

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**October 4, 2017**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
  - A. **Nicky Upson, Marketing/Communications/Outreach Coordinator**  
*(Rena Shawver)*
  
- 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 16, 2017, Regular Meeting; September 6, 2017, Regular Meeting; September 20, 2017, Joint Meeting
  
  - B. **Payroll - September 2017:** \$2,198,566.64
  
  - C. **Accounts Payable:** Warrants dated September 1, 2017, number 23335-23395, in the amount of \$549,337.04; Warrants dated September 15, 2017, numbers 23401-23470, in the amount of \$456,766.63. Automated Clearing House Transfers for September 2017 in the amount of \$12,934.49 for a monthly total of \$1,019,038.16.
  
- 5) **PUBLIC HEARING - None** **0 min.**
  
- 6) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council (Sept. 8)** *(Karen Messmer)* **3 min.**
  - B. **Transportation Policy Board (Sept. 13)** *(Don Melnick)* **3 min.**
  
- 7) **NEW BUSINESS**
  - A. **ACS Maintenance Contract Extension** *(Jeff Peterson)* **5 min.**
  - B. **Rejection of Fall Protection Procurement** *(Jeff Peterson)* **5 min.**
  - C. **Exterior Facility Paint Contract** *(Tammy Ferris)* **5 min.**

- |  |         |
|--|---------|
| D. 2018 Draft Budget/Request Public Hearing<br>(Suzanne Coit & Ann Freeman-Manzanares)   | 10 min. |
| E. 2018 Discounted Bus Pass Program (Ann Freeman-Manzanares)   | 5 min.  |
| F. 2017 Fall CAC Recruitment (Ann Freeman-Manzanares)  | 5 min.  |
| 8) GENERAL MANAGER'S REPORT  | 10 min. |
| 9) AUTHORITY ISSUES  | 10 min. |
| 10) ADJOURNMENT  |         |
| <b>11) CLOSED SESSION - The Authority and designated staff will conduct a discussion pursuant to RCW 42.30.140 (4) (b) to discuss the Amalgamated Transit Union Local 1765 negotiations.</b> |         |

*Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.*

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

*If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**August 16, 2017**

**CALL TO ORDER**

Chair Sullivan called the August 16, 2017, meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

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

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

**Staff Present:** Ann Freeman-Manzanas; Emily Bergkamp; Tonya Bergum; Dennis Bloom; Jessica Brandt; Diana Claus-Sharwark; Curt Daniel; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rob Rinehart; Scott Schoengarth.

**Others Present:** Citizen Advisory Committee Member, Tim Horton.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS - None**

**PUBLIC COMMENT**

**Mitchell Chong, Lacey, WA** – Chong is a member of Intercity Transit’s Citizen Advisory Committee. Chong thanked Intercity Transit for relocating the bus stop pole of a solar bus shelter back away from the curb and away from the grass. This allows riders in mobility devices to position in front of the shelter in order to push the signal button without being too close to the curb.

Chong also thanked the City of Lacey for making a temporary sidewalk and crosswalk within a construction zone on Willamette that allows pedestrians and people in mobile devices to get through.

## **Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 2 of 9**

Chong also suggested the jurisdictions hire a community-type representative to survey construction zones that may not allow certain access to those with mobility issues.

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

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

**A. Canceled December 20, 2017, Authority Meeting.**

**B. Cloud Back-Up Solution:** Authorized the General Manager to enter into a one-year contract, with extension options to five years, with Handy Networks, LLC to provide a cloud based systems back-up solution for disaster recovery in the not-to-exceed amount of \$1,000 per month.

### **PUBLIC HEARING**

**A. Draft Annual Report & Transit Development Plan.** Dennis Bloom noted several pages were updated and typographical corrections were made since the release of the draft TDP. A piece was added to page 11, Section 5 under Mobility regarding growth and population changes; there was an adjustment to the boundary map because the City of Tumwater annexed that area along the river; and under Section 9, the financial plan was updated to reflect the strategic plan from last year.

Bloom said as a result of the public process staff received two public comments which were distributed to the Authority. Although they didn't specifically address the questions in the Transit Development Plan, they are comments the Authority would be interested in.

*Chair Sullivan opened the public hearing at 5:45 p.m.*

**Audrey Skaugseth, Lacey, WA.** Skaugseth is a volunteer at the Amtrak Station. She said she noted in the TDP that some money was allotted for 2016 projects, and asked if a project isn't completed are those budgeted/dedicated funds reserved for when they do tap on the projects?

Freeman-Manzanares replied yes, funds will be rolled over if a project is not completed in the proposed budgeted year.

**Tom Fender, 509 Glass Avenue SE, Tumwater, WA.** Mr. Fender said due to the overall depression in transit use nationwide, he asks the Authority, during their annual planning session, to focus on creativity. Take innovative approaches to help the system grow and meet the needs of the community. He indicated the

## **Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 3 of 9**

challenge in navigating the transit systems within the state of Washington. He gave the example of taking a trip to Portland via Greyhound, and then connecting with Uber at the Greyhound station. He said transit systems need to change the public's thought process in terms of what can be done. If the public doesn't get educated on how to make use of transit and systems keep cutting back on express service, it's reducing the opportunity to have an impact on I-5 and the current traffic situation. He encourages the Authority to continue to think about this from a passenger perspective, and educate people on how to use the system. Create some approach to improving people's abilities to use the system – because if they don't know how they won't use it.

Fender addressed a lack of a bus shelter at the 512 Park-and-Ride. He said that station in Lakewood can be very cold in inclement weather.

Fender said the downtown transit station is a thing of the past. To reduce trip times, figure out better places to bring the routes together so people can get where they want to go without going down to the OTC and back out. The Lacey transit station requires too many traffic lights to get in/out, and hampers any express bus to navigate.

Fender asked the Authority to look for a new source of revenue to pay for transit. The approach to the Legislature has to be a new one and not an expansion of taxation politics.

*Chair Sullivan closed the public hearing at 5:58 p.m.*

### **COMMITTEE REPORTS - None**

### **NEW BUSINESS**

**A. Update on Federal Advocacy Activities.** Intercity Transit's Federal Advocate, Dale Learn, from Gordon Thomas Honeywell Governmental Affairs, provided an update on the main federal issues and activities affecting public transportation in Washington D. C.

Learn indicated there are always challenges with a new Administration and a new Congress. The past few months he's seen the day-to-day routine of the federal government begin to function more normally again. Nominations are a big part of the initial push for the administration. There's a new Secretary of Transportation (Chao); however, no FTA Administrator as of yet. Big issues have been discussed with some action – Health Care, Tax Reform, Foreign Policy, Budgets and a lot of talk on infrastructure.

## **Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 4 of 9**

Learn works closely with the trade associations APTA and the Bus Coalition, now 140 members in 36 states – 13 in Washington.

The number one issue continues to be transit funding. The FAST Act through 2020 – numbers have held for Section 5339, but the Capital Investment Program (New and Small Starts) is being targeted by the new Administration.

- Congress rejected some of the requests to cut CIP and again have honored FAST Act funding levels for Section 5339 - \$720M (\$283.6M competitive) for FY17 and \$747M (\$301.5M competitive) for FY18.
- Formula funding remains FY17 for ITC at \$3.2M for Section 5307 Urbanized Area Formula and \$764,152 for Small Transit Intensive Cities.
- TIGER at \$500M for FY17, \$550M in Senate THUD for FY18. As in the previous Administration the USDOT opposes and the House is lukewarm. There is strong Senate supports and it should remain in the final budget for FY18.

There is a new infrastructure package. Administration said there are more P3s and streamlining and signed an order on this yesterday. Congressional committees are starting to ask for ideas. Many congressional leaders already provided ideas, including Cantwell, and all have included generous FTA funding proposals. USDOT identified a \$90 billion bus capital backlog nationally.

Looking to the future, there is the budget process, healthcare (maybe), raising the debt ceiling, tax reform, start work on infrastructure, etc. In transit, we've won some battles – Mass Transit Account remains and no real controversy with Section 5339 funds, other than the low levels of funding as compared to past budgets.. FAST Act is chugging along but a new authorization will start to be discussed at the end of 2018 and into 2019, and an infrastructure package as previously mentioned is still very much "live." We will continue to work with the trade associations, committees, and delegation to push transit and IT's priorities.

We will continue to aggressively advocate for our needs in D. C., with the trade associations. Those include issues that impact us nationally, regionally and locally. The most important thing Intercity Transit can do is tell their story and ask for help.

**B. Hazard Mitigation Plan.** Jessica Brandt, Environmental and Sustainability Coordinator, presented for approval Resolution 06-2017, accepting Intercity Transit's portion of the Hazards Mitigation Plan for the Thurston Region.

In an effort to manage risk, contain costs and promote sustainable communities, the federal government outlined new hazard mitigation planning requirements for states, tribes, and local governments in the Disaster Mitigation Act of 2000. The act establishes the requirement for local government to adopt a federally approved

hazard mitigation plan to be eligible to receive federal mitigation assistance program grants. Local hazard mitigation plans must be updated and resubmitted to FEMA for approval every five years. This updated plan complies with all of the federal hazard mitigation planning requirements.

A component of the plan is Intercity Transit's Mitigation Initiative to implement self-identified priorities. Intercity Transit identified seven. Priorities do not need dedicated funding to be listed in the plan. Having a plan will provide opportunities to apply for grant funding in the future to fund these priorities.

**It was M/S/A by Citizen Representatives Warner and Melnick to approve Resolution 06-2017, which accepts and approves Intercity Transit's designated portion of the "Hazards Mitigation Plan for the Thurston Region."**

- C. Travel Training and Bus Buddy Program Updates.** Dial-A-Lift Manager, Emily Bergkamp kicked-off an overview of the Dial-A-Lift (DAL), Travel Training and Bus Buddy programs.

Bergkamp said an estimated 10,000 people per day turn 65 years old and one third has a disability, and majority of seniors outlive their ability to drive by about seven to ten years. Those who can no longer drive will seek alternate methods of getting around. However, many times, seniors are not familiar with the various options available; specifically public transportation and in particular Dial-A-Lift service.

Dial-A-Lift (DAL) is a costly service to provide but it's an essential life-line service for the community. The intention of the ADA was to bring accessibility to fixed route service and offer DAL paratransit as an option for seniors who have a difficult time utilizing fixed route.

Intercity Transit includes programs like Travel Training to encourage people to think of fixed route as the first accessible option rather than DAL. Many seniors are not familiar with the accessibility features available on fixed route – all buses have wheelchair ramps and kneel for ease of boarding; the buses have on-bus voice and text announcements for each stop. The Planning Department staff has made a commitment to ongoing bus stop accessibility improvements. Passenger service and safety certified operators provide quality customer service for all.

**2016 Dial-A-Lift Eligibility Statistics:**

- Total Clients – 3,123
- Eligibility Decision – 980
- Functional Assessments – 31
- Re-certifications – 445

**2016 Dial-A-Lift by Numbers**

- Trips – 166,213 – a 3% increase on the year
- 95% customer satisfaction rating

Bergkamp introduced Travel Trainer, Diana Claus-Sharwark who provided an update and overview of the Travel Training Program. Claus-Sharwark also works closely with applicants for DAL when they go through a functional assessment which provides the ADA Coordinator necessary information to determine DAL eligibility.

