an update on the Uber project with Pierce Transit as there was some interest expressed by the Authority. They received a federal grant for a research project. Basically the project has not gone very far. The main challenge is around the release of data, where they pick riders up, and where they drop riders off. Pierce indicated Uber is stating that information is a trade secret but as this is a research project, data needs to be provided so it can be replicated elsewhere. Other issues include the ability to provide service to those who have mobility devices and how do they serve people who don’t have smart phones. Both were a requirement of the grant funding. The Authority planning session was last Friday. Their focus was to look at current service and what the agency could do in the short term to make service better. Thomas from Nelson Nygaard and Jason from Jason Robertson and Associates, who is doing outreach for the Road Trip did a transit 101 and talked about the tradeoffs involved in providing service with the funding available. One basic trade-off is offering high frequency service in more densely populated areas or providing less frequent service over a broad service area. Another basic trade-off is providing more local service versus providing commuter service. Pierce Transit eliminated all of their service transporting people from Pierce County to Thurston County to focus on local service a number of years ago. Intercity Transit picked up much of that service but at the expense of providing additional local service. A common complaint is we currently do not provide service to all areas within our PTBA, we need to provide greater frequency and end service later than we do today. Another issue to consider is it costs us more to provide the same service as congestion increases. We need

more equipment, additional operators and mechanics to service those runs because we are running in the same traffic as everyone else.

Melnick – remarked the planning session was well done and it got the authority thinking about what the future might look like. It educated us on the realities of planning and the associated expenses.

Freeman-Manzanares added the IT Road Trips had 1,200 surveys back. She encouraged the committee to take the survey if they haven't done so. Staff is encouraging the community to participate and has received some great community support from the Food Bank and the Tumwater School District.

Melnick – added that it is great that transit is talking to people who are currently not customers about what they can do to encourage ridership and reduce congestion.

Freeman-Manzanares continued with her update including a grant submission for CTR to explore reducing congestion. The legislature approved \$250k for a pilot project. CTR usually focuses on large worksites that are commuting during peak times. This grant allow us to focus on CTR affected worksite as well as a variety of other trips during non-peak hours. The agency is partnering with Twin Transit and Pierce Transit to make an impact on I-5 congestion. This will focus on worksites that are not currently affected sites. The application is for the full \$250k. Staff will work with EDC's and Chambers and they will be our business to business connection in urban and rural areas. Staff has been meeting with businesses about the return on investments and the possibility of buying the seats in the van so the seats belong to the company. Staff is excited to fill those seats. There is another grant opportunity for funding to work on the Pattison facility, which is a \$27.5M project. IT has dedicated local dollars to get the project to this point. Bus and Bus Facility dollars went away for four years. A small portion of the original funds are back in the federal budget. There are approximately \$202M nationwide for buses and bus facilities. Considering an electric bus costs about \$1M, that's not a lot to go around. Nancy mentioned it is time for the CAC Recruitment. Start thinking about who you might recruit that would enhance the group. The OTC project is moving forward and the agency entered into a contract with DES for project management and to lead us through the GCCM process. Lastly, Intercity Transit did really well at this year's Roadeo. The maintenance team won first place again. They will be at the joint meeting in September. Rob Wood took first place and we again won the Grand Champion title. We also were awarded the Safety Star Award from the Washington State Transit Insurance Pool.

Euler asked what the CRT grant does.

Freeman-Manzanares indicated the majority of grant involves marketing the vanpool program because most people don't know what it is or the value it represents. The intent is to have a broad-based campaign to raise awareness as well as have customizable information for employers and employees. Business Associations will help us connect with their members as their role is to help their members reach success. Reducing congestion and getting employees to work are two major issues businesses face. A portion of the grant will go towards staff training as well. We need to more actively "sell" vanpool, which is a different model for the program. Part of the grant is that it has to be replicable across the state. We believe this program could be replicated in urban, suburban and rural areas. Staff met with Tim Stokes, president of SPSCC. He has a lot of energy, great ideas and is

Intercity Transit Citizen Advisory Committee

August 21, 2017

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interested in collaboration. He is focused on getting students to campus, throughout the area but specifically for students where it takes a really long time to get there by bus. Or they don't have access to bus service. Vanpooling might be an option for them that we really haven't explored before. And there might be an opportunity to develop a real time application for utilizing the vanpool. A challenge will be finding drivers that qualify within our insurance requirements. Drivers need to be at least 21 years old with 5 years of driving experience.

Clark, D. added that transportation for running start is an issue. North Thurston had a really active parent volunteer group. If they had a van it might help.

Freeman-Manzanares indicated that will definitely be something for us to explore to help get these students to college campuses.

NEXT MEETING: JOINT MEETING WITH THE AUTHORITY SEPTEMBER 20, 2017.

ADJOURNMENT

It was M/S/A by DIEDRICK and CLARK, D. to adjourn the meeting at 7:05 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20170821.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705.5838

SUBJECT: Thurston County Economic Alliance Update

-
- 1) **The Issue:** Michael Cade, Executive Director for the Thurston County Economic Development Council (EDC) will provide an update on the Thurston Community Economic Alliance and associated strategic direction to create collective prosperity in Thurston County.
-
- 2) **Recommended Action:** No action is requested. This item is presented for information and discussion.
-
- 3) **Policy Analysis:** Intercity Transit's mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community.
-
- 4) **Background:** The EDC, in cooperation with many community partners including Intercity Transit, has developed a comprehensive economic development strategy to achieve a prosperous and resilient community. Mr. Cade will provide information regarding the purpose and creation of the plan as well as focus areas and the intended results.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #6:** "Encourage use of services."
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5885

SUBJECT: Adoption of the Annual Report & Transit Development Plan

1) **The Issue:** The annual update of the system's Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.

2) **Recommended Action:** Adopt the 2016 Annual Report and 2017 - 2022 Transit Development Plan as presented for the public hearing held on August 16, 2017.

3) **Policy Analysis:** Washington State requires the local transit's governing body prepare an annual report and update to the agency's six year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website, onboard buses (*July Rider News*), and a formal Public Hearing was properly noticed and held during the Transit Authorities' August 16, 2017, regular meeting.

4) **Background:** A public hearing was conducted on August 16, 2017, on the Draft 2016 Annual Report and 2017 - 2022 Transit Development Plan (TDP).

Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan during September of each year. While this year's update is consistent with past procedural reviews, staff anticipates continued discussion over the next several months on elements needed to update the system's separate Strategic Plan, including budget considerations for 2018.

As presented, this year's update to the Transit Development Plan is intended to be consistent with State, regional and locally adopted comprehensive plans and capital programs as required by statute.

Copies of the approved TDP will be distributed to WSDOT, local jurisdictions and other appropriate organizations and businesses throughout Thurston County.

-
- 5) **Alternatives:**
A. Adopt plan as recommended by staff.
B. Delay adoption to a later date. Any date past September would require notification to the State requesting additional time.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.
-
- 8) **References:** *“Final Draft”* of the Transit Development Plan as presented at the August 16, 2017, public hearing including minor corrections.

DRAFT

Intercity Transit

2016

Annual Report

&

2017 – 2022

Transit Development Plan

Prepared by the

Intercity Transit Development Department - Planning Division

July 6, 2017

updated July 20 & August 2

Intercity Transit Authority:

Debbie Sullivan - Chair - City of Tumwater
Karen Messmer - Vice Chair - Citizen Representative
Virgil Clarkson - City of Lacey
Bud Blake - Thurston County
Molly Carmody- City of Yelm
Art Delancy - Labor Representative
Clark Gilman - City of Olympia
Don Melnick - Citizen Representative
Ryan Warner - Citizen Representative

Ann Freeman-Manzanares - General Manager:

Intercity Transit
526 Pattison SE
PO Box 659
Olympia, WA 98507
360-786-8585

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2017 - 2022 Transit Development Plan

This year's Transit Development Plan (TDP) continues a practice adopted by Intercity Transit in 2005. Prior to 2005 the "TDP process" was an opportunity to engage our governing body – the Intercity Transit Authority – our employees, customers and the general public to help define the direction of the transit system for the next six years.

At the time the TDP was combined with the update of the agency's "Strategic Plan," which provided an in-depth process for considering and developing future service designs, capital facilities, equipment, agency policies and other key business strategies. It also served as the basis for developing the coming year's annual budget. The time frame for this process covered several months and was completed each year in June and submitted to the WSDOT as required by Washington State law, RCW 36.57A.

With changes in WSDOT reporting requirements for the TDP in 2004 the current Intercity Transit process, established in 2005, now provides the basic reporting components and sections required under Washington State law. Intercity Transit however, continues to involve the public, agency staff, our Citizen Advisory Committee (CAC) and Transit Authority in annually reviewing and updating our "Strategic Plan," which is a separate process and document. The 'Plan' utilizes components of the TDP, but provides the more in-depth analysis and discussions for developing next year's annual budget (2018) and provides guidance for the future direction of the agency.

This year's "Draft 2016 Annual Report and 2017- 2022 Transit Development Plan" will be presented at the Intercity Transit Authority meeting on July 19, 2017. Distribution of the draft document is then made available to the public the following day on Intercity Transit's web site, at local public libraries, Intercity Transit's OTC Customer Service Center in downtown Olympia, or by contacting Intercity Transit's administrative office. Local media news will be notified about the document and a notice and invitation to the public to comment on the TDP will be made through the distribution of an on-board Rider News newsletter (July) with details also on our web site and other social media. This year's public hearing is scheduled to occur on August 16, 2017, 5:30 pm, at the Transit Authority meeting, 526 Pattison St SE, Olympia, WA.

Section 1: Organization

This document represents Intercity Transit's annual update of a 5-year Transit Development Plan (TDP), as required under Washington State RCW Section 35.58.2795 and the federal *Moving Ahead for Progress in the 21st Century* (MAP-21). This report provides summary information for 2016 as well as projected changes for 2017 - 2022.

Intercity Transit, the business name for the Thurston County Public Transportation Benefit Area (PTBA), was established in September 1980 as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a sales tax of up to 3/10ths of 1% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred. Thurston County voters outside the urban area approved the 3/10ths of 1% sales tax to support the expansion of the PTBA to include all of Thurston County. This included the south county cities and towns and rural areas of unincorporated Thurston County.

1995 - 1999: Local sales tax revenue slowed dramatically and resulted in the gradual reduction of service as a way of balancing service costs with revenues. In March 1999, a proposed 2/10ths of 1% increase in the sales tax for preserving service and a modest expansion failed, forcing an 8% reduction in service. Then in November '99, statewide Initiative 695 passed, which cut Motor Vehicle Excise Tax (MVET) revenue for transit. The courts found it unconstitutional, but the State Legislature subsequently eliminated it for public transit use.

2000 - 2002: The loss of MVET funding resulted in a decrease of 40% in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the jurisdictions in Thurston County resulting in agreement that reduced the service boundary to the urbanized areas of Olympia, Lacey, Tumwater and Yelm. The new boundary, established September 2002, became effective January 2003. In September '02, voters within the new boundary approved an increase of 3/10ths to 6/10ths of 1% in local sales tax. The new rate went into effect in 2003.

2003 - 2005: Incremental service increases in 3 phases began. This reversed a trend that saw over a 50% reduction in fixed-route service since 1995. Both Phase 1 (February '03) and Phase 2 (September '04) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in '04. During 2005 the focus was on rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops and completing market research and ridership studies.

