

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

December 6, 2017

5:30 P.M.

CALL TO ORDER

1) APPROVAL OF AGENDA 1 min.

2) 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.

3) APPROVAL OF CONSENT AGENDA ITEMS 1 min.

A. Approval of Minutes: November 1, 2017, Regular Meeting;
November 15, 2017, Regular Meeting.

B. Payroll - November 2017: \$2,208,093.19

C. Accounts Payable: Warrants dated November 10, 2017, numbers 23753-23822, in the amount of \$995,588.21; Warrants dated November 24, 2017, numbers 23823-23898, in the amount of \$558,883.24; Warrant dated November 28, 2017, number 23899, in the amount of \$500; Warrant dated November 29, 2017, number 23900, in the amount of \$425; Automated Clearing House Transfers for November 2017 in the amount of \$16,255.05 for a monthly total of \$1,571,651.50.

4) PUBLIC HEARING - None 0 min.

5) NEW BUSINESS

A. OTC Project -Authorize Additional A&E Support (Steve Krueger) 5 min.

B. Underground Storage Tank Revised Total Contract Amount (Tammy Ferris) 5 min.

C. 2018-2023 Strategic Plan Adoption (Ann Freeman-Manzanares) 5 min.

D. 2018 Budget Adoption (Suzanne Coit) 5 min.

E. OTC Project Update (Ann Freeman-Manzanares) 30 min.

F. Discounted Bus Pass Program 2018 Recipients (Ann Freeman-Manzanares) 5 min.

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Dec. 1)** (*Karen Messmer*) **3 min.**
 - B. **Citizen Advisory Committee (Nov. 20)** (*Jonah Cummings*) **3 min.**
- 7) **GENERAL MANAGER'S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**
- 9) **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
November 1, 2017

CALL TO ORDER

Chair Sullivan called the November 1, 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; City of Lacey Councilmember Virgil Clarkson; City of Yelm Councilmember Molly Carmody; Thurston County Commissioner Bud Blake. Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused:

Staff Present: Ann Freeman-Manzanares; Paul Koleber; David Kolar; Steve Krueger; Rob LaFontaine; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Sue Pierce; Legal Counsel, Dale Kamerrer.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Joy Gerchak introduced Shawn Myers and John Staikos, Customer Service Representatives.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** October 4, 2017, Regular Meeting; October 18, 2017, Regular Meeting.

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 2 of 11

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)

PUBLIC HEARING – None

COMMITTEE REPORTS – None.

NEW BUSINESS

A. Marketing, Communications & Outreach Update. Marketing Manager, Rena Shawver, provided an overview of the marketing, communications and outreach division and the projects they have been working, along with the philosophy they are bringing to the marketing program.

Shawver showed a PowerPoint presentation about social marketing direction, making an impact, and changing ridership behaviors.

Social marketing is all about influencing behaviors for good and it's a discipline. Intercity Transit is a public service, and marketing staff is looking at how to market a service versus a product to the general public. They look at the same things other commercial businesses look for but with a different slant, which is "what is good for the public and service area?"

There are six areas they are looking at:

1. Is there an exchange theory (What's in it for me?). There has to be something tangible in it for the customer.
 - a. The benefit of new behavior must be greater than status quo to motivate the change.
2. Is what we're doing customer oriented?
 - a. Need to find and remove barriers for customers to improve ridership.
3. Dealing with a segmented audience.
4. Are we setting our product, price, the place where we deliver our product and promotion based on the principles above?
5. Are we doing market research that drives our decisions and allows us to know our customers well?

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 3 of 11

6. Are we sending measurable result objectives so that we can evaluate the outcome?

The exchange theory is critical because this is where the behavior change takes place. The benefit is the new behavior must be greater than the status quo to motivate the change.

Vanpool rider example: Research shows riders top reasons for vanpooling:

- Save Money: \$400/mo on 50 mile/RT commute
- Reduce Stress: read, sleep, let someone else drive

Bus Service – we need to ask ourselves:

- Is the benefit of the new behavior to ride the bus greater than status quo of current commuters?

In social marketing you need to be customer oriented.

- Need to find and remove barriers for customers.
- Vanpool example for business – challenges they face and benefits we offer:
 - I-5 congestion
 - Recruitment/retention
 - Parking
 - Tax benefit
 - Worker productivity

Intercity Transit needs to reframe the conversation with state agencies and future reduction to the business community and speak in their language. How can we benefit? How can our services benefit them?

Lastly, think about the barriers are we removing for bus riders.

The University of Washington developed a theory about changing citizen behaviors. When communicating with people about any topic, 16% will say show me; 68% say help me; and 16% say make me. With most commuters Intercity Transit will be in the 68% group. When the agency starts thinking about services, how are we going to help the customer understand and reach our services?

The Intercity Transit website is a tremendous tool and could be even better. Marketing is looking at it in terms of user-centered design and analytics – how many people are visiting the web pages. Currently, about 40,000 people a month between the ages of 18 and 35 years old are accessing the IT website, and the most looked at area is the Route Finder/Scheduling. Also 60% users of the website are accessing the website through mobile devices. However, not all of the web pages are set up for mobile adaptive pages.

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 4 of 11

IT needs to look at introducing e-Commerce, to offer ticket purchasing online. And many people are used to getting information through video. Shawver played a short video clip advertising IT's Vanpool.

Commissioner Blake arrived.

IT is looking at segmented audiences such as the 200 state agencies IT works with so they can take the material and place it in a newsletter or push it out through their channels.

There are 1,000+ non-CTR businesses in Thurston/Pierce Counties. There was an article published in FTE News Magazine featuring three state employees and their testimonial on why they vanpool.

The media market is dissolving. IT is trying to communicate with a community of 285,000 but doing it with less media channels – in terms of traditional media channels and more in terms of digital channels. IT is boosting posts on Facebook; looking at texting Rider Alerts – many riders are asking for texts when there are road closures and reroutes; exploring more digital channels; and meeting with partners. IT is reframing the conversation. Instead of them saying will you do this for us, IT is asking them what can you do for that exchange to help IT reach your customer base. This has been fairly fruitful.

Promotion isn't done in isolation. There is a multimedia mix in conjunction with the product (services), and how much we're charging, where it's being delivered and the promotion comes in at the end. It's looking at the whole service line.

In terms of measurable results, IT is questioning all activities against measurable objectives. Can IT show there is an increase in ridership as a result of the social activities being offered? Is IT setting goals? IT has been down 40 vanpools in the last two years. Are the CTR tabling events at state agencies worthwhile versus empowering ETCs to be better advocates and gain the ear/support of their directors to push messages to agency employees? Some ambitious goals include making 50 new business contacts by January 26, 2018; and to recruit 20 new vanpools by the end of FY 2018. IT also needs to ask what will measurably boost transit ridership.

