

AGENDA
INTERCITY TRANSIT AUTHORITY
November 1, 2017
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS & RECOGNITIONS** **10 min.**
 - A. **Shawn Myers, Customer Service Rep** (*Joy Gerchak*)
 - B. **John Staikos, Customer Service Rep** (*Joy Gerchak*)
- 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:** October 4, 2017, Regular Meeting; October 18, 2017, Regular Meeting.
 - B. **Payroll – October 2017:** \$2,200,216.15.
 - C. **Accounts Payable:** Warrants dated September 29, 2017, number 23539-23599, in the amount of \$878,447.70; Warrants dated October 13, 2017, numbers 23602-23676, in the amount of \$743,876.33; Warrants dated October 27, 2017, numbers 23679-23752, in the amount of \$984,067.15; Automated Clearing House Transfers for October 2017 in the amount of \$14,253.84 for a monthly total of \$2,620,645.02.
 - D. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)
- 5) **PUBLIC HEARING - None** **0 min.**
- 6) **COMMITTEE REPORTS - None.**

- 7) **NEW BUSINESS**
 - A. Marketing, Communications and Outreach Update (Rena Shawver)** 20 min.
 - B. Surplus Van Grant Recommendations (Carolyn Newsome)** 10 min.
 - C. Authority Contract Approval Threshold (Steve Krueger)** 20 min.
 - D. CAC Appointments (Ann Freeman-Manzanares)** 5 min.
- 8) **GENERAL MANAGER'S REPORT** 10 min.
- 9) **AUTHORITY ISSUES** 10 min.
- 10) **ADJOURNMENT**

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

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

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

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 4, 2017**

CALL TO ORDER

Chair Sullivan called the October 4, 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 Olympia Councilmember Clark Gilman; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: City of Lacey Councilmember Virgil Clarkson; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Tammy Ferris; Paul Koleber; Steve Krueger; Rob LaFontaine; Jim Merrill; Pat Messmer; Carolyn Newsome; Jeff Peterson; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Marie Lewis; Legal Counsel, Dale Kamerrer.

Chair Sullivan asked the Authority and members of the audience to take a moment of silence on behalf of the victims of the Las Vegas shooting, and recent hurricanes in Puerto Rico, Florida and Texas.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Rena Shawver introduced Nicky Upson, Marketing/Communications/Outreach Coordinator

PUBLIC COMMENT – None

APPROVAL OF CONSENT AGENDA ITEMS

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

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 2 of 9

- 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.

PUBLIC HEARING - None

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** Karen Messmer said the TRPC met September 8. Members received a State of our Transportation System report. This was a compilation of data about scores and ratings for pavement preservation, bridges and safe passage. Pavement preservation funding is chronically running low and things are okay now, but at the level that's being funded there could be deterioration. Currently, 42% of bridges are in fair condition, 3 are in poor condition in the county and there are 353 known fish barriers, and 161 of those are in local government jurisdictions and that's about \$138M worth of recovery and renovations. This report is available online.

Messmer said every year staff at TRPC compiles a list and works at the legislative level representing TRPC which includes Intercity Transit. Karen Parkhurst distributed a survey asking TRPC membership to respond with three legislative priorities. Messmer said Intercity Transit staff works directly with TRPC and IT should be aware of where we sit on the list and what our specific legislative targets are. After discussion the Authority selected their three legislative issues:

- Transit and transportation
- Multi-modal
- Seeking funding for region and rural mobility

Messmer said IT created a list last year and had to work to get the language more explicit.

- B. Transportation Policy Board (TPB).** Melnick said the TPB met on September 13. Members reviewed and discussed the draft 2018-2021 Regional Transportation Improvement Program (RTIP); discussed the proposed WSDOT and City of Lacey Amendment 17-10 of the RTIP and made a recommendation to TRPC; and they received a briefing on the State of our Transportation System.

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 3 of 9

Melnick noted he will not be able to attend the retreat on Wednesday, October 11 because he'll be attending the APTA Annual Conference and Expo. He asked if any other Authority members were available. It will be held 8:00 a.m. to 3:00 p.m. at the Yelm Community Center.

NEW BUSINESS

A. Yearly ACS Maintenance Contract Extension and Invoice.

Procurement Coordinator Jeff Peterson presented for consideration a payment for the ACS radio system annual maintenance agreement.

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.

It was M/S/A by Citizen Rep Melnick and Citizen Rep Warner to 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. Rejection of Fall Protection Procurement.

Procurement Coordinator Jeff Peterson presented for consideration of the rejection of the bid submitted by Rognlin's, Inc. for the fall protection project.

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 contractor to complete the work.

It was M/S/A by Citizen Rep Messmer and Citizen Rep Melnick to authorize the General Manager to reject the bid submitted by Rognlin's Inc. in response to RFB 1711 for fall protection equipment and installation.

C. Exterior Facility Paint Specifications Development and Inspection Services Professional Services Contract Award. Procurement Coordinator Tammy Ferris presented for consideration a contract award for Professional Services.

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.

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 5 of 9

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.

It was M/S/A by Councilmember Gilman and Citizen Rep Messmer to 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.

- D. 2018 Draft Budget/Request for Public Hearing.** Suzanne Coit, Finance Manager, presented the draft budget and seeks approval to schedule a public hearing for the 2018 draft budget on Wednesday, November 15, 2017, at 5:30 p.m. Formal comment will be accepted through the November 15, 2017, Authority meeting. Final adoption is proposed for December 6, 2017.

It was M/S/A by Citizen Representatives Warner and Melnick to set a public hearing for the 2018 draft budget for 5:30 p.m., Wednesday, November 15, 2017, Authority meeting.

Freeman-Manzanares provided 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. She said the Proposed New Capital Expenses for 2018 are:

- 8 Replacement Coaches in the amount of \$5,200,000
- 47 Replacement Vanpool Vehicles in the amount of \$892,500

Freeman-Manzanares explained the vanpool vehicles are replacements. IT has delayed the purchase because clients prefer the 7-passenger vehicles, and there is an issue purchasing 7-passenger vehicles because they do not comply with Buy America. IT will take the opportunity to purchase these vehicles with either local or state dollars and a vanpool improvement grant is available at 65% to replace vanpool vehicles.

Freeman-Manzanares reviewed the Proposed Projects for 2018.

OTC Furniture, Fixtures, Equipment	\$600,000
Grants Consultant	\$40,000
Replace Tennant Floor Scrubber	\$16,000
Purchase and Install Safety Beacons at Bus Wash Exits	\$7,500
Relocate Fuel Island Heaters	\$10,000
Replace De-Icer Trailer	\$12,000
Active Threat Mitigation	\$25,000

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 6 of 9

Computers, software, radios, security cameras, SAN's	\$453,000
Web Professional Services	\$106,000
Operator Payroll Optimization	\$35,000
Community Conversation Amendment to Current Project	\$20,000
Bus Stop Enhancements	\$350,000
Replace Operations Supervisor Vehicle & Associated Equipment	\$48,000

Freeman-Manzanares reviewed the Potential Grant Opportunities. These grant opportunities are in line with the 2018 strategic goals. TRPC notified IT that there is an upcoming grant opportunity for congestion mitigation air quality dollars. The three projects identified are:

- Bus Stop Enhancements
- Transit Signal Prioritization Expansion
- Youth Education

In addition, staff received approval from the Authority to pursue funding for the renovation and expansion of the Pattison Street facility. IT received \$2M in regional mobility grants to finalize the design of this facility and staff is looking at \$3.9M in the 2021 biennium for the construction of this facility. There is an application in for \$12M for bus and bus facility. If IT does receive that funding, staff is looking at hiring a project manager.

An application has been submitted for a Vanpool Grant Promotion in the amount of \$250,000 State Legislative mandate for a CTR pilot project. IT is number three in that process.

Freeman-Manzanares said Messmer asked for information to reflect how the organization has grown over the last few years.

1. Planned as part of the budget process were 2,000 hours for additional Dial-a-Lift service on a yearly basis and received four year regional mobility grants for the 609 and 592 services. IT also received additional dollars for the 612 service.
2. Since 2003, IT hired a Travel Trainer; added a quarter time position to a three quarters time position for a Village Vans Assistant; hired a Vanpool Coordinator; an HR Assistant; a Maintenance Supervisor to address the extended shifts; a Facility Technician to address all of the newly added bus stops and shelters; 11 Operators to cover the DAL hours.
3. Prior to Freeman-Manzanares becoming the General Manager, there were 6 Directors. Currently there are 3 Directors (Operations/Maintenance; Administrative Services and Development).
4. In 2014, the Maintenance Director's position was eliminated and the Director of Operations, Jim Merrill was asked to oversee that area. Then a Maintenance Manager position was created. When Merrill retires, the Maintenance Manager

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 7 of 9

will take over as the Director of Maintenance, and the Dial-A-Lift Manager will become Director of Operations.

5. The Finance and Human Resources Department merged into one creating Administrative Services.
6. There are plans to hire back a Development Assistant; and to hire an additional Operations Supervisor who will be dedicated to the Olympia Transit Center.

Gilman asked what is the net gain or loss of supervisory or senior staff positions since Freeman-Manzanares took over as the General Manager. Freeman-Manzanares said it's been more of a re-balancing. For example, there was the elimination of the Executive Services Director which created an opportunity to better utilize the Executive Services Assistant and incorporate the Development Assistant into Executive. At the same time, we didn't back-fill the Development Director position for more than two years. The administrative assistant positions were reclassified to better reflect responsibilities and five years later we are looking to add a Development support position. The work is being done more efficiently and at the appropriate level. Another example of accomplishing the work, I believe more efficiently, is reflected in the recent reorganization of Finance. Both the Finance Director and the Finance Manager retired. I eliminated the Finance Director and Accounting Assistance position, and hired a Finance Manager and Senior Accountant.

- E. 2017 Fall CAC Recruitment.** Freeman-Manzanares updated the Authority on the CAC recruitment. There are four vacancies and twelve applications were received by the deadline. The Authority directed staff to interview all twelve applicants.

An Ad-hoc committee made up of Authority members Debbie Sullivan, Karen Messmer and Don Melnick, and CAC members Tim Horton, Jan Burt and Marilyn Scott will conduct interviews at Intercity Transit on Wednesday, October 18.

- F. 2018 Discounted Bus Pass Program.** Freeman-Manzanares provided a history of the Discounted Bus Pass program, which is in its sixth year, and shared the list of current recipients of the program. The timeline is:

- Applications out to agencies October 16, 2017
- Applications due November 17, 2017
- Present grant awards to the Authority December 6
- Passes mailed to agencies December 18
- 2018 Program begins January 1, 2018

To date for 2017, Intercity Transit distributed \$260,406 in discounted bus passes to non-profit and governmental agencies throughout Thurston County. The Authority directed staff to proceed with the program.