Travel Training teaches independent bus travel. Claus-Sharwark explained the role of the Travel Trainer is to “train” individuals and groups how to use the bus system. She explained how the functional assessments work. She works to help the ADA Coordinator decide client eligibility for DAL once an application is submitted. She sets up appointments with the clients and visits the person’s home and asks a series of standard questions. This allows her to gauge their ability. The second part of the assessment involves taking the client by bus to the Olympia Transit Center whereby they ride the bus together and they take a route that has been taken from ADA guidelines (includes gravel, inclines, etc.). This provides an idea of the client’s physical ability to get around. From her notes, Claus-Sharwark completes a report based on facts. This report is then used to determine if the client needs DAL or can ride fixed route.

Claus-Sharwark has been involved with a lot of public outreach, working with Employee Transportation Coordinators, conducting rolling classrooms, where she demonstrates how easy it is to commute using the bus system. She also hosted a 45-minute public presentation (Bus Riding 101) for employees of state agencies in the area.

Travel Trainer, Curt Daniel, shared one of his many travel training success stories about Mr. “R” who is a 60-year old DAL client with vision and cognitive impairment. Mr. R wanted more independence and didn’t like waiting for DAL. Daniel rode with Mr. R on fixed route to downtown Olympia and Yelm, and Mr. R quickly caught on how to ride the bus himself. After travel training, Mr. R was matched up with a Bus Buddy for further training and Mr. R is now able to ride transit all the way to Seattle.

Bergkamp said that even through the Travel Trainers provide all of the training possible, many individuals still require or desire the comfort of having someone with them while traveling, and that’s where a Bus Buddy is helpful. She noted the Bus Buddies provide great assistance to clients for those long out-of-county trips, like to Seattle.



## **Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 7 of 9**

Bergkamp said the Bus Buddy Program started in 2013, and began out of an unmet need, and Intercity Transit has been in partnership with Catholic Community Services. Bergkamp introduced Scott Schoengarth who provided an overview of the Bus Buddy Program. Schoengarth said he actually works for Catholic Community Services, but spends a good portion of his time at Intercity Transit. Intercity Transit provides office space and marketing support to help promote the program. Schoengarth works closely with the Travel Trainers. He and Daniel have made over forty presentations within the community, sharing information about all the different programs at Intercity Transit. They receive many calls from agencies like BHR asking for assistance.

The Bus Buddy Program currently has seven bus buddy volunteers – 6 fulltime volunteers and 1 administrator. He said in the past two months they averaged 145 hours of bus buddy assistance.

Schoengarth introduced Bus Buddy volunteer Margaret Hill who shared her experience and why she volunteers.

Schoengarth also introduced a current client of the Bus Buddy Program, Jonathan Yost and Bus Buddy Cathy Lanier, who escorted Jonathan to this evening's meeting. Both shared their experience with the program.

Bergkamp wrapped up the presentation with an update on the Dial-A-Lift program and answered questions.

Warner asked how many clients were served by the Bus Buddy Program last biennium. Bergkamp said 23 unduplicated clients for the year. But 2017 will be quite different.

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

Freeman-Manzanares passed out the draft agenda for the Authority Annual Planning Session, being held Friday, August 18, 2017. She said the focus is on current service and defining in the short term how to move forward.

Clarkson asked the Authority and staff to be prepared to define words or phrases so that all are on the same page. Freeman-Manzanares said they would definitely do that. Thomas Wittmann will be present as the subject-matter expert, and Jason Robertson will be the facilitator.

Approximately 1,200 surveys for the IT Road Trip have been returned. Staff continues to do one-on-one surveys.

## **Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 8 of 9**

Intercity Transit submitted a grant application for the State Trip Reduction Pilot program asking for the full amount available of \$250,000. Both Intercity Transit and Pierce Transit committed to \$12,500. Intercity Transit is partnering with Pierce and Twin Transit and business associations in the three counties to create a business-to-business peer connection with employers and employees focusing on vanpool.

Staff is working on the bus and bus facilities grant 5339 Competitive Program that is due August 25. The federal dollars are tight, but Intercity Transit has a compelling story.

The Citizen Advisory Committee recruitment is fast approaching. Staff is asking for three volunteers from the Authority to serve on the Joint ITA/CAC interview and recommendation committee. The timeline is:

- Release Application - August 28
- Applications Due - September 26
- Final List of Applicants Submitted to Authority - October 4
- Interviews - October 18
- Appoint New Members - November 1

The OTC design and construction project is moving ahead at full speed since the contract was approved for project management services. The budget for the project remains the same as when the design process was started. It's clear that we can buy less now than we could three years ago, so staff is looking at cost-savings measures.

Staff is setting the perimeters for the final design costs with the A&E team and getting ready to advertise for a General Contractor/Construction Manager.

Freeman-Manzanares indicated the estimated cost to get LEED certified is between \$100,000 and \$200,000. She stated that from a staff perspective, staff is comfortable not getting the certification in order to put the \$100,000/\$200,000 into a fully functional facility that best serves customers and the taxpayers. According to the A&E team, they are focused on creating efficient and sustainable designs. In the initial design process when a green roof was suggested at a minimum additional cost of \$60,000, the Authority directed staff to focus on utilizing those funds on passenger amenities. Messmer said she is concerned that without certification, there wouldn't be a sustainable building, but is agreeable as long as the agency holds to sustainable values.

The Authority supported the decision not to apply for LEED but to focus on building a facility that focuses on sustainable values.

**Intercity Transit Authority Regular Meeting**

**August 16, 2017**

**Page 9 of 9**

Intercity Transit won the Washington State Public Transportation Grand Champion award at the State Rodeo for the third straight year. The Maintenance Team finished in first place and Operations took first place in the 35' Coach category.

**AUTHORITY ISSUES**

Warner asked about the Poetry Project. Freeman-Manzanares said Rena Shawver, Intercity Transit's Marketing Manager is working with Stephanie Johnson to work with the Olympia Poet to come up with words of inspiration to use on the buses and bus shelters.

Melnick asked if staff could mention the public involvement process somewhere within the Transit Development Plan.

Melnick said the second annual Drive Less / Go More Symposium will be held at Panorama on September 20.

Messmer thanked the Transit Appreciation Day team for putting on an excellent event.

Messmer said the Thurston Regional Planning Council is turning 50 years old and they are creating a time capsule. She said each member of TRPC is allowed to bring one item to put into the capsule. She asked the Authority to let her know if they have any ideas – the deadline is September 15.

**ADJOURNMENT**

**It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the meeting at 7:37 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Debbie Sullivan, Chair**

---

**Pat Messmer  
Clerk to the Authority**

**Date Approved: September 20, 2017.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**September 6, 2017**

**CALL TO ORDER**

Chair Sullivan called the September 6, 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; Suzanne Coit; Katie Cunningham; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith.

**Others Present:** Citizen Advisory Committee Member, Marilyn Scott; Legal Counsel, Dale Kamerrer.

**APPROVAL OF AGENDA**

**It was M/S/A by Citizen Representatives Warner and Melnick to approve the agenda as presented.**

**INTRODUCTIONS**

- A. Cindy Fisher introduced Zach Heinemeyer, Village Vans Assistant
- B. Eric Phillips introduced Rob LaFontaine, Planning Manager

**PUBLIC COMMENT - None**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- 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

## Intercity Transit Authority Regular Meeting

September 6, 2017

Page 2 of 8

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:** Authorized 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:** Authorized 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:** Declared the property listed on Exhibit A as surplus with a total value estimated at \$146,672. (*Katie Cunningham*)

**PUBLIC HEARING - None**

### COMMITTEE REPORTS

- A. Citizen Advisory Committee.** No report, however, CAC member, Marilyn Scott said she very much enjoys and appreciates being a member of the CAC.

*Councilmember Carmody arrived.*

### NEW BUSINESS

- A. Thurston County Economic Alliance Update.** Executive Director of the Thurston Economic Development Council (EDC), Michael Cade, provided an update on the Economic Development Strategic Plan. Cade introduced Aslan Meade, EDC Business and Investor Relations.

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.

The "Alliance" is a voluntary partnership with local governments, businesses, non-profits, educational institutions, economic development practitioners that collaborate on the development, implementation in review of efforts to build and maintain a dynamic economy.

## **Intercity Transit Authority Regular Meeting**

**September 6, 2017**

**Page 3 of 8**

The Alliance is based on five elements: Career Pathways and Workforce Readiness • Target Industry Growth and Innovation • Small Business and Entrepreneurial Resources • Infrastructure, Policy and Funding Coordination • Brand Development, Partnerships and Communication.

Cade reviewed the four focus areas. He said the lead person for each one of these areas has been asked to set up a committee and task force, and meet on a regular basis.

**Focus Area 1 – Career Pathways and Workforce Readiness** – Maintain a progressive education, training and workforce development system that creates career pathway opportunities for all residents and streamlines employer access to a highly-qualified talent pool.

They ensure there are opportunities for success. Currently, the county's unemployment rate is about 4.5%; and there's a youth unemployment rate of about 14%. How do we create career pathways for those individuals? Thurston Regional Library has created e-cards issued to 10,000 Olympia School District students that can access online education and career employment databases. Find ways to get students involved on career pathways. EDC also created summer internships for students with disabilities, by aligning the work and supporting it.

**Focus Area 2 – Target Industry Growth and Innovation** – Support and stimulate growth in empirically-defined “clean and green” target industries that provide critical jobs, generate significant taxable revenue and attract new investment.

They created a database to search all industrial and commercial sites in Thurston County. At Pac Lab Economic Development Organization, Pac 5 is Pacific Mountain, with 5 EDC's in the region who meet on a regular basis. They are forming an economic development district, and Thurston County is one of two counties in the state without a federal designation under the economic development administration.

State agencies are being interviewed for a supply chain, thinking about state agencies as employers. The state agencies need access to consultants and other agencies. They are our largest employer and they need to be recognized.

**Focus Area 3 - Small Business and Entrepreneurial Resources** - Promote and support a culture of innovation and entrepreneurship by connecting small and emerging business with the resources they need to launch and grow.

EDC developed a scale-up/tune-up program training programs.

Research Consortium – EDC has a formal relationship with the Evergreen State College, St. Martin’s University and SPSCC. Their faculty will conduct research for a fee, a grant or pro bono.

**Focus Area 4 – Infrastructure, Policy and Funding Coordination** - Strengthen collaboration to ensure policy alignment, adequate infrastructure funding and effective implementation of strategic community initiatives.

**Focus Area 5 – Brand Development, Partnerships and Communication** - Develop a Thurston brand and promote our community as a preferred destination for investors, employers and employees based on our geographic location, cultural assets, affordability and integrated workforce and educational systems.

Cade answered questions.

Messmer asked Cade how he sees transit fitting into the infrastructure framework. Cade said EDC can’t do anything without transit, and Intercity Transit needs to be at the table during discussion about new growth and infrastructure and the future of transit.

Clarkson asked Cade what would happen if the U. S. ceased trading with China. Cade said Washington is the most trade-dependent state in the nation, and important to the state’s economy. Cade believes if we stopped trading with China and treat them as an enemy, through economics, the United States will have a real problem.