IT continues to leverage partnerships. For example the Timberland Regional Library is selling bus passes. They have 120,000 customers in Thurston County in which they have email addresses for 50,000 of them. South Puget Sound Community College pushed out the IT Road Trip Survey to 6,000 students and asked IT to create a card with a QR scan so students can scan the card and go directly to the survey. SPSCC is doing an eBlast out to their student population; and they are showing a video on taking the bus.

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 5 of 11

The City of Tacoma contacted IT saying they were doing a project with Americorp, doorbelling in six communities connecting citizens to some of their community services. IT put together a brochure and they went doorbelling to 2,000 south Tacoma residents twice.

Poetry on the Bus is another example of partnering. The City of Olympia contacted IT and said they had a Poet Laureate and would like to place poems on IT shelters and buses.

Take Aways from this presentation include:

1. Moving behavior is not a sprint, but a marathon – staff hasn't looked at the bus service yet and Shawver is excited to get into that; but instead are working on vanpool and have three promotions planned for 2018. The promotions will be in all of the business publications; at the EDC Expo first week in December; in the Business Examiner and Thurston Talk; letters are going out to Chamber members; ads are going into Voice Magazine/Thurston Chamber and radio ads are going on now for vanpooling.
2. Takes a lot of thoughtful planning and effort. It's a focused campaign that will help move behavior.
3. Must be targeted and measurable.
 - a. Parades, give-aways, BBQ events – how do we measure the impact of those on ridership?
 - b. Good relationship building with partners and fun for children?
4. Must address customer barriers to be able to change behavior. What do they need and want to be able to ride our services.
5. Must trust the research.

The Marketing/Communication/Outreach Department is fully staffed and the team consists of:

Marketing/Communication:

Nicky Upson – MCO Coordinator

Ally McPherson – MCO Representative

Youth Education and Bike Commuter Outreach:

David Copley – YEP Assistant

Duncan Green – BCC Assistant

Jessica Gould – YEP Specialist

Supplemental support:

Agencies, Interns, AmeriCorp

Melnick said connecting with the businesses in the community will benefit when/if Intercity Transit begins discussion about a tax increase. He also encourages

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 6 of 11

marketing to look to the senior population as well, because according to TRPC, they are the largest growing population segment in Thurston County. In terms of additional cost items, Melnick is curious about what type of ridership improvements might occur.

Commissioner Blake left the meeting.

Gilman is interested in the types of metrics marketing plans on using to report results. He's curious what work needs to be done to reach the 68% wanting help in how to use our services? Shawver said looking at the 280,000 people in the PTBA IT could be serving, 68% of them would use IT's services supposedly if IT removed barriers and helped them figure out how to ride the bus – barriers such as routes, schedules, frequency, technology, etc. Help means Bus Buddies and expanding IT's training staff. Ultimately it's looking at services and how to tap into choice markets. IT needs to provide other service options.

Messmer said there are those people who want to know that IT is doing a good job with their taxes. This presents a challenge. How do we keep the trust of the community, even those who don't use the service?

Carmody said connect with the schools like St. Martin's and the technical schools in Pierce County. The students of today are the future voters.

Clarkson mentioned the major development that took place several years ago on the west side of Olympia in which the Board was not made aware. He wants to know if IT has a good relationship with the developing community as they go about developing within the PTBA and does IT try to provide them with the idea that their future buyers that their future buyers or renters know that service will be there if it's not there already. Shawver said there is a huge effort being made by IT to be involved in future planning processes.

Clarkson said it's important to have a good relationship with the cities, county and school districts.

Freeman-Manzanares said staff is spending a considerable amount of time having conversations with the jurisdictions and superintendent of schools about when IT needs to step into the process and that is impactful so they have an understanding of what IT is trying to accomplish and then it trickles on down.

Carmody said Google analytics is critical because so many people use the internet.

B. Surplus Van Grant Program. Vanpool Manager, Carolyn Newsome, provided an update to the Surplus Van Grant Program.

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 7 of 11

A review team consisting of the 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.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to grant seven 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.

- C. Authority Contract Approval Threshold.** Procurement Manager, Steve Krueger, presented for consideration the revision of Intercity Transit's Procurement Policy dollar threshold requiring Authority approval.

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, staff compared the limits for comparable transit systems and local government entities.

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to authorize the General Manager, to revise the Authority contract approval threshold in the amount of \$100,000.

- D. Citizen Advisory Committee Appointments.** Freeman-Manzanares said the CAC recruitment has concluded and she presented the recommendation of the ad-hoc committee for Citizen Advisory Committee appointments.

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

The ad-hoc committee recommended reappointing *Austin Wright* to the youth position beginning January 1, 2018; and appointing the following individuals to full three-year terms beginning January 1, 2018: *Walter Smit; Carla Dawson; Linda Vail; Scott Paris; and Justin Belk*.

Sullivan said she appreciates the fall recruitment process.

It was M/S/A by Councilmembers Carmody and Clarkson to reappoint *Austin Wright* to the youth position beginning January 1, 2018; and appoint the following individuals to full three- terms beginning January 2018: *Walter Smit; Carla Dawson; Linda Vail; Scott Paris; and Justin Belk*.

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 9 of 11

GENERAL MANAGER'S REPORT

The Annual Holiday Banquet is Friday, December 8.

Staff will attempt to shorten the December 6, 2017, Authority meeting (if possible) to allow the members to attend the City of Lacey Celebration honoring Councilmember Virgil Clarkson at the Virgil Clarkson Senior Center. The December 20 meeting is canceled due to the holiday.

Staff is preparing for the 2018 Legislative Session, and several tours are scheduled here at Intercity Transit with: Senator King, who is the Chair of the Senate Transportation Committee; Representative Orcutt who is the minority ranking member on the House Transportation Committee; and Richard DeBolt who is the Ranking Republican on the Capitol Budget Committee.

Staff will submit several new recommendations on the 2018 budget to the Authority prior to final approval. They include:

- Two additional computer software modules for the Fleetnet System to address Transit Asset Management, which is a new Federal requirement and timekeeping software for Operations.
- There is a need for additional dollars to replace the HVAC units at the OTC, Pattison Street Facility and the Amtrak Depot.
- A painting project for the Pattison location, Amtrak, the OTC and Lacey Transit Center.
- Freeman-Manzanares proposed a \$20,000 budget amendment for the IT Road Trip and Community Conversation. Staff was anticipating 1,000 returned surveys; however, 3,500 were returned which resulted in it taking more time to process all of that information. She is considering putting as much as \$60,000 in the budget to expand the contract and use the dollars as necessary.
- There was a request to obtain estimates for an electric mini-bus for the parade. The initial estimate is about \$7,000. While staff is intrigued by the idea, staff suggests pausing on this due to the significant work plan for 2018.