Intercity Transit Authority Regular Meeting

October 4, 2017

Page 8 of 9

GENERAL MANAGER'S REPORT

- Today was International Walk-to-School Day. Participating schools were Pioneer Elementary School with 200 students; Peter G Schmidt with 60; Tumwater Hills Elementary School with 60; Mountain View Elementary School with 100; and Garfield (tally not yet known). In addition, the Cities of Olympia, Tumwater and Lacey are all making Walk to School month proclamations and OSD did as well.
- Thank you to Authority member Don Melnick, along with six Intercity Transit staff and family members for participating in the United Way Day of Caring on Friday, September 22. Their project took them to Tenino where they painted the historical Tenino Depot Museum.
- The State Auditor is on site for their annual audit.
- Freeman-Manzanares, Authority members Karen Messmer, Don Melnick and Molly Carmody and several staff members will attend the 2017 APTA Conference and Expo October 8 through 11 in Atlanta, GA.
- Staff announced the winner of the \$250 gift card from those who participated in the Open Ended IT Road Trip Survey. The winner is Ed Girard! Over 3,500 surveys have been submitted to date.
- The Annual Holiday Banquet will be held on Friday, December 8 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.

AUTHORITY ISSUES

Melnick thanked Freeman-Manzanares and staff for attending the Drive Less-Go More event at Panorama.

Melnick said he recently called Customer Service to get directions for a friend who was taking a trip to Seattle, and he said the Rep did a superb job.

Pursuant to RCW 42.30.140 (4) (b), Chair Sullivan reminded the Authority there will be a Closed Session to conduct a discussion about the ATU Lodge 1765 negotiations.

Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Smit; Legal Counsel Dale Kamerrer; Authority Members Sullivan, Messmer, Melnick, and Warner.

ADJOURNMENT

It was M/S/A by Citizen Rep Melnick and Citizen Rep Warner to adjourn the regular meeting at 6:38 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 1, 2017.

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 18, 2017**

CALL TO ORDER

Chair Sullivan called the October 18, 2017, meeting of the Intercity Transit Authority to order at 5:36 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; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

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

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Shannon Hoffstetter; Dave Kolar; Steve Krueger; Jim Merrill; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith

Others Present: Citizen Advisory Committee Member, Walter Smit.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Director of Administrative Services, Heather Stafford-Smith introduced Chris McClure, Administrative Assistant.

PUBLIC COMMENT – None.

PUBLIC HEARING – None.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council –** Messmer said TRPC met October 6. There was a discussion on the Call for Transportation Projects; members reviewed the draft of the TRPC 2018-2020 Strategic Plan; and conducted the six-month evaluation of the Executive Director, Marc Daily.

- B. Citizen Advisory Committee** – Walter Smit said the CAC met October 16. Members had a discussion on the 2018-2023 Draft Budget; and also discussed a possible name change for the committee to Community Advisory Committee. Members will continue this conversation at a future meeting after they have had an opportunity to give it more thought and come up with other ideas.

NEW BUSINESS

A. Approval of 2017 Non-Represented Employee Compensation Review Findings.

Heather Stafford-Smith presented for approval the Non-Represented Employee Market Alignment Compensation Review.

The current classification/compensation plan (CCP) system, the Decision Band Method (DBM), for non-represented employees at Intercity Transit was adopted in 2004. The Intercity Transit DBM system was last verified and updated in 2011. Fox-Lawson, the firm which has proprietary rights over the Decision Band Method (DBM), was engaged for the 2011 review and again for this current review. In 2011, the review resulted in a matrix adjustment and updated job descriptions.

This 2017 Compensation Review included the following:

- A review and verification of alignment with the appropriate external job markets to assure Intercity Transit maintains competitive parity to attract and retain qualified and competent professional, managerial, technical, administrative, and craft/trade personnel.
- Recommended adjustments, if appropriate, to the non-represented DBM compensation system.

The results of the Review indicate a slight salary structure adjustment is needed. The market data findings for the entire classification system, A12 through E81, indicate non-represented employee wages at C41 and above are slightly below the market midpoint.

Lori Messer of Fox-Lawson (FLG) provided a PowerPoint presentation to further present the data statistics and answered questions.

- FLG developed a survey questionnaire to collect salary data in a fashion that was standard and easy to quantify and analyze.
- Nine organizations were asked to participate and all nine responded.
- FLG asked organizations to make a match for only those jobs that reflected at least 80% of the duties as outlined in the benchmark summaries.
- Results of the survey indicate IT's current structure is overall highly competitive.

- Some midpoints were adjusted to ensure a minimum 5% progression between midpoints and bands.
- The range spreads remain at 35% for all bands which is consistent with average range spreads found in the market.
- The cost to move employees into the step that most closely aligns with their current rate of pay is approximately \$44K.

Clarkson asked if the term “true cost” Messer referred to included benefits. Messer said the term refers solely to base pay and does not include benefits. Stafford-Smith said the associated cost with the benefits comes to \$8,825 maximum.

Gilman said the survey of competitive parity makes sense as an organization to position ourselves for recruiting and attracting but it’s not necessarily fair to the people who are getting two cents or \$1.40 to get them to industry alignment, nor is it necessarily increasing equity for different positions across the organization. He asked how to address pay equity especially around gender across positions internally? Stafford-Smith said these decisions are placed into the bands based on decisions that are being made within the organization and not based on a particular position title. She said staff forms a position based on those decisions and assigns it to a decision band and it doesn’t discriminate as to a male gender-based position or a female-typical based position because it’s about the decisions. There is also an internal equity opportunity. From a comparative standpoint, IT follows the same comparators as done for the labor unions. There is internal harmony around that idea that IT is growing wages in the same way as the labor groups.

It was M/S by Citizen Representative Melnick and Councilmember Clarkson to approve the Decision Band Method (DBM) matrix adjustments as recommended in the amount of \$43,500.

For clarification, Messmer made an amendment to Melnick’s motion to add, “in the amount of \$43,500 in salaries only.”

Motion carried unanimously.

- B. Amend DES IAA to include SRG Partnership, Inc.** Procurement Manager, Steve Krueger presented for consideration an amendment of the Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to include a contract with SRG Partnership to provide A&E design services for the Olympia Transit Center Expansion Project.

Intercity Transit entered into an IAA with DES to provide project management services related to the OTC Expansion Project. The IAA also authorizes DES to negotiate and administer A&E and Construction contracts (on behalf of and in

Intercity Transit Authority Regular Meeting

October 18, 2017

Page 4 of 9

consultation with Intercity Transit) using State standard contracting templates, terms, conditions and processes. Accordingly, using the results of Intercity Transit's OTC A&E competitive selection process, DES has negotiated and prepared a replacement A&E contract with SRG pending approval by Intercity Transit.

The SRG replacement contract follows the Office of Financial Management (OFM) A&E Guidelines and applies a fee schedule determined to be fair and reasonable. The A&E fee is calculated by applying a formula to the agreed upon Maximum Allowable Construction Cost (MACC). Using the OTC approved budget of \$8,492,282, an estimated MACC of \$6,250,000 was established. The \$509,375 fee for A&E services was established utilizing the OFM fee schedule, and negotiating a credit for work previously completed.

Although Intercity Transit already has an agreement with SRG to provide OTC design services, creating a new SRG contract under the DES IAA will better enable DES to fulfill their project management duties by adhering to State standard terms, conditions, and practices. Staff has also verified that the OFM hourly rates are slightly better than our existing SRG contract and therefore, staff recommends this request be approved.

Sullivan asked did the failure of producing a capital budget have any bearing or consequence on this situation. Krueger replied yes in the sense of our project manager has to be reassigned due to the lack of a capital budget. No in the sense of we would have had to establish an A&E contract to do this work regardless.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to authorize the General Manager to authorize DES to amend our IAA to include a contract with SRG to provide A&E basic design services for the OTC Expansion Project in an amount of \$509,375.

- C. 2018 Draft Budget.** Suzanne Coit conducted a second review of the draft budget for review.

Messmer referred to the agency summaries, and suggested providing a better explanation or label to help the public better understand what everything means. Freeman-Manzanares said staff could update the numbers, showing what has been spent through September of 2017, and what is anticipated to be spent. She also noted the non-represented market alignment adjustment and the general wage increase for non-represented employees and said staff is recommending a 3% increase for 2018. Staff looked at the Washington state comparatives which is Ben Franklin Transit at 3%; Kitsap at 2.5%; and Whatcom at 3%. Locally, Lacey is proposing 2.9%; Olympia 3%; Tumwater 3%; and Yelm 2.75%.

Intercity Transit Authority Regular Meeting

October 18, 2017

Page 5 of 9

Messmer asked if the \$225,000 general wage increase for non-reps included the benefits package in the budget. Coit replied the \$225,000 does include the benefit package.

D. 2018-2023 Draft Strategic Plan. Freeman-Manzanares requested to set a public hearing, along with the budget, to receive comment on the 2018-2023 Strategic Plan for Wednesday, November 15, 2017, at 5:30 p.m. The strategic plan will be ready for public review on October 23.

Freeman-Manzanares said IT is going through the short/long range process and the community conversation, which will likely inspire the Citizen Advisory Committee and the Authority to make more significant changes in the 2019-2023 strategic plan.

Freeman-Manzanares revisited and updated the Authority on changes they proposed to the Goals and End Policies earlier in the year, and noted she is proposing a new Goal #7.

Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

End Policy: Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

Authority Direction for Goal 1 remains unchanged.

Goal 2: Provide outstanding customer service.

End Policy: Customers and the community will report a high level of satisfaction.

Authority Direction for Goal 2 remains unchanged.

Goal 3: Maintain a safe and secure operating system.

End Policy: Focus on the continual improvement for the safety and security of all customers, employees and facilities.

Authority Direction for Goal 3 remains unchanged

Goal 4: Provide responsive transportation options within financial limitations.

Original End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.

Proposed New End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability *focused on serving the mobility needs and demands of our community.*

Authority Direction for Goal 4 is to concur with the proposed new End Policy.

Original Goal 5: Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community.

Proposed New Goal 5: Integrate sustainability into all agency decisions and operations to lower *social and* environmental impact ~~and~~ *to* enhance our community.

End Policy: Resources will be used efficiently with minimal *“negative”* impact on the environment *“and the community.”*

Authority Direction for Goal 5 is to make the noted changes to the End Policy.

Goal 6: Encourage use of *“our”* services.

End Policy: Educate and encourage community members to explore and appreciate the benefits of ~~*public transportation*~~ *“our services and programs.”*

Authority Direction for Goal 6 is to make the noted changes.

Proposed New Goal

Goal 7: Build ~~*coalitions*~~ *“partnerships”* to address and jointly find solutions to the mobility needs and demands in our community.

End Policy: Work with ~~*private*~~ governmental, *private, for profit* and *not-for-profit* community partners to understand our joint responsibility to insure great mobility options and opportunities in our community.

Authority Direction for Goal 7 is to make the noted changes.

Freeman-Manzanares confirmed other items the Authority asked staff to pursue:

- Make an effort to work with Pierce Transit;
- Restore intercounty services;
- Intensify vanpool outreach;

Intercity Transit Authority Regular Meeting

October 18, 2017

Page 7 of 9

- Track intra-county trips to determine potential level of support for local express service and the potential of bus rapid transit;
- Complete the install of transit signal prioritization project and look at potentially making a larger impact with the follow on project to address coordination with all jurisdictions;
- Continue to engage in the conversation about others helping to fund DASH service;
- Gain understanding of how to reduce school transportation budgets by providing student transportation;
- Focus on senior and youth populations.

Freeman-Manzanares said IT has made a lot of progress on the strategic policy positions in terms of the Pattison Street Underground Storage Tank replacement project (i.e. the new sidewalk along Pattison Street). And staff is moving quickly forward on the Olympia Transit Center project and the IT Road Trip/Short-Long Range Plan.