**B. Adoption of the Annual Report & Transit Development Plan.** Development Director, Eric Phillips presented the 2016 Annual Report and 2017-2022 Transit Development Plan (TDP) for adoption.

**It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to adopt the 2016 Annual Report and 2017-2022 Transit Development Plan (TDP) as presented for the public hearing held on August 16, 2017.**

**C. Contracting for Cash Sorting Services.** Finance Manager, Suzanne Coit presented for consideration a contract with Loomis Armored LLC for cash sorting services.

Coit said 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. The average amount of currency per week for the past three months has been about \$15,000 and staff also bags approximately \$6,000

## **Intercity Transit Authority Regular Meeting**

**September 6, 2017**

**Page 5 of 8**

in coins every week, with a total of approximately \$21,500 per week being received from the fareboxes.

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

This work is proposed to begin in mid-September, and has not been funded in the 2017 budget. The anticipated contract expenditures for 2017 are approximately \$13,000.

Messmer asked if there were any changes in the security of handling the cash and how will that change by using Loomis. Coit said several security changes have been implemented recently that includes installation of a camera that faces the entrance to the farebox room; changing the locks and using the alarm. In terms of security for the actual bundling of cash, nothing is changing except that Loomis will now conduct the sorting.

**It was M/S/A by Vice Chair/Citizen Representative Messmer and Citizen Representative Warner to 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.**

**D. Surplus Van Grant Program Update.** Vanpool Manager, Carolyn Newsome, said the Surplus Van Grant Program kicks off September 11, 2017. The program was adopted by the Authority in 2003, and makes up-to-four surplus vanpool vehicles available to non-profit groups within Intercity Transit's service area on an annual basis.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 43 vehicles to organizations, the most recent being 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. Past recipients included: 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 plus many more.

Newsome cited several examples of the benefits the vans have provided these organizations.

**E. 2017 Citizen Advisory Committee Fall Recruitment.** Freeman-Manzanares said recruitment materials were distributed, and are on the buses and website.



## **Intercity Transit Authority Regular Meeting**

**September 6, 2017**

**Page 6 of 8**

Applications are due September 26, 2017. Currently, three positions will become available - a youth position and two regular positions. An ad-hoc interview panel consists of CAC members Tim Horton, Jan Burt and Marilyn Scott; and Authority members Don Melnick, Karen Messmer and Debbie Sullivan. Interviews are scheduled for October 18, 2017. Appointments will be announced at the November 1, 2017, Authority meeting.

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

Freeman-Manzanares submitted two grant applications: One requesting \$12M to the Federal Transit Administration for their Bus and Bus Facilities Program, for the Pattison Street renovation and expansion project.

The second for \$250,000 for a new pilot grant project that was approved by the Legislature. Intercity Transit's proposal focused on non-Commute Trip Reduction business sites, which are the majority of businesses sites in the state. Intercity Transit is partnering with Lewis and Pierce Counties (called the Lewis-Thurston-Pierce Business-to-Business Vanpool Promotion). It includes the Puyallup Sumner Chamber of Commerce; Thurston Chamber; Yelm, Lacey, and Tumwater Chambers; and the EDC. This involves a broad-based vanpool educational campaign.

There are 178 vanpool groups. Intercity Transit is proposing 30 new vanpools between Pierce and Intercity Transit.

Since the approval of a contract with the Department of Enterprise Services, staff has been moving forward quickly on the development of the OTC. Since progress was delayed on this project, we can expect a loss of 15-20% due to inflation. Staff is looking at less square footage and focusing on efficiency. The design team is focusing on how to gain the most function with the dollars available.

The IT Road Trip continues with interviews of stakeholders. Through this process, staff realized other opportunities such as the SPSCC. SPSCC will have about 6,000 students on campus and they will allow their staff to administer the IT survey using smartphones.

Freeman-Manzanares is attending the National Transit Institute Board Meeting at Rutgers University next week.

### **AUTHORITY ISSUES**

Melnick said Panorama is having a Drive Less-Go More Symposium on September 20. The key strategy is to enable seniors to age in place and he said seniors need to be

## **Intercity Transit Authority Regular Meeting**

**September 6, 2017**

**Page 7 of 8**

informed of alternative ways to get around. Intercity Transit, Amtrak and Uber will be there.

Carmody said she spoke with J. T. Wilcox about transportation congestion in Yelm. There is a one lane road on the 507 and 510 and Yelm is rapidly becoming the place where everyone heads when the I-5 is shut down. She told him two lane highways are needed and one of those lanes needs to be HOV. She's trying to start a 507/510 coalition between J. T., JBLM, Yelm, Nisqually Tribe and possibly Lacey and other stakeholders. Carmody will represent Yelm, and encourages representation and support from the Intercity Transit Board.

Clarkson said at one time the Department of Transportation had a great deal of right-of-way through Yelm, and a decision was made not to run I-5 through Yelm. It might be worthy to check into the status of that situation.

Clarkson said he shared the topics of discussion from the Authority Planning Session with his fellow Lacey councilmembers and alluded to the possibility of a no fare transportation system in the future, and that captured their attention and they were receptive to the idea.

Carmody suggested that while staff is researching the purchase of new fareboxes, perhaps we should remove the fareboxes from the buses as a pilot of the no-fare concept. See if it enhances opportunities for more to travel by bus and if it increases our speed.

Messmer said the fare free concept could have political ramifications. Intercity Transit hasn't used all of the taxing authority; and the other question is many will think the public should have to pay for riding the bus. Even if it costs us more to collect the fare than the fare returns. However, she is intrigued by a short-term way to get people talking and thinking about riding the bus.

Melnick said there needs to be the notion that fare free might reduce congestion and there is a cost to congestion.

Sullivan said at the Planning Session, the Authority expressed interest in having a meeting with Pierce Transit to begin a dialogue about regional transportation.

## **ADJOURNMENT**

**It was M/S/A by Councilmember Clarkson and Citizen Representative Melnick to adjourn the meeting at 6:54 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Debbie Sullivan, Chair**

---

**Pat Messmer**  
**Clerk to the Authority**

**Date Approved: October 4, 2017.**

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

**EXHIBIT A**  
**SURPLUS PROPERTY - SEPTEMBER 2017**

<b>VANPOOL</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>VEHICLE #</b>	<b># SEATS</b>	<b>MILEAGE</b>	<b>EST. VALUE</b>
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
<b>VANPOOL TOTAL</b>					<b>\$146,087.00</b>
<b>FACILITIES</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
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
<b>FACILITIES TOTAL</b>					<b>\$585.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$146,672.00</b>

**MINUTES  
INTERCITY TRANSIT AUTHORITY  
CITIZEN ADVISORY COMMITTEE  
JOINT MEETING  
SEPTEMBER 20, 2017**

**CALL TO ORDER**

Chair Sullivan called the September 20, 2017, Joint Meeting of the Intercity Transit Authority and Citizen Advisory Committee 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 Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; and Labor Representative Debbie Solomon (Alternate).

**Members Excused:** Citizen Representative Ryan Warner and Labor Representative Art Delancy.

**CAC Members Present:** Victor VanderDoes (Chair); Sue Pierce (Vice Chair); Jan Burt; Mitchell Chong; Billie Clark; Denise Clark; Jonah Cummings; Peter Diedrick; Ursula Euler; Tim Horton; Marie Lewis; Marilyn Scott; Walter Smit; Michael VanGelder.

**Staff Present:** Ann Freeman-Manzanares; Dave Kohler; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Nancy Trail; Thomas VanNuys.

**Others Present:** Tracey Christianson, Deputy Director WSTIP; Jason Robertson, Consultant, J Robertson & Company.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**RECOGNITION - WSTIP PRESENTS SAFETY STAR AWARD**

Tracey Christianson, Deputy Director of the Washington State Transit Insurance Pool presented Intercity Transit with the WSTIP Safety Star Award.

## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 20, 2017**

**Page 2 of 11**

The award acknowledges that Intercity Transit has an extremely good and consistent vehicle safety rate with the pool. WSTIP looked at the agency's five and ten-year accident rate, and the agency performed better than other large members in the pool.

Christianson thanked the volunteer vanpool drivers; bus operators who practice defensive driving; the maintenance staff for ensuring vehicles are well maintained; supervisors who spend time out on the road helping the drivers; and senior leadership for making this all part of the agency mission.

### **RECOGNITION - 2017 STATE ROADEO RECOGNITION**

Freeman-Manzanares introduced the 2017 Washington State Public Transportation Roadeo Grand Champions. This is the third year Intercity Transit won the Washington State Grand Champion Award which is a combination of Operations and Maintenance scores.

The winning team from Maintenance: Coach Technicians *Joe Bell, James Bush and Grant Swidecki*. Also recognized were Maintenance Manager, Paul Koleber and Maintenance Supervisor, William Snyder who provided support and coaching for the team. The entire Maintenance staff was recognized for their dedication and hard work throughout the training and competition period which allowed the team to compete and represent Intercity Transit.

The winning team from Operations: Body-on-Chassis Operator *Eric Wells*; first place in 35' Coach and Pre-Trip Inspection Award Operator *Rob Wood*; 40' Coach Operator *David Randall*; Also recognized were Operations/Maintenance Director, Jim Merrill; Fixed Route Manager, Mark Sandberg; along with the team coaches Operations' Supervisors, David Dudek and Bill Miller. Each were thanked for their dedication as were their fellow competitors and all the staff, CAC and Authority that came out to work and support the team at the local roadeo event.

### **INTRODUCTIONS**

The Authority, CAC members and staff provided self-introductions.

### **SHORT/LONG RANGE PLANNING CONSULTANT CONTRACT**

Development Director, Eric Phillips, presented for consideration an amendment to an existing contract for the provision of short and long range planning services.

A request for proposals for the provision of short and long range planning services was originally released on June 20, 2012. Nelson/Nygaard was selected and the ITA authorized a contract and an initial budget of \$79,958 in 2012 for short and long range

planning work. In 2015 the ITA began discussions with staff regarding a more substantial community outreach and planning effort and it was agreed the short and long range planning work should be coordinated with the "Community Conversation" work. The contract was amended in December 2016 adding \$88,633 to the value of the contract and extending the term through December 31, 2017. As of June 2017, \$45,116 has been expended under this contract.

Following the draft review of existing conditions report last spring, and in consideration of some data concerns related to on time performance, staff requested some additional technical review work be considered by Nelson/ Nygaard not originally included in the project scope of work. The amended contract provides resources for the additional technical work - specifically related to our internal scheduling, route performance, and service implementation processes utilized to develop, manage, and deploy fixed route service. This amendment adds approximately \$25,270 to the previously authorized contract amount for a total contract not-to-exceed amount of \$193,862. The revised amount does not reduce or replace work previously planned to complete the S&LRP. As noted above the term of the agreement is also extended to address the updated schedule following our extended outreach effort on the initial Phase of the IT Road Trip.

**It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute an amendment to the contract with Nelson/Nygaard Consulting Associates, Inc. increasing the total contract to a revised not-to-exceed amount of \$193,862 for the provision of short and long range planning services and extending the agreement through December 31, 2018.**

#### **TRANSIT SIGNAL PRIORITY INTERLOCAL AGREEMENT WITH CITY OF OLYMPIA**

Development Director, Eric Phillips, presented for consideration an Interlocal Agreement with the City of Olympia supporting Transit Signal Priority implementation, coordination and technical support.