2006 - 2007: Implemented a Phase 3 increase of over 15% in service hours. A circulator route, "Dash," was begun between the Capitol Campus and downtown Olympia. Completed a fixed route Short and Long Range Service Plan; 26 expansion vanpools acquired; installation of a communications system with advanced digital radio, AVL tracking, stop announcements and auto-passenger counters were completed in '07. In '07 a new multi-year service plan and a foundation for technological investments got underway. A small increase in service hours was implemented and upgrading of the fleet included 23 new buses (5 expansion), three Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in '07 increased 12% above '06. A

new education program, "Smart Moves," for middle and high school students began; completed state funded Trip Reduction program with state offices in Tumwater; engaged over 1,000 participants in the annual Bicycle Commuter Contest.

2008 - 2009: An 11% increase in service hours focused on local service enhancements and 15 minute service on major corridors. Expansion of the Martin Way Park & Ride Lot (Lacey) began. Installation of on-board security camera for the fleet was completed. System wide ridership hit new record of over 5.1 million boardings in '08 as fuel prices nationwide rose to \$3.50 gal. Received two national awards in '09: APTA's "Outstanding Public Transportation System" for medium sized systems and FTA's "Success in Enhancing Transit Ridership." Martin Way P&R expansion completed (138 to 319 stalls); completed major market research and ridership studies; completed master site plan for expansion of the operations base and updated plan for the Olympia Transit Center (OTC) expansion; received WSDOT grants to construct a 300 stall P&R on the Thurston County Waste and Recovery Center; and a 'Safe Routes to Schools' program for bicycle youth program at several schools. System's base fare increased from \$.75 to \$1.

2010 - 2011: Acquired six hybrid replacement buses. Voters approved a 0.2% increase in local sales tax for transit, bringing the rate to 0.8% beginning Jan. '11. A Discounted Bus Pass pilot program began, to help local non-profit and human service agencies with their client's transportation needs. CTR law changes significantly increased the number of affected Thurston County worksite. 30th Anniversary in 2011. Implemented a 3.1% service increase. Implemented an online trip planner and a regional application for 'next bus' information. Selected by FTA to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training and created an agency ESMS. Continued major capital facility projects for the OTC (including accommodations for Greyhound), Operations Base, and Hawks Prairie P&R Lot. Completed DAL client survey. Record fixed-route ridership of 4.5 million, and 5.3 million system wide.

2012: First transit system in the country to be awarded 'Gold Level' APTA Sustainability Commitment status. Continuation of innovative programs including Smart Moves youth outreach and BikePARTners that supports healthy commutes to schools. Bicycle Commuter Contest celebrates 25th Anniversary. Mike Harbour, GM for 17 years, moves on. Ann Freeman-Manzanares, Development Director, appointed Interim GM. Base adult fare increase of 25% approved for fixed route service and a 10% increase for vanpool fares. Demonstration Discounted Pass Program, begun in 2010, approved for future years. New federal legislation under "MAP-21" eliminates discretionary funding for buses and bus facilities.

2013: ITA selects Ann Freeman-Manzanares as new General Manager. Local base fare increased from \$1 to \$1.25. New 332 stall Hawks Prairie Park & Ride Lot officially opens in NE Lacey and receives American Public Works Assoc. "Project of the Year" for Washington State. Agency earns ISO 14001 Certification for Sustainability and Environmental practices, one of only nine transit systems in the country that have earned it to date. Implemented two WSDOT grant funded demonstration Express routes for service between Tumwater/Lakewood and limited Sound Transit peak service between Olympia/Seattle; includes partnering and opening a 30 stall park & ride at a State Dept. of Health lot in Tumwater.

2014: Saw a modest 1% annual increase in fixed route ridership, but our 3rd highest ridership year. The 'Walk N Roll' youth outreach program along with Bike PARTners continued to grow and is now in every school district we serve. Technology enhancement included relocating computer servers to a state agency facility in Olympia, which significantly reduced safety issues and remodeling costs on-site. Received Thurston County Chamber of Commerce 'Green Business of the Year Award.'

2015: The 'Walk N Roll' program continued to grow, adding 6 more schools to the program. Enhanced ADA accessibility to 30 more bus stops including the addition of four more shelters. Travel Trainers helped 72 individuals, teaching them to use bus service safely and confidently. Achieved first-ever statewide Grand Champion honor in State Public Transportation Roadeo competition.

2016: In partnership with the City of Tumwater received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. The 29th annual IT sponsored Bicycle Commuter Contest set a record of 1,853 registrants, 112 teams, over 107,900 miles traveled and an estimated 54 tons of CO2 prevented. Recertified our Sustainability program and met the ISO 14001 – 2015 Standards, one of few public transit systems in the country to do so.

Governing Board

The Intercity Transit Authority governs the organization. The board increased to nine members with a state mandated addition of a labor representative in 2010. The other members consist of five elected officials representing the jurisdictions of Thurston County, Lacey, Olympia, Tumwater, and Yelm, plus three citizen representatives appointed by the Transit Authority. Citizen representatives serve three-year terms and elected officials are appointed by their respective jurisdiction. Intercity Transit is the only system in Washington State with citizen members serving on its governing board.

Table of Organization

At the end of January 2016, Intercity Transit had 325 full-time equivalent staff positions (see table below for FTE's and Appendix A for organization chart).

Department	Jan 2014	Jan 2015	Jan 2016	Jan 2017
<i>Executive</i>	3.0	3.0	3.0	3.0
Development – (under Executive mid-2013 - 2016)	17.25	18.75	19.0	19.0
<i>Grants & Sustainability</i>	2.0	2.0	2.0	2.0
<i>Planning</i>	4.0	4.0	4.0	4.0
<i>Procurement/Inventory</i>	6.0	7.0	7.0	7.0
<i>Marketing & Communications</i>	5.75	5.75	6.0	6.0
Human Resources - Assistants & Analysts	6.0	6.0	7.0	7.0
Finance & Administration	11.0	11.0	10.0	10.0
<i>Accounting, Inventory, Clerical,</i>	6.0	6.0	5.0	5.0
<i>*Information Systems to Maintenance mid '08 back to Finance late-'10</i>	5.0	5.0	5.0	5.0
Operations:	229.0	232.0	226.0	235.0
<i>Operators</i>	185.0	188.0	181.0	191.0
<i>Customer Service</i>	8.0	8.0	8.0	8.0
<i>Vanpool staff</i>	5.0	5.0	6.0	6.0
<i>Dial-A-Lift staff</i>	11.0	11.0	11.0	12.0
<i>Supervisors and Administrative</i>	18.0	18.0	18.0	16.0
<i>*Village Vans to Operations in '10</i>	2.0	2.0	2.0	2.0
Maintenance: (moved under Operations early 2014)	47.0	47.0	49.0	51.0
<i>Coach/Auto Technicians</i>	22.0	22.0	22.0	22.0
<i>Facilities Maintenance</i>	7.0	7.0	7.0	8.0
<i>Other Maintenance</i>	18.0	18.0	18.0	21.0
Total Employees	313.75	317.75	314.0	325.0

Section 2: Physical Plant

Intercity Transit dispatches all services from its administrative/operations base facility at 526 Pattison Street SE, Olympia.

Section 3: Service Characteristics - 2016

During 2016 Intercity Transit provided a variety of transportation services benefiting the citizens of Thurston County (See Appendix for service area district maps):

Fixed Route Service Operation

During 2016, 25 fixed routes as well as ADA paratransit (Dial-A-Lift) service were provided. Days of service on weekdays, generally 5:40 a.m. – 11:55 p.m.; Saturdays, generally 8:15 a.m. – 11:55 p.m.; and Sundays between 8:30 a.m. – 9:00 p.m. No service on three national holidays.

Fares: Recovered 11.7% of operating costs for Local service and 9.1% for Express.

Total Boardings: 4,113,139, a decrease of -4.0% from 2015.

Services for Persons with Disabilities Operation

“Dial-A-Lift” provides door-to-door service for people with qualified ADA disabilities, which prevents them from using regular bus services. Dial-A-Lift hours of operation reflect all Fixed Route service. No service on three national holidays.

Fares: Recovered about 3.5% of operating costs.

Total Boardings: 166,213, an increase of 2.9% above 2015.

2015 Fare Structure for Fixed Route and Dial-A-Lift Service

Local Service			Express Service		
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6 -17 yrs) [Under 5 ride free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$.50	\$1.00	\$15.00	\$1.25	\$37.50
Dial-A-Lift	\$1.00	\$2.00	\$36.00	NA	NA
Reduced*			\$15.00*		

* Reduced Fare Permit required. Eligibility based on age, disability or possession of a Medicare card.

Vanpool Services Operation

By the end of 2016 there were 177 Intercity Transit commuter vanpools in operation throughout the Puget Sound region. This was a decrease from 192 the year before. Over the year, the vanpools carried an average of 1,300 daily riders.

Intercity Transit staff markets the vanpool program to employers and individuals, facilitates group formation and provides defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis, operate independently and are generally in service weekdays, from 5 a.m. – 6:30 p.m.

Fares: Recovered 93.4% of the operating costs.

Total Boardings: 600,148 a decrease of 12.4% from 2015.

Ridematching: Free service. Intercity Transit is a member of the Washington State Ridematch network that provides a computerized database of individuals interested in carpooling and vanpooling. Established in 1997, it allows commuters the ability to make contacts throughout the state either through a toll free call, over the internet or with a local transit system.

Village Vans Operation

Service began in 2002 for this grant-funded program. Intercity Transit operates with four vans to help meet work-related transportation challenges for families with low incomes. The program provided employment support transportation for 180 individuals totaling 6,523 rides in 2016 (37.9% increase from 2015). Of the total ridership, 29% were qualified under Temporary Assistance for Needy Families and 71% were low-income receiving some type of state or federal assistance. Vans are driven by eligible job seekers participating in the Customized Job Skills Training Program, volunteering a total of 7,326 hours in 2016. Twelve drivers secured employment (eight in transportation) as did dozens of passengers. This innovative program works with representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council and other local service agencies to support their client needs.

Commute Trip Reduction Program

In 2005, the Thurston region implemented a program transition with a cooperative effort that includes the Thurston Regional Planning Council overseeing program administration and worksite support and Intercity Transit providing outreach and marketing efforts. The partnership continues for the 2015-17 biennium. It makes a commitment to the goals of the CTR law while providing on-going assistance to both local jurisdictions and affected worksites. With the goal of reducing the number of single occupant vehicle trips, vehicle miles traveled, congestion, greenhouse gases, and providing other options for commuters, the region is now required under Senate Bill 6088 that all state worksites and state colleges - no matter the size - in the urban portions of Lacey, Olympia and Tumwater to participate in CTR. Currently, the regional team supports 197 active worksites of which 191 are affected sites and 6 are voluntary.

Land Use Review and Support Program

Intercity Transit is one of a number of local agencies to review land use permitting requests. Staff works with local government staff (Development and Public Works departments), Planning Commissions, as well as public and private developers to maximize the opportunities for public transportation through effective land use planning and urban design. During 2016 staff received 348 submissions, reviewed 9 and commented on 6 applications requesting transit amenities that typically are for a stop, shelter or improved ADA access to an existing stop.