She said the state legislature awarded additional funds for special mobility services; there is funding to replace 40 vanpool vehicles; received the regional mobility grant for the expansion of the 612 Route and service between here and Tacoma; and received \$2M for final design for the Pattison Street facility; and follow-on two-year contracts slated for both of those projects; and IT received \$375,000 in operating funds for the DASH service; still waiting to hear about \$12M for Pattison Street Renovation and Expansion; and there is a \$250,000 grant that WSDOT is reviewing in terms of the vanpool promotion.

It was M/S/A by Citizen Representatives Warner and Messmer to set a public hearing for the 2018-2023 Strategic Plan for 5:30 p.m., Wednesday, November 15, 2017.

GENERAL MANAGER'S REPORT

Timberland Regional Library will become an outlet selling bus passes beginning in December.

The camera project for vehicles is complete. Staff will prepare a presentation for the Authority and the CAC showing the progress made since the installation of the new cameras.

The State Audit report is expected to be released the end of November. In addition, they will release a separate fraud audit report.

Intercity Transit Authority Regular Meeting

October 18, 2017

Page 8 of 9

The Pattison Street underground storage tank construction is moving along smoothly. The Olympia Transit Center architectural team will attend an Authority meeting either November 15 or December 6.

The Marketing and Vanpool Departments will present to the Authority in November the progress of the vanpool promotions (No Pay November).

Freeman-Manzanares was invited by Representative Dolan to attend a meeting arranged as a result of a request from Councilmember Carmody to explore Highways 507 and 510 and the congestion that occurs in Yelm. The meeting was well attended and included Senators Hunt and Becker, Representatives Doglio, Wilcox and Barkis, the Mayors from Yelm and Roy, the State Patrol and WSDOT.

She said it was apparent to those in the room that something needs to be done about congestion. It was also clear that there is a great deal of interest in building more roads – for congestion relief and emergency evacuations. Freeman-Manzanares promoted vanpool as a means we can pursue immediately to reduce congestion, and a far less expensive option to building new roads. There is talk about coordinating a group of legislators similar to the Pierce County coalition. She is extending the invitation to Pierce Transit and Sound Transit.

Freeman-Manzanares said there is a funding opportunity through TRPC and staff is in the process of formulating what IT's ask will be. IT will be asking for youth education funding, bus stop amenities and Transit Signal Prioritization. There are STP funds and IT may be looking at application funding for back-up projects like Pattison, the OTC, depending on how quickly money needs to be expended.

AUTHORITY ISSUES

Gilman said the Olympia Land Use Committee is looking at parking plan updates, and talked about employee parking and bus passes. He asked how does IT provide bus passes to small employers who don't have a commute reduction program. Gilman is interested in encouraging small businesses to help make them more successful and free up parking meters in front of their stores. He doesn't know what the mechanism will be but he recalls an earlier conversation regarding an issue offering free or reduced passes. He said King County Metro is currently promoting a program to very small businesses.

Freeman-Manzanares said IT is interested in being responsive to community need. IT is forming a technical advisory committee as part of the planning process and hopes that ideas like this and others are reviewed and incorporated into a list of alternatives.

Melnick noted the Transportation Policy Board's retreat was canceled. Melnick sat on a committee with Graeme Sackrison, Mayor Andy Ryder and Thurston County

Intercity Transit Authority Regular Meeting

October 18, 2017

Page 9 of 9

Commissioner John Hutchings to select two business representatives to sit on the TPB. Melnick enjoyed the APTA Annual Conference. He spent time with Paul Koleber and two of IT's Operators walking the Expo.

Messmer said the CAC fall recruitment interviews were held today. The ad-hoc committee interviewed ten applicants, and will prepare a recommendation to the Authority for the November 1 meeting. She thanked the three CAC members who participated in the interviews.

Sullivan said at the recent council meeting, the City of Tumwater presented the Walk-to-School Proclamation; and she promoted the Discounted Bus Pass Program.

Warner said he's participating in Leadership Thurston County, and last month they toured around Thurston County (Scene Day) that mainly focused on rural Thurston County. They met with leadership of the various jurisdictions, planners from Lacey, and toured the brewery which was a great experience.

Clarkson said the City of Lacey will celebrate their 51st anniversary on December 6, and that will include a farewell party for him at the Virgil Clarkson Lacey Senior Center starting at 5:30 p.m. to 7:30 p.m. and all are invited. Chair Sullivan noted this is the same date at an Authority meeting.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the meeting at 7:35 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: November 1, 2017.

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

PERIOD DATES:		9/17/2017-9/30/2017			PAYDATE	10/6/2017	PERIOD DATES:		10/1/2017 -10/14/2017			PAYDATE	10/20/2017
		CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT			CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT MT				EFT 74,636.80		IRS	FIT MT				EFT 76,834.96	
					EFT 21,536.02	96,172.82						EFT 21,766.62	98,601.58
INS HEALTH HEALTH	A2/35	Life Ins.			0.00	0.00	INS HEALTH HEALTH	AL/35	Life Ins.			0.00	0.00
	D3/D1	Disability Ins			2,464.60	0.00		D3/31	Disability Ins			2,463.97	0.00
	HE/37HI/38	Health In1stN2ND			171,914.50	0.00		HE/37HI/38	Health In1stN2ND			179,375.00	0.00
	TH/39	Taxed Hlth			0.00			HEALTH TH/39	Taxed Hlth- DO NOT USE			0.00	0.00
CHILD CARE	CC/61	Child Care	Hfstttr		148.00		CHILD CARE	CC/61	Child Care	Hfstttr/Brghmp		148.00	
GARNISHMENT	GN/08	Garnish	CHECK last		666.83		GARNISHMENT	GN/08	Garnish	CHECK last		698.27	
CHILD SUPPORT	CS/09	DSHS	EFT		1,847.70	1,847.70	CHILD SUPPORT	CS/09	DSHS	EFT		1,847.70	1,847.70
	CS/09	ExpertPay	EFT		0.00	0.00						0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every		9,250.00	9,250.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every		9,250.00	9,250.00
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every		15,820.66	15,820.66	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every		15,818.65	15,818.65
GET HEALTH SAVING	GT/63	G.Ed.Tult	Check every		227.00		GET HEALTH SAVING	GT/63	G.Ed.Tult	Check every		227.00	
	HS/59	Health Svgs	ACH Wire every		265.00	265.00		HS/59	Health Svgs	ACH Wire every		265.00	265.00
401K VANGUARD LOAN LOAN	DC/97	Vgrd EE	Wire		45,340.13		401K VANGUARD LOAN LOAN	DC/97	Vgrd EE	Wire		46,312.01	
	DC/22	Vgrd ER	Wire		31,167.90	76,508.03		DC/22	Vgrd ER	Wire		31,642.86	77,954.87
	L2/29	401K Ln#2	Wire		5,215.08			L2/29	401k Ln#2	Wire		5,267.61	
	LN/29	401K Ln #1	Wire		7,627.38	12,842.46		LN/29	401k Ln #1	Wire		7,768.14	13,035.75
	TTL VNGRD				89,350.49			TTL VNGRD				90,990.62	
LABOR INS	LI/02	L&I	EFT Quarterly		31,170.27		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly		30,743.43	
MACHINISTS UNION DUES	MD/51	Mch.UnDues	Check last		1,502.26		MACHINISTS UNION DUES	MD/51	Mch.UnDues- 164 PEREE	Check last		1,502.49	
	MI/52	Mac.Initltn	Check last		0.00			MI/52	Mac.Initltn	Check last		0.00	
	MS/60	Payroll Corr check			0.00			MS/60	Payroll Corr check			0.00	
	GL/11	GTLife			0.00			GL/11	GTLife-ER/EE TERM/YRLY			0.00	
	TF/	Tx.Fr.Benefit	Employer		125.00	0.00		TF/	Tx.Fr.Benefit	Employer		75.00	0.00
PROJECT ASSIST	PA/66	Proj.Asslst	Check last		488.00		PROJECT ASSIST	PA/66	Proj.Asslst	Check last		488.00	
PENSION STATE PERS	PN/04	PERS EE	EFT		56,642.78	0.00	PENSION STATE PERS	PN/04	PERS EE	EFT		56,326.44	0.00
	PN/04	PERS ER	EFT		97,639.90	154,282.68		PN/04	PERS ER	EFT		97,112.47	153,438.91
	TTL PERS				154,282.68			TTL PERS				153,438.91	
ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20	ICMA Ln#2	WIRE		393.87	0.00	ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3/20	ICMA Ln#2	WIRE		393.87	0.00
	RC/24	ICMA EE	WIRE		5,804.11			RC/24	ICMA EE	WIRE		5,808.78	
	RI/23	ICMA Roth	WIRE		350.00	350.00		RI/23	ICMA Roth	WIRE		350.00	350.00
	RL/21	ICMA Ln#1	WIRE		1,692.65	2,086.52		RL/21	ICMA Ln#1	WIRE		1,692.65	2,086.52
	RR/25	ICMA ER	WIRE		3,223.55	9,027.66		RR/25	ICMA ER	WIRE		3,234.03	9,042.81
	TTL ICMA				11,114.18	11,464.18		TTL ICMA				11,129.33	11,479.33
457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT		13,975.84		457 STATE DEFERRED AFLAC	SD/26	457 ST EE	EFT		14,204.13	
	SR/27	457 ST ER	EFT		7,313.14	21,288.98		SR/27	457 ST ER	EFT		7,452.53	21,656.66
	ST67/SS68	AFLAC POST/PRE	EFT		4,074.86	4,074.86		ST/67	ShTrmDisab-AFLAC	EFT		4,074.86	4,074.86
ATU UNION DUES	UC/45	Un COPE	Check 1st		233.00		ATU UNION DUES	UC/45	Un COPE	Check 1st		-	
	UA/44	Un Assess	Check last					UA/44	Un Assess -2ND PP	Check last		606.00	
	UD/42	Un Dues	Check last		5,790.41			UD/42	Un Dues-BOTH PP	Check last		5,762.29	
	UI/41	Un Initlatn	Check last		130.00			UI/41	Un Initlatn- 100.00 PEREE	Check last		130.00	
	UT/43	Un Tax	Check last		3,141.60			UT/43	Un Tax IST PP	Check last		0.00	
UNITED WAY	UW/62	United Way	Check last		420.50		UNITED WAY	UW/62	United Way	Check last		402.50	
WELLNESS	WF/64	Wellness	Check last		350.50		WELLNESS	WF/64	Wellness	Check last		345.50	
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)		ACH Wire every		467,045.48	467,045.48	DIRECT DEP. LIVE CHECKS	NP NET PAY (dir. Deposit)		ACH Wire every		474,401.95	474,401.95
	Paychecks				2,907.99			Paychecks - LIVE CHECKS				2,880.13	
	TOTAL TRANSFER (tie to Treasurer Notifications)					\$870,862.85		TOTAL TRANSFER (tie to Treasurer Notifications)					\$881,825.26
GROSS WAGE ER AMOUNT MEDICARE TAX	TOTAL PAYROLL*:				\$1,092,543.31		GROSS WAGE ER AMOUNT MEDICARE TAX	TOTAL PAYROLL*:				\$1,107,672.84	
	GROSS EARNINGS:				769,243.91			GROSS EARNINGS:				777,074.39	
	EMPR MISC DED:				312,531.39			EMPR MISC DED:				319,715.14	
	EMPR MEDICARE TAX:				10,768.01			EMPR MEDICARE TAX:				10,883.31	
DIRECT DEP.	TOTAL PAYROLL FOR SEPT 2017					\$1,092,543.31	DIRECT DEP.	TOTAL PAYROLL*:					\$1,107,672.84
	TOTAL PAYROLL FOR SEPT 2017							TOTAL PAYROLL FOR SEPT 2017					\$2,200,216.15
DIRECT DEP.	ACH WIRE TOTAL				492,381.14		DIRECT DEP.	ACH WIRE TOTAL				499,735.60	