Interlocal Agreements (ILA's) are an efficient tool to support coordination between two local agencies working cooperatively. The ILA with Olympia for TSP provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with the FTA grant requirements.

Under this agreement with the City of Olympia staff can move forward and manage the framework for continued TSP deployments including technical coordination for new intersections, equipment tracking processes consistent with Federal Requirements, and ongoing installation, communication and maintenance of the system. The ILA provides

that, Intercity Transit will be responsible to purchase equipment required for successful TSP implementation. The City of Olympia will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies' attorneys reviewed the ILA as presented for consideration and the City of Olympia is scheduled to take action on this ILA at their October 3, 2017, City Council meeting. Staff recommends proceeding with the Interlocal Agreement with the City of Olympia to support the overall implementation of TSP in our service area.

TSP deployments are part of the Smart Corridors Initiative, a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ), a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of this study and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP is being deployed to study and enhance transit speed and reliability as these corridors experience increasing traffic, congestion and travel delay. ILA's are anticipated with each of the jurisdictions where Intercity has planned TSP deployments.

Councilmember Carmody asked if Intercity Transit is working toward an agreement with the City of Lacey. Phillips said Intercity Transit anticipates similar agreements with the cities of Lacey, Tumwater and Thurston County.

**It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Carmody to authorize the General Manager to enter into an Interlocal Agreement with the City of Olympia identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority.**

#### **CAC SELF-ASSESSMENT**

Chair Sullivan and Citizen Advisory Committee Chair VanderDoes reviewed the results of the CAC's annual Self-Assessment.



## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 20, 2017**

**Page 5 of 11**

Victor VanderDoes said he is pleased with the results of the survey; however, he felt the CAC members could participate more as a group and on an individual basis.

Don Melnick asked if the survey is tracked year-to-year and if so, how has it changed. Freeman-Manzanares said this year's survey is similar to the 2016 survey. However, that hasn't always been the case. The current CAC is a remarkably well-working committee.

Karen Messmer said CAC members should notify staff if they would like to have something done differently in the way of how materials are delivered or anything that would better help them prepare for their meeting.

Nancy Trail noted that in 2016 there were 14 responses to the survey received, and this year 18 responses were received.

Michael VanGelder said he would like to see the PowerPoint presentations posted to the website so members can go back at any time to track and/or review.

Denise Clark noted that in response to Question 8 of the survey - 4 out of the 18 respondents said they felt somewhat comfortable contributing to the meeting. She suggests adding on to that question, "What could be done to make you feel more comfortable."

Messmer agreed with VanGelder's suggestion to post presentations to the website.

Melnick thanked the CAC for delving into the subjects in more depth and he appreciates the questions the committee asks.

### **SHORT/LONG RANGE PLAN & COMMUNITY CONVERSATION**

Freeman-Manzanares said Jason Robertson from JRO & Company will provide an update on the progress of the IT Road Trip. She said there has been great success in terms of the survey responses, and he'll talk about the next steps and encourage conversation around the elements coming to light.

*Commissioner Blake arrived.*

Robertson began his update by referring to a PowerPoint presentation (that can be found on the Intercity Transit website). He said there has been a lot of engagement with community organizational partners to help spread the word about the IT Road Trip conversation. It includes going to the people in all communities that IT serves and even those it doesn't, and asking, "What should transportation and mobility look like in the

future?" The partners helping with this project include the area chambers, the school districts, CRTs/ETCs, and the Food Bank.

Robertson said approximately 2,400 surveys have been completed. He's currently in the process of sorting through all of the data and placing the information into "buckets." Robertson reviewed the 16 "buckets."

Robertson said there is a "second" survey - Prioritization Exercise, which asks the takers how they would spend \$150 when it's going to cost \$430 to implement all improvements. So far 1,650 have completed it which is about two-thirds of the main survey takers. Prioritization areas included Service Enhancements and Customer Amenities.

Robertson reviewed "What People are Talking About." Highlights include:

- Robertson said a really big deal for people would be local and connecting routes to Pierce and King Counties.
- Dial-a-Lift and the DASH are important to different users.
- People want more park-and-rides.
- A lot of comments/compliments about driver friendliness
- On service area expansion, emphasis is placed on rural areas, Lacey, Tumwater/Black Hills, especially getting to the high school.
- Having some type of solution for that last mile.

Robertson reviewed the results for "Service Enhancements":

- Service to new areas - 55%
- More evening service - 50%
- More weekend service - 41%
- Weekend frequency - 39%
- More early morning service - 38%
- Neighborhood circulator service - 36%
- Express service to regional destinations - 33%
- Weekday frequency - 32%
- Improve speed and reliability - 31%
- Key corridor frequency - 12% - Robertson doesn't believe the responders understand what this means.

Robertson reviewed results for "Customer Amenities." He said this totally lines up with the data that he's seeing in trends so far.

- More shelters at bus stops - 51%
- Improve lighting - 50%
- Real-time info - 34% - this is showing up a lot, but he doesn't think it's phrased in a way the people understand.
- More benches - 30%

- Park-and-Ride – 13%

Next Steps: Over the next month staff will complete sorting; develop preliminary strategies/potential actions; bring policy questions to the ITA; identify Priorities and Preferences Set; and return to the public. Robertson said Eric Phillips started a “steering committee” comprised of key staff from major institutions that Intercity Transit serves, and ran this package by them for sensitivities beyond IT.

*Robertson opened the meeting up for questions and discussion.*

Don Melnick asked if the demographics of responders have been identified. Robertson said it appears to be the demographics of Thurston County.

Karen Messmer said in addition to the survey, make a touch point with existing plans and outreach. For example the Olympia Comprehensive Planning Process, the Lacey and Tumwater Comprehensive Plan, the Sustainable Thurston Plan, and the Regional Transportation Plan. They include zoning ordinances developed which say, “here’s where we think things are going to happen in our community.” Other processes have gone on in a more formal way, but also with outreach asking where and how are we going to develop. Messmer said there needs to be a context and the CAC and Board members have a context working within our budget and PTBA. She said the general public may not be aware that IT is not county-wide and the actual service area is only half of the county. Where are people living now who need service; and yes, we should try to provide service to them. Intercity Transit is expected to do that and it’s part of our mission.

Messmer wants to hear from ITA and CAC members as they think about these trade-offs. She asked, “Are we okay the way we are or should we make fundamental shifts about where our routes go inside the PTBA?”

Clark Gilman doesn’t see a mandate to serve wherever growth happens or to reach further out. That cost increases what IT does in the main corridors and he is pleased with the current balance, and would be hesitant putting a lot of resources out to try to make a bigger web that has less effective service. There should be conversation about which framework to adopt.

Michael VanGelder said go back to IT’s goal and he challenges IT to think beyond just Uber, but what about the rural transportation which is a separate entity, separately funded that operates to connect at various points with IT. He’d like IT to explore how to partner. IT is multi modal, and tries to get people from one place to another. What else should IT be doing, and should it be providing rural transportation or have some type of partnership with rural transportation or a broker with other types of services, or become an overall manager not necessarily providing the service, but managing the

contracts for such services. As the county increases in population, and the jurisdictions have bought into sustainable Thurston, IT is a significant piece of how to handle all sorts of other transportation.

Ursula Euler said her priority is getting people to basic services; get them to work; and provide more options. She believes IT is doing this.

Walter Smit said in addition to getting employees to employers, it's important to get students to schools.

Sue Pierce said to educate the riders through the chambers of commerce or communication with not only the large employers, but the smaller employers with less than 10 employees. Educate them on the options they can offer their employees. For example, if a person takes the bus and they arrive early to work, is there a safe place for them to wait. Educate employers about how to provide flexibility to allow their employees to ride the bus more conveniently.

Denise Clark suggested everyone push the survey link through their Facebook.

Jonah Cummings agrees there is a disconnect with employers. Many times employers do not have experience with alternate forms of transportation, and it doesn't come up in their business thinking. Minor changes may have a major impact. IT tries to do outreach towards ridership, but it may indirectly help if IT does outreach towards businesses to make them more rider-friendly.

Molly Carmody said many times employers with ten or more employees have problems providing parking for employees. IT should reach out to those employers and push the vanpools and fixed routes. Employees could vanpool if they come to work at the same time.

Robertson asked the group if there was anything within the balanced "trade-off" questions they felt were essential or of concern sacrificing as IT moves through this process.

Messmer is concerned about what can IT do to help drive key corridors and main routes where we're expecting as we grow that people will potentially live, work and play and do their daily business along these corridors or within a certain distance and they'll rely on transit as their major form of transportation. What can IT do to help make those corridors become more important and useful. IT can provide the frequency, safety, and convenience that make it feel like a great system. IT can focus on and make that happen for people. Make it so people won't worry about missing the bus because the frequency is high enough. She is worried if IT goes everywhere for everyone and spreads too thin, IT won't get achieve that convenience factor. Then instead of good useful service to

## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 20, 2017**

**Page 9 of 11**

areas that are more densely populated, everyone has a poor level of service. IT should be part of the driving force to make it happen although the local jurisdictions and the business community need to buy in and come along.

Euler said IT should consider coordinating with other partners for the last mile on both ends, possibility to bridge the last mile which would help people get to/from the bus those last few hundred yards, and that could improve ridership along the corridors.

Pierce said she went on a tour of Everett, also known as a “walkable city” with accessible sidewalks. It’s the little stuff that makes it more accessible to a corridor. There needs to be decent crosswalks to get across four lane roads; people need to get to the bus stops without broken sidewalks or shady sections of street with no lighting. Pierce doesn’t believe the solution is shoving buildings six inches from a sidewalk, but to look around – how steep is the walkway and hills; are there handrails; is the paved path going to be accessible for mobility devices or seniors using walkers. Make sure crosswalks are well marked. Intercity Transit can’t fix this without help from the jurisdictions and it should be included in the conversation.

Melnick said regarding regionalism, there needs to be a forum involving business, government and transit. Perhaps form a regional economic coalition. Cities can compete with each other but at the end of the day they need to collaborate along with government and business to figure out where businesses are going to go and how they will be served in terms of transit.

VanderDoes said maintain the existing trunk line but at end of the line have a small district bus system that is all electric with a route that ends up someplace like the Jubilee area and have these throughout the community. They don’t need to be owned or operated by transit. They could be independent like the rural transit system, and that would take care of the last mile issue. It would expand the coverage in those areas. He said use of social media and other technology is changing rapidly, and it won’t be long when Europe will be all-electric.

Robertson said for capital expenditures does anyone have a preference on the technology in the way of real-time data, or updated apps, scanned pass fare cards, versus shelter amenities.

Mitchell Chong said technology is great; however, there are those impatient people who rely on an app for the bus to be on time. He would prefer to see shelter amenities like lighting and covered stops. This should be controlled by the city as well transit.

Cummings stated that riders prefer technology only if it works well. Many times once people have been burned by a bad app, they begin to feel it would be better to have a

## **Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 20, 2017**

**Page 10 of 11**

bus shelter out of the rain. For example the Google Maps integration with Intercity Transit, which doesn't work well with certain buses.