Agency Performance

Intercity Transit actively pursues efforts to improve the internal operations of the agency through improved communications, increased employee involvement and better understanding of the needs and desires of customers and employees. These efforts are aimed at making Intercity Transit a valued employer and enabling employees to effectively serve their customers.

Intercity Transit reviews financial and ridership performance on a monthly basis, and provides regular updates to the Citizen Advisory Committee and the Intercity Transit Authority.

Section 4: Service Connections

In 2016 Intercity Transit provided connections with five other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

Grays Harbor Transit Service between Aberdeen, WA and Olympia's Capital Mall, Greyhound terminal and the Olympia Transit Center.

Mason County Transit	Service connections between Shelton and Olympia’s Capital Mall and Olympia Transit Center.
Pierce Transit (PT)	IT’s Express service connects with PT’s local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma.
Sound Transit (ST)	IT funds a limited service ST Route 592 weekday extension between Olympia and DuPont, where it returns to regular service to Seattle. IT’s Express routes also connect with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to Seattle.
AMTRAK	Intercity Transit Routes 64 and 94 provide half hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station location.
Greyhound	Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
Rural Transportation (South Thurston Co - Olympia)	South Thurston County system funded by a WSDOT grant provides regional connections with Intercity Transit routes in a number of locations within our service district.
Park & Ride Lots (P&R)	Fixed routed service available at three lots: Lacey: Martin Way P&R (Local & Express) Hawks Prairie P&R (Express) Thurston Co: Amtrak rail station (Local)
Educational Facilities	Fixed route service is available to many public and private schools throughout the service district. Of four school districts that exist within Intercity Transit’s service district, 43 of the 50 public schools are served by transit routes. A number of these routes also have schedules that coincide with the school’s opening and closing hours of operation. Intercity Transit provides service to the Olympia campuses of South Puget Sound Community College and The Evergreen State College. The school’s participate in local Commute Trip Reduction incentives and have transit pass programs for students, faculty and staff. Service is also available to Saint Martin’s University (Lacey), but not onto the campus. The University has a student pass program for undergraduates.

Section 5: Activities in 2016

Fixed route ridership decreased -4.0% from the year before with 4.1 million boardings and 4.9% decrease overall for all three services at 4.9 million boardings. Significant agency activity during the year continued with on-going capital facility project reviews and work on environmental sustainable goals. The effort to limit the use of non-renewable resources, reducing waste and pollution, promoting public stewardship and protecting the natural environment as much as

possible has been incorporated into training of all Intercity Transit staff. This year recertified our Environmental and Sustainability Management System to meet the ISO 14001:2015 Standards. We are one of only a few agencies in the nation with this certification.

Capital facilities involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and on-going efforts to secure additional funds for fuel tank replacements at our Pattison Street operations base. Highlights of other agency efforts during the year included:

New Fleet Vehicles: Vanpool - 33 replacements acquired.

Transit Service: Service hours increased slightly (0.1%) with the extension of Route 42 to serve the Thurston County's Accountability and Restitution Center in Tumwater.

New Shelters and Amenities: Retrofitted 10 additional shelters with interior solar lighting. Accessibility improvements were added to 40 stops. This included 4 completed through private developer improvements, 3 through local road improvements and 2 through sidewalk projects.

Service Planning: Continued to monitor service and make service adjustments to improve on-time performance and transfer connections. On-going participation with local jurisdictions on road improvement projects including regional projects for I-5 (JBLM, various interchanges) and SR 101. The "Smart Corridor" transit priority demonstration project is on-going, with testing of 6 intersections before full deployment in 2017-18.

Ridership: System-wide Total Boardings (Fixed Route, DAL and Vanpool) decreased -4.9% from 2015. The downturn continues to reflect the low cost of regional fuel prices. Fixed Route boardings decreased -4%, Vanpooling was down - 12.4%, but Dial-A-Lift increased 4.7%.

Village Van: This unique 'Welfare-to-Work' transportation program had 6,523 boardings (37.9% increase from 2015) but provided transportation to 180 low-income job seekers and workers during 2016. This program operates in partnership with 16 local social and public service agencies, including the South Puget Sound Community College and WorkSource Thurston County. The program trains individuals to become skilled employees and provides rides to qualified individuals.

Vanpool Program: The 600,148 passenger trips recorded during 2016 was a decrease of -12.4% from the previous year's tally. The decrease appears to reflect the low cost of fuel prices in the region. Groups dropped from 192 in 2015 to 177. Vans operate throughout a five countywide region. With certified and trained volunteer drivers in place, these vanpools carried an average of 1,300 daily riders removing over 1,000 vehicles from our congested roadways each weekday.

Innovative Programs: Intercity Transit continued the growth of its "Walk N Roll" youth education program throughout the year reaching an estimated 4,194 students in 17 schools. This was done through 26 field trips by bus, 23 classroom presentations on active transportation, and special events like, "Bike and Walk to School Days." The program also included after school Earn-A-Bike classes where students received 8 hours of bike maintenance and safe riding instruction. Students completing the class earned a functional bike, helmet, lock and lights. 60 students graduated from the classes in 2016. 80 bicycles were built with the majority of the work being done by volunteers who contributed a total of 847 hours to working on bikes.

We continue to provide on-line trip planning for fixed route service and participation in regional smart phone applications for 'next bus' arrival information and trip planning. Our *Travel Training* and *Bus Buddy* program also works with individuals to help them either transition from paratransit -DAL service to fixed route or to help with people becoming comfortable with riding a bus.

Section 6: State Proposed Action Strategies 2017 - 2022

The Washington State Department of Transportation (WSDOT) requires transit agencies report how they are accomplishing the state’s public transportation objectives as identified in state’s Transportation System Policy Goals (RCW 47.04.280). This supersedes WSDOT’s “Investment Guidelines” previously requiring listing of accomplishments.

1. ECONOMIC VITALITY

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

2016	2017 - 2022
Continued Effort	Continuing Effort

2016

- The Washington State Legislature amended the state’s Transportation System Policy Goals in 2016 to add ‘economic vitality’ to the list of goals. This new item became effective in June 2016.

2017 - 2022

- Continue to investment in public transportation that have a significant multiplier effect in creating jobs, personal wealth and tax revenues.
- Continue to support health and equity in our service area by providing access and mobility for all people.
- Continue to support and provide services that help produce significant environmental benefits such as, removing vehicles from the road each weekday and facilitating higher density development that decreases the distances people need to travel.
- Continue to work with local jurisdictions to further integrate transportation services into broader community planning efforts to enhance transportation options, improve walkability and connections to transit and in turn helps to improve access to jobs and housing.

2. PRESERVATION

Preserve and extend prior investments in existing transportation facilities and the services they provide to people and commerce.

2016	2017 - 2022
Continued Effort	Continuing Effort

2016

- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Vanpool program had 33 replacements and the fleet total at 265 vans.
- Continued efforts on funding fuel tank replacements and expanding vehicle parking at Intercity Transit base of operations.
- Continued master plan for expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).
- Maintained two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties. Includes weekday service between Tumwater -Lakewood and extension of existing ST 592 (DuPont/Seattle) to Olympia. Funding ends mid-2017.

2017-2022

- Depending on how much local economic recovery might occur it appears that basic service levels may remain the same over the next 3 - 5 years.
- Update fixed route Short (6 yr) and Long Range (20 yr) Service Plan.
- Intercity Transit will continue to provide performance measurement reports that provide summaries to the public providing attributes, costs and utilization of the existing system services.
- Continue to replace aging fleet vehicles but the loss of federal discretionary grant funding continues to have a major impact on agency finances.
- Continue work on capital facility projects. The expansion/remodeling of Operations Base in Olympia will be toward fuel tank replacement and environmental work while the rest of the project is on hold due to change in federal assistance. Continue effort to expand the downtown Olympia Transit Center as a transportation hub, including accommodating Greyhound service.

3. SAFETY

Target construction projects, enforcement, and education to save lives, reduce injuries, and protect property.

2016	2017 - 2022
Made Progress	Continuing Effort

2016

- Safety is the system's #1 priority. A Safety Committee meets monthly and, if necessary, confers on major events. Reviews monthly safety report, maintains ongoing safety records, and makes recommendations to General Manager on issues involving employee and customer safety.
- Outreach program to local schools for "Bike and Walk to School Days." Other sponsored programs include classes where students receive a recycled bike and learn maintenance and traffic skills and PE classes where students learn how to walk and bike to stay healthy and safe.
- Regular and on-going training of Operations and Maintenance staff as well as other agency support staff, remains a vital component of the organization.

	<ul style="list-style-type: none"> • Participates in local and regional efforts to increase safety and improve security components within the service district and improve coordination between agencies, especially with local emergency services. • Continued participation in the regional coordination of the <i>Puget Sound Transportation Recovery Plan</i> for major disruptions to vital transportation facilities and links at both the local and regional level. Finalized a staff committee-developed <i>All Hazards Emergency Response Plan</i>.
2017 - 2022	<ul style="list-style-type: none"> • Agency will continue to develop programs for agency staff. In-house safety programs and committees will meet on a regular basis to review existing conditions with an eye toward making improvements. • Continue to work and make improvements with other public agencies and school districts regarding safety and emergency response on both local and regional level. • Inter-local project with City of Tumwater to improve on-street Tumwater Sq. transfer station accessibility, pedestrian safety and bus alignments. • Provide training to ensure understanding and integration of National Incident Management System, All Hazards Emergency Response Plan, and Continuity of an Operations Plan. Implement priorities in Hazards Mitigation Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.

4. STEWARDSHIP

Continuously improve the quality, effectiveness, and efficiency of the transportation system.

2016	2017 - 2022
Continued Effort	Continuing Effort

2016	<ul style="list-style-type: none"> • Intercity Transit continues to be involved with working with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts. • Active in local and regional partnerships that regularly review, plan, coordinate and implement improvements to the local transportation network of roads, technology and services. • Transit staff regularly attend community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network. • Actively participate in a coordination network of human service organizations to improve mobility for those challenged by income, age and/or disabilities. • Actively participating in on-going efforts of the regional Sustainability Plan that includes housing and transportation choices.
2017 - 2022	<ul style="list-style-type: none"> • Staff will continue to work with and participate in community based efforts to improve transportation efficiency in both the technical and service fields. • Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including but not limited to updates of local Comprehensive Plans, Joint Base Lewis McChord/I-5 impacts, Interchange Justification Reports (I-5), and Regional Transportation Plan updates.

5. MOBILITY Facilitate movement of people and goods to contribute to a strong economy and a better quality of life for citizens.

2016	2017 - 2022
Made Progress	Continuing Effort

2016

- Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single occupant vehicles. Staff also takes an active role with regional long range transportation planning activities dealing with congestion and environmental impacts.
- Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools (over 4,194 students). And staff coordinates annual county-wide bicycle commuting challenge (May of each year).
- Staff regularly participates in local jurisdictional land use reviews, development of community design components (land and roads) and comments on transportation/transit integration and ADA accessibility.
- Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.
- Continued regional integration of transportation services for fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Van program for qualified low-income recipients.
- Continued fare integration partnerships with public agency employers and colleges that support employees and students use of transit. This included on-going work with WSDOT on state employee’s transit ‘STAR Pass’ program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, Evergreen State College and St. Martin’s University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia continued.
- Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state and tribal staff. Over the past year the agency has begun testing, funded with federal CMAQ funds, to make improvements in local traffic control technologies that will incorporate a ‘transit signal priority’ system in Olympia, Lacey and Tumwater.
- Continued two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

2017 - 2022

- Staff will continue to work proactively on a range of transportation planning activities on the local and state level, in particular the projected population growth for Thurston County over the next 20 years.
- Additional efforts for updating the agency’s Short and Long Range Plans to include significant “community conversation” outreach efforts.
- Continue to work with the other regional transportation providers to improve service connections between providers.
- Continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.