\$0.00

0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/29/2017

Thru Date: 09/29/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23539	9/29/2017	01305	ACCESS INFORMATION PROTECTED	\$526.10	
23540	9/29/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,653.89	
23541	9/29/2017	01820	AMERICAN DRIVING RECORDS INC	\$263.38	
23542	9/29/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$7,727.70	
23543	9/29/2017	01960	AMERICAN SEATING COMPANY	\$484.79	
23544	9/29/2017	02060	AMERISAFE	\$187.85	
23545	9/29/2017	02380	ARAMARK UNIFORM SERVICES	\$973.82	
23546	9/29/2017	02580	ASSOCIATED PETROLEUM	\$42,258.76	
23547	9/29/2017	03250	BATTERY SYSTEMS, INC	\$5,929.97	
23548	9/29/2017	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$45.00	
23549	9/29/2017	05480	CARSTAR HI-TECH COLLISION OF OLYMPIA	\$485.74	
23550	9/29/2017	05740	CED	\$93.70	
23551	9/29/2017	06120	CITY OF OLYMPIA UTILITIES	\$732.79	
23552	9/29/2017	06341	CLEVER DEVICES LTD	\$20,899.39	
23553	9/29/2017	06500	COLLECTION TECHNOLOGY INC	\$397.18	
23554	9/29/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$970.60	
23555	9/29/2017	07220	CUMMINS NORTHWEST INC	\$0.00	✓
23556	9/29/2017	07220	CUMMINS NORTHWEST INC	\$10,494.07	
23557	9/29/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
23558	9/29/2017	09820	FLEET-NET CORP	\$10,809.28	
23559	9/29/2017	10475	GALLAGHER BENEFIT SERVICES INC	\$16,750.00	
23560	9/29/2017	10580	GENE'S TOWING INC	\$86.96	
23561	9/29/2017	10605	GENFARE	\$76.34	
23562	9/29/2017	10607	GENUINE AUTO GLASS OF LACEY	\$779.49	
23563	9/29/2017	10660	GILLIG LLC	\$0.00	✓
23564	9/29/2017	10660	GILLIG LLC	\$23,848.64	
23565	9/29/2017	10759	GORDON TRUCK CENTERS INC	\$10,412.20	
23566	9/29/2017	10887	GRUBER POWER SERVICES	\$2,805.00	
23567	9/29/2017	11615	INDUSTRIAL HYDRAULICS INC	\$92.16	
23568	9/29/2017	11905	JANEK CORPORATION	\$209.98	
23569	9/29/2017	11909	JAYRAY ADS & PR INC	\$4,203.75	
23570	9/29/2017	12875	KPFF CONSULTING ENGINEERS INC	\$34,898.84	
23571	9/29/2017	13661	LOOMIS	\$539.39	
23572	9/29/2017	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
23573	9/29/2017	14160	MCMASTER-CARR SUPPLY CO.	\$36.50	
23574	9/29/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
23575	9/29/2017	14590	MOHAWK MFG & SUPPLY	\$57.82	
23576	9/29/2017	14750	MULLINAX FORD	\$990.75	
23577	9/29/2017	14900	NAPA AUTO PARTS	\$4,199.33	
23578	9/29/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$71.59	
23579	9/29/2017	16966	POINT & PAY	\$1,411.08	
23580	9/29/2017	17505	RAINIER DODGE INC	\$351.77	
23581	9/29/2017	17560	RE AUTO ELECTRIC INC	\$571.73	
23582	9/29/2017	17580	RECARO NORTH AMERICA INC	\$5,210.00	
23583	9/29/2017	17741	ROGNLIN'S INC	\$278,768.18	
23584	9/29/2017	17795	ROUTEMATCH SOFTWARE INC	\$315.00	
23585	9/29/2017	17900	SCHETKY NW SALES INC	\$1,021.89	
23586	9/29/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,769.59	
23587	9/29/2017	18075	SIEGEL OIL COMPANY	\$166.78	
23588	9/29/2017	18197	SMART TALENT LLC	\$1,437.12	
23589	9/29/2017	18470	SPORTWORKS NORTHWEST INC	\$309.00	
23590	9/29/2017	18610	STEPHAN J PARROTT	\$725.00	
23591	9/29/2017	21930	TIRES INC	\$3,311.74	
23592	9/29/2017	21950	TITUS-WILL CHEVROLET	\$657.12	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 09/29/2017

Thru Date: 09/29/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23593	9/29/2017	23660	UNITED WAY OF THURSTON COUNTY	\$835.00	
23594	9/29/2017	23740	USSC LLC	\$1,827.55	
23595	9/29/2017	24000	W W GRAINGER INC	\$200.61	
23596	9/29/2017	24750	WA ST GET PROGRAM	\$227.00	
23597	9/29/2017	24755	WA ST HEALTH CARE AUTHORITY	\$355,930.83	
23598	9/29/2017	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$30.00	
23599	9/29/2017	25858	WESTCARE CLINIC LLC PS	\$1,020.00	
Total:				\$878,447.70	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/13/2017

Thru Date: 10/13/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23602	10/13/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23603	10/13/2017	01960	AMERICAN SEATING COMPANY	\$1,939.31	
23604	10/13/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$111.26	
23605	10/13/2017	02380	ARAMARK UNIFORM SERVICES	\$1,029.02	
23606	10/13/2017	02580	ASSOCIATED PETROLEUM	\$20,753.71	
23607	10/13/2017	02825	AUTO PLUS - OLYMPIA	\$353.13	
23608	10/13/2017	02990	B&B SIGN COMPANY LLC	\$139.81	
23609	10/13/2017	03250	BATTERY SYSTEMS, INC	\$5,961.05	
23610	10/13/2017	05740	CED	\$354.35	
23611	10/13/2017	06060	CITY OF OLYMPIA	\$168.00	
23612	10/13/2017	06150	CITY OF YELM	\$125.00	
23613	10/13/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$464.75	
23614	10/13/2017	06830	CONSOLIDATED PRESS	\$13,520.63	
23615	10/13/2017	07220	CUMMINS NORTHWEST INC	\$2,203.24	
23616	10/13/2017	07619	DAVID S FOSTER	\$1,750.00	
23617	10/13/2017	07620	DAVIS WRIGHT TREMAINE LLP	\$745.50	
23618	10/13/2017	08060	DON SMALL AND SONS OIL	\$7,784.16	
23619	10/13/2017	08780	EMERALD SERVICES INC	\$1,109.27	
23620	10/13/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$7,464.20	
23621	10/13/2017	09820	FLEET-NET CORP	\$285.60	
23622	10/13/2017	10477	GALLS, LLC	\$1,498.13	
23623	10/13/2017	10580	GENE'S TOWING INC	\$130.44	
23624	10/13/2017	10605	GENFARE	\$270.79	
23625	10/13/2017	10607	GENUINE AUTO GLASS OF LACEY	\$734.81	
23626	10/13/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23627	10/13/2017	10660	GILLIG LLC	\$28,664.31	
23628	10/13/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23629	10/13/2017	10759	GORDON TRUCK CENTERS INC	\$6,015.05	
23630	10/13/2017	10863	GRAYS HARBOR TRANSIT	\$86.00	
23631	10/13/2017	10990	HANDI-HUT, INC.	\$54,701.00	
23632	10/13/2017	11615	INDUSTRIAL HYDRAULICS INC	\$56.08	
23633	10/13/2017	11765	INTERCITY TRANSIT PETTY CASH	\$485.98	
23634	10/13/2017	11892	J ROBERTSON AND COMPANY	\$10,062.50	
23635	10/13/2017	11895	J&I POWER EQUIPMENT INC	\$79.03	
23636	10/13/2017	11905	JANEK CORPORATION	\$598.40	
23637	10/13/2017	11943	JOANNA GRIST	\$1,750.00	
23638	10/13/2017	12474	KBA INC	\$40,474.51	
23639	10/13/2017	12845	KNIGHT FIRE PROTECTION	\$2,429.81	
23640	10/13/2017	12875	KPFF CONSULTING ENGINEERS INC	\$783.15	
23641	10/13/2017	13366	LANDAU ASSOCIATES INC	\$26,040.02	
23642	10/13/2017	13850	MASON TRANSIT AUTHORITY	\$1,512.00	
23643	10/13/2017	14275	MCP INDUSTRIES	\$2,560.00	
23644	10/13/2017	14750	MULLINAX FORD	\$1,060.58	
23645	10/13/2017	14900	NAPA AUTO PARTS	\$526.94	
23646	10/13/2017	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$7,469.68	
23647	10/13/2017	15090	NELSON TRUCK	\$623.66	
23648	10/13/2017	15140	NISQUALLY TOWING SERVICE	\$270.00	
23649	10/13/2017	16820	PIERCE COUNTY SECURITY	\$15,831.39	
23650	10/13/2017	17290	PUGET SOUND ENERGY	\$12,124.88	
23651	10/13/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23652	10/13/2017	17505	RAINIER DODGE INC	\$932.19	
23653	10/13/2017	17900	SCHETKY NW SALES INC	\$1,012.82	
23654	10/13/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$3,248.05	
23655	10/13/2017	18052	SHEA, CARR & JEWELL INC	\$7,298.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/13/2017

Thru Date: 10/13/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23656	10/13/2017	18145	SIX ROBBLEES INC	\$2,492.44	
23657	10/13/2017	18197	SMART TALENT LLC	\$1,596.80	
23658	10/13/2017	18470	SPORTWORKS NORTHWEST INC	\$51.49	
23659	10/13/2017	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$9,551.37	
23660	10/13/2017	21660	THERMO KING NORTHWEST	\$1,439.60	
23661	10/13/2017	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,560.00	
23662	10/13/2017	21930	TIRES INC	\$11,480.81	
23663	10/13/2017	21950	TITUS-WILL CHEVROLET	\$7,678.23	
23664	10/13/2017	22010	TOYOTA OF OLYMPIA	\$267.00	
23665	10/13/2017	22100	TRANSIT SOLUTIONS, LLC	\$241,013.06	
23666	10/13/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
23667	10/13/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$113,379.19	
23668	10/13/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
23669	10/13/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$9,330.28	
23670	10/13/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$29,598.37	
23671	10/13/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23672	10/13/2017	24100	WA ST DEPT OF ECOLOGY 1	\$1,696.00	
23673	10/13/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$75.00	
23674	10/13/2017	24750	WA ST GET PROGRAM	\$227.00	
23675	10/13/2017	25130	WALTER E NELSON CO OF WESTERN WA	\$107.04	
23676	10/13/2017	25858	WESTCARE CLINIC LLC PS	\$850.00	
Total:				\$743,876.33	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/27/2017