Melnick noted that at the Amtrak Station, the interior of the south wall above the windows looks bad, and is there any way to make it look more modern. Freeman-Manzanares said staff would take a look at that. She noted staff has attempted to work with the DOT in the past in getting equipment for the Centennial Station as well.

Carmody is hesitant to approve more dollars for the IT Road Trip/Community Conversation and would rather place those dollars on a strong marketing advertising and outreach to the community. Freeman-Manzanares said there is funding available in

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 10 of 11

the marketing budget. The money she is referring to is for the consulting contract to finish all three phases of the conversation.

On November 16 there will be a staff review session on the results of the first phase of the community conversation and IT Road Trip. This will be a test run before presenting the results to the external stakeholder group scheduled for November 13. Staff will review the comments and provide feedback on how the information has been packaged for sharing with the community. The external stakeholder group consists of staff from Lacey, Olympia, Tumwater, Yelm, Thurston County, SPSCC, Evergreen College, North Thurston Public Schools, the EDC, Thurston Chamber and Pac Mountain.

Grants were submitted for CMAQ for the Thurston Regional Planning Council. The applications were a continuation of the Smart Corridors grant process. It went in under the name of TRPC on behalf of the entire region. There was a suggested range of \$260,000 to \$320,000 with a match of \$34,000 to \$50,000. Two grant applications are in for the Walk N Roll program and that takes IT out through 2021. The match for Walk N Roll was \$15,000 – the ask was \$95,000; for 36 bus stops the match was \$27,000 and the ask was \$171,000.

October sales tax was 1.5%.

There are 176 active vanpools.

Staff is working on a JBLM Vanpool Ambassadors Program with Pierce County, Pierce Transit and JBLM, and Transit Fairs at Ecology, a Health and Wellness Fair at SBCTC and the annual College and Career Fair at Timberline High School.

Staff hosted a Transit Options Workshop around the opening of the new 106 11th Avenue Building next to the Capitol Campus.

Sixteen 2017 Van Grant applications were submitted by the deadline. The most ever!

Staff trained eight new Vanpool and four Community Van drivers and conducted a Village Vans test drive for a new program volunteer.

AUTHORITY ISSUES

Messmer received an email that indicated Senator Hunt is speaking at the Sierra Club's monthly meeting regarding SB 5309. This bill would add Thurston County to Sound Transit, extending mass transit from Everett to Olympia. She wanted to know if other members of the Authority have had any contact with Senator Hunt about this or heard about it. She wants to know more about his motivation. She suggested the Authority Chair and a few other members meet with him to have a further conversation. Freeman-

Intercity Transit Authority Regular Meeting

November 1, 2017

Page 11 of 11

Manzanares said it's important to keep our message clear in terms of the local sales tax option and goals. She will work to set up a meeting.

Melnick would like staff to add a segment to the November 15 agenda allowing the Board members who attended the APTA conference to share what they learned.

Carmody said it's important that Intercity Transit and as many other transit groups get in on the conversation pertaining to the reduction of the traffic congestion situation in Yelm, Roy and Rainier.

ADJOURNMENT

It was M/S/A by Councilmember Clarkson and Citizen Representative Warner to adjourn the regular meeting at 7:15 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 6, 2017.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 15, 2017

CALL TO ORDER

Chair Sullivan called the November 15, 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; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Citizen Representative Don Melnick; and Labor Representative Art Delancy.

Members Excused: Thurston County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Tammy Ferris; Jessica Gould; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith.

Others Present: Citizen Advisory Committee Member, Ursula Euler.

Chair Sullivan announced Councilmember Clarkson was delayed and asked that the recognition/celebration for him be moved to the end of the agenda.

APPROVAL OF AGENDA

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to approve the agenda as amended.

PUBLIC COMMENT

Darren Wright, 2641 Wilderness Drive SE, Olympia, WA – Mr. Wright asked the Authority to ban the “Go Hawks” message being advertised on Intercity Transit’s bus reader boards. He believes this is a misuse of resources because Intercity Transit is giving free advertising to a “for profit” private organization. Mr. Wright feels supporting a profit organization is inappropriate and disrespectful.

Mr. Wright asked if by advertising “Go Seahawks” does that mean the Transit Authority supports the Seahawks and does that include the offensive and disrespectful actions they are participating in. The Seahawks are disrespecting veterans during their protest of the National Anthem. When Mr. Wright sees “Go Seahawks” on Intercity Transit’s bus reader boards he interprets that Intercity Transit supports the actions of

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 2 of 10

the Seahawks protest. Mr. Wright said that is offensive to veterans and to patriots of this country.

Mr. Wright recently requested a Public Records Request from Intercity Transit regarding the use of the reader boards and obtained an email response submitted by Intercity Transit's Marketing/Communications Manager, Rena Shawver. Her response was, "Intercity Transit uses automated message boards to communicate to riders about stops, rider's alerts, surveys and other key communication relevant to ridership. We don't typically use the system to communicate anything else. In the case of "Go Hawks" our employees have had the long-standing tradition of wanting to support our local NFL team - a team that most every rider and community member can relate to and doesn't cause any feelings of rivalry. We limit our support to the one team that most people will not find objectionable." Mr. Wright disagrees with this statement and he respectfully requests that Intercity Transit ban such ads/announcements on their buses.

PUBLIC HEARING 2018-2023 DRAFT STRATEGIC PLAN

Freeman-Manzanares said the process to update the strategic plan began in April, 2017 and there have been a number of updates that included feedback from the Citizen Advisory Committee. It was approved in draft form by the Authority and has been made available to the public.

Chair Sullivan opened the public hearing for the 2018-2023 Draft Strategic Plan at 5:36 p.m.

With no one present for public comment, Chair Sullivan closed the public hearing at 5:36 p.m.

Councilmember Carmody arrived

PUBLIC HEARING 2018 DRAFT BUDGET

Finance Manager, Suzanne Coit reviewed changes made to the 2018 Budget since it was last presented to the Authority in October. Changes were made to:

- Underground Storage Tank Replacement project in the amount of (\$2,000,000)
- Short/Long Range Service Plan project in the amount (\$28,000)
- Bus Stop Enhancements in the amount of (\$50,000)
- The addition of \$5,000 for the WSTIP Safety Award
- \$20,000 additional for FleetNet Timekeeping Module
- \$20,000 additional for FleetNet Asset Management Module
- \$7,000 for added Exterior Paint Consultant

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 3 of 10

- Removed \$200,000 from the Pattison Exterior Painting because it doesn't make sense to paint before performing the remodel
- Increased the bid for painting LTC, OTC, Amtrak station in the amount of \$100,000
- Increased the Community Conversation Amendment in the amount of \$40,000
- Increased Buildings/Grounds Maintenance in the amount of \$2,400 to purchase a Port-a-Potty at the Hawks Prairie Park-and-Ride
- Reduced Land Use and Development in the amount of \$10,000

Coit said the 2018 Budget revised total is \$112,255,091 of which \$69,220,735 is Capital and \$43,034,356 is Operating Expense.