- Staff will also continue to work with local jurisdictions, state, and tribal organizations in partnership to improve public transportation in the region for services along state roads and federal interstate.
- Agency will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays and other information materials that encourage and promote transportation alternatives.

6. ENVIRONMENTAL QUALITY AND HEALTH

Bring benefits to the environment and our citizens' health by improving the existing transportation infrastructure.

2016	2017 - 2022
Made Progress	Continuing Effort

2016

- Intercity Transit continues to utilize biodiesel fuel of a 5 - 20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards including recycling antifreeze, engine oil, office paper, cardboard and printer inks.
- In-house Environmental and Sustainability Management Committee continued to review and analyze existing conditions, made recommendations for improving the agency's sustainability efforts, continued to provide in-house training of agency staff, and recertified the agency to the ISO 14001:2015 Standards.
- Agency staff continued to monitor and track Sustainability Commitment status for Environmental & Sustainability Policies and ISO 14001 certification of meeting those standards. Staff continued to coordinate in-house efforts for training, monitoring and improving agency-wide sustainability efforts.
- On-going effort to coordinate and implement sustainability practices into a variety of transportation related programs and projects around our service district and region. This includes on-going participation with *Sustainable Thurston County* and *Thurston Thrives* activities

2017 - 2022

- Intercity Transit will continue to utilize biodiesel and ultra-low sulfur diesel. Higher blends of biodiesel maybe possible depending on cost.
- Implementing testing of synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage.
- Agency core staff will continue work on *Environmental and Sustainability Management Systems* as a certified agency. Continue the audit and reporting process that "analyzes controls and reduces the environmental impact of the agency's activities, products and services and to operate with greater efficiency and control."
- On-going review and consideration of better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses.
- Continue growth of the "Walk & Roll" youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit. Support healthy choices year-round of biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.

Section 7: Summary of Proposed Changes 2017 - 2022

In addition to the efforts Intercity Transit will engage in to meet Washington State's *Transportation System Policy Goals*, the following table provides a summary of proposed changes for service, facilities and equipment over the next six years:

<u>2017</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	(Express) WSDOT grant funded thru 6/30/17	WSDOT Grant funds (Exp 612)
Facilities	Bus stop improvements	No Change
Equipment	Vanpools: 33 DAL: 5	DAL: 7
<u>2018</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Exp WSDOT grant funded thru 6/30/19	No Change
Facilities	Bus Stop improvements (Tumwater Sq Transfer Station)	No Change
Equipment	Buses: 7 Vanpools: 38	Vanpools: 11
<u>2019</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Buses: 10 DAL: 18 Vanpools: 30	Vanpools: 11
<u>2020</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements Facility Improvements	No Change
Equipment	Vanpools: 55 DAL: 10	Vanpools: 11 DAL: 2
<u>2021</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 49 Village Vans: 2	DAL: 1 Vanpools: 11
<u>2022</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	No Change	No Change
Facilities	Bus Stop Improvements	No Change
Equipment	Vanpools: 49	Vanpools: 11 DAL: 1

Section 8: Capital Improvement Program 2016 - 2022

VEHICLE PROJECTIONS														
Total Revenue Vehicles at Y/E	2016	2017	2018	2019	2020	2021	2022	2016	2017	2018	2019	2020	2021	2022
	371	387	398	409	422	433	445							
Fixed Routed Coaches														
Beg. Yr. # of Vehicles in Fleet	71	71	71	71	71	71	71							
Replacement Cycle (Standard 15 Years)	0	0	4	4	17	0	5							
Replacement Vehicles - Hybrids	0	0	0	4	17	0	5							
Replacement Vehicles Conventional	0	0	4	0	0	0	0							
Expansion Vehicles														
From Contingency Fleet														
End of Yr. Fleet Size	71	71	71	71	71	71	71							
Total Actual Coach Purchases	0	0	4	4	17	0	5							
Dial-A-Lift Vans														
Beg. Yr. # of Vehicles in Fleet	35	35	40	40	40	42	42							
Replacement Vehicles		7			10		7							
Expansion Vehicles		5			2		1							
End of Yr. Fleet Size	35	40	40	40	42	42	43							
Total Actual DAL Van Purchases	0	12	0	0	12	0	8							
Vanpools														
Beg. Yr. # of Vehicles in Fleet	261	261	272	283	294	305	316							
Replacement Vehicles	33	38	37	30	55	49	49							
Expansion Vehicles		11	11	11	11	11	11							
End of Yr. Fleet Size	261	272	283	294	305	316	327							
Total Actual Vanpool Purchases	33	20	48	41	66	60	60							
Village Vans														
Beg. Yr. # of Vehicles in Fleet	3	4	4	4	4	4	4							
Replacement Vehicles				1		2								
Expansion Vehicles	1													
End of Yr. Fleet Size	4	4	4	4	4	4	4							
Total Actual V/V Van Purchases	1	0	0	1	0	2	0							
Total Vehicles Purchased by Year	34	32	52	46	95	62	73							

Vehicle Expenses

Coaches	2016	2017	2018	2019	2020	2021	2022
Vehicle Cost Inflation Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Coach Unit Cost - Hybrid	753,162	775,757	799,030	823,001	847,691	873,121	899,315
Coach Unit Cost - Conventional	505,196	520,352	535,962	552,041	568,603	585,661	603,230
Current Year Total - Hybrid	0	0	0	\$ 3,292,002	\$14,410,741	\$ -	\$ 4,496,575
Current Year Total - Conventional	0	0	\$ 2,143,850	0	0	0	0
Total Expense	0	0	2,143,850	3,292,002	14,410,741	0	4,496,575
End of Yr. Fleet Size	2016	2017	2018	2019	2020	2021	2022
Battery Unit Cost/Mid Life Rehab	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Total Units Purchased	0	0	4	4	17	0	5
Total Expense	0	0	1,200,000	1,200,000	5,100,000	0	1,500,000
Dial-A-Lift Vans	2016	2017	2018	2019	2020	2021	2022
DAL Van Unit Cost	\$ 150,673	\$ 155,947	\$ 161,405	\$ 167,054	\$ 172,901	\$ 178,952	\$ 185,216
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	12	0	0	12	0	8
Total Expense	0	1,871,361	0	0	2,074,811	0	1,481,726
Vanpools	2016	2017	2018	2019	2020	2021	2022
Vanpool Van Unit Cost	\$ 31,580	\$ 32,685	\$ 33,829	\$ 35,013	\$ 36,239	\$ 37,507	\$ 38,820
Total Units Purchased	33	20	48	41	66	60	60
Total Expense	1,042,140	653,706	1,623,806	1,435,546	2,391,759	2,250,428	2,329,193
Village Vans	2016	2017	2018	2019	2020	2021	2022
Village Vans	\$ 29,611	\$ 30,647	\$ 31,720	\$ 32,830	\$ 33,979	\$ 35,169	\$ 36,400
Total Units Purchased	1	0	0	1	0	2	0
Total Expense	0	0	0	32,830	0	70,337	0

Total Expenses										
Expenses	2016	2017	2018	2019	2020	2021	2022			
Coaches	0	0	2,143,850	3,292,002	14,410,741	0	4,496,575			
End of Yr. Fleet Size	0	0	1,200,000	1,200,000	5,100,000	0	1,500,000			
Dial-A-Lift Vans	0	1,872,030	0	0	2,074,811	0	1,481,726			
Vanpools	1,042,140	656,206	1,623,806	1,435,546	2,391,759	2,250,428	2,329,193			
Village Vans	0	0	0	32,830	0	70,337	0			
Total Expenses for Vehicles	1,042,140	2,528,236	4,967,655	5,960,378	23,977,311	2,320,765	9,807,494			

		2016		2017		2018		2019		2020		2021		2022	
		15	15	15	15	15	15	15	15	15	15	15	15	15	15
Staff Vehicles															
Total Staff Vehicles at Y/E															
VM Service Trucks															
Beg. Yr. # of Vehicles in Fleet		2		2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles								1	1	1					
Expansion Vehicles															
End of Yr. Fleet Size		2		2	2	2	2	2	2	2	2	2	2	2	2
Total Actual VM Service Truck Purchases		0		0	0	0	0	1	1	1	0	0	0	0	0
Ops Service Trucks - 5 Year Cycle															
Beg. Yr. # of Vehicles in Fleet		3		3	3	3	3	3	3	3	3	3	3	3	3
Replacement Vehicles				1	2										
Expansion Vehicles															
End of Yr. Fleet Size		3		3	3	3	3	3	3	3	3	3	3	3	3
Total Actual Ops Service Van Purchases		0		1	2	0	0	0	0	0	0	0	0	0	0
General Staff Vans															
Beg. Yr. # of Vehicles in Fleet		1		1	1	1	1	1	1	1	1	1	1	1	1
Replacement Vehicles															
Expansion Vehicles															
End of Yr. Fleet Size		1		1	1	1	1	1	1	1	1	1	1	1	1
Total Actual Staff Van Purchases		0		0	0	0	0	0	0	0	0	0	0	0	0
General Staff Car															
Beg. Yr. # of Vehicles in Fleet		2		2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles				1											
Expansion Vehicles															
End of Yr. Fleet Size		2		2	2	2	2	2	2	2	2	2	2	2	2
Total Actual Staff Car Purchases		0		1	0	0	0	0	0	0	0	0	0	0	1
General Staff Car - Electric															
Beg. Yr. # of Vehicles in Fleet		2		2	2	2	2	2	2	2	2	2	2	2	2
Replacement Vehicles		1													
Expansion Vehicles															
End of Yr. Fleet Size		2		2	2	2	2	2	2	2	2	2	2	2	2
Total Actual Staff Car Purchases		1		0	0	0	0	0	0	0	0	0	0	0	1
General Staff Station Wagon															
Beg. Yr. # of Vehicles in Fleet		1		1	1	1	1	1	1	1	1	1	1	1	1
Replacement Vehicles															
Expansion Vehicles															
End of Yr. Fleet Size		1		0	1	1	1	1	1	1	1	1	1	1	1
Total Actual Staff Station Wagon Purchases		1		0	0	0	0	0	0	0	0	0	0	0	0

Facility Truck	2016	2017	2018	2019	2020	2021	2022
Beg. Yr. # of Vehicles in Fleet	6	7	7	7	7	7	7
Replacement Vehicles	0	1	3	1			
Expansion Vehicles	1	0					
End of Yr. Fleet Size	7	7	7	7	7	7	7
Total Actual Facility Truck Purchases	1	1	3	1	0	0	0
Facility Maintenance Trailers	2016	2017	2018	2019	2020	2021	2022
Beg. Yr. # of Vehicles in Fleet	1	2	2	2	2	2	2
Replacement Vehicles							
Expansion Vehicles	1						
End of Yr. Fleet Size	2	2	2	2	2	2	2
Total Actual Facility Truck Purchases	1	0	0	0	0	0	0
Total Staff Vehicles Purchased by Year	4	3	5	2	1	1	2