Thru Date: 10/27/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23679	10/27/2017	01405	ADVANCE GLASS INC	\$433.24	
23680	10/27/2017	01480	AIR FLOW SYSTEMS INC	\$1,038.43	
23681	10/27/2017	01683	ALLENBAUGH & ASSOCIATES INC	\$585.00	
23682	10/27/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,560.30	
23683	10/27/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
23684	10/27/2017	02380	ARAMARK UNIFORM SERVICES	\$1,088.62	
23685	10/27/2017	02580	ASSOCIATED PETROLEUM	\$113,363.81	
23686	10/27/2017	03250	BATTERY SYSTEMS, INC	\$1,161.66	
23687	10/27/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$2,216.99	
23688	10/27/2017	05740	CED	\$751.28	
23689	10/27/2017	06120	CITY OF OLYMPIA UTILITIES	\$776.34	
23690	10/27/2017	06150	CITY OF YELM	\$125.00	
23691	10/27/2017	06500	COLLECTION TECHNOLOGY INC	\$403.52	
23692	10/27/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$814.62	
23693	10/27/2017	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$195,414.00	
23694	10/27/2017	07220	CUMMINS NORTHWEST INC	\$10,468.97	
23695	10/27/2017	08780	EMERALD SERVICES INC	\$471.19	
23696	10/27/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
23697	10/27/2017	10475	GALLAGHER BENEFIT SERVICES INC	\$7,250.00	
23698	10/27/2017	10580	GENE'S TOWING INC	\$326.10	
23699	10/27/2017	10607	GENUINE AUTO GLASS OF LACEY	\$1,408.74	
23700	10/27/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23701	10/27/2017	10660	GILLIG LLC	\$15,868.23	
23702	10/27/2017	10759	GORDON TRUCK CENTERS INC	\$10,743.35	
23703	10/27/2017	11615	INDUSTRIAL HYDRAULICS INC	\$498.66	
23704	10/27/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,380.18	
23705	10/27/2017	11895	J&I POWER EQUIPMENT INC	\$16.34	
23706	10/27/2017	11905	JANEK CORPORATION	\$293.76	
23707	10/27/2017	12474	KBA INC	\$32,464.11	
23708	10/27/2017	12620	KEYBANK NATIONAL ASSOCIATION	\$30.73	
23709	10/27/2017	12875	KPFF CONSULTING ENGINEERS INC	\$38,837.45	
23710	10/27/2017	13366	LANDAU ASSOCIATES INC	\$6,538.33	
23711	10/27/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$620.15	
23712	10/27/2017	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
23713	10/27/2017	13661	LOOMIS	\$561.32	
23714	10/27/2017	14335	MELNICK, DON	\$79.18	
23715	10/27/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
23716	10/27/2017	14590	MOHAWK MFG & SUPPLY	\$77.72	
23717	10/27/2017	14750	MULLINAX FORD	\$682.92	
23718	10/27/2017	14900	NAPA AUTO PARTS	\$528.35	
23719	10/27/2017	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$6,052.99	
23720	10/27/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
23721	10/27/2017	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$33.91	
23722	10/27/2017	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
23723	10/27/2017	17420	R&R TIRE COMPANY, INC.	\$1,534.08	
23724	10/27/2017	17505	RAINIER DODGE INC	\$187.90	
23725	10/27/2017	17510	RAINIER LIGHTING & ELECTRIC SUPPLY, INC.	\$85.95	
23726	10/27/2017	17560	RE AUTO ELECTRIC INC	\$226.60	
23727	10/27/2017	17760	ROSS AND WHITE COMPANY	\$439.31	
23728	10/27/2017	17900	SCHETKY NW SALES INC	\$1,585.44	
23729	10/27/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$3,590.18	
23730	10/27/2017	18197	SMART TALENT LLC	\$1,437.12	
23731	10/27/2017	18470	SPORTWORKS NORTHWEST INC	\$380.55	
23732	10/27/2017	18610	STEPHAN J PARROTT	\$725.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/27/2017

Thru Date: 10/27/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23733	10/27/2017	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$7,193.69	
23734	10/27/2017	21660	THERMO KING NORTHWEST	\$554.20	
23735	10/27/2017	21930	TIRES INC	\$495.68	
23736	10/27/2017	21950	TITUS-WILL CHEVROLET	\$1,225.12	
23737	10/27/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
23738	10/27/2017	22010	TOYOTA OF OLYMPIA	\$312.71	
23739	10/27/2017	22100	TRANSIT SOLUTIONS, LLC	\$70,790.75	
23740	10/27/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23741	10/27/2017	23660	UNITED WAY OF THURSTON COUNTY	\$823.00	
23742	10/27/2017	23715	URBAN SOLAR CORPORATION	\$32,096.00	
23743	10/27/2017	23740	USSC LLC	\$775.43	
23744	10/27/2017	23770	VANNER, INC.	\$2,839.24	
23745	10/27/2017	24030	WA ST AUDITORS OFFICE	\$372.40	
23746	10/27/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$17,499.19	
23747	10/27/2017	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$750.00	
23748	10/27/2017	24750	WA ST GET PROGRAM	\$227.00	
23749	10/27/2017	24755	WA ST HEALTH CARE AUTHORITY	\$356,218.09	
23750	10/27/2017	25380	WASHINGTON GARDENS	\$315.52	
23751	10/27/2017	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$95.00	
23752	10/27/2017	25858	WESTCARE CLINIC LLC PS	\$414.00	
Total:				\$984,067.15	

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
03370 BERGKAMP EMILY										
00	10/7-11/17	DI	10/27/2017			153.88	153.88	153.88		153.88
03810 BRANDT, JESSICA										
00	10/8-10/17	DI	10/27/2017			61.00	61.00	61.00		214.88
06908 COPPLEY, DAVID										
00	10/5-9/17	DI	10/27/2017			488.84	488.84	488.84		703.72
11308 HOFSTETTER SHANNON										
00	10/20/17	DI	10/27/2017			148.00	148.00	148.00		851.72
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2017OCT	CM	10/27/2017			-118.63	-118.63	-118.63		733.09
00	2017OCT	DI	10/27/2017			2,757.87	2,757.87	2,639.24		3,490.96
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017OCT	DI	10/27/2017			976.00	976.00	976.00		4,466.96
11775 INTERCITY TRANSIT WELLNESS										
00	2017OCT	DI	10/27/2017			696.00	696.00	696.00		5,162.96
12913 KRUEGER, STEVEN J										
00	10/8-11/17	DI	10/27/2017			1,307.32	1,307.32	1,307.32		6,470.28
12918 KURBEGOVIC, NARCIS E										
00	2017CDL	DI	10/27/2017			50.00	50.00	50.00		6,520.28
13343 LAFONTAINE, ROBERT										
00	10/11-14/17	DI	10/27/2017			648.65	648.65	648.65		7,168.93
18048 SHAWVER, RENA										
00	10/7-11/17	DI	10/27/2017			367.57	367.57	367.57		7,536.50

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
10205 FREEMAN-MANZANARES ANN										
00	09/21-22/17	DI	10/13/2017			501.60	501.60	501.60		501.60
10873 GREEN, CLAUDIA										
00	2017OCT	DI	10/13/2017			73.89	73.89	73.89		575.49
11308 HOFSTETTER SHANNON										
00	10/06/2017	DI	10/13/2017			148.00	148.00	148.00		723.49
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017OCT	DI	10/13/2017			3,004.75	3,004.75	3,004.75		3,728.24
12013 JOHNSON, ROXANNA										
00	2017OCT	DI	10/13/2017			119.97	119.97	119.97		3,848.21
16785 PHILLIPS, ERIC										
00	09/27-29/17	DI	10/13/2017			161.22	161.22	161.22		4,009.43
18218 SMITH, HEATHER										
00	09/20-21/17	DI	10/13/2017			134.95	134.95	134.95		4,144.38
22055 TRAIL, NANCY										
00	10/09/2017	DI	10/13/2017			52.11	52.11	52.11		4,196.49

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
06270 CLAUS-SHARWARK, DIANA										
00	Claus travel	DI	9/29/2017			341.00	341.00	341.00		341.00
08005 DIRITO CHRISTINE										
00	9/14-15/17	DI	9/29/2017			167.07	167.07	167.07		508.07
10205 FREEMAN-MANZANARES ANN										
00	expenses June - Sept	DI	9/29/2017			180.78	180.78	180.78		688.85
11308 HOFSTETTER SHANNON										
00	09/22/2017	DI	9/29/2017			148.00	148.00	148.00		836.85
00	travel 09/19/2017	DI	9/29/2017			6.00	6.00	154.00		842.85
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017September	DI	9/29/2017			959.00	959.00	959.00		1,801.85
11775 INTERCITY TRANSIT WELLNESS										
00	2017SEPT	DI	9/29/2017			719.00	719.00	719.00		2,520.85

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: November 1, 2017**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Facilities and Maintenance items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$7,720.
-
- 5) **Alternatives:**
- A. Declare the items listed on Exhibit A as surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Surplus Property – November 2017.
-

EXHIBIT A
SURPLUS PROPERTY - NOVEMBER 2017

<u>FACILITIES</u>					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Office Chair	NA	13	\$10.00	\$130.00
2	Office Chair (Broken Arms)	NA	1	\$5.00	\$5.00
3	Small Storage Cabinet	NA	1	\$10.00	\$10.00
4	Desk	NA	1	\$20.00	\$20.00
5	4-Drawer File Cabinet	NA	5	\$10.00	\$50.00
6	2-Drawer Under Cabinet Unit	NA	1	\$2.00	\$2.00
7	Front Accordion Door 4-Shelf Cabinet	NA	1	\$20.00	\$20.00
8	2-Shelf Bookshelf	NA	1	\$5.00	\$5.00
9	2-Door Cabinet	NA	2	\$10.00	\$20.00
10	Filing Cabinet	NA	2	\$10.00	\$20.00
11	Red Compressor	NA	1	\$25.00	\$25.00
12	Desk	NA	1	\$25.00	\$25.00
13	1 Door and Frame	NA	1	\$40.00	\$40.00
14	Crown Pallet Jack (Broken)	NA	1	\$50.00	\$50.00
15	Landa Pressure Washer w/heater	MPH4-3500	1	\$75.00	\$75.00
16	Office Chair	NA	13	\$10.00	\$130.00
FACILITIES TOTAL					\$497.00
<u>MAINTENANCE</u>					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Cap, Valve	82-09236-000	3	\$7.17	\$21.51
2	Video DVR Enclosures	NA	34	\$5.00	\$170.00
3	Verint DVRs 500GB-1TB	NA	119	\$25.00	\$2,975.00
4	Verint Camera, Dome, 4.3	CAM-00004	98	\$10.00	\$980.00
5	Verint G-Force Sensor	ACC-00001	115	\$10.00	\$1,150.00
6	Access Point	WP54AG	52	\$10.00	\$520.00
7	Access Point	WPE72NX	41	\$10.00	\$410.00
8	Cable, DVR - Access Point	3.5 CAT5E PATCH	3	\$5.00	\$15.00
9	Bracket, Access Point	WLS-00303	30	\$5.00	\$150.00
10	Knob, Verint Handsets	11K5014-KCNB	20	\$3.00	\$60.00
11	Controller, W/C Ramp	361-0046	4	\$20.00	\$80.00
12	Bolt, W/C Lift	413-2510	20	\$10.00	\$200.00
13	Kit, Relay and Pigtail (Campaign)	5591C	67	\$1.00	\$67.00
14	Throttle, Electronic Cummins	82-57191	1	\$1.00	\$60.00
15	Module, ABS Interface	JC241103	1	\$1.00	\$80.00
16	Hydraulic Fluid, Type M-1	MYP15134	14	\$6.00	\$84.00
17	Tailgate Silver 2012 Dodge Ram 1500	NA	1	\$100.00	\$100.00
18	Tailgate Silver 2013 Dodge Ram 1500	NA	1	\$100.00	\$100.00
MAINTENANCE TOTAL					\$7,222.51
TOTAL SURPLUS VALUE					\$7,719.51

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
October 16, 2017

CALL TO ORDER

Chair VanderDoes called the October 16, 2017, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice Chair Sue Pierce, Jan Burt; Marie Lewis; Jonah Cummings; Denise Clark; Ursula Euler; Peter Diedrick; Austin Wright; Mitchell Chong; Marilyn Scott; Joan O'Connell; Carl See; Walter Smit; and Billie Clark.