Freeman-Manzanares said the Short/Long Range plan is reflective of what has been spent to date as is the Bus Stop Enhancements. She said staff hired experts to look at the existing paint and they reported there were delamination issues, which means the paint is pulling away from the metal, and the \$7,000 is reflective of that. As a very high level estimate, the expert said for those four projects it might be in the \$950,000 range. They are returning next week to perform an onsite analysis, and staff feels confident about moving forward with the Amtrak Station, Lacey and Olympia Transit Centers. She said staff wants more time to see about receiving the federal bus and bus facility dollars and then approach it as a combined project.

Chair Sullivan opened the public hearing for the 2018 draft budget at 5:45 p.m.

Freeman-Manzanares read out loud a written letter received via US mail, submitted for public comment by Mr. Jack Latteman, 3116 Moore Street SE, Olympia regarding both the strategic plan and draft budget. In summation, Mr. Latteman is "pleased to see Intercity Transit plans to take a fresh look at its route and schedule structure for 2018." And he thanks Intercity Transit for securing a state Regional Mobility grant to add express service to I-5.

With no further public comment, Chair Sullivan closed the public hearing at 5:52 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council** - Messmer said TRPC met November 3 for a short meeting followed by a 50th anniversary celebration where members honored of Virgil Clarkson for his length of service at TRPC. There was an interesting mix of previous staff who had worked at TRPC. There were photos and stories about TRPC.

Members discussed legislative priorities. Messmer noted that Intercity Transit needs to keep in close touch and make sure that any of the agency's staff or

consultants who are working on legislative items to continue to stay in touch with TRPC. Members voted on a new member of TRPC - the Tumwater School District rejoined.

- B. Transportation Policy Board** - Melnick said the TBP met November 8. The Board considered the recommendation of the Interview Panel on candidates to fill the Business and Citizen Representative slots. The members approved Doug DeForest for another one term, Joe Baxter and Renee Radcliff Sinclair for two year terms, and Kevin Pestinger for a one year term. Members also approved a revision to the process for amending the Regional Transportation Improvement Program. The Board discussed responses from Board and Council on a recent survey of priorities for the 2018 State Legislative session.

NEW BUSINESS

A. Youth Education Program 2017 Update.

Youth Education Specialist, Jessica Gould showed a slide show of some of the activities conducted through the Walk N Roll program this year.

Gould said Walk N Roll has its own mission/vision statement. Mission: "To educate and encourage youth to get around by biking, walking and riding the bus to foster an active and healthy community." Vision: "Youth will access their community using healthy, active transportation."

The Walk N Roll program has been focused on presentations (17 completed this year reaching 900 students) explaining information about the dynamics of neighborhoods and benefits of active transportation. They focus on the middle school level because these are kids who are able to make their own transportation decisions.

The program includes rolling classrooms and field trips. In rolling classrooms the students tour the IT maintenance facility and go through the bus wash and learn how IT takes care of the buses. The field trips take the students to places in the community they might not be able to get to, using their school transportation.

There is also the Walk to School Day events with several schools participating through the year. In 2017, 3,000 students participated in this event. It includes police officers, fire fighters, and councilmembers from the various jurisdictions

Gould does a lot of outreach in the community that includes the Walk N Roll pace car sticker which is a way to interact with people who don't walk and bike, but are concerned about traffic. They can pledge to give bicyclists three feet of space when passing, stop for pedestrians at crosswalks, and drive extra slow around school

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 5 of 10

zones – this encourages slower traffic within the neighborhoods; the school walking map that TRPC creates; and there is the wheel of fortune – the wheel can be customized depending on the audience. Participants spin the wheel and answer various questions.

Gould explained the Earn-a-Bike program and showed the “Wall of Fame.” Students take eight hours of after school classes, teaching them how to take care of the bikes and after they complete the eight hours, they get to keep the bike. IT ends up with many abandoned bikes. After holding them for 2-4 months, they go to the bike shop to get refurbished.

Gould explained the Bike and Pedestrian Education Program. Tumwater School District and North Thurston were awarded grants for these programs allowing them to purchase bikes and a trailer, and the bikes travel from school-to-school. IT goes to the schools and assists the PE teachers with teaching that curriculum.

Gould said there will be some changes to Walk N Roll. She hopes to incorporate AmeriCorps staff people into the team because this is a person-intensive program so the more people, the more efficient the program.

Messmer asked how the bright green helmets the students were wearing are incorporated into the program. Gould said during the Earn-a-Bike classes, the kids receive a helmet and that’s part of what IT provides. IT also partnered with Safe Kids Thurston County and they received grant funding to give every school in Thurston County 13 helmets. If you see them at the Earn-a-Bike schools, those are from Walk N Roll; if you see them out in the community you’ll know they are from the Safe Kids Thurston County grant.

- B. Right-of-Way Dedication Deed.** Procurement Coordinator, Tammy Ferris, asked the Authority to consider approval allowing the General Manager to sign the necessary documents dedicating 15.5’ of Right-of-Way between the City of Olympia and Intercity Transit.

In December of 2015, the City of Olympia and Intercity Transit mutually entered into a Development Agreement for Phases I and II of the Pattison Rehabilitation and Expansion project. As part of that Agreement, Intercity Transit agreed to dedicate 15.5’ of ROW along the east side of Pattison Street for future roadway improvements. Staff has worked with the City of Olympia Surveyor and our Surveyor David Evans and Associates to prepare the ROW Dedication Deed and associated exhibits for recording, as agreed to in the Development Agreement between Intercity Transit and the City of Olympia.

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 6 of 10

Staff has researched RCWs, policies, and ITA Bylaws and found RCW 39.33.010 states that municipalities and governmental agencies may sell, transfer, exchange property to another governmental agency on terms and conditions mutually agreed upon by said parties. Transit's surplus property policy requires no "noticing" or advertising for the sale or transfer of said property. However, Section 9.3, of the Bylaws, states the ITA must authorize the execution of any contract, which includes all legal documents.

Gilman asked how this fits in with the expansion and improvements and potential street improvements. What is the purpose of the 15.5'? Ferris said it's trying to get through the permitting process and through the development for phases 1 and 2 of the Pattison base. IT needs to enter into a development agreement with the City of Olympia and part of that is the alignment of the existing roadway. It's not aligned so the 15.5' pushed out to an even line.

Councilmember Clarkson arrived.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager to sign necessary documents to dedicate 15.5' of ROW along Pattison Street and execute the ROW Dedication Deed between the City of Olympia and Intercity Transit.