Vehicle Expenses and Revenues

VM Service Trucks	2016	2017	2018	2019	2020	2021	2022
VM Service Truck Unit Cost	\$ 63,000	\$ 65,200	\$ 67,500	\$ 69,900	\$ 72,300	\$ 74,800	\$ 77,400
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	1	1	0	0
Total Expense	0	0	0	\$ 69,900	\$ 72,300	0	0
Ops Service Trucks	2016	2017	2018	2019	2020	2021	2022
Op Service Van Unit Cost	\$ 38,800	\$ 40,200	\$ 41,600	\$ 43,100	\$ 44,600	\$ 46,200	\$ 47,800
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	2	0	0	0	0
Total Expense	0	\$ 40,200	\$ 83,200	0	0	0	0
General Staff Vans	2016	2017	2018	2019	2020	2021	2022
General Staff Van Unit Cost	\$ 31,700	\$ 32,800	\$ 33,900	\$ 35,100	\$ 36,300	\$ 37,600	\$ 38,900
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	0	0	0	0	1	0
Total Expense	0	0	0	0	0	\$ 37,600	0

General Staff Car	2016	2017	2018	2019	2020	2021	2022
General Staff Car Unit Cost	\$ 33,300	\$ 34,500	\$ 35,700	\$ 36,900	\$ 38,200	\$ 39,500	\$ 40,900
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	0	1	0	0	0	0	1
Total Expense	0	\$ 34,500	0	0	0	0	\$ 40,900

General Staff Car - Electric	2016	2017	2018	2019	2020	2021	2022
General Staff Car Unit Cost	\$ 45,320	\$ 47,400	\$ 49,100	\$ 50,800	\$ 52,600	\$ 54,400	\$ 56,300
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	1
Total Expense	\$ 45,320	0	0	0	0	0	\$ 56,300

General Staff Station Wagon	2016	2017	2018	2019	2020	2021	2022
General Staff Station Wagon Unit Cost	\$ 26,780	\$ 28,200	\$ 29,200	\$ 30,200	\$ 31,300	\$ 32,400	\$ 33,500
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	0
Total Expense	\$ 26,780	0	0	0	0	0	0

Facility Truck	2016	2017	2018	2019	2020	2021	2022
Facility Truck Unit Cost	\$ 55,000	\$ 60,000	\$ 62,096	\$ 64,266	\$ 66,511	\$ 68,835	\$ 71,239
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	1	3	1	0	0	0
Total Expense	\$ 55,000	\$ 60,000	\$ 186,289	\$ 64,266	0	0	0

Facility Trailers	2016	2017	2018	2019	2020	2021	2022
Facility Trailer Unit Cost	\$ 10,800	\$ 11,200	\$ 11,600	\$ 12,000	\$ 12,400	\$ 12,800	\$ 13,200
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Total Units Purchased	1	0	0	0	0	0	0
Total Expense	\$ 10,800	0	0	0	0	0	0

Total Expenses/Revenues Expenses	2016	2017	2018	2019	2020	2021	2022
VM Service Trucks	\$ 0	\$ 0	\$ 0	\$ 69,900	\$ 72,300	\$ 0	\$ 0
Ops Service Vans	\$ 0	\$ 40,200	\$ 83,200	\$ 0	\$ 0	\$ 0	\$ 0
General Staff Vans	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 37,600	\$ 0
General Staff Car	\$ 0	\$ 34,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 40,900
General Staff Car - Electric	\$ 45,320	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 56,300
General Staff Station Wagon	\$ 26,780	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Facility Truck	\$ 55,000	\$ 60,000	\$ 186,289	\$ 64,266	\$ 0	\$ 0	\$ 0
Facility maintenance Trailers	\$ 10,800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenses for Staff Vehicles	\$ 137,900	\$ 134,700	\$ 269,489	\$ 134,166	\$ 72,300	\$ 37,600	\$ 97,200

OTHER CAPITAL AND FACILITIES-Amended

	2016	2017	2018	2019	2020	2021	2022
MIS & Communication Equipment							
FleetNet Replacement			500,000	1,500,000			
Data Deduplication System (Single Sys/5 Yr)		60,000					
Laptops - Tough Book Type (7/4YR)	10,000				10,000		
Personal Computers	30,000	60,000	60,000	60,000	60,000	60,000	60,000
Phone System Replacement	150,000						
Plotter (1/5 Yr)			15,000			15,000	
Projector Equipment OTC conference room			5,000				
Projectors-Normal replacements	5,500				5,500		
ID Printer - OTC					12,000		
Voice Recorder					15,000		
Security Cameras (Lene) for Buildings	250,000						300,000
Servers - High Performance (8 @ 5 yr)	70,000					70,000	
Servers - Standard (10 @ 5 yr cycle)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Storage Area Network (SAN) (1/5YR)		12,000	12,000		90,000	12,000	
Tremble Unit						50,000	

Network Hardware

Ethernet Switches (14/7 YR)	10,000	75,000	10,000	10,000	10,000	10,000	10,000
Amtrak Info Sys Equipment		15,000					
Firewalls (7 Yr)							36,000
Network Wiring (10 year cycle)		50,000					
OTC new building network equipment			60,000				
Wireless access point replacement				5,000			5,000

Software

ACS Orbital/Radio System Replacement		5,500,000					
Analytical Software Used by Development							
Adobe Software Upgrades	10,000					10,000	
Antivirus Software Upgrades			6,000				6,000
Backup Software					55,000		
FleetNet Additional Moduals			15,000				
FleetWatch							
Microsoft Server Software Upgrades/Repl.		130,000					
Office Upgrades (130/5yrs)	120,000					120,000	
POS system updates - VP in 2014 and OTC in 2018			60,000				
Routermatch Replacement							
SharePoint Maintenance/Upgrades						60,000	
TMS Replacement			100,000				
VMMWare Software (8 Units/5 Yrs)	25,000						25,000
Windows OS replacement (PC Operating Systems)	55,000						35,000
Total	\$765,500	\$5,932,000	\$873,000	\$1,605,000	\$287,500	\$557,000	\$447,000

Facilities	2016	2017	2018	2019	2020	2021	2022
Air Compressors (2)							
Amtrak HVAC Replacement	30,000						
Amtrak Barrel Tile Roof Replacement							110,000
Amtrak Carpet							4,000
Amtrak Fire/Security Alarm Replacement							25,000
Amtrak Floor Tile Replacement				30,000			
Amtrak Gate Opener		25,000					
Amtrak Landscaping (drought tolerant)					25,000		
Amtrak Seal Coat/Repairs		36,000					
Catwalk Around Heat Recovery Units							
Exterior Painting LTC, OTC Amtrak		125,000					
Hawks Prairie Seal Coat					32,000		
Interior Paint Amtrak	10,000						
Interior Painting Pattison (10 yrs)	280,000						
Lighting Upgrade - Main Fac							
LTC Interior Painting (10 yrs)							
LTC Landscaping (drought tolerant)					25,000		
LTC Roof Replacement							
LTC Roof Replacement							
Martin Way P&R Seal Coat (7 yrs)		30,000					
OPS Dispatch Repairs/Upgrads	40,000						
OTC Carpet Replacement							10,000
OTC Fire/Security Alarm Replacement							
OTC HVAC # 16- 16a Replacement			12,000				
OTC HVAC #15 Replacement					15,000		
OTC HVAC Replacement	50,000						
OTC Interior Painting							
OTC New Office Bldg Exterior Painting						50,000	
OTC New Office Bldg Interior Painting							
OTC Tile Replacement			8,000				
Pattison Phase							
Pattison Facility Final Design		4,100,000					
Pattison Facility Rehabilitation Projects							
Pattison UST Tank Replacement/Site Enviro Review	8,005,000			27,463,203			
Pattison Bus Air Shears / Blowers			100,000				
Pattison Concrete Slab Replacement							
Pattison Electrical Upgrades				1,500,000			
Includes Pattison Generator Engineering							
Pattison Fencing/security/gate openers			150,000				
Pattison Fire/Security Alarm Replacement							
(not part of larger project)		25,000	100,000				
Pattison HVAC #1 thru #8a Replacement					125,000		
Pattison HVAC #9-9a Replacement			12,000				
Pattison HVAC Engineering	20,000		9,000				
Pattison Boiler, Controls, HRU's							
(not part of larger project)	400,000						
Pattison Tire Bay Mezz w/stairs				200,000			
Pattison Office Window Replacement		100,000					
Replace Roof - Pattison, Both Facilities		412,000					
Glass Block and Soffit Replacement							
(both Pattison facilities)		400,000					
Grout Seal Pattison Bus Lot							
Pattison Exterior Painting		200,000					
Pattison Additional Fall Protection in bays		75,000					
Pattison Auto Bay Lift Replacements				200,000			
Pattison Carpet Replacement		75,000					
Pattison Chassis Wash Lift Replacement							

Section 9: Operating Revenues 2016 - 2022

WSDOT Report - 2016	General Fund	Working Capital	Total
Beginning Cash Balance January 1, 2016	\$32,906,113	\$9,801,658	\$42,707,771
Revenues			
Sales Tax	36,811,767		36,811,767
Motor Vehicle Excise Tax			-
Farebox	4,643,004		4,643,004
Sales Tax Equalization			
Federal Operating Grants	198,467		198,467
State Operating Grants	1,849,043		1,849,043
Other	8,178		8,178
Contribution To Accounts	(200,302)	200,302	-
Total Available	76,216,269	\$10,001,960	\$86,218,229
Operating Expenses			
Vanpool/Rideshare P&M	1,644,628		1,644,628
Vanpool/Rideshare System Expansion	-		-
Fixed Route P&M	21,937,424		21,937,424
Fixed Route System Expansion			-
Commuter Bus P&M	2,988,299		2,988,299
Commuter Bus System Expansion			
Paratransit ADA P&M	8,621,062		8,621,062
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	51,571		51,571
Annual Depreciation	5,176,572		5,176,572
Contribution To Accounts			-
Total Expenses	40,419,556	-	\$40,419,556
Add Back Depreciation	5,176,572		5,176,572
Net Cash Available	40,973,285		\$40,973,285
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	166,078		166,078
State/Local Capital Grants	702,350		702,350
Total Capital Revenue	868,428	-	\$868,428
Capital Expenses			
System P&M			
Equipment & Furnishings	351,538		351,538
Replace Coaches -			-
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -			-
Replace Vanpool Vans -			-
Replace Staff Vehicles	54,445		54,445
Facilities	34,567		34,567
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van	1,173,790		1,173,790
UST	481,627		
OTC	6,848		
Facilities			-
Total Capital Expenses	2,102,815		\$2,102,815
Ending Cash Balance December 31, 2016	39,738,898	\$10,001,960	\$49,740,858