D. Clark said it's about reliability especially when an app is first launched. She said give a little to both. There are not enough shelters, and she doesn't feel the entire burden should be placed on IT when it comes to lighting and sidewalks. She said expand routes to key areas where business and people are expanding.

Marie Lewis is a senior who lives in downtown Olympia and she said very few seniors venture outside after dark because of the homeless people sleeping under overhangs in front of the various businesses. She feels safe at the OTC but getting from her home to the OTC is scary. She uses a walker, and it can be difficult to run errands like grocery shopping if she needs to walk the three and a half blocks from the OTC to her apartment. It would be helpful to have another form of transportation to get to/from the OTC.

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

- Boardings for August are 318,127, which is a decrease of 3.4% from August 2016.
- Year-to-date ridership is 2,653,900 boardings, a decrease of 5.0% from the first 8 months in 2016.
- Insta-chains have been installed on all but 27 buses, and 15 of those have a different suspension. Staff is waiting for a new version to be shipped. The insta-chains are not available for the 29' buses. However, regular chains are available for those buses. The new DAL vehicles will come with the insta-chain and 12 have been ordered. These will provide a pilot and if they work, staff will proposed them in the 2019 budget.
- Staff started installation of the forward facing high definition cameras. The project should be completed the middle of October.
- Staff is preparing for the next legislative session. Several facility tours are scheduled with Representative Fey and Senator King, the Chair of the Senate Transportation Committee.
- Three applications were received for the new CAC recruitment. Applications are due September 26.
- Staff is working on the 2018 budget and will introduce it to the Authority at the October 4 meeting, and move forward to finalize the Strategic Plan.

### **AUTHORITY/CAC ISSUES**

Messmer noticed the sidewalk is in place between the IT office and Martin Way, which is a great improvement.

**Intercity Transit Authority/Citizen Advisory Committee Joint Meeting**

**September 20, 2017**

**Page 11 of 11**

Melnick thanked Ann for presenting and staff for being present and participating in the Drive Less-Go More symposium at Panorama that was held today. IT did a very nice job and was well represented. There was representation from Amtrak, Uber, and Rebels by Bus.

Gilman thanked and recognized the Citizen Advisory Committee for attending the joint meeting. The committees' insight helps him to broaden his understanding on many issues.

Smit thanked the Authority for attending the CAC meetings.

D. Clark thanked Trail for taking wonderful pictures of the CAC for the current CAC recruitment.

Virgil Clarkson said this is his last opportunity to attend an ITA/CAC Joint meeting, and thanked the Authority and staff for the opportunity to be part of a great organization. He commended all for the work they do. He's seen tremendous improvement over the years.

**ADJOURNMENT**

**It was M/S/A by Councilmember Clarkson and Councilmember Carmody to adjourn the meeting at 7:34 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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

\_\_\_\_\_  
**Pat Messmer  
Clerk to the Authority**

**Date Approved: October 4, 2017.**

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

PERIOD DATES: 08/20/2017 - 09/02/2017					PERIOD DATES: 09/03/2017 - 09/16/2017				
		PAYDATE 09/08/2017		1ST CHECK AMOUNT		1ST TRANSFER AMOUNT		PAYDATE 09/22/2017	
PERIOD DATES:	CODES	PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT	PERIOD DATES:	CODES	PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT MT	EFT	71,165.66		IRS	FIT MT	EFT	79,320.48	
		EFT	20,884.96	92,050.62			EFT	22,429.18	101,749.66
INS HEALTH HEALTH	A2/35 Life Ins. D3/D1 Disability Ins HE/37HI/38 Health In1stN2ND TH/39 Taxed Hlth		0.00 2,483.19 172,276.50 0.00	0.00 0.00 0.00 0.00	INS HEALTH HEALTH	AL/35 Life Ins. D3/31 Disability Ins HE/37HI/38 Health In1stN2ND TH/39 Taxed Hlth- DO NOT USE		0.00 2,456.14 178,715.00 0.00	0.00 0.00 0.00 0.00
CHILD CARE	CC/61 Child Care	Hfsitter	148.00		CHILD CARE	CC/61 Child Care	Hfsitter/Brqkmp	148.00	
GARNISHMENT	GN/08 Garnish	CHECK last	667.79		GARNISHMENT	GN/08 Garnish	CHECK last	642.10	
CHILD SUPPORT	CS/09 DSHS CS/09 ExpertPay	EFT EFT	2,067.20 0.00	2,067.20 0.00	CHILD SUPPORT	CS/09 DSHS	EFT	1,847.70 0.00	1,847.70 0.00
DIRECT DEPOSIT	D1/98 D.Dep. #1	ACH WIRE every	9,025.00	9,025.00	DIRECT DEPOSIT	D1/98 D.Dep. #1	ACH WIRE every	9,300.00	9,300.00
DIRECT DEPOSIT	D2/97 D.Dep. #2 & #3	ACH WIRE every	15,821.51	15,821.51	DIRECT DEPOSIT	D2/97 D.Dep. #2	ACH WIRE every	15,831.45	15,831.45
GET HEALTH SAVING	GT/63 G.Ed.Tult HS/59 Health Svgs	Check every ACH Wire every	227.00 265.00	265.00	GET HEALTH SAVING	GT/63 G.Ed.Tult HS/59 Health Svgs	Check every ACH Wire every	227.00 265.00	265.00
401K VANGUARD LOAN LOAN	DC/97 Vgrd EE DC/22 Vgrd ER L2/29 401k Ln#2 LN/29 401k Ln #1 TTL VNGRD	Wire Wire Wire Wire	44,643.99 30,455.70 5,029.46 7,555.42	76,099.69 12,584.88	401K VANGUARD LOAN LOAN	DC/97 Vgrd EE DC/22 Vgrd ER L2/29 401k Ln#2 LN/29 401k Ln #1 TTL VNGRD	Wire Wire Wire Wire	47,682.15 32,436.17 5,103.29 7,490.04	80,118.32 12,593.33
LABOR INS	LI/02 L&I	EFT Quarterly	30,099.19		LABOR INS	LI/02 L&I -LA +LI +ER	EFT Quarterly	27,620.72	
MACHINISTS UNION DUES	MD/51 Mch.UnDues MU/52 Mac.Initiatn MS/60 Payroll Corr check GL/11 GTLife TF/ Tx.Fr.Benefit	Check last Check last Employer	1,502.26 0.00 0.00 0.00	0.00	MACHINISTS UNION DUES	MD/51 Mch.UnDues- 164 PEREE MU/52 Mac.Initiatn MS/60 Payroll Corr check GL/11 GTLife-ER/EE TERM/YRLY TF/ Tx.Fr.Benefit	Check last Check last Employer	0.00 1,502.49 0.00 0.00 150.00	0.00
PROJECT ASSIST	PA/66 Proj.Assist	Check last	480.00		PROJECT ASSIST	PA/66 Proj.Assist	Check last	479.00	
PENSION STATE PERS	PN/04 PERS EE PN/04 PERS ER TTL PERS	EFT EFT	54,999.23 94,832.28	0.00 149,831.51	PENSION STATE PERS	PN/04 PERS EE PN/04 PERS ER TTL PERS	EFT EFT	58,199.19 100,333.75	0.00 158,532.94
ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20 ICMA Ln#2 RC/24 ICMA EE RI/23 ICMA Roth RL/21 ICMA Ln#1 RR/25 ICMA ER TTL ICMA	WIRE WIRE WIRE WIRE WIRE	393.87 5,692.13 350.00 1,692.65 3,154.87	0.00 350.00 2,086.52 8,847.00	ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20 ICMA Ln#2 RC/24 ICMA EE RI/23 ICMA Roth RL/21 ICMA Ln#1 RR/25 ICMA ER TTL ICMA	WIRE WIRE WIRE WIRE WIRE	393.87 5,925.32 350.00 1,692.65 3,313.90	0.00 350.00 2,086.52 9,239.22
457 STATE DEFERRED AFLAC	SD/26 457 ST EE SR/27 457 ST ER ST67/SS68 AFLAC POST/PRE	EFT EFT EFT	14,012.43 7,267.66 4,224.50	21,280.09 4,224.50	457 STATE DEFERRED AFLAC	SD/26 457 ST EE SR/27 457 ST ER ST/67 ShTrmDisab-AFLAC	EFT EFT EFT	14,366.07 7,516.25 4,121.47	21,882.32 4,121.47
ATU UNION DUES	UC/45 Un COPE UA/44 Un Assess UD/42 Un Dues UI/41 Un Initiatn UT/43 Un Tax	Check 1st Check last Check last Check last Check last	233.00 0.00 5,775.53 130.00 3,187.80		ATU UNION DUES	UC/45 Un COPE UA/44 Un Assess -2ND PP UD/42 Un Dues-BOTH PP UI/41 Un Initiatn- 100.00 PEREE UT/43 Un Tax IST PP	Check 1st Check last Check last Check last Check last	- 618.00 5,812.56 130.00 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) Paychecks TOTAL TRANSFER (tie to Treasurer Notifications)	ACH Wire every	453,596.99 1,301.17	453,596.99 \$847,130.51	DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit) Paychecks - LIVE CHECKS TOTAL TRANSFER (tie to Treasurer Notifications)	ACH Wire every	488,556.77 6,394.99	488,556.77 \$906,474.70
GROSS WAGE ER AMOUNT MEDICARE TAX	GROSS EARNINGS: EMPR MISC DED: EMPR MEDICARE TAX:		747,636.05 308,349.41 10,442.48		GROSS WAGE ER AMOUNT MEDICARE TAX	GROSS EARNINGS: EMPR MISC DED: EMPR MEDICARE TAX:		800,007.66 320,916.45 11,214.59	
DIRECT DEP. ACH WIRE TOTAL			478,708.50		DIRECT DEP. ACH WIRE TOTAL			513,953.22	