- C. Tumwater Square Station Improvements Contract Award.** Procurement Coordinator, Tammy Ferris, presented for approval a contract with Rognlin's, Inc. for the Tumwater Square Station Improvements.

The project was previously bid in June 2017 and a single bid of \$348,200 was subsequently rejected by the ITA on August 2, 2017. Following review by Tumwater's engineering staff, the project cost estimate was updated and clarification was made to the bid package. The bid range, as determined at the time of the second request for bid in October 2017, was \$230,000 to \$270,000. The budget for the project includes \$230,000 in grant funding for construction. The City of Tumwater provided the engineering, preparation of the bid documents, and will provide the majority of the on-site construction support to complete this project.

Staff reissued a Request for Bids (RFB) for the Tumwater Square Station Improvements project on October 13, 2017. Nine (9) bids were received by the submittal deadline of November 8, 2017. Bids ranged from a high of \$323,789.34 to a low of \$251,486. The bid submitted by Rognlin's, Inc. in the amount of \$251,486 was determined to be the lowest responsive and responsible bid. The low bid is \$1,473 or 0.59% above the Engineer's estimate of \$250,013.

Rognlin's, Inc. has expertise and a solid reputation in construction, with significant experience working on a wide variety of public work projects similar in size and complexity. Rognlin's, Inc. is currently the contractor on Intercity Transit's Pattison Base Improvements - UST project. Staff is confident in their ability to construct and complete the project and recommends award of the contract to Rognlin's, Inc.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to enter into a contract with Rognlin's, Inc. for the Tumwater Square Station Improvements project in the amount of \$251,486, including taxes.

D. APTA Annual Conference and Trade Show Debrief.

Authority members Carmody, Melnick and Messmer shared their experience at the American Public Transportation Association Annual Conference and Expo held in Atlanta, Georgia October 8 through 11.

Carmody said she concentrated on information about fare collection, and she found there are a lot of different systems being designed ranging from actual fare collection similar to ORCA by waiving a card over a reader or placing a smartphone against a screen. She was most impressed with the Account Based Ticketing. It's similar to having an ORCA account, but you purchase the ticket and it stays on your cellphone to show the drivers. It literally reduces time and it's cheaper. She spoke with vendors who said 70% of people have smartphones and for the remaining 30% who do not, they would use the existing fareboxes. It's all in the Cloud, they do all of the management; it requires no extra hiring; and it's scalable for all systems. She was impressed with their analytics - they can tell which routes are being used the most, how many riders, etc.

Carmody was impressed with the vendor Complete Coach Works who re-manufactures buses which is supposedly cheaper to purchase.

Warner said Metro uses the fare collection system. There is a transit go app for Sound Transit and Metro in Seattle and you can get a day pass.

Melnick said he attended sessions along with Paul Koleber because he wanted to learn more about the nuts and bolts of buses. He saw the latest in electric buses and Dial-A-Lift vehicles. He attended a session entitled, "Transit System Overhaul." Three transit systems provided a presentation about how they handle changing route structures and educate the public. He attended sessions about public and private partnership and on tax laws. He also attended a session about System Education for Technicians. IT sending technicians away for training could get expensive. They were talking about collaboration between colleges and main street

and provide some type of remote training and make the training available when needed. Also, Melnick attended a session on driverless technology and he thinks it's coming soon, and it's something for IT to be thinking about.

Messmer said she appreciated the opportunity to attend the conference/expo because it provides the opportunity to see and talk with people about their products and services. She also looked into the various fare systems and noted how many options are available. She said one thing that struck her was the transformation that is occurring in the transit industry signaled by an announcement that Gillig and Cummins have a partnership for making electric buses. This means the industry is getting a big signal and it's time to make the shift and diesel is not the future.

She also liked interacting with IT staff and being able to ask questions. The voice transmission vendors were next door to Gillig and made her realize that we're not just looking at different products and what costs the least, but about reliability and durability and the experience with what is purchased.

Messmer also visited the companies that offer the three bike racks and noted the details could make a big difference for the people using them. She hadn't heard the stories about the security issues for bike lockers and there were a couple of products on display that claimed to solve any problems, such as a fiberglass clamshell that comes down and gives the opportunity for art to be displayed. It's a softer looking product.

GENERAL MANAGER'S REPORT

Freeman-Manzanares said staff has been active in pursuing a legislative agenda. She met and toured the IT facility with Senator King, the Chair of the Senate Transportation Committee; Representative DeBolt who is the Ranking Minority Leader House Capital; and Representative Orcutt, the Ranking Minority Leader House Transportation. DeBolt was impressed with the facility and understood IT's request and suggested we get something in immediately. DeBolt brought his legislative assistant and a member of the Capital Republican Caucus who spent some time discussing the submittal of applications for funding. A meeting with Senator Hobb will take place in January. He will likely be the Chair of Senate Transportation.

Freeman-Manzanares continues to work on the local options bill funding for the Dash. They are interested in leveraging state funding as well as local Intercity Transit funding to talk with the City of Olympia about re-engaging in the conversations to split the operational costs of Dash by a third.

Intercity Transit Authority Regular Meeting

November 15, 2017

Page 9 of 10

Staff is celebrating the WSTIP Safety Star award with a boxed lunch on Friday, November 17. Staff will do something similar again in the spring/summer to keep safety at the forefront.

Progress is being made on the Olympia Transit Center project. The architects from SRG who are working on the project and the project manager from DES will give a presentation at the December 6 Authority meeting.

Staff is focusing on the vanpool promotion. Three vanpools have been formed. There is the No-Cost November promotion which is attracting people and there is the Three is Enough coming up in January. The team is advertising now.

Filming begins next Tuesday on the "Day in the Life of a Bus."

A Technical Advisory Committee meeting for the short/long range plan was held on Monday, November 13 consisting of thirteen major stakeholders. Jason Robertson and Thomas Wittmann led the discussion. There is a plan to meet twice in the first quarter of 2018 to move forward.

AUTHORITY ISSUES

Messmer said in response to this evening's public comment, she would like to have a conversation in a more broad context at a future meeting. She would like to talk about what goes on the reader boards and the current approach and if there is something that needs to be changed.

Gilman said last month he suggested free passes for downtown employees, and the City of Olympia rolled out Phase 1 proposal for the parking strategy for downtown Olympia and it includes using parking revenue to pay for 100 bus passes per month for downtown employees. He said the details haven't been settled yet. If there are state agencies that do not have commute trip reduction and don't offer a Star Pass then that would make sense, but most of the state employees already have the Star Pass option as do city employees. It's not clear whether to target it down to vary small businesses intentionally or just open it up to first come/first serve.

Gilman said King County Metro acquired a new coach that is a plug in running over to the east gate park-and-ride with a 10 minute charger at each end of the run. They will have an electric bus shoot out in 2018. They will have five different kinds of electric coaches.