WSDOT Report - 2017	General Fund	Working Capital	Total
Beginning Balance January 1, 2017	\$39,738,898	\$10,001,960	\$49,740,858
Revenues			
Sales Tax	37,916,120		37,916,120
Motor Vehicle Excise Tax			-
Farebox	4,615,907		4,615,907
Sales Tax Equalization			
Federal Operating Grants	523,000		523,000
State Operating Grants	760,238		760,238
Other	1,228,962		1,228,962
Contribution To Accounts	116,221	(116,221)	-
Total Available	\$84,899,346	\$9,885,739	\$94,785,085
Operating Expenses			
Vanpool/Rideshare P&M	1,625,519		1,625,519
Vanpool/Rideshare System Expansion	67,503		67,503
Fixed Route P&M	26,324,488		26,324,488
Fixed Route System Expansion			-
Commuter Bus P&M	2,953,578		2,953,578
Commuter Bus System Expansion			
Paratransit ADA P&M	8,520,894		8,520,894
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	50,972		50,972
Annual Depreciation	5,331,869		5,331,869
Contribution To Accounts			-
Total Expenses	\$44,874,824	-	\$44,874,824
Add Back Depreciation	5,331,869		5,331,869
Net Cash Available	\$45,356,391		\$45,356,391
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,272,118		1,272,118
State Capital Grants	75,000		75,000
Total Capital Revenue	\$1,347,118	-	\$1,347,118
Capital Expenses			
System P&M			
Equipment & Furnishings	5,932,000		5,932,000
Replace Coaches -	1,800,000		1,800,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,092,296		311,893
Replace Vanpool Vans -	656,206		155,947
Replace Staff Vehicles	134,700		134,700
Facilities	5,753,000		5,753,000
Farebox replacement	1,500,000		1,500,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			
Vanpool Van			
Facilities			-
Total Capital Expenses	\$16,868,202		\$16,868,202
Ending Balance December 31, 2017	\$29,835,307	\$9,885,739	\$39,721,046

WSDOT Report - 2018

	General Fund	Working Capital	Total
Beginning Balance January 1, 2018	\$29,835,307	\$9,885,739	\$39,721,046
Revenues			
Sales Tax	39,053,603		39,053,603
Motor Vehicle Excise Tax			-
Farebox	4,792,643		4,792,643
Sales Tax Equalization			-
Federal Operating Grants	-		-
State Operating Grants	760,238		760,238
Other	1,141,992		1,141,992
Contribution To Accounts	(462,930)	462,930	-
Total Available	\$75,120,853	\$10,348,669	\$85,469,522
Operating Expenses			
Vanpool/Rideshare P&M	1,724,320		1,724,320
Vanpool/Rideshare System Expansion	68,751		68,751
Fixed Route P&M	27,863,097		27,863,097
Fixed Route System Expansion			-
Commuter Bus P&M	3,008,179		3,008,179
Commuter Bus System Expansion			-
Paratransit ADA P&M	8,678,415		8,678,415
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	51,914		51,914
Annual Depreciation	5,491,825		5,491,825
Contribution To Accounts			-
Total Expenses	\$46,886,501	-	\$46,886,501
Add Back Depreciation	5,491,825		5,491,825
Net Cash Available	\$33,726,177		\$33,726,177
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	2,822,604		2,822,604
State Capital Grants	347,698		347,698
Total Capital Revenue	\$3,170,302	-	\$3,170,302
Capital Expenses			
System P&M			
Equipment & Furnishings	938,000		938,000
Replace Coaches -	2,143,850		2,143,850
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	3,066,692		3,066,692
Replace Vanpool Vans -	1,623,806		1,623,806
Replace Staff Vehicles	269,489		269,489
Facilities	851,000		851,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$8,892,837		\$8,892,837
Ending Balance December 31, 2018	\$28,003,642	\$10,348,669	\$38,352,311

WSDOT Report - 2019	General Fund	Working Capital	Total
Beginning Balance January 1, 2019	\$28,003,642	\$10,348,669	\$38,352,311
Revenues			
Sales Tax	40,225,211		40,225,211
Motor Vehicle Excise Tax			-
Farebox	4,973,286		4,973,286
Sales Tax Equalization			-
Federal Operating Grants	-		-
State Operating Grants	760,238		760,238
Other	1,141,998		1,141,998
Contribution To Accounts	(482,128)	482,128	-
Total Available	74,622,247	10,830,797	\$85,453,044
Operating Expenses			
Vanpool/Rideshare P&M	1,824,737		1,824,737
Vanpool/Rideshare System Expansion	69,965		69,965
Fixed Route P&M	29,482,677		29,482,677
Fixed Route System Expansion			-
Commuter Bus P&M	3,061,303		3,061,303
Commuter Bus System Expansion			-
Paratransit ADA P&M	8,831,674		8,831,674
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	52,831		52,831
Annual Depreciation	5,656,580		5,656,580
Contribution To Accounts			-
Total Expenses	\$48,979,767	-	\$48,979,767
Add Back Depreciation	5,656,580		5,656,580
Net Cash Available	\$31,299,060		\$31,299,060
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	25,614,482		25,614,482
State Capital Grants	358,117		358,117
Total Capital Revenue	\$25,972,599	-	\$25,972,599
Capital Expenses			
System P&M			
Equipment & Furnishings	1,630,000		1,630,000
Replace Coaches -	5,392,002		5,392,002
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -			-
Replace Vanpool Vans -	1,435,546		1,435,546
Replace Village Vans -	32,830		32,830
Replace Staff Vehicles	134,166		134,166
Facilities	29,523,203		29,523,203
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$38,147,747		\$38,147,747
Ending Balance December 31, 2019	\$19,123,912	\$10,830,797	\$29,954,709

WSDOT Report - 2020	General Fund	Working Capital	Total
Beginning Balance January 1, 2020	\$19,123,912	\$10,830,797	\$29,954,709
Revenues			
Sales Tax	41,431,968		41,431,968
Motor Vehicle Excise Tax			-
Farebox	5,157,973		5,157,973
Sales Tax Equalization			-
Federal Operating Grants	-		-
State Operating Grants	760,238		760,238
Other	1,072,193		1,072,193
Contribution To Accounts	(424,222)	424,222	-
Total Available	\$67,122,062	\$11,255,019	\$78,377,081
Operating Expenses			
Vanpool/Rideshare P&M	1,914,795		1,914,795
Vanpool/Rideshare System Expansion	70,707		70,707
Fixed Route P&M	30,962,087		30,962,087
Fixed Route System Expansion			-
Commuter Bus P&M	3,093,767		3,093,767
Commuter Bus System Expansion			-
Paratransit ADA P&M	8,925,331		8,925,331
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	53,391		53,391
Annual Depreciation	5,826,277		5,826,277
Contribution To Accounts			-
Total Expenses	\$50,846,355	-	\$50,846,355
Add Back Depreciation	5,826,277		5,826,277
Net Cash Available	\$22,101,984		\$22,101,984
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	11,683,362		11,683,362
State Capital Grants	368,901		368,901
Total Capital Revenue	\$12,052,263	-	\$12,052,263
Capital Expenses			
System P&M			
Equipment & Furnishings	287,500		287,500
Replace Coaches -	14,410,741		14,410,741
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	2,074,811		2,074,811
Replace Vanpool Vans -	2,391,759		2,391,759
Replace Staff Vehicles	72,300		72,300
Facilities	340,000		340,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$19,577,111		\$19,577,111
Ending Balance December 31, 2020	\$14,577,136	\$11,255,019	\$25,832,155

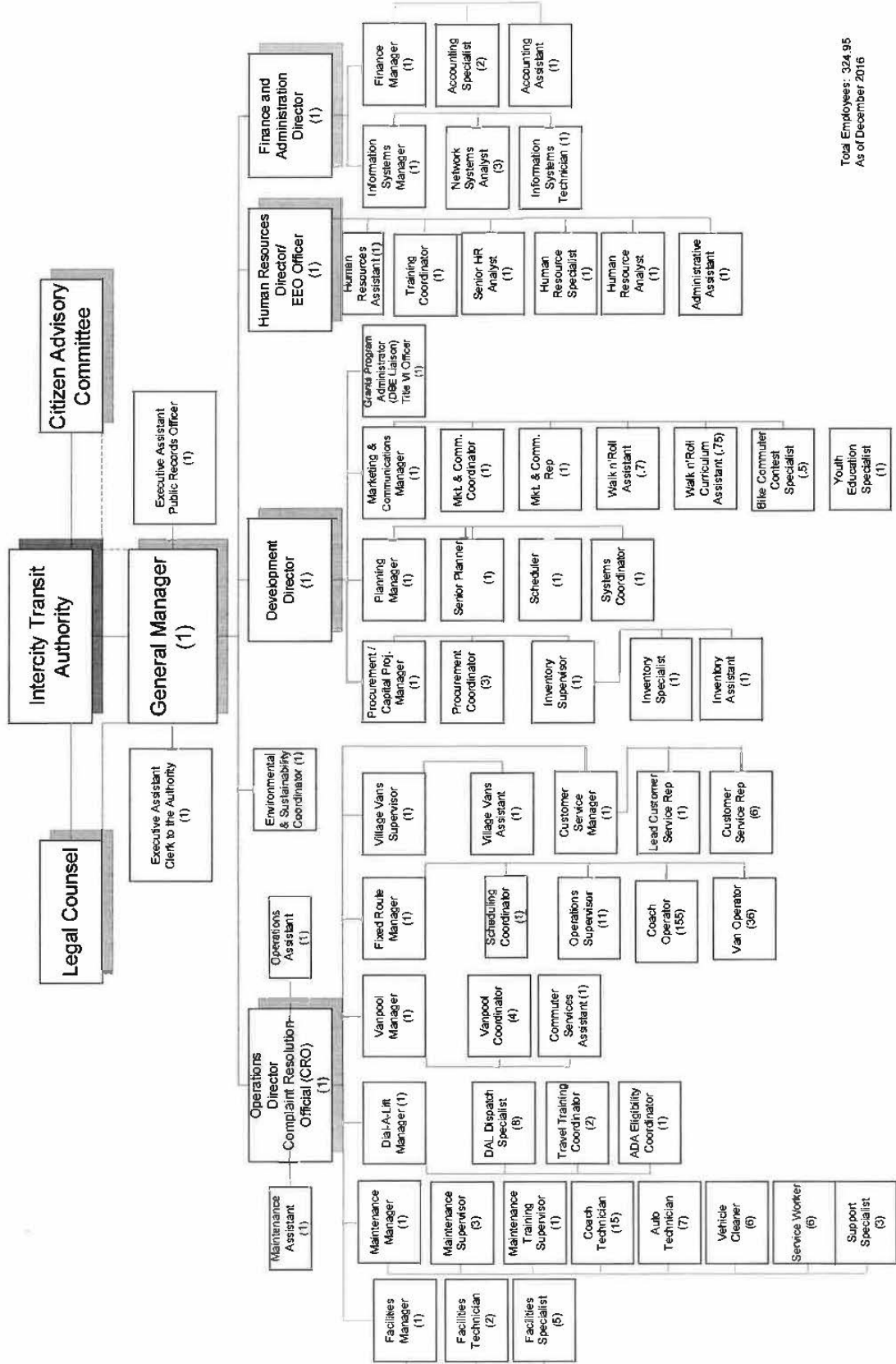
WSDOT Report - 2021	General Fund	Working Capital	Total
Beginning Balance January 1, 2021	\$14,577,136	\$11,255,019	\$25,832,155
Revenues			
Sales Tax	42,674,927		42,674,927
Motor Vehicle Excise Tax			-
Farebox	5,346,847		5,346,847
Sales Tax Equalization			-
Federal Operating Grants	-		-
State Operating Grants	760,238		760,238
Other	1,045,636		1,045,636
Contribution To Accounts	(469,692)	469,692	-
Total Available	\$63,935,092	\$11,724,711	\$75,659,803
Operating Expenses			
Vanpool/Rideshare P&M	1,924,842		1,924,842
Vanpool/Rideshare System Expansion	71,078		71,078
Fixed Route P&M	32,767,091		32,767,091
Fixed Route System Expansion			-
Commuter Bus P&M	3,110,000		3,110,000
Commuter Bus System Expansion			-
Paratransit ADA P&M	8,972,163		8,972,163
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	53,671		53,671
Annual Depreciation	5,826,277		5,826,277
Contribution To Accounts			-
Total Expenses	\$52,725,123	-	\$52,725,123
Add Back Depreciation	5,826,277		5,826,277
Net Cash Available	\$17,036,246		\$17,036,246
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	1,460,399		1,460,399
State Capital Grants	380,063		380,063
Total Capital Revenue	\$1,840,462	-	\$1,840,462
Capital Expenses			
System P&M			
Equipment & Furnishings	557,000		557,000
Replace Coaches -	1,500,000		1,500,000
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	-		-
Replace Vanpool Vans -	2,250,428		2,250,428
Replace Village Vans	70,337		70,337
Replace Staff Vehicles	37,600		37,600
Facilities	395,000		395,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$4,810,365		\$4,810,365
Ending Balance December 31, 2021	\$14,066,343	\$11,724,711	\$25,791,054