Absent: Arian Perez; Leah Bradley; Tim Horton; Michael Van Gelder; and Lin Zenki.

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

APPROVAL OF AGENDA

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

INTRODUCTIONS

VanderDoes introduced Authority member, BUD BLAKE.

MEETING ATTENDANCE

- A. October 18, 2017, Work Session – Austin Wright
- B. November 1, 2017, Regular Meeting – Sue Pierce
- C. November 15, 2017, Work Session – Ursula Euler
- D. December 6, 2017, Regular Meeting – Mitchell Chong

APPROVAL OF MINUTES

It was M/S/A by EULER and WRIGHT to approve the minutes of the August 21, 2017, meeting.

NEW BUSINESS

- A. **CANCEL DECEMBER 18, 2017 MEETING** – (Ann Freeman-Manzanares) Freeman-Manzanares indicated the December meetings have been cancelled for the past few years. They are so close to the holiday and many people are unavailable. She proposed the December 18, 2017 meeting be cancelled. She added that the ITA had already cancelled their December 20 meeting.

Smit arrived.

Freeman-Manzanares answered questions.

Wright asked if there were items on the agenda.

Freeman-Manzanares indicated not at this time, but if the committee decided to hold the meeting staff would find things to fill it.

The committee cancelled the December 18, 2017 meeting.

- B. NOMINATION OF OFFICERS -** (*Nancy Trail*) *Trail* indicated each year the committee elects a Chair and a Vice-Chair. Chair *VanderDoes* has served two consecutive terms as Chair and Vice-Chair *Pierce* has served one term at Vice-Chair. The By-Laws allow two consecutive terms for each position. *Trail* called for questions before opening the floor for nominations.

Trail opened the floor for nominations for Chair: *VanderDoes* nominated *Pierce* for Chair. Having received no other nominations for Chair, *Trail* closed the nominations for Chair.

Trail opened the floor for nominations for Vice-Chair: *Wright* self-nominated for Vice Chair. Having received no other nominations for Vice-Chair, *Trail* closed the nominations for Vice-Chair.

- C. DISCOUNTED BUS PASS PROGRAM -** (*Ann Freeman-Manzanares*) *Freeman-Manzanares* announced the opening of the application period for the 2018 Discounted Bus Pass Program. Applications were sent out today. The Authority increased the funding for the program from \$200k to \$300k because there was demand. Last year 22 organizations received discounted bus passes in the amount of approximately \$270k so there was still some capacity. She indicated the deadline is November 17 and they are awarded based on criteria. The program is open on a rolling basis until it reaches the \$300k cap.

Freeman-Manzanares answered questions.

Pierce – asked if agencies have to be nonprofit.

Freeman-Manzanares – indicated they must be a nonprofit or government organization serving low-income.

- D. DRAFT STRATEGIC PLAN -** (*Ann Freeman-Manzanares*) *Freeman-Manzanares* announced the Draft 2018-2023 Strategic Plan would be out for comment October 23, available on our website, and the public hearing is set for November 15. The CAC and ITA have both reviewed policy questions earlier in the year and she thanked all for their input. She mentioned one thing of note is that the results of the short and long range plan will have a significant impact and it may inspire the CAC and ITA to revisit direction in terms of short and long range goals. There are 6 goals and ends policies and they are reviewed on a yearly basis. Three remained unchanged in this draft and 3 of the goals were changed.

The first Goal added the word “throughout” the PTBA. The End Policy is clear and comprehensive information of our PTBA.

The second Goal regarding outstanding customer service includes the End Policy customers in the community will report a high level of satisfaction. In previous years this included a

measure of ridership. The Authority changed this because the quality of customer service isn't tied to whether ridership is going up or going down.

Blake and Clark, D. arrived.

The third Goal is to maintain a safe and secure operating system with the End Policy to focus on continual improvement for the safety and security of all customers, employees and facilities.

The fourth Goal is providing responsive transportation options within financial limits with the End Policy recognizing and planning this within a constrained budget.

The fifth Goal is to integrate social and environmental sustainability into all agency decisions to lower environmental impacts in our community. The agency will acknowledge a regional alliance that is responsive to growth, and the communities role in the process. There was a suggestion that this could be part of 4 or 6, and staff will recommend to the Authority to add number 7.

The sixth Goal is to encourage the use of service with the End Policy being to educate and encourage community members to explore and appreciate the benefits of public transportation. The Authorities direction was to focus on outreach and on government agencies like planning commissions as well as non-profit and for profit groups. The agency should also focus on understanding mobility services and the role to make that happen.

Freeman-Manzanares added one of the clear goals was to make an effort to work with Pierce Transit to restore inter-county service. She had an opportunity to talk with a Pierce Transit board member who is on the Tacoma City Council, but wasn't on board when the decision was made. He indicated that he always hears that from constituents. That's a good start to having the conversation. Staff will track local intra-county trips to determine if there is support for local express service. The Regional Mobility Grant providing trips to the capital campus will have some metrics to define if it is something that is beneficial to ridership. Staff is also looking to complete the install of the TSP project.

O'Connell arrived.

This technology doesn't have the same priority as police and fire but as the bus gets close to the intersection it can hold the light to extend the green so the bus can get through, increasing speed and reducing operating costs. Staff is working with all local jurisdictions, and is currently finishing off a small pilot project. The agency has made great progress on policy positions and it is really exciting to go through this again and see that. The agency has made a lot of progress on the Pattison Street UST's project. There is a temporary walkway for our operators and for the public who live and work around the Pattison facility. Staff is moving full speed ahead on the OTC project, including working with DES rather than doing a traditional approach. Using a General Contractor Construction Management (GCCM) and by bringing the contractor on reduces the cost and streamlines the project. The strategic plan addresses the funding for buses for 2018 and beyond. The State Legislature awarded special needs funds last year and money to replace 40 vanpools. They also provided RMG funds for additional express service for the 612 to help fill the gaps for those that expired at the end of June. Staff is running the numbers on that. The agency also received RMG funds in the amount of \$2M for the final design for the Pattison rehab

and expansion. As a follow up contract with the State Legislature in the 2019-2021 session follow on dollars for 612 service gaps and \$3.9M for the Pattison Street facility. The total amount is \$27M so there is a ways to go. For the first time in a long time the agency also received operating dollars for DASH. The service used to be split between Intercity Transit, the City of Olympia and the state. This is a tremendous win for the agency. The funding is only for one year, so staff will be going back. In terms of the future funds staff has applied for \$12M for a bus and bus facility grant. There is \$201M available nationwide and it is beyond competitive. Staff put together a really good application and they are going over them now. There is also a request in for \$250k for a major vanpool promotion. The ask was how to reduce congestion on I-5. This would focus on smaller businesses, and educating people on what vanpool is and how easy it is to get people to work on time.

Freeman-Manzanares answered questions.

Euler – asked if the \$27M for the Pattison project is for bus replacement.

Freeman-Manzanares – indicated it was for the expansion of the facility.

Chong – remarked when the lights have a longer delay it might prevent the bus from slamming on the brakes.

Freeman-Manzanares – responded that was an excellent point.

O'Connell – remarked she was in Chicago and their carpool lane is only for buses.

Freeman-Manzanares – added that staff is talking with WSDOT about allowing vanpools to ride on the shoulder. Buses can't, but it might be an option for vanpools.

O'Connell – added that the more population keeps going up the more interested WSDOT would be in lightening the load.

See – inquired about the GCCM contract and if it is more challenging during the bid process and if this the first time the agency has done this process.

Freeman-Manzanares – indicated in order to proceed with GCCM it has to be approved by the state to do so. To be approved you have to have experience and so the agency contracted with DES because they have engineers and architects on hand. By contracting with them it won't circumvent the need, but they will be the ones to walk staff through the project. It is an inexpensive way to move through the process.

VanderDoes – asked if Washington State requires a committee to oversee this.

Freeman-Manzanares – responded there is a group that reviews the GCCM applications. There is an organization that determines that you are not eligible. DES is already approved. Staff gets direction from the Authority. There is a meeting with the architect team on November 15 and if anyone is interested you are certainly welcome to attend.

- E. DRAFT 2018 BUDGET -** (*Ann Freeman-Manzanares & Suzanne Coit*) *Freeman-Manzanares* introduced *Suzanne Coit* the finance manager and indicated she would go over the draft 2018 Budget. *Coit* indicated she would review the portion of the budget for new projects

and positions, and then the ongoing projects that were not completed. She pointed out there is a substantial increase in the capital and that was due to the Pattison expansion. The draft will be available for review and comment on October 23, and the public hearing will be November 15, with a request for adoption at the December 6 meeting.

Coit addressed some of the new projects for 2018:

- Development Administrative Assistant: this is a replacement position. Nancy was hired as the Development Assistant. She has since moved into Executive and she and Pat have taken on a lot of the duties from that department. Pat is supporting the board and Nancy is doing the public records so it is time to fill that position.
- OTC Furniture, fixtures, equipment: desks and tables for the OTC project.
- Pattison Renovation and Expansion: this project won't happen unless the agency gets funds.
- Grant Consultant: the ITA approved this because the grant administrator position has been vacant for 2 years.
- Replace Tennant Floor Scrubber: on replacement cycle.
- Bus Wash Safety Beacons: this is for safety due to the volume of traffic in the bus yard, and that some of it occurs at night. They will be placed at the exit of the wash facility.
- Relocate Fuel Island Heaters: they are peeling the paint off the maintenance facility and need to be relocated.
- Replace De-Icer Trailer.
- Non Rep Market Alignment Adjustment: HR professionals look at staff salaries and see if they are aligned with the market and it is done about every 7-8 years. It will cost \$43,500 to align salaries with the market, so it is close to what it should be. That happens for represented staff every 3 years. IAM/ATU contracts expire every 3 years. Non-reps don't have an opportunity to do that.
- General Wage Increase for Non-Reps: we are asking for 3% to keep up with CPI.
- Active Threat Mitigation: Thurston County sheriff recommended some changes in case there is some kind of threat here.
- Computers, software, radios, security cameras, SAN's: replace our computers and peripherals, radios, etc.
- Web Professional Services: our website is one of our primary advertising tools and we will be working with WA Tech Solutions, a state agency. They have state of the art usability testing and information services staff has been exploring how to enhance our website.
- Operator Payroll Optimization: Fleet-Net is the program used to track vehicles, payroll, HR, etc. This will facilitate the transfer of information from Operations to payroll. It will save a lot of time and eliminate duplicate work.
- Community Conversation: an amendment to the current contract with an addition \$20k to finish the project as strong as we began.
- Vanpool Grant Promotion (Grant): to do a strong digital blast over south sound to educate on what vanpool is. There is a \$25k match for the grant which is being split with Pierce Transit.
- Bus Stop Enhancements (Grant): these are federal dollars to improve ADA accessibility.
- Operations Supervisor for OTC: the thinking there is since there will be a construction project at the facility that must remain fully operational the dedicated supervisor is important. This will help increase safety and security.