Warner said he appreciates the IT Operators who worked on Monday during the very bad stormy weather. He said the drivers were calm and all did a great job maneuvering the routes.

Carmody congratulated Councilmembers Sullivan and Gilman for being re-elected to their jurisdictions.

Carmody said the 507 Coalition is meeting on December 6 and IT will make a presentation. The goal is to get everyone talking about reducing congestion in general rather than adding roads. Perhaps talk about setting up a transit station in McKenna where Pierce could come down as it's on the county line.

RECOGNITION

A. Proclamation and Recognition for Councilmember Virgil Clarkson. Chair Sullivan read a Proclamation of Appreciation to City of Lacey Councilmember Virgil Clarkson. *The meeting recessed at 6:57 p.m. for refreshments.*

Chair Sullivan reconvened the meeting at 7:17 p.m.

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 Stafford-Smith; Authority members Sullivan, Messmer, Melnick, Gilman, Carmody, Clarkson and Warner.

ADJOURNMENT

It was M/S/A by Citizen Representative Melnick and Councilmember Clarkson to adjourn the meeting at 7:19 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Pat Messmer
Clerk to the Authority

Date Approved: December 6, 2017.

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

PERIOD DATES:		10/15/2017 - 10/28/2017			PAYDATE	11/3/2017	PERIOD DATES:		10/29/2017 - 11/11/2017			PAYDATE	11/17/2017
	CODES	PAY PERIOD	CHECK NO.	1ST CHECK	TRANSFER			CODES	PAY PERIOD	CHECK NO.	2ND CHECK	2ND TRANSFER	
				AMOUNT	AMOUNT						AMOUNT	AMOUNT	
IRS	FIT			76,672.20		IRS	FIT				78,904.20		
	MT	EFT		21,681.58	98,353.78		MT	EFT			21,960.66	100,864.86	
	A2/35	Life Ins.		0.00	0.00		AL/35	Life Ins.			0.00	0.00	
INS	D3/D1	Disability Ins		2,456.76	0.00	INS	D3/31	Disability Ins			2,444.74	0.00	
HEALTH	HE/37H/38	Health In1stN2ND		169,330.50	0.00	HEALTH	HE/37H/38	Health In1stN2ND			177,345.50	0.00	
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	TH/39	Taxed Hlth- DO NOT USE			0.00	0.00	
CHILD CARE	CC/61	Child Care	Hfstitter	148.00		CHILD CARE	CC/61	Child Care	Hfstitter/Brqkmp		148.00		
GARNISHMENT	GN/08	Garnish	CHECK last	659.14		GARNISHMENT	GN/08	Garnish	CHECK last		303.99		
CHILD SUPPORT	CS/09	DSHS	EFT	2,876.96	2,875.95	CHILD SUPPORT	CS/09	DSHS	EFT		2,818.00	2,818.00	
	CS/09	ExpertPay	EFT	0.00	0.00						0.00	0.00	
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	9,100.00	9,100.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every		9,100.00	9,100.00	
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,816.35	15,815.35	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every		15,818.65	15,818.65	
GET	GT/63	G.Ed.Tult	Check every	227.00		GET	GT/63	G.Ed.Tult	Check every		227.00		
HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	265.00	265.00	HEALTH SAVING	HS/59	Health Svgs	ACH Wire every		265.00	265.00	
401K	DC/97	Vgrd EE	Wire	45,541.10		401K	DC/97	Vgrd EE	Wire		45,610.24		
VANGUARD	DC/22	Vgrd ER	Wire	31,163.34	76,704.44	VANGUARD	DC/22	Vgrd ER	Wire		31,572.48	77,182.72	
LOAN	L2/29	401k Ln#2	Wire	5,120.66		LOAN	L2/29	401k Ln#2	Wire		5,066.57		
LOAN	LN/29	401k Ln #1	Wire	8,048.69	13,169.35	LOAN	LN/29	401k Ln #1	Wire		7,937.02	13,003.59	
	TTL VNGRD			89,873.79			TTL VNGRD				90,186.31		
LABOR INS	LI/02	L&I	EFT Quarterly	31,191.49		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly		30,321.03		
MACHINISTS	MD/51	Mch.UnDues	Check last	1,502.26		MACHINISTS	MD/51	Mch.UnDues- 164 PEREE	Check last		1,502.49		
UNION DUES	MU/52	Mac.Initiatn	Check last	0.00		UNION DUES	MU/52	Mac.Initiatn	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		0.00		TF/	Tx.Fr.Benefit	Employer		75.00	0.00	
PROJECT ASSIST	PA/66	Proj.Assist	Check last	481.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last		486.00		
PENSION	PN/04	PERS EE	EFT	56,925.67	0.00	PENSION	PN/04	PERS EE	EFT		56,615.91	0.00	
STATE	PN/04	PERS ER	EFT	98,176.48	155,102.15	STATE	PN/04	PERS ER	EFT		97,639.45	154,255.36	
PERS	TTL PERS			155,102.15		PERS	TTL PERS				154,255.36		
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	393.87	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE		453.73	0.00	
ICMA	RC/24	ICMA EE	WIRE	6,243.91		ICMA	RC/24	ICMA EE	WIRE		6,332.88		
ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI/23	ICMA Roth	WIRE		350.00	350.00	
ICMA LON	RL/21	ICMA Ln#1	WIRE	1,831.04	2,224.91	ICMA LON	RL/21	ICMA Ln#1	WIRE		1,831.04	2,284.77	
ICMA	RR/25	ICMA ER	WIRE	3,225.83	9,469.74	ICMA	RR/25	ICMA ER	WIRE		3,668.09	10,000.97	
	TTL ICMA			11,694.65	12,044.65		TTL ICMA				12,285.74	12,635.74	
457 STATE	SD/26	457 ST EE	EFT	14,215.87		457 STATE	SD/26	457 ST EE	EFT		14,255.20		
DEFERRED	SR/27	457 ST ER	EFT	7,432.90	21,648.77	DEFERRED	SR/27	457 ST ER	EFT		8,113.98	22,369.18	
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	3,980.66	3,980.66	AFLAC	ST/67	ShTrmDisab-AFLAC	EFT		4,108.00	4,108.00	
ATU	UC/45	Un COPE	Check 1st	233.00		ATU	UC/45	Un COPE	Check 1st		-		
UNION DUES	UA/44	Un Assess	Check last	0.00		UNION DUES	UA/44	Un Assess -2ND PP	Check last		597.00		
	UD/42	Un Dues	Check last	5,743.88			UD/42	Un Dues-BOTH PP	Check last		5,676.17		
	UI/41	Un Initiatn	Check last	120.00			UI/41	Un Initiatn- 100.00 PEREE	Check last		0.00		
	UT/43	Un Tax	Check last	3,095.40			UT/43	Un Tax IST PP	Check last		0.00		
UNITED WAY	UW/62	United Way	Check last	415.50		UNITED WAY	UW/62	United Way	Check last		397.50		
WELLNESS	WF/64	Wellness	Check last	336.50		WELLNESS	WF/64	Wellness	Check last		336.50		
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		470,586.55	470,586.55	DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every		480,224.09	480,224.09	
LIVE CHECKS	Paychecks			0.00		LIVE CHECKS	Paychecks - LIVE CHECKS				0.00		
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$879,646.65		TOTAL TRANSFER (tie to Treasurer Notifications)					\$892,645.19	
	TOTAL PAYROLL*:			\$1,095,587.08			TOTAL PAYROLL*:				\$1,112,506.11		
GROSS WAGE	GROSS EARNINGS:			773,977.89		GROSS WAGE	GROSS EARNINGS:				782,554.06		
ER AMOUNT	EMPR MISC DED:			310,768.40		ER AMOUNT	EMPR MISC DED:				318,971.72		
MEDICARE TAX	EMPR MEDICARE TAX:			10,840.79		MEDICARE TAX	EMPR MEDICARE TAX:				10,980.33		
	TOTAL PAYROLL FOR NOV 2017				\$1,095,587.08		TOTAL PAYROLL*:				\$1,112,506.11		
	TOTAL PAYROLL FOR NOV 2017						TOTAL PAYROLL FOR NOV 2017					\$2,208,093.19	
DIRECT DEP.	ACH WIRE TOTAL			495,766.90		DIRECT DEP.	ACH WIRE TOTAL				505,407.74		