WSDOT Report - 2022	General Fund	Working Capital	Total
Beginning Balance January 1	\$14,066,343	\$11,724,711	\$25,791,054
Revenues			
Sales Tax	43,955,175		43,955,175
Motor Vehicle Excise Tax			-
Farebox	5,540,052		5,540,052
Sales Tax Equalization			-
Federal Operating Grants	-		-
State Operating Grants	760,238		760,238
Other	1,060,406		1,060,406
Contribution To Accounts	(496,863)	496,863	-
Total Available	64,885,351	\$12,221,574	\$77,106,925
Operating Expenses			
Vanpool/Rideshare P&M	2,113,598		2,113,598
Vanpool/Rideshare System Expansion	75,269		75,269
Fixed Route P&M	33,846,078		33,846,078
Fixed Route System Expansion			-
Commuter Bus P&M	3,293,362		3,293,362
Commuter Bus System Expansion			-
Paratransit ADA P&M	9,501,152		9,501,152
Paratransit ADA System Expansion	-		-
Rideshare/CTR P&M	-		-
Amtrak Station P&M	56,836		56,836
Annual Depreciation	6,001,066		6,001,066
Contribution To Accounts			-
Total Expenses	\$54,887,360	-	\$54,887,360
Add Back Depreciation	6,001,066		6,001,066
Net Cash Available	\$15,999,057		\$15,999,057
Capital			
Capital Revenue			
Federal Capital Grant - Sec 5307			
Federal Capital Grant - Sec 5309	5,105,119		5,105,119
State Capital Grants	391,615		391,615
Total Capital Revenue	\$5,496,734	-	\$5,496,734
Capital Expenses			
System P&M			
Equipment & Furnishings	447,000		447,000
Replace Coaches -	5,996,575		5,996,575
Replace Shuttle Vans/Small Coaches			-
Replace DAL Vans -	1,481,726		1,481,726
Replace Vanpool Vans -	2,329,193		2,329,193
Replace Staff Vehicles	97,200		97,200
Facilities	2,289,000		2,289,000
System Expansion			-
Coach -			-
Shuttle Van - Small Coach			-
DAL Van			-
Vanpool Van			-
Facilities			-
Total Capital Expenses	\$12,640,694		\$12,640,694
Ending Balance December 31	\$8,855,097	\$12,221,574	\$21,076,671

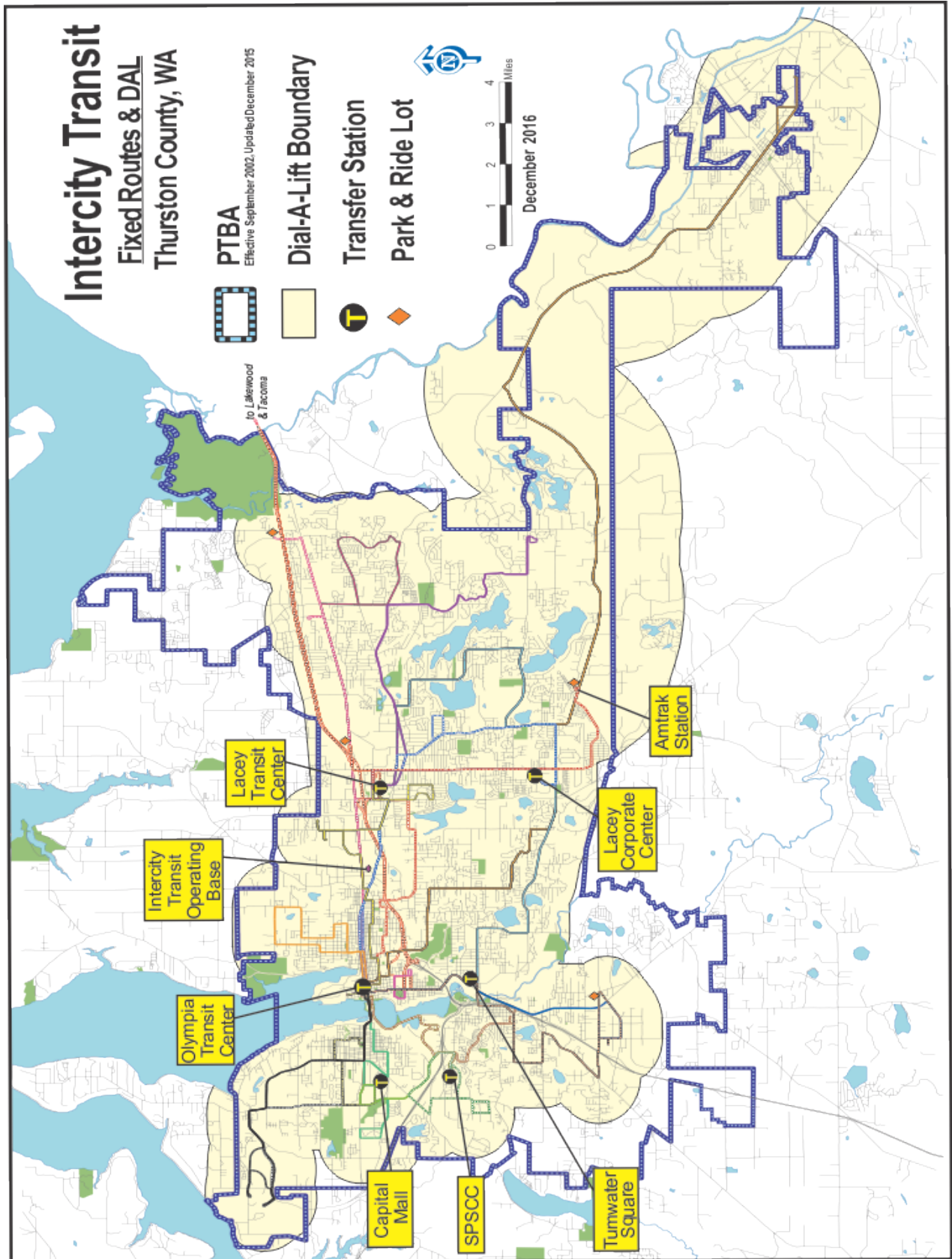
Appendix

Appendix A:	Organizational Chart
Appendix B:	System Map and Service Boundary Map
Appendix C:	Operating Data

Appendix A



Total Employees: 324.95
As of December 2016



Intercity Transit Mission:

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision: To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Bus Service in 2016

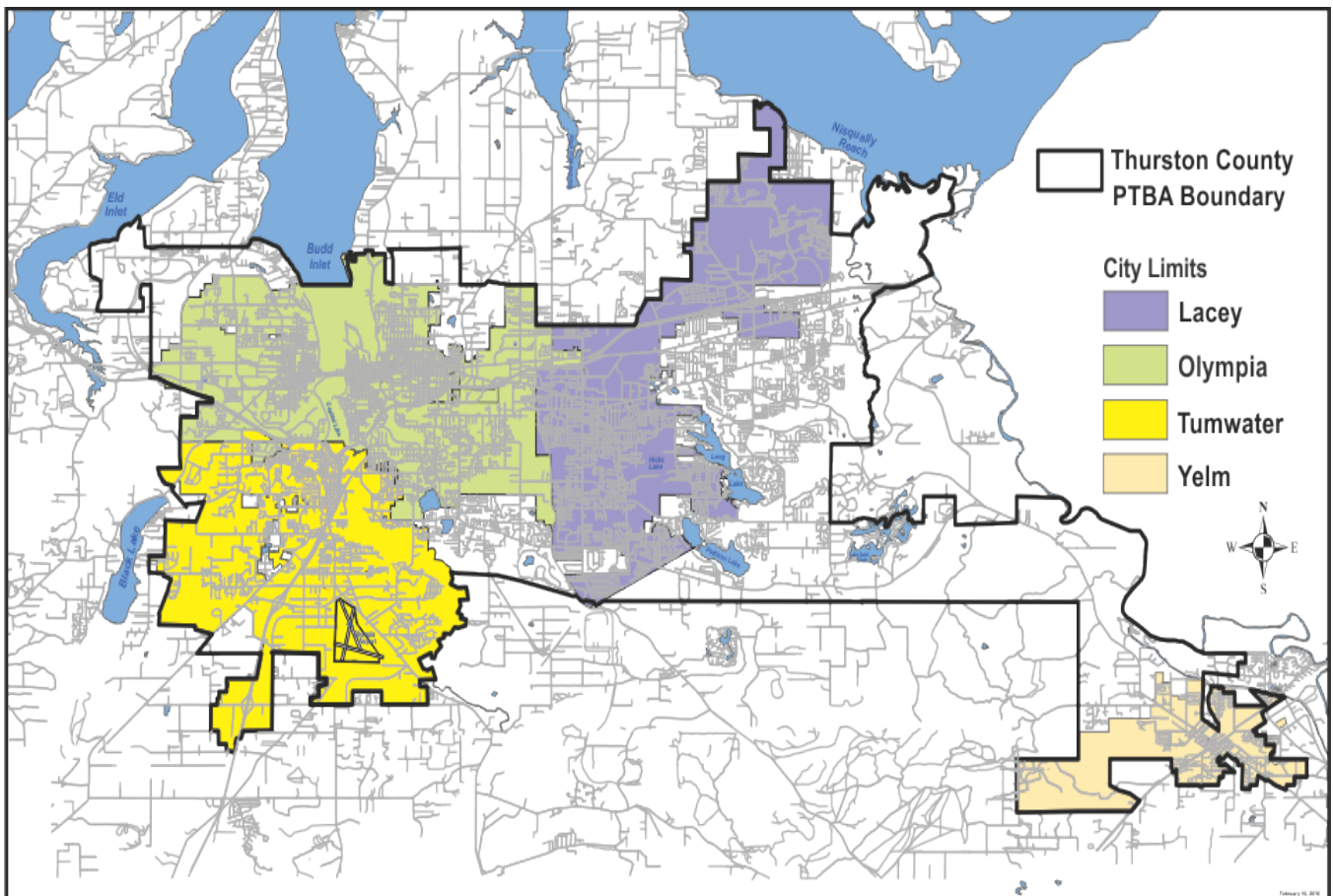
Fixed route service available weekdays on 25 routes, 18 routes operating Saturdays, 15 routes on Sundays. Dial-A-Lift (ADA/paratransit) service available during fixed route service hours. Bus fleet is ADA accessible and all fixed route coaches have two-position bike racks:

- Twenty local routes serving the greater Olympia/Lacey/Tumwater/Yelm area. Connections to Grays Harbor Transit and Mason Transit service (in Olympia) and regional connections to Amtrak and Greyhound service are also available.
- Five inter-county routes provide Express service between Thurston and Pierce Counties with connections to Pierce Transit local service and Sound Transit Express and commuter service in Lakewood and Tacoma. Grant funded contract with Sound Transit for extension of existing route for limited peak trips between Olympia and DuPont with service to Seattle.