0.00 \$0.00

\$0.00



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/01/2017

Thru Date: 09/01/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23335	9/1/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,697.74	
23336	9/1/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
23337	9/1/2017	01960	AMERICAN SEATING COMPANY	\$391.94	
23338	9/1/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$81.84	
23339	9/1/2017	02380	ARAMARK UNIFORM SERVICES	\$973.53	
23340	9/1/2017	02580	ASSOCIATED PETROLEUM	\$76,057.51	
23341	9/1/2017	02825	AUTO PLUS - OLYMPIA	\$411.76	
23342	9/1/2017	02990	B&B SIGN COMPANY LLC	\$111.35	
23343	9/1/2017	03350	BERNIE'S CUSTOM PAINT, INC	\$6,044.15	
23344	9/1/2017	04120	BUILDERS HARDWARE CO	\$72.61	
23345	9/1/2017	05740	CED	\$108.25	
23346	9/1/2017	06120	CITY OF OLYMPIA UTILITIES	\$776.34	
23347	9/1/2017	06500	COLLECTION TECHNOLOGY INC	\$387.22	
23348	9/1/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,507.58	
23349	9/1/2017	07220	CUMMINS NORTHWEST INC	\$9,919.56	
23350	9/1/2017	09660	FERGUSON ENTERPRISES, INC	\$73.12	
23351	9/1/2017	09885	FMNA LLC	\$214.16	
23352	9/1/2017	10580	GENE'S TOWING INC	\$86.96	
23353	9/1/2017	10605	GENFARE	\$78.16	
23354	9/1/2017	10607	GENUINE AUTO GLASS OF LACEY	\$2,460.53	
23355	9/1/2017	10660	GILLIG LLC	\$11,860.77	
23356	9/1/2017	10759	GORDON TRUCK CENTERS INC	\$3,703.70	
23357	9/1/2017	10863	GRAYS HARBOR TRANSIT	\$86.00	
23358	9/1/2017	11615	INDUSTRIAL HYDRAULICS INC	\$136.35	
23359	9/1/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,370.38	
23360	9/1/2017	11765	INTERCITY TRANSIT PETTY CASH	\$251.05	
23361	9/1/2017	11825	INTRACOMMUNICATION NETWORK SYSTEM	\$848.64	
23362	9/1/2017	11865	ISLAND SUPERIOR AIR FILTER	\$399.75	
23363	9/1/2017	11905	JANEK CORPORATION	\$2,121.60	
23364	9/1/2017	13510	LES SCHWAB TIRE CENTER	\$105.00	
23365	9/1/2017	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
23366	9/1/2017	13793	MARTIN WAY COLLISION INC.	\$3,591.58	
23367	9/1/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
23368	9/1/2017	14590	MOHAWK MFG & SUPPLY	\$285.80	
23369	9/1/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
23370	9/1/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
23371	9/1/2017	14750	MULLINAX FORD	\$97.34	
23372	9/1/2017	14900	NAPA AUTO PARTS	\$316.03	
23373	9/1/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
23374	9/1/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$33.91	
23375	9/1/2017	16900	PLUMBMASTER, INC	\$42.72	
23376	9/1/2017	17505	RAINIER DODGE INC	\$140.31	
23377	9/1/2017	17560	RE AUTO ELECTRIC INC	\$387.40	
23378	9/1/2017	17795	ROUTEMATCH SOFTWARE INC	\$11,210.00	
23379	9/1/2017	17900	SCHETKY NW SALES INC	\$951.05	
23380	9/1/2017	17965	SEATTLE AUTOMOTIVE DIST	\$1,463.28	
23381	9/1/2017	18069	SHOCKING DIFFERENCE LLC	\$4,251.55	
23382	9/1/2017	18197	SMART TALENT LLC	\$1,596.80	
23383	9/1/2017	18470	SPORTWORKS NORTHWEST INC	\$385.37	
23384	9/1/2017	18610	STEPHAN J PARROTT	\$725.00	
23385	9/1/2017	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$200.00	
23386	9/1/2017	21660	THERMO KING NORTHWEST	\$2,744.20	
23387	9/1/2017	21930	TIRES INC	\$1,782.61	
23388	9/1/2017	21950	TITUS-WILL CHEVROLET	\$4,321.51	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/01/2017

Thru Date: 09/01/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23389	9/1/2017	22010	TOYOTA OF OLYMPIA	\$151.94	
23390	9/1/2017	22100	TRANSIT SOLUTIONS, LLC	\$243.63	
23391	9/1/2017	23660	UNITED WAY OF THURSTON COUNTY	\$835.00	
23392	9/1/2017	24000	W W GRAINGER INC	\$145.20	
23393	9/1/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$290.00	
23394	9/1/2017	24750	WA ST GET PROGRAM	\$227.00	
23395	9/1/2017	24755	WA ST HEALTH CARE AUTHORITY	\$368,371.50	
23396	9/1/2017	25858	WESTCARE CLINIC LLC PS	\$669.00	
			<b>Total:</b>	<b>\$549,337.04</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/15/2017

Thru Date: 09/15/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23401	9/15/2017	01405	ADVANCE GLASS INC	\$394.68	
23402	9/15/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23403	9/15/2017	01815	AMERICAN CUSTODIAL INC	\$10,286.15	
23404	9/15/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$266.15	
23405	9/15/2017	02380	ARAMARK UNIFORM SERVICES	\$973.24	
23406	9/15/2017	02580	ASSOCIATED PETROLEUM	\$79,457.85	
23407	9/15/2017	02825	AUTO PLUS - OLYMPIA	\$102.64	
23408	9/15/2017	03250	BATTERY SYSTEMS, INC	\$2,915.57	
23409	9/15/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$8,560.19	
23410	9/15/2017	04120	BUILDERS HARDWARE CO	\$197.11	
23411	9/15/2017	06060	CITY OF OLYMPIA	\$168.00	
23412	9/15/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$734.15	
23413	9/15/2017	07220	CUMMINS NORTHWEST INC	\$1,344.37	
23414	9/15/2017	07619	DAVID S FOSTER	\$1,750.00	
23415	9/15/2017	08780	EMERALD SERVICES INC	\$777.22	
23416	9/15/2017	09820	FLEET-NET CORP	\$1,142.40	
23417	9/15/2017	10477	GALLS, LLC	\$617.38	
23418	9/15/2017	10580	GENE'S TOWING INC	\$130.44	
23419	9/15/2017	10605	GENFARE	\$166.05	
23420	9/15/2017	10607	GENUINE AUTO GLASS OF LACEY	\$622.85	
23421	9/15/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23422	9/15/2017	10660	GILLIG LLC	\$16,267.05	
23423	9/15/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23424	9/15/2017	10759	GORDON TRUCK CENTERS INC	\$2,081.04	
23425	9/15/2017	11892	J ROBERTSON AND COMPANY	\$4,200.00	
23426	9/15/2017	11905	JANEK CORPORATION	\$2,339.20	
23427	9/15/2017	11943	JOANNA GRIST	\$1,750.00	
23428	9/15/2017	12474	KBA INC	\$34,436.58	
23429	9/15/2017	12875	KPFF CONSULTING ENGINEERS INC	\$6,491.47	
23430	9/15/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$772.50	
23431	9/15/2017	13793	MARTIN WAY COLLISION INC	\$2,770.26	
23432	9/15/2017	14275	MCP INDUSTRIES	\$815.00	
23433	9/15/2017	14590	MOHAWK MFG & SUPPLY	\$149.58	
23434	9/15/2017	14750	MULLINAX FORD	\$3,037.03	
23435	9/15/2017	14900	NAPA AUTO PARTS	\$719.41	
23436	9/15/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$71.59	
23437	9/15/2017	15430	OFFICE OF MINORITY AND WOMEN BUSINES	\$100.00	
23438	9/15/2017	16557	PACIFIC MODULAR, INC	\$2,718.91	
23439	9/15/2017	16820	PIERCE COUNTY SECURITY	\$16,747.11	
23440	9/15/2017	17290	PUGET SOUND ENERGY	\$11,210.11	
23441	9/15/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23442	9/15/2017	17420	R&R TIRE COMPANY, INC	\$1,789.76	
23443	9/15/2017	17505	RAINIER DODGE INC	\$289.07	
23444	9/15/2017	17900	SCHETKY NW SALES INC	\$677.70	
23445	9/15/2017	17965	SEATTLE AUTOMOTIVE DIST	\$1,496.48	
23446	9/15/2017	18052	SHEA, CARR & JEWELL INC	\$4,091.79	
23447	9/15/2017	18068	SHINING EXAMPLE INC	\$303.33	
23448	9/15/2017	18197	SMART TALENT LLC	\$1,596.80	
23449	9/15/2017	18668	DENNIS STUMPP MD MS	\$750.00	
23450	9/15/2017	18755	S-SQUARE TUBE PRODUCTS	\$1,948.68	
23451	9/15/2017	21660	THERMO KING NORTHWEST	\$1,613.81	
23452	9/15/2017	21800	THURSTON COUNTY RESOURCE STEWARDS	\$100.00	
23453	9/15/2017	21880	THURSTON REGIONAL PLANNING COUNCIL	\$240.06	
23454	9/15/2017	21930	TIRES INC	\$4,622.99	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/15/2017

Thru Date: 09/15/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23455	9/15/2017	21950	TITUS-WILL CHEVROLET	\$1,066.97	
23456	9/15/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
23457	9/15/2017	21985	TOTAL FILTRATION SERVICES	\$261.41	
23458	9/15/2017	22010	TOYOTA OF OLYMPIA	\$98.63	
23459	9/15/2017	22100	TRANSIT SOLUTIONS, LLC	\$373.34	
23460	9/15/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23461	9/15/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
23462	9/15/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$156,505.09	
23463	9/15/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
23464	9/15/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$13,749.54	
23465	9/15/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$33,672.07	
23466	9/15/2017	24000	W W GRAINGER INC	\$1,908.72	
23467	9/15/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23468	9/15/2017	24750	WA ST GET PROGRAM	\$227.00	
23469	9/15/2017	25380	WASHINGTON GARDENS	\$315.52	
23470	9/15/2017	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$470.00	
<b>Total:</b>				<b>\$456,766.63</b>	

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>03810 BRANDT, JESSICA</b>									
00	08/7-9/17	DI	9/1/2017			166.09	166.09	166.09		166.09
	<b>10205 FREEMAN-MANZANARES ANN</b>									
00	08/5-8/17	DI	9/1/2017			663.37	663.37	663.37		829.46
	<b>11308 HOFSTETTER SHANNON</b>									
00	08/25/17	DI	9/1/2017			148.00	148.00	148.00		977.46
	<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>									
00	2017 AUG	DI	9/1/2017			0.04	0.04	0.04		977.50
00	2017AUG	DI	9/1/2017			2,165.44	2,165.44	2,165.48		3,142.94
	<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>									
00	2017AUG	DI	9/1/2017			964.00	964.00	964.00		4,106.94
	<b>11775 INTERCITY TRANSIT WELLNESS</b>									
00	2017AUG	DI	9/1/2017			719.00	719.00	719.00		4,825.94
	<b>12913 KRUEGER, STEVEN J</b>									
00	07/30-8/2/17	DI	9/1/2017			1,043.25	1,043.25	1,043.25		5,869.19
	<b>13557 LICHT JON</b>									
00	08/5-9/17	DI	9/1/2017			164.37	164.37	164.37		6,033.56
	<b>14308 MEDINA, BREEZY</b>									
00	01079	DI	9/1/2017			225.00	225.00	225.00		6,258.56
	<b>16748 PERKINS, KELLY</b>									
00	249511/17	DI	9/1/2017			85.00	85.00	85.00		6,343.56
	<b>16785 PHILLIPS, ERIC</b>									
00	08/5-8/17	DI	9/1/2017			184.63	184.63	184.63		6,528.19

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	09/08/17	DI	9/15/2017			148.00	148.00	148.00		148.00
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2017SEP	DI	9/15/2017			1,709.30	1,709.30	1,709.30		1,857.30
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017SEP	DI	9/15/2017			3,004.75	3,004.75	3,004.75		4,862.05
<b>12913 KRUEGER, STEVEN J</b>										
00	08/26-30/17	DI	9/15/2017			1,544.25	1,544.25	1,544.25		6,406.30

## TRPC Members & Representatives

**City of Lacey**  
Virgil Clarkson

**City of Olympia**  
Nathaniel Jones

**City of Rainier**  
George Johnson

**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, October 6, 2017 8:30 a.m. – 11:00 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at [www.trpc.org](http://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 – September 8, 2017
- Approval of Vouchers
- Approval of RTIP Amendment 17-10
- Approval of Draft 2018-2021 RTIP

### Position Reclassification

**ACTION**

In preparation for the retirement of the current office manager, it is necessary to reclassify the Accountant job classification prior to recruitment. Council will be asked to review and approve the draft reclassification.