0.00 \$0.00

0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/10/2017

Thru Date: 11/10/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23753	11/10/2017	01405	ADVANCE GLASS INC	\$1,327.14	
23754	11/10/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23755	11/10/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$780.99	
23756	11/10/2017	02060	AMERISAFE	\$130.57	
23757	11/10/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$168.82	
23758	11/10/2017	02380	ARAMARK UNIFORM SERVICES	\$972.35	
23759	11/10/2017	02580	ASSOCIATED PETROLEUM	\$79,368.26	
23760	11/10/2017	02990	B&B SIGN COMPANY LLC	\$136.98	
23761	11/10/2017	03250	BATTERY SYSTEMS, INC	\$2,728.49	
23762	11/10/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$1,710.00	
23763	11/10/2017	05740	CED	\$425.87	
23764	11/10/2017	05962	CHEHALIS COLLISION CENTER	\$3,238.21	
23765	11/10/2017	06060	CITY OF OLYMPIA	\$420.00	
23766	11/10/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$239.11	
23767	11/10/2017	07220	CUMMINS NORTHWEST INC	\$9,447.62	
23768	11/10/2017	07619	DAVID S FOSTER	\$1,750.00	
23769	11/10/2017	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$6,788.15	
23770	11/10/2017	08840	EMPLOYER RESOURCES NORTHWEST	\$39.59	
23771	11/10/2017	10477	GALLS, LLC	\$3,510.98	
23772	11/10/2017	10580	GENE'S TOWING INC	\$315.24	
23773	11/10/2017	10607	GENUINE AUTO GLASS OF LACEY	\$701.17	
23774	11/10/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23775	11/10/2017	10660	GILLIG LLC	\$9,673.96	
23776	11/10/2017	10759	GORDON TRUCK CENTERS INC	\$9,639.70	
23777	11/10/2017	11615	INDUSTRIAL HYDRAULICS INC	\$519.68	
23778	11/10/2017	11865	ISLAND SUPERIOR AIR FILTER	\$498.00	
23779	11/10/2017	11905	JANEK CORPORATION	\$326.40	
23780	11/10/2017	11909	JAYRAY ADS & PR INC	\$7,855.00	
23781	11/10/2017	11943	JOANNA GRIST	\$1,750.00	
23782	11/10/2017	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
23783	11/10/2017	13793	MARTIN WAY COLLISION INC.	\$844.07	
23784	11/10/2017	14160	MCMASTER-CARR SUPPLY CO.	\$251.12	
23785	11/10/2017	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
23786	11/10/2017	14750	MULLINAX FORD	\$1,760.65	
23787	11/10/2017	14900	NAPA AUTO PARTS	\$628.36	
23788	11/10/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
23789	11/10/2017	16595	PACIFIC POWER GROUP LLC	\$6,730.22	
23790	11/10/2017	16820	PIERCE COUNTY SECURITY	\$16,910.00	
23791	11/10/2017	16888	REXEL INC	\$213.25	
23792	11/10/2017	17290	PUGET SOUND ENERGY	\$15,478.21	
23793	11/10/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23794	11/10/2017	17420	R&R TIRE COMPANY, INC.	\$513.43	
23795	11/10/2017	17505	RAINIER DODGE INC	\$1,111.48	
23796	11/10/2017	17560	RE AUTO ELECTRIC INC	\$723.61	
23797	11/10/2017	17580	RECARO NORTH AMERICA INC	\$5,210.00	
23798	11/10/2017	17705	RICHARDS UPHOLSTERY	\$426.47	
23799	11/10/2017	17741	ROGNLIN'S INC	\$525,127.51	
23800	11/10/2017	17795	ROUTEMATCH SOFTWARE INC	\$40,423.77	
23801	11/10/2017	17900	SCHETKY NW SALES INC	\$1,245.48	
23802	11/10/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$3,252.60	
23803	11/10/2017	18145	SIX ROBBLEES INC	\$56.08	
23804	11/10/2017	18197	SMART TALENT LLC	\$1,437.12	
23805	11/10/2017	18355	SOUND TRANSIT	\$61,257.15	
23806	11/10/2017	18470	SPORTWORKS NORTHWEST INC	\$139.05	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/10/2017

Thru Date: 11/10/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23807	11/10/2017	18801	TAGS AWARDS & SPECIALTIES	\$435.20	
23808	11/10/2017	21660	THERMO KING NORTHWEST	\$117.37	
23809	11/10/2017	21800	THURSTON COUNTY RESOURCE STEWARDS	\$9,792.00	
23810	11/10/2017	21930	TIRES INC	\$10,717.31	
23811	11/10/2017	21950	TITUS-WILL CHEVROLET	\$2,144.59	
23812	11/10/2017	22100	TRANSIT SOLUTIONS, LLC	\$2,390.66	
23813	11/10/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
23814	11/10/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$87,487.55	
23815	11/10/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$10,387.23	
23816	11/10/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$33,958.90	
23817	11/10/2017	23790	VENTILATION POWER INC	\$1,545.07	
23818	11/10/2017	23809	VERITAS FORENSIC ACCOUNTING & ECONO	\$2,539.75	
23819	11/10/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$130.00	
23820	11/10/2017	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$2,643.51	
23821	11/10/2017	24750	WA ST GET PROGRAM	\$227.00	
23822	11/10/2017	25380	WASHINGTON GARDENS	\$315.52	
Total:				\$995,588.21	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/24/2017