Intercity Transit Service Boundary

Approved April 2002, Implemented September 2002,

Updated with City Annexations: 2005 - 2016



Appendix C
Operating Data

2016 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
12-W. Tumwater	30	60	60	60	60	6532	754	641	90,931	10,383	9,007
13-E. Tumwater	15	15	60	60	60	13,419	663	622	150,477	7,902	7,193
21-N. Bethel	30	60		60	60	2,603	309	315	33,331	3,943	4,018
41-TESC	15	30	30	30	30	10,257	1,611	1,257	130,838	20,400	15,957
42-Family Court	30	30				1,792			19,584		
43-SPSCC/Tumwater	30	30		60		6,874	554		86,528	7,229	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,166	1,422	648	102,426	17,888	8,100
45-Conger/Cap. Mall	30	60		60		3,797	607		38,118	5,364	
47-Capital Mall/CMC	30	30		60	60	6,959	614	625	62,373	5,523	5,627
48-Capital Mall/TESC	30	30	30	30		7,851	1,422		105,549	19,032	
49-Capital Mall					30			612			6,334
60-Lilly/Panorama	30	60		60	60	7,211	905	887	73,062	9,439	9,266
62A-Martin/Meridian	30	30	60	30	60	11,085	1,661	975	135,117	20,553	13,268
62B-Martin/Meadows	30	30	60	30	60	11,968	1,903	967	151,603	24,433	13,608
64-College/Amtrak	30	60		60	60	10,752	1,313	1,234	122,394	14,904	13,964
66-Ruddell	30	30	60	30	30	12,032	2,121	1,921	152,858	27,147	24,273
67-Tri-Lakes	60	60		60		3,435	570		52,224	8,803	
68-Carpenter/Yelm Hwy	30	60		60	60	10,176	1,259	1,283	160,102	19,398	19,764
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,354	1,274	695	211,584	26,166	14,375
101-Dash	12/ 15	12/ 15		10		6,050	364		50,366	2,650	
411-Nightline			60	60	60	126	126	99	1,734	1,734	1,336
* ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					2,022			50,363		
603-Olympia/Tacoma	30	90				6,336			146,227		
605-Olympia/Tacoma	30	90				6,357			151,552		
* 609-Tumwater/Lakewood	30	90				6,123			173,414		
612-Lacey/Tacoma	1 AM/ 1 PM					674			16,282		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,162	1,183		28,906	29,452
System Totals						173,950	20,614	13,964	2,468,283	281,796	195,542
2015 Totals						208,528			2,945,621		

* WSDOT "Regional Mobility Grant:" funded through June 2017.

2016 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	330,144	14,704	22.5	Marginal	
41-TESC	449,604	13,125	34.3	Satisfactory	
44-SPSCC/Cap. Mall	243,355	10,236	23.8	Marginal	
48-Capital Mall/TESC	323,965	9,273	34.9	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	22,326	612	36.5	Satisfactory	Runs Sunday only.
62A-Martin/Meridian	383,483	13,720	28.0	Satisfactory	
62B-Martin/Meadows	364,668	14,838	24.6	Marginal	
66-Ruddell	332,702	16,074	20.7	Marginal	
Secondary Routes					
12-W. Tumwater	135,516	7,927	17.1	Satisfactory	
21-N. Bethel	76,138	3,227	23.6	Satisfactory	
43-Barnes Blvd	168,602	7,428	22.7	Satisfactory	Runs weekday & Saturday.
45-Conger/Cap. Mall	49,206	4,404	11.2	Marginal	Runs weekday & Saturday.
47-Capital Mall/CMC	186,088	8,198	22.7	Satisfactory	
60-Lilly/Panorama	130,235	9,003	14.5	Marginal	
64-College/Amtrak	207,939	13,299	15.6	Satisfactory	
67-Tri Lake	33,138	4,004	8.3	Unsatisfactory	
68-Carpenter/Yelm Hwy	217,882	12,717	17.1	Satisfactory	
94-Yelm	193,244	13,322	14.5	Marginal	
Specialized & Shuttle Routes					
42-Family Court	11,087	1,792	6.2	Unsatisfactory	Limited service. Runs only weekdays during AM/Noon/PM peak.
101-Dash	77,277	6,414	12.0	Satisfactory	Productivity: Session 13.0, Non-session 11.5, Saturdays 11.6
411-Nightline	6,744	352	19.2	Satisfactory	Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
Per Trip					
603-Olympia/Tacoma	50,793	6,336	11.7	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	66,975	6,357	14.5	Marginal	Runs Weekdays only.
609-Tumwater/Lkwd	26,562	6,123	4.9	Unsatisfactory	Runs Weekdays only. Grant-funded.
612-Lacey/Tacoma	6,460	674	12.6	Marginal	Runs Weekdays only.
620-Oly/Tacoma Mall	19,666	2,345	10.2	Marginal	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	19,340	2,022	6.3	Unsatisfactory	Runs Weekdays: Grant/ST Operated
EXPRESS TOTALS	189,796	23,875	7.9		
Fixed Route Totals	4,133,139	208,528	19.8	Change from 2015: Boardings decreased 4.0%, Hours up 0.1%, Boardings per Hour down 4.3%.	

Other Intercity Transit Services					
Dial-A-Lift Service	166,213	--	--	2.9% increase from 2015	
Vanpools	600,148	--	--	12.4% decrease from 2015	

System Total	4,899,500			4.9% decrease from 2015's 5,153,288 Boardings.	
---------------------	------------------	--	--	--	--

Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Commuter	Express
Riders per Hour					Riders per Trip	
Exceeds standard	>40	>30	>25	>20	25 or more	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10	Less than 10

2016 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
Trunk Routes				
13-E. Tumwater	57	12,41,45,64,66	Large Bus	Runs Mon-Sun.
41-TESC	66	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	65	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	62	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	50	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	52	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	47	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	46	13, 48, 49	Large Bus	Runs Mon-Sun.
Secondary Routes				
12-W. Tumwater	51	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	41	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	53	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	39	12, 13	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	46	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	49	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	43	12, 13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	43	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Yelm Hwy	54	47	Medium Bus	Runs Mon-Sun.
94-Yelm	56	48	Large Bus	Runs Mon-Sun.
Specialized & Shuttle Routes				
42-Family Court	39	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	38	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	61	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
Express Routes				
603-Olympia/Tacoma	54	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	63	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	38	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	38	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	51	None	Large Bus	Runs weekends only.

* High Load: Based on APC data provides highest passenger load by route during 2015 (not average trip load).

** Recommended Vehicle Assignment:

Large Bus: Low Floor 40' - Seating Capacity: 38

Medium Bus: Low Floor 35' - Seating Capacity: 32

Small Bus: Low Floor 30' - Seating Capacity Av: 23

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority
FROM: Suzanne Coit, 705-5816, scoit@intercitytransit.com
SUBJECT: Contracting for Cash Sorting Services

1) **The Issue:** Whether or not to contract with Loomis Armored LLC for cash sorting services.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Loomis for \$45,000 to sort cash from the fareboxes for a period of one year.

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

4) **Background:** Staff in Finance spends 12 to 16 hours per week sorting cash from the fareboxes. The cash is sorted by denomination, stacked and placed in sealed bags. Loomis picks up and delivers the cash to Key Bank where it's counted and deposited into our bank account.

By contracting with Loomis to provide this service, we expect to save approximately \$56,153 to \$74,870 a year in staff time. This will allow Finance staff to devote this time to higher skilled duties and responsibilities. In addition to saving staff time, it reduces the potential risk of repetitive injuries.

5) **Alternatives:**
A) Authorize the General Manager to enter into a contract with Loomis for \$45,000 to sort cash from the fareboxes for a period of one year.
B) Do not approve the contract and continue to dedicate staff time to sorting cash from the fareboxes.

6) **Budget Notes:** This work is not funded in the 2017 budget but proposed to begin in mid-September. Anticipated contract expenditures for 2017 are approximately \$13,000. The remainder budget would be proposed in the 2018 budget.

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

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE September 6, 2017**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 360-705-5829

SUBJECT: Surplus Van Grant Program Update

-
- 1) **The Issue:** Update the ITA on the Surplus Van Grant program.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.
-
- 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant Program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's regular services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA.

Applications will be available on September 11, 2017, and due October 11, 2017. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. We will host open houses on September 21 (4pm-5pm) and September 26 (5:30pm-6:30pm) to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the November 1, 2017, ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 43 vehicles to organizations such as: Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South

Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services and many others.

The most recent van awards went to Boys and Girls Clubs of Thurston County, Community Youth Services, Senior Services of South Sound, Community Action Council, City Gates Ministries and Center for Natural Lands Management. These and other organizations use their vans for transporting low-income clients; trips to the food bank; medical and social services appointments; transporting seniors to nutrition services; medical appointments and much more.

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

6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle or a total of \$40,000 for four vehicles.

6) **Goal Reference:** **Goal #1:** *“Access the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: September 6, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2017 Citizen Advisory Committee Recruitment

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- 1) **The Issue:** Present timeline and process information for the 2017 CAC recruitment.
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- 2) **Recommended Action:** The Authority will be asked to select an ad hoc committee to participate with the CAC in the selection process.
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- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.
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- 4) **Background:** The Citizen Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members, representing the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment.

The deadline for applications is proposed for September 26, 2017. The Authority would make the appointments in November 2017.

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

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

7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.

8) **References:** Fall 2017 Recruitment Timeline.

Citizen Advisory Committee
RECRUITMENT TIMELINE
Fall 2017

Date	Process
Aug. 21, 2017	Seek 3 volunteers from CAC for ad hoc committee.
September 6, 2017	Seek 3 volunteers from ITA for ad hoc committee.
Aug. 1 – Aug. 25, 2017	Update advertisements, application materials and assemble packets.
Aug. 28–Sept. 25, 2017	Advertise CAC volunteer opportunity. Distribute application materials. Continue to promote.
Sept. 26, 2017	Applications due.
Sept 27, 2017	Reviewed for eligibility.
Oct. 4, 2017	Final list of applicants go to Authority for review and selection of candidates to interview.
Oct. 18, 2017	Interviews
Nov. 1, 2017	ITA makes appointments to CAC.
Nov. 2 – Nov. 10, 2017	Staff to notify and schedule new member orientation (with orientation prior to first meeting).
Jan. 8, 2017	First meeting for new members.