- Replace Operations Supervisor Vehicles/ Associated Equipment: this includes replacing the vehicle that was involved in an accident and totaled. The agency is getting \$13k in insurance.
- Replacement Coaches (8)
- Replacing Vanpools (40)

Coit and Freeman-Manzanares answered questions:

Pierce – inquired about the replacement cycle for coaches and FTA recommendation.

Freeman-Manzanares – responded the FTA recommendation is every 12 years and Paul is able to stretch that to 15 by keeping them in really good condition.

Chong – inquired about the website enhancements and if it will include purchasing.

Freeman-Manzanares – indicated it would include purchasing and they are also looking at farebox technology.

Chong – remarked it would be better to have a security guard at the transit center at night.

Freeman-Manzanares – responded that there is a security guard at night but not when the transit center is closed. Operations Supervisors currently float and sometimes they get pulled away from the transit center if something happens elsewhere. It will help to have a supervisor onsite who can help customers, coordinate activity, assist during disasters, etc.

Coit – added there is \$1.5M for farebox replacement.

Freeman-Manzanares – added that during the ITA planning session they discussed the possibility of going fare-free. It may not be very popular politically, but compared to how much it costs to purchase a new farebox system it might make sense. Missoula Montana has a system that is smaller than Intercity Transit, and they have the county and two hospitals working with them because they understand how important mobility is.

VanderDoes – asked what it costs to collect fares.

Freeman-Manzanares – replied that it is \$1.5M to replace the existing system. The agency just signed a contract with Loomis for \$54k to help with farebox counting.

Clark, D. – asked if the agency was pursuing compatibility with the ORCA system.

Freeman-Manzanares – indicated they would like it to be. Initially it took the regional agencies a very long time to come up with ORCA. Now they are talking about ORCA 2. Our system is falling apart and if we wait by the time they figure out what they're doing the timing may not work out well. Piloting a fare free system might give us some time for them to figure out what they are doing. The timing issue is tough.

Clark, D. – asked for Freeman-Manzanares to expand on the fare free concept.

Freeman-Manzanares – responded that it would be like the DASH service. Mason Transit does it. Island Transit had some issues when they were fare free and the legislature would not give them any funding until they did an analysis because they want people to pay their way. The return on investment is about 12% recovery. Politically it is a tough conversation to have.

O’Connell – remarked that she is very excited to hear that. So much of our effort is put into tracking free passes. To simplify the process and make the community understand this is a significant statement to what is critically important. She believes it could get a lot of support, and if everything goes well there will be a loss at the pump.

Freeman-Manzanares - added there are many things that could happen to increase efficiency including going in the front door and back door, fewer arguments with the driver, less time to find change, etc.

VanderDoes – added it blows the two second light out of the water

Freeman-Manzanares – remarked imagine having an HOV lane on top of that.

O’Connell – inquired where the agency was at with the HOV lane.

Freeman-Manzanares – indicated they aren’t there yet. As part of the short and long range process staff will talk about that. Having to pay a fare is a barrier, the fear associated with not knowing how to get on, how to pay, what to pay, etc. There are a lot of barriers. Staff calls DASH the gateway bus riding experience.

See – asked about the changes and additional service at Amtrak.

Freeman-Manzanares – responded the current contract expires in 2018. Staff will be having conversations with the jurisdictions. All jurisdictions are currently participating. In the past the only jurisdiction that had difficulty with the arrangement was the City of Olympia. Thurston County and Intercity Transit pay the largest share. In addition to getting that contract renewed Amtrak pays Intercity Transit approximately \$10k/yr. to run the facility. It is the only volunteer run facility in the nation. WSDOT and ODOT are indicating they don’t have the money to do that. This may be another “ask” for the legislature. Amtrak is adding a round trip to Seattle and Portland in the morning and in the evening. They have done a bunch of track work north of here so there should be less reliability issues. There is a contract with BNSF and they have to pay if they don’t meet their on-time performance. On the downside we don’t have enough money to provide additional bus service to the station.

- F. CAC NAME CHANGE CONVERSATION -** (*Carl See*) *See* indicated since he’s been on the CAC the name stuck out with him as something odd. And so, about a year ago he spoke to Ann and expressed that he would like to have a conversation with the committee to consider a name change to Community Advisory Committee. When he thinks of a citizen, he thinks of a U.S. citizen, and that is not requirement to be on the committee. Membership needs to be reflective of the service area. Thinking about who the committee represents isn’t just residents, but anyone working or living in the community. The focus is having input from the full community that has interaction with Intercity Transit. A name that reflects that might be more likely to engage people if they live here, but more importantly for those that

are just a part of the community. Another point, the agency is primarily financed from sales tax which isn't based on citizenship. Funding from taxes comes from anyone who passes through the community purchasing something. He indicated he hadn't been approached by anyone, but for him it is more reflective of who the committee consists of and what they strive to achieve. If the name switches to community it would still be the acronym CAC.

See added that Community is used in the names of advisory committees for the University of Washington, and the State of Washington.

See answered questions.

VanderDoes – remarked that the argument is very persuasive. Personally he has always called it community and he likes the idea.

Clark, D. – indicated she likes the idea.

O'Connell – added that she likes the idea.

Cummings – inquired if there was any regional rational because it was a trend at the time.

See – responded that PSRC has documents on forming advisory committees. Some do have a requirement to be a citizen, but it is not a requirement for any of the other cities. It has been a common term to use.

Wright – added that when the committee was talking about Pierce earlier someone who lives in Tacoma and rides service to Olympia every day and can't be on the committee if they use our services every day. Things like that may be opening the door for some of those other requirements.

Diedrick – asked if Intercity Transit has the capacity.

Pierce – added that everything takes a transition period. She thought the reference of citizen meant not a professional as in advising business.

Euler – indicated she was concerned about the administrative commitment and just doesn't feel it is a high enough priority on the list for her. If it is done, maybe it is phased in maybe in 2019. She does not see it as a high priority.

VanderDoes – inquired if it has to go to the Authority for approval.

Freeman-Manzanares – responded yes, and asked *VanderDoes* if he wanted to poll the members.

O'Connell – asked staff for an estimate of time for how long it would take to change everything.

Burt – suggested discussing it at the next meeting.

VanderDoes – asked that it be placed on the November agenda.

Clark, B. – inquired if there would be any cost to the agency.

Trail – indicated if changes are made to the By Laws and Operating Principles it typically requires legal review by our attorney.

Euler – added in addition to the direct costs what else would have to come off of staff's plate for all the work. She would rather have them go after grants and funding.

CONSUMER ISSUES

None.

REPORTS

- **September 6, 2017, Regular Meeting** – Scott provided the report including staff introduced Rob LaFontaine as the new planning manager and Zack Heinemeyer as new Village Vans assistant. There were contracts signed for Loomis; and a hearing set for the Strategic Plan. They provided an update on vanpools and the IT Road Trip.
- **September 20, 2017, Joint Meeting (ITA and CAC)** – Freeman-Manzanares asked the committee if they liked having the joint meeting and felt it was beneficial. Everyone responded affirmatively.

Clark, D. remarked that she enjoyed herself and that she was proud to be part of an organization winning so many awards.

- **October 4, 2017, Regular Meeting** – Lewis provided the report including it was her first time and she enjoyed the different set up. There were contract authorizations for the radio system hardware, and the exterior paint improvement project. They rejected a bid because it didn't fit the agency's needs. They scheduled a public hearing for November 15 for the draft budget. They provided a timeline for bus pass program and then dismissed for a closed session. They welcomed Nicky Upson, and indicated that they had received 12 applications for the CAC.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including that interviews for the CAC are on 10/18, and Walter is interviewing. Walk to School day was October 4 and it was a lot of fun walking with the kid. Freeman-Manzanares received a call from Senator Beth Doglio regarding a transportation meeting in Yelm tomorrow and they had neglected to invite the public transit system. She added the agency has this amazing vanpool program that takes 1700 vehicles off the road each day. Senator Doglio wondered why Intercity Transit wasn't on the list. Freeman-Manzanares is excited to enter into the conversation. She extended an invitation to the Holiday Banquet on Friday, December 8. The agency has an opportunity to recognize people celebrating milestones and acknowledge CAC/ITA members in attendance. The program starts at 12:04 and the food is fantastic. Some of the employees show off their musical talent so please join us. Freeman-Manzanares indicated she just returned from the APTA Expo in Atlanta at the World Congress Center. They had 3 exposition halls full of all things transit. Every bus, paratransit vehicle, trains, CAD/AVL systems, etc. Staff from maintenance, ops, procurement, and the ITA attended. The agency will be purchasing some of the things and they crawled over it all

for three days and it was exhausting. The agency has a new vanpool campaign coming called No Pay November. There is an interlocal agreement to facilitate that. The state auditors are here now. The September ridership is at 314,920 boardings which is down -4.6% from September of last year. On the year boardings are at 2,968,820, which is down -5% from the first five months of 2016.

Scott – added that she was at a Walk N’ Roll event in Tumwater and it was very well attended.

Freeman-Manzanares – added that the agency has a build a bike program with a team of volunteers. Some come with lots of experience and some learn from others. They fix the bikes and then they go into schools and teach kids how to ride safely, repair and maintain their bike properly. The shop is open on Wednesday and Saturdays to volunteer. They used to be housed in the maintenance building, but the agency rents some space for the program across from the OTC. The program also has a grant for PE teachers to get training on how to teach kids to ride their bike safely. Staff applied for Tumwater School District and North Thurston School District.

Trail - added that staff will be at the Lacey Timberland Library on Friday, November 10, from 7:00 pm – 9:00 pm, for Animal Video Night featuring Eclipse the Bus Riding Dog from Seattle.

Pierce – welcomed Water to the 605 express route. They have a guide dog that rides the bus and goes to work at JBLM.

NEXT MEETING: NOVEMBER 20, 2017.

ADJOURNMENT

It was M/S/A by BURT and O’CONNELL to adjourn the meeting at 7:17 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2017\CAC Minutes 20171016.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: November 1, 2017

FOR: Intercity Transit Authority

FROM: Rena Shawver (705-5842)

SUBJECT: Marketing, Communications & Outreach Update

-
- 1) **The Issue:** Provide an overview of our marketing, communications and outreach division and their work.
-
- 2) **Recommended Action:** This item is for discussion.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** This is an opportunity to hear about how we are moving in a more strategic direction with our marketing, communication and outreach efforts. Staff will talk about using social marketing techniques to move behavior, developing and leveraging partnerships, analyzing current and future activities for effectiveness and finding channels to best reach our audience.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of services."*
-
- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: November 1, 2017**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705 5829

SUBJECT: Surplus Van Grant Program

-
- 1) **The Issue:** Whether to authorize the General Manager to grant surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
-
- 2) **Recommended Action:** Authorize the General Manager to grant surplus vanpool vehicles to City of Lacey Veterans Services HUB, Community Youth Services, Senior Services for South Sound, TOGETHER!, Yelm Senior Center, Thurston County Food Bank and Wa-Ya Outdoor Institute.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet need for group transportation.
-
- 4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston PTBA to meet the transportation needs of clients not met by Intercity Transit's fixed-route services. Community groups have been granted 48 vans since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, former CAC member Meta Hogan, and Vanpool Manager Carolyn Newsome, evaluated 16 applications received by the October 11 deadline. Utilizing selection criteria including; community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to the City of Lacey Veterans Services Hub, Community Youth Services, Senior Services for South Sound, TOGETHER! and Yelm Senior Services. The review team would recommend two additional groups if the ITA is interested in granting additional vans. The Thurston County Food Bank and Wa-Ya Outdoor Institute both have worthy programs and demonstrate community benefits.