### 2017 STP and CMAQ Call for Projects

**ACTION**

TRPC will review and approve a process to issue a call for projects to review and select proposals for federal Surface Transportation Program (STP) Funding in Federal Fiscal Year (FFY) 2018. TRPC will also accept proposals for federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds for FFYs 2018 and 2020.

### RTIP Amendment Process

**1<sup>ST</sup> REVIEW**

Discussion will continue on streamlining the RTIP amendment process. This was first discussed in July.

### Regional Transportation Planning Priorities

**DISCUSSION**

Staff will review the draft Regional Transportation Planning Priorities with Council. This work program element will be a topic of discussion at the Transportation Policy Board retreat in October.

### Regional Transportation Plan Amendments

**1<sup>ST</sup> REVIEW**

Requests for Regional Transportation Plan (RTP) Amendments were due to TRPC by August 15, 2017. Staff didn't receive any requests from entities outside of TRPC. Staff have initiated two amendments: 1) changes related to approval of a new Metropolitan Planning Area boundary, 2) addition of safety targets and a safety information page. TRPC will review the amendments in October, and take action in November.

### 2018-2020 Strategic Plan

**1<sup>ST</sup> REVIEW**

TRPC held its biennial retreat on June 2 in Bucoda. Outcomes from the retreat are the basis of the draft Strategic Plan. The plan will be used to guide the work of the Council over the next 2 years. TRPC will review the draft plan in October and take action in November.

### EXECUTIVE SESSION – Executive Director 6-month Evaluation

**ACTION**

Based on Thurston Regional Planning Council's Executive Director Evaluation policy, it is time to conduct the six-month evaluation of Marc Daily's performance. The Executive Director Evaluation Subcommittee will review with Council the results of forms submitted by both staff and council members, and Council will finalize its assessment of the Executive Director's performance.

### Report from Outside Committee Assignments

**INFORMATION**

### Member Check In

**DISCUSSION**

### Executive Director's Report

**INFORMATION**

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

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, Procurement Coordinator, 705-5878  
**SUBJECT:** Yearly ACS Maintenance Contract Extension and Invoice

---

1) **The Issue:** Consideration of payment for the ACS radio system annual maintenance agreement.

---

2) **Recommended Action:** Authorize the General Manager to pay the annual invoice for the Conduent/ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$212,611, including taxes.

---

3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000. The original contract was approved by the Authority in September, 2013.

---

4) **Background:** The ACS system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In September 2013, Intercity Transit entered into a five-year agreement with ACS/Xerox to provide maintenance services for the operation of the agency radio system. The company was restructured in January 2017 and now the service is performed under the new brand name Conduent. Based on review of actual maintenance needs for previous years and our current knowledge of the ACS system, staff negotiated and established the costs for each year of the agreement. Staff believes the cost established for this year of the agreement continues to be fair and reasonable.

---

**5) Alternatives:**

A) Authorize the General Manager to pay the annual invoice for Conduent/ACS radio system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$212,611, including taxes.

B) Defer action. Deferred action may increase the costs, delay repairs or create system wide operational difficulties if the system were to become inoperable.



---

6) **Budget Notes:** The 2017 budget includes \$411,173 for Information Services related maintenance agreements. This expense was anticipated and is within budget.

---

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

---

8) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

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

**FOR:** Intercity Transit Authority  
**FROM:** Jeff Peterson, Procurement Coordinator, 705-5878  
**SUBJECT:** Rejection of Fall Protection Procurement

---

1) **The Issue:** Consideration of the rejection of the bid submitted by Rognlin's, Inc. for the fall protection project.

---

2) **Recommended Action:** Authorize the General Manager to reject the bid submitted by Rognlin's Inc. in response to RFB 1711 for fall protection equipment and installation.

---

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

---

4) **Background:** Intercity Transit completed a fall protection project in 2012 for multiple maintenance bays. Additional funding of \$55,000 was allocated to the 2017 budget to install the fall protection system within three additional bays. The Engineer's estimate to complete the project was \$58,000, about 20% more than the project in 2012. Recognizing the construction market is currently at capacity, a flexible installation schedule was included to encourage more participation. Intercity Transit released a RFB for the fall protection project on August 2, 2017. We received one (1) bid in the amount of \$95,200 by the submittal deadline of August 24, 2017. The bid received exceeded the Engineer's estimate by \$37,200.

Procurement contacted known suppliers, including the 2012 awarded supplier, a supplier that attended the pre-bid, and a supplier who submitted a late response to understand the market conditions that may have contributed to the lack of participation. In general they stated they did not have the resources to respond to the bid, key project staff was unavailable as priorities were higher in other areas. The installation deadline was less of a concern. Our project Engineer believes the lack of participation is due to high construction demand and limited suppliers of the product being sought.

Staff is requesting the Authority reject the single bid submitted by Rognlin's Inc., as it exceeds the approved budget. Staff intends to re-issue the RFB for the fall protection project in early 2018 and encourage more responses by allowing for more time for bidders to respond as well as more lead time for the awarded contactor to complete the work.

---

5) **Alternatives:**

- A. Authorize the General Manager to reject the bid submitted by Rognlin's Inc. in response to RFB 1711 for fall protection equipment and installation.
- B. Accept the bid submitted by Rognlin's Inc. This will result in the total cost of the project exceeding the approved budget amount.
- C. Defer action. Deferring action is not in the best interest of the agency.

---

6) **Budget Notes:** The bid of \$95,200 exceeds the \$55,000 project budget available for the completion of the project.

---

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

---

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

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

**FOR:** Intercity Transit Authority

**FROM:** Tammy Ferris, 705-5818

**SUBJECT: Exterior Facility Paint Specifications Development and  
Inspection Services Professional Services Contract Award**

---

1) **The Issue:** Consideration of a contract award for Professional Services.

---

2) **Recommended Action:** Authorize the General Manager to enter into a contract with KTA-Tator, Inc., for Professional Services for the Exterior Painting Improvements project in the amount of \$37,862.24.

---

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

---

4) **Background:** Exterior paint at Intercity Transit facilities is flaking and in general losing its ability to adhere to metal surfaces. To remedy, staff issued a Request for Qualifications for Professional Services for the Exterior Painting Improvements project on April 26, 2017. The scope of work includes the development of project bid specifications, and project oversight for the painting of the exteriors at each of Transit's facilities (Centennial Station, Lacey Transit Center, Olympia Transit Center, and Pattison Street Facility). We received two proposals by the submittal deadline of May 17, 2017. An evaluation team reviewed the proposals and selected the two firms to interview.

Following the interviews, the team identified Quality Coatings Inspection and Consulting (QCIC), Inc. as the highest-ranked firm and recommended Procurement begin contract negotiations. Unfortunately, Procurement and QCIC were unable to reach an agreement on the project costs and scope of work. As a result, Procurement and QCIC mutually agreed to conclude negotiations, and Procurement initiated negotiations with KTA-Tator, Inc., the second-ranked firm.

KTA-Tator, Inc. has the knowledge and expertise in providing bid specifications, and monitoring and inspecting the work of coating contractors for projects such as ours. Based on the scope and proposed hours, staff feels the price to be fair and reasonable, and recommends the award of contract for the Exterior Painting Improvements project to KTA-Tator, Inc.

---

5) **Alternatives:**

- A. Authorize the General Manager to enter into a contract with KTA-Tator, Inc., for Professional Services for the Exterior Painting Improvements project in the amount of \$37,862.24.
- B. Defer award. Delaying award may create a delay in soliciting bids which could result in missing a significant portion of the painting season.

---

6) **Budget Notes:** Funds are programmed in the 2017 Facilities budget and include the costs associated for providing the Professional Services.

---

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

---

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

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

**FOR:** Intercity Transit Authority

**FROM:** Suzanne Coit, 705-5816  
Ann Freeman-Manzanares, 705-5838

**SUBJECT:** 2018 Draft Budget

- 
- 1) **The Issue:** Introduce the 2018 proposed projects and request a public hearing date for the 2018 Draft Budget.
- 
- 2) **Recommended Action:** Review and comment on the proposed projects and set a public hearing for Wednesday, November 15, 2017. Final adoption is proposed for December 6, 2017.
- 
- 3) **Policy Analysis:** It is the policy of the Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document rests heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's direction regarding service levels, which is the prime driver of our proposed expenses for 2018.
- 
- 4) **Background:** Staff is presenting recommendations to the Authority for capital projects, new projects, and new staff as well as identifying projects that are on-going from the previous year. The attachment also includes a list of potential grant opportunities which staff will pursue in keeping with the direction of the strategic plan. At the Oct 18, 2017, Authority meeting, staff will present the full draft budget, to include operational expenses. With approval from the Authority, the draft will be presented to the public for comment. Formal comment will be accepted through the November 15, 2017, Authority meeting. Final adoption is proposed for December 6, 2017.
- 
- 5) **Alternatives:**
- A. Set the public hearing for 2018 draft budget for Wednesday, November 15, 2017, with subsequent adoption proposed for December 6, 2017.
  - B. Direct staff to revise the public hearing and adoption dates for the 2018 budget.
- 
- 6) **Budget Notes:** N/A.

---

7) **Goal Reference:** The annual budget impacts all agency goals.

---

8) **References:** Draft 2018 Budget Agenda Attachment - September 28, 2017

**Draft 2018 Budget Agenda Attachment  
Sept 28, 2017**

**Proposed New Capital Expenses for 2018**

VM-028	Replacement Coaches	\$5,200,000
VM-029	Replacement Vanpool Vehicles	\$892,500
	<b>Total Revenue Vehicles</b>	<b>\$6,092,500</b>

**Proposed Projects for 2018**

DEV-013	OTC Furniture, Fixtures, Equipment	\$600,000
EX-026	Grants Consultant	\$40,000
FAC-093	Replace Tennant Floor Scrubber	\$16,000
FAC-094	Purchase and Install Safety Beacons at Bus Wash Exits	\$7,500
FAC-095	Relocate Fuel Island Heaters	\$10,000
FAC-096	Replace De-Icer Trailer	\$12,000
HR-016	Active Threat Mitigation	\$25,000
IS-005	Computers, software, radios, security cameras, SAN's	\$453,000
IS-007	Web Professional Services	\$106,000
IS-008	Operator Payroll Optimization	\$35,000
MC-018	Community Conversation Amendment to Current Project	\$20,000
PL-014	Bus Stop Enhancements	\$350,000
VM-027	Replace Operations Supervisor Vehicles & Associated Equipment	\$48,000
	<b>Total New Projects</b>	<b>\$1,722,500</b>

**Proposed New Staff for 2018**

DEV-010	Development Administrative Assistant	\$74,850
TM-007	Operations OTC Supervisor	\$83,816
	<b>Total New Staff</b>	<b>\$158,666</b>



**On-Going Projects**

Major purchases or contracted services that will not be completed in 2017 and carried over to future years.