City of Lacey Veterans HUB will be serving disabled, elderly and disabled veterans. HUB will be scheduling trips connecting Tumwater Square with the Veterans HUB and American Lake Veteran's Administration. Majority of veterans served will be low income and/or suffering from a service related disability.

Community Youth Services works with low income and at-risk youth, aged 12-24, to overcome impact of abuse, abandonment and the stigma of poverty and homelessness.

Senior Services for South Sound transports seniors to activities such as the Senior Nutrition Program, Services to at Risk Seniors (STARS) and Adult Day Care and Respite Programs.

TOGETHER! transports low income, rural and at-risk youth and families to community events, Learning Centers and medical, vision and dental appointments.

Yelm Senior Center provides rides to Yelm Senior Center for vital social services, supporting senior's health, dignity and independence. It allows seniors to participate in events that enhance physical and mental health of participants.

Thurston County Food Bank transports volunteers and clients to gleaning locations in rural areas, providing 30,000 pounds annually of gleaned produce to Thurston County residents in need.

Wa-Ya Outdoor Institute offers positive, low-cost after-school activities and education for low-income, at-risk Native American youths.

5) **Alternatives:**

A) Grant seven (7) surplus vanpool vehicles to the City of Lacey Veterans Services Hub, Community Youth Services, Senior Services for South Sound, TOGETHER!, and Yelm Senior Center. Also grant additional vehicles to the Thurston County Food Bank and Wa-Ya Outdoor Institute.

B) Grant five (5) surplus vanpool vehicles to the City of Lacey Veterans Services Hub, Community Youth Services, Senior Services for South Sound, TOGETHER!, and Yelm Senior Center.

C) Don't make surplus vans available for the program in 2017.

D) Delay action until a future date.

6) **Budget Notes:** The surplus van grant program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$10,000 per vehicle or a total of \$50,000 for five vehicles or \$70,000 for seven.

7) **Goal Reference: Goal #4.** *"Provide responsive transportation options within financial limitations.*

8) **References:** Surplus Van Grant Evaluation Worksheet-November 2017

Worksheet for Evaluation -- Surplus Van Grant Program

Applicant	ACORNS NW	Native Plant Salvage Foundation	TOGETHER!	Sacred Heart Catholic Church	Community Youth Services	Wa-Ya Outdoor Institute	Senior Services for South Sound	Olympia Parks Arts and Recreation	City of Lacey Veterans Hub	City Gates Ministries	Yelm Senior Center	Thurston County Food Bank	Wee Love Learning	Gloria Dei Lutheran Church	TREEhouse Growing, Eating, Living	Saint Martin's University
Selection Criteria	School/Daycare	Community Service Organization	Non-profit Organization	Church	Community Service Organization	Community Service Organization	Senior Center/Convalescent Center	Public Agency	Public Agency	Community Service Organization	Community Service Org/Senior Center	Community Service Organization	Church/School / Daycare	Church/School / Daycare	Community Service Organization/School/ Daycare	University
1.Community Benefit	Affordable, enriching programing for children and adults wanting to participate in outdoor education. Provide transportation for afterschool and overnight camping trips.	Saving native plants, education, invasive species removal, waterway protection, and the transportation needed to all activities.	Transportation for low income, rural, at risk youth, families to events and Learning Centers. Student appointments for medical, vision and dental.	Transporting men struggling with homelessness to and from their cold weather shelter through winter months.	Works with young people aged 12-24 to overcome the impacts of abuse, abandonment, stigma, poverty and homeless-ness	Positive low cost alternative after-school activities and education for low-income, at risk and Native American youths.	STARS adult respite care program, senior nutrition program, inclusion program, transportation program, Korean Elders program.	Positive activities, camps and community service projects for youth aged primarily 10-14 in the summer months and school breaks.	Serving underserved population of elderly and/or disabled veterans. Scheduling trips connecting Tumwater sq. with Veterans Hub and American Lake VA.	Providing rides for low income or destitute individuals to medical appointments, food bank, place of employment or child development classes.	Rides to center, access to vital services, social situations that support seniors' health, dignity and independence. Activities to enhance physical and mental health of patrons.	Transporting volunteers to gleanng locations in rural areas. Providing 30,000 lbs. of gleaned produce per year to Thurston County residents in need.	Providing a safe place for children to develop and learn in a loving, nurturing, caring environment. Rides to field trips, centers and programs	Providing rides for Jubilee trips, preschool trips, community events, youth special events, service trips, children's service trips, Christmas caroling, delivery to Food Bank and Salvation Army.	Improve health in early life by bringing pre-kindergarten children and families to learn in a farm setting.	Providing rides for class or group field trips/service learning projects, community service, Office of International Program and Development (fostering cultural diversity), athletic teams.
2. Total Number of trips provided.	10,010	1,220	729	792	2,304	2,000	2,252	944	1,560	88	2,496	416	25,872	1,028	5,000	1,600-2,400
3. Passenger Profile	Low income families, POC families, persons with disabilities, at risk youth, homeschool/unschooled, public school and foster care children, families looking for alternative methods of education and the general public.	AmeriCorps members, dedicated volunteers, individuals with physical and/or developmental disabilities, seniors who no longer drive, those without a car, and youth unable to drive.	Low-income and poverty stricken families, at-risk and rural youth, families in need of resources lacking transportation.	Homeless men in Thurston County.	CYS participants, staff and low income or at-risk young people between the ages of 12-24.	All youth aged 5-18 with a special focus on Native American Youth and at-risk youth.	Adults aged 50 and older that have physical and/or cognitive disabilities. Most are low-income lacking access to public/private transportation. Many are from rural Thurston County.	Local youth that come from various socio-economic backgrounds, their families, the general public and fellow city employees.	Majority will be elderly, and/or low income, and/or suffering from a service related disability.	The general public; anyone who needs a ride.	Seniors of all ages that cannot drive themselves.	Retired seniors, high schoolers performing community service hours, families with children, businesses (sponsored volunteer days). Many are low income volunteers giving back, but lacking transportation.	Children with special needs, low income children, senior citizen volunteers, all children enrolled in Wee Love Learning programs.	Preschool children, teenage youth and Senior Citizens.	Asset Limited, Income Constrained, Employed (ALICE) families who are unable to afford the basic necessities of housing, food, child care, health care and transportation.	Saint Martin's University faculty, staff and students.
4. Service Area	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County	Thurston County

Worksheet for Evaluation -- Surplus Van Grant Program

Applicant	ACORNS NW	Native Plant Salvage Foundation	TOGETHER!	Sacred Heart Catholic Church	Community Youth Services	Wa-Ya Outdoor Institute	Senior Services for South Sound	Olympia Parks Arts and Recreation	City of Lacey Veterans Hub	City Gates Ministries	Yelm Senior Center	Thurston County Food Bank	Wee Love Learning	Gloria Dei Lutheran Church	TREEhouse Growing, Eating, Living	Saint Martin's University
5. Coordinati on of Service	No	Yes	Yes	Yes	No	No	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes
6. Current Transport ation	Family carpools (7 families from Yelm, for instance), bike, bus and staff vehicles.	1992 Ford Ranger extended cab pick-up, and personal vehicles	Personal vehicles and coordination with other community organizations.	One church owned 7-passenger van and one Community Van or staff car.	Bus, Six aging vans from surplus VG, 24 staff vehicles, and personal vehicles.	Parent transportation, carpooling and one 14-passenger bus used for field trips.	Six aging vehicles, four of which from VG, DAL and South Thurston Co Rural Transportation Program.	Bus, Community Vans, one 15-passenger van, first-student bus lease.	No current assets; relying on donated bus passes and fuel cards.	One granted van from IT.	Two buses: one is broken, and the other is unreliable (breaks down often).	One granted van from IT (122,163 miles).	Two 12-passenger vans.	One 15-passenger, lift equipped van and one 7-passenger van.	Carpooling, personal vehicles, and IT services.	Three 15-passenger shuttles, two 12-passenger vans, one 47-passenger bus.
7. Bus and Dial-A-Lift usage	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes
8. Expand or Replace Service	Expand	Expand	Expand	Expand	Replace	Expand	Replace	Both	Expand	Replace	Replace	Replace	Expand	Expand	Expand	Both
9. Applicatio n in coordinati on with other agencies?	No	No	No	No	No	Yes	No	No	No	No	No	No	Yes	No	No	No

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: November 1, 2017**

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Authority Contract Approval Threshold

1) The Issue: Consideration of revising the Intercity Transit Procurement Policy dollar threshold requiring Authority approval.

2) Recommended Actions: Direct the General Manager to retain the current or authorize a new contract approval threshold.

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

4) Background: At the August 2, 2017, meeting, the Authority requested staff review the approval threshold for contracts. It was suggested the monetary limit may be lower than necessary. To aid in decision making, below are the limits for our comparable transit systems and local government entities.

Ben Franklin Transit	\$100,000
Cherriots (Salem, OR)	\$100,000
C-Tran	\$35,000
Kitsap Transit	\$50,000
Lane Transit District (Eugene, OR)	\$150,000
Whatcom Transit Authority	\$100,000
City of Lacey	\$15,000
City of Olympia	\$300,000
City of Tumwater	\$100,000
City of Yelm	\$15,000
Thurston County	\$40,000

5) Alternatives:

A. Authorize the General Manager to revise the Authority contract approval threshold to \$50,000, \$75,000, \$100,000 or any increment the Authority feels is appropriate.

B. Continue to use our existing \$25,000 approval threshold.

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

7) **Goal References:** The approval of contracts potentially impacts all of the Authority goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: November 1, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Citizen Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc committee for Citizen Advisory Committee appointments.

2) **Recommended Action:**

- A. Reappoint *Austin Wright* to the youth position beginning January 1, 2018.
- B. Appoint the following individuals to full three-year terms beginning January 1, 2018: *Walter Smit; Carla Dawson; Linda Vail; Scott Paris; and Justin Belk.*

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Citizen Advisory Committee. Interviews took place on October 18, 2017. The committee consisted of *Debbie Sullivan, Karen Messmer, Don Melnick, Jan Burt, Marilyn Scott and Tim Horton.* Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

- A. Reappoint *Austin Wright* to the youth position beginning January 1, 2018.
- B. Appoint the following individuals to full three- terms beginning January 2018: *Walter Smit; Carla Dawson; Linda Vail; Scott Paris; and Justin Belk.*
- C. Recommend other applicants from the pool of candidates be appointed.
- D. Defer appointments.
- E. Recommend staff conduct another recruitment.

6) **Budget Notes:** No further costs unless a second recruitment is desired.

7) **Goal References:** Appointment of new members to the CAC meets **Goal #1:** *"Assess the transportation needs of our community."*

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