DEV-004	Pattison Final Design/Future Enhancements	\$4,100,000
DEV-005	Olympia Transit Center Expansion	\$8,492,282
DEV-006	UST Replacement/Renovation Project	\$8,800,000
DEV-008	Traffic Engineering Services	\$50,000
DEV-009	New Furniture	\$25,000
DEV-011	Tumwater Square Improvements	\$290,000
DEV-012	Replace Fare Collection System	\$1,500,000
FAC-035	Pattison St. Administrative HVAC Engineering	\$25,000
FAC-036	Amtrak Repaint Interior	\$10,000
FAC-040	Bus Stop Enhancements & Solar	\$150,000
FAC-051	Amtrak HVAC Replacement	\$30,000
FAC-058	Ops Dispatch Repairs/Upgrades	\$40,000
FAC-062	HVAC Replacement OTC	\$90,000
FAC-066	Admin Window Replacement	\$100,000
FAC-067	Interior Facility Painting	\$280,000
FAC-068	Pattison Carpet Replacement	\$75,000
FAC-070	Maint Replacement Boiler/Controls/HRU's	\$400,000
FAC-071	Engineer Concrete Slab Replacement	\$50,000
FAC-073	Exterior Paint Consultant	\$38,000
FAC-074	Amtrak Tree Replacement	\$20,000
FAC-078	Maintenance Bays Fall Protection	\$115,000
FAC-079	Amtrak Gate/Gate Opener	\$25,000
FAC-080	Amtrak Seal Coat/Asphalt Repairs	\$45,000
FAC-081	Martin Way P&R Seal Coat	\$30,000
FAC-082	Engineer Pattison Replace Fire & Alarm System	\$25,000
FAC-083	Pattison Roof Replacement	\$412,000
FAC-084	Pattison Glass Block/Soffit Replacement	\$400,000

FAC-085	Pattison Exterior Painting	\$200,000
FAC-086	LTC, OTC, Amtrak Exterior Painting	\$125,000
FAC-088	Replace One-Man Genie Lift	\$25,000
FAC-090	Install New Tire Carousel	\$50,000
FAC-092	Install Propane Tank Fuel System	\$10,000
IS-012	Replace ACS/CAD/AVL & Radio System	\$5,500,000
PL-009	Short/Long Range Service Plan	\$170,000
PL-010	Transit Signal Priority	\$705,000
PL-013	Bus Stop Enhancements	\$380,000
VM-010	Replace staff electric car	\$48,080
VM-013	Replace Staff Station Wagon	\$28,410
VM-014	Purchase 5 DAL Expansion Vans	\$780,464
VM-022	Replace 7 DAL Vehicles	\$1,092,296
VM-025	2010 Hybrid Mid-Life Rebuild	\$1,800,000
	<b>Total On-Going Projects</b>	<b>\$36,531,532</b>

**Potential Grant Opportunities**

Transit Signal Prioritization Expansion

Youth Education

Pattison Renovation and Expansion

Vanpool Grant Promotion

Bus Stop Enhancements

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

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Discounted Bus Pass Program

---

- 1) **The Issue:** Provide a timeline for the 2018 application process and share a list of those that benefited from the program in 2017.

---

- 2) **Recommended Action:** This is an informational item.

---

- 3) **Policy Analysis:** Resolution 01-2016 directs the General Manager to implement a Discounted Bus Pass Program of up to \$300,000 a year.

---

- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$300,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the sixth year of the program. A timeline for the program is as follows:

- |                                 |                    |
|---------------------------------|--------------------|
| ▪ Applications out to agencies  | Week of October 16 |
| ▪ Applications due              | November 17, 2017  |
| ▪ Present grant awards to ITA   | December 6, 2017   |
| ▪ Passes mailed out to agencies | December 18, 2017  |
| ▪ 2018 program begins           | January 1, 2018    |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

---

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

---

- 6) **Budget Notes:** The Authority could forego sales of up to \$300,000 in passes and up to \$150,000 in revenue if all passes were purchased.

---

- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community."*  
**Goal #4:** *"Provide responsive transportation options."*

---

- 8) **References:** 2017 Discounted Bus Pass Program Recipients.

# 2017 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered	
1 <b>Behavioral Health Resources</b> 3857 Martin Way East Olympia WA 98506	Jill Young 360/ 704-7170	\$8,640.00	\$17,280.00	Adult	X
		\$2,430.00	\$4,860.00	Youth	
		<u>\$11,070.00</u>	<u>\$22,140.00</u>		
2 <b>Capital Recovery Center</b> 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360/ 357-2582 Office 360/ 628-7603 Cell	\$2,160.00	\$4,320.00	Adult	X
3 <b>Capital High School</b> 2707 Conger Ave Olympia WA 98502	Kristie Logsdon  S Bowser 360/ 596-8010	\$750.00	\$1,500.00	Youth	X
4 <b>Catholic Community Services Family Behavioral Health</b> 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/ 878-8248	\$3,240.00	\$6,480.00	Adult	X
		\$1,800.00	\$3,600.00	Youth	
		<u>\$5,040.00</u>	<u>\$10,080.00</u>		
5 <b>Catholic Community Services Drexel House</b> 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$13,320.00	\$26,640.00	Adult	X
6 <b>City Gates Ministries P O Box 108</b> 1910 East 4th Ave Olympia WA 98506	Phil Prieto 360/ 359-1999	\$648.00	\$1,296.00	Adult	X
7 <b>Community Action Council of Lewis/Mason Thurston</b> 3020 Willamette Drive NE Lacey WA 98516	Diane Harris 360/ 438-1100 X 1136	\$21,600.00	\$43,200.00	Adult	X

8 <b>Community Youth Services</b> 711 State Ave NE Olympia WA 98506	Candace Wood 360/ 918-7874	\$9,900.00	\$19,800.00	Adult	X
		\$3,037.50	\$6,075.00	Youth	
		<u>\$12,937.50</u>	<u>\$25,875.00</u>		
9 <b>Family Support Center of South Sound</b> P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/ 754-9297 ext 211	\$8,334.00	\$16,668.00	Adult	X
10 <b>Garden Raised Bounty - GRuB</b> 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/ 753-5522 X210 or Amory Balantine	\$162.00	\$324.00	Adult	X
		\$1,822.50	\$3,645.00	Youth	
		<u>\$1,984.50</u>	<u>\$3,969.00</u>		
11 <b>Gravity Lacey Olympia High School- ESD 113</b> 4315 6th Ave SE Lacey WA 98503	Richard Lindstrom 360/ 464-6835	\$3,240.00	\$6,480.00	Adult	X
		\$2,700.00	\$5,400.00	Youth	
		<u>\$5,940.00</u>	<u>\$11,880.00</u>		
12 <b>Gravity Olympia High School- ESD 113</b> 502 Pear Street Olympia WA 98501	Russ SurrIDGE 360/ 464-6851	\$3,330.00	\$6,660.00	Adult	X
		\$3,600.00	\$7,200.00	Youth	
		<u>\$6,930.00</u>	<u>\$13,860.00</u>		
13 <b>Housing Authority of Thurston County Housing Services Division</b> 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/ 918-5832	\$4,320.00	\$8,640.00	Adult	X
		\$1,080.00	\$2,160.00	Youth	
		<u>\$5,400.00</u>	<u>\$10,800.00</u>		
14 <b>New Market Skill Center</b> 7299 New Market Street Tumwater WA 98501	Jen Sieritis 360/ 570-4465	\$1,350.00	\$2,700.00	Adult	X
		\$652.50	\$1,305.00	Youth	
		<u>\$2,002.50</u>	<u>\$4,005.00</u>		
15 <b>Olympia High School Freedom Farmers</b> 1113 Legion Way SE Olympia WA 98501	Blue Peetz 360/ 870-6580	\$2,325.00	\$4,650.00	Youth	X
16 <b>Olympia Union Gospel Mission</b> P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/ 584-3505	\$4,320.00	\$8,640.00	Adult	X
		\$360.00	\$720.00	Youth	
		<u>\$4,680.00</u>	<u>\$9,360.00</u>		
17 <b>Pacific Mountain Workforce Development</b>	Karen Kalish	\$4,626.00	\$9,252.00	Adult	X

**Council - Karen Kalish**  
 1570 Irving Street  
 Tumwater WA 98512

360/ 570-4279

<p><b>18 South Sound Parent-to-Parent          Tumwater School District</b>          621 Linwood Ave SW          Tumwater WA 98512</p>	<p>Tami Collins          360/ 709-7007</p>	<p>\$1,152.00  <u>\$637.50</u>          \$1,789.50</p>	<p>\$2,304.00  <u>\$1,275.00</u>          \$3,579.00</p>	<p>Adult X          Youth</p>
<p><b>19 The Salvation Army</b>          P O Box 173          Olympia WA 98507</p>	<p>William Lay III          360/ 352-8596 ext 105</p>	<p>\$3,888.00</p>	<p>\$7,776.00</p>	<p>Adult X</p>
<p><b>20 Thurston County Public Defense</b>          926 24th Way SW          Olympia WA 98502</p>	<p>Mia Pagnotta          360/ 786-5868</p>	<p>\$2,160.00  <u>\$900.00</u>          \$3,060.00</p>	<p>\$4,320.00  <u>\$1,800.00</u>          \$6,120.00</p>	<p>Adult X          Youth</p>
<p><b>21 United Way of Thurston County</b>          1211 Fourth Avenue E Suite 101          Olympia WA 98506</p>	<p>Stacey Hicks          360/ 943-2773 X 22</p>	<p>\$1,098.00</p>	<p>\$2,196.00</p>	<p>Adult X</p>
<p><b>22 WA ST DSHS Olympia Community          Service Office</b>          6860 Capital Blvd SE          Point Plaza East Bldg #2 1st Floor          Tumwater WA 98501</p>	<p>Milton Caron          360/ 725-6530          Carol MacCraken          360/ 725-6622</p>	<p>\$9,720.00  <u>\$900.00</u>          \$10,620.00</p>	<p>\$19,440.00  <u>\$1,800.00</u>          \$21,240.00</p>	<p>Adult X          Youth</p>

**TOTALS:      \$130,203.00      \$260,406.00**

**Adult      \$107,208.00      \$214,416.00**

**Youth      \$22,995.00      \$45,990.00**

**\$130,203.00      \$260,406.00**

Beginning Balance of Grant Fund:	<b>\$300,000.00</b>
Total Amount of Grants Awarded:	<u>-\$260,406.00</u>
Funds still Available to Award:	<b>\$39,594.00</b>

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

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares (705-5838)

**SUBJECT:** 2017 Fall Citizen Advisory Committee Recruitment

---

1) **The Issue:** To review applications and identify applicants for interviews.

---

2) **Recommended Action:** Review and select applications received for vacancies on the CAC. Staff will schedule interviews after the Authority provides direction.

---

3) **Policy:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment.

---

4) **Background:** The CAC is comprised of 20 members representing the diversity of our community. There are currently four vacant positions.

Eleven applications were received by the submission due date of September 26, 2017. The ad hoc committee, made up of three Authority and three CAC members will conduct interviews of applicants on October 18. The committee will recommend candidates for appointment at the November 1, 2017, ITA meeting. New CAC members will attend their first meeting on January 8, 2018.

---

5) **Alternatives:**

- A. Direct staff to schedule interviews for all or some of the applicants.
- B. Direct staff to defer a new recruitment until 2018.

---

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

---

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

---

8) **References:** Citizen Advisory Committee applications.

---