Thru Date: 11/24/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23823	11/24/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$15,232.45	
23824	11/24/2017	01820	AMERICAN DRIVING RECORDS INC	\$694.02	
23825	11/24/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
23826	11/24/2017	01960	AMERICAN SEATING COMPANY	\$92.46	
23827	11/24/2017	02380	ARAMARK UNIFORM SERVICES	\$1,032.25	
23828	11/24/2017	02580	ASSOCIATED PETROLEUM	\$21,290.38	
23829	11/24/2017	03250	BATTERY SYSTEMS, INC	\$7,200.68	
23830	11/24/2017	03350	BERNIE'S CUSTOM PAINT, INC.	\$500.00	
23831	11/24/2017	04120	BUILDERS HARDWARE CO	\$286.48	
23832	11/24/2017	05445	CARMODY, MOLLY	\$297.00	
23833	11/24/2017	05460	ADVANCE AUTO PARTS-OLYMPIA	\$360.31	
23834	11/24/2017	05740	CED	\$148.51	
23835	11/24/2017	05962	CHEHALIS COLLISION CENTER	\$3,238.21	
23836	11/24/2017	06500	COLLECTION TECHNOLOGY INC	\$366.96	
23837	11/24/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$693.77	
23838	11/24/2017	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
23839	11/24/2017	07220	CUMMINS NORTHWEST INC	\$17,232.47	
23840	11/24/2017	08060	DON SMALL AND SONS OIL	\$3,142.72	
23841	11/24/2017	08780	EMERALD SERVICES INC	\$758.93	
23842	11/24/2017	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$216.00	
23843	11/24/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
23844	11/24/2017	09660	FERGUSON ENTERPRISES, INC	\$256.53	
23845	11/24/2017	09885	FMNA LLC	\$139.83	
23846	11/24/2017	10285	FTE NEWS MAGAZINE	\$200.00	
23847	11/24/2017	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
23848	11/24/2017	10477	GALLS, LLC	\$3,539.59	
23849	11/24/2017	10580	GENE'S TOWING INC	\$143.35	
23850	11/24/2017	10607	GENUINE AUTO GLASS OF LACEY	\$1,194.85	
23851	11/24/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23852	11/24/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23853	11/24/2017	10660	GILLIG LLC	\$25,216.67	
23854	11/24/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
23855	11/24/2017	10759	GORDON TRUCK CENTERS INC	\$5,338.85	
23856	11/24/2017	10863	GRAYS HARBOR TRANSIT	\$331.00	
23857	11/24/2017	11615	INDUSTRIAL HYDRAULICS INC	\$243.76	
23858	11/24/2017	11765	INTERCITY TRANSIT PETTY CASH	\$267.83	
23859	11/24/2017	11892	J ROBERTSON AND COMPANY	\$18,025.00	
23860	11/24/2017	11909	JAYRAY ADS & PR INC	\$10,625.54	
23861	11/24/2017	13366	LANDAU ASSOCIATES INC	\$1,857.78	
23862	11/24/2017	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,631.40	
23863	11/24/2017	13512	LESLIE J WILLIAMSON	\$75.00	
23864	11/24/2017	13661	LOOMIS	\$5,098.57	
23865	11/24/2017	13793	MARTIN WAY COLLISION INC.	\$1,009.01	
23866	11/24/2017	13850	MASON TRANSIT AUTHORITY	\$908.00	
23867	11/24/2017	14384	MESSMER, KAREN	\$215.00	
23868	11/24/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
23869	11/24/2017	14590	MOHAWK MFG & SUPPLY	\$146.70	
23870	11/24/2017	14750	MULLINAX FORD	\$4,519.74	
23871	11/24/2017	14900	NAPA AUTO PARTS	\$1,134.01	
23872	11/24/2017	15140	NISQUALLY TOWING SERVICE	\$540.00	
23873	11/24/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$3,444.90	
23874	11/24/2017	15300	OAK HARBOR FREIGHT LINES INC	\$459.74	
23875	11/24/2017	16966	POINT & PAY	\$1,347.29	
23876	11/24/2017	17420	R&R TIRE COMPANY, INC.	\$1,283.57	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/24/2017

Thru Date: 11/24/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23877	11/24/2017	17505	RAINIER DODGE INC	\$618.92	
23878	11/24/2017	17900	SCHETKY NW SALES INC	\$1,066.59	
23879	11/24/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,386.82	
23880	11/24/2017	18145	SIX ROBBLEES INC	\$245.99	
23881	11/24/2017	21660	THERMO KING NORTHWEST	\$422.39	
23882	11/24/2017	21750	THURSTON COUNTY CHAMBER	\$1,500.00	
23883	11/24/2017	21830	THURSTON COUNTY SOLID WASTE	\$55.72	
23884	11/24/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
23885	11/24/2017	21930	TIRES INC	\$380.14	
23886	11/24/2017	21950	TITUS-WILL CHEVROLET	\$2,129.95	
23887	11/24/2017	22010	TOYOTA OF OLYMPIA	\$992.73	
23888	11/24/2017	22100	TRANSIT SOLUTIONS, LLC	\$1,948.85	
23889	11/24/2017	22325	TTL PARTNERS LLC	\$3,297.00	
23890	11/24/2017	23660	UNITED WAY OF THURSTON COUNTY	\$813.00	
23891	11/24/2017	23740	USSC LLC	\$1,233.91	
23892	11/24/2017	24000	W W GRAINGER INC	\$226.87	
23893	11/24/2017	24030	WA ST AUDITORS OFFICE	\$16,418.19	
23894	11/24/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
23895	11/24/2017	24750	WA ST GET PROGRAM	\$227.00	
23896	11/24/2017	24755	WA ST HEALTH CARE AUTHORITY	\$351,577.50	
23897	11/24/2017	25540	WASHINGTON STATE RIDESHARING ORG	\$1,173.00	
23898	11/24/2017	25858	WESTCARE CLINIC LLC PS	\$255.00	
Total:				\$558,883.24	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/28/2017

Thru Date: 11/28/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23899	11/28/2017	11765	INTERCITY TRANSIT PETTY CASH	\$500.00	
				Total:	\$500.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/29/2017

Thru Date: 11/29/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23900	11/29/2017	11765	INTERCITY TRANSIT PETTY CASH	\$425.00	
			Total:	\$425.00	

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
11750 INTERCITY TRANSIT EXEC IMPREST ACCOU										
00	2017NOV	DI	11/28/2017			3,639.00	3,639.00	3,639.00		3,639.00

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	2017NOV	DI	11/24/2017			165.02	165.02	165.02		165.02
10205 FREEMAN-MANZANARES ANN										
00	11/7-9/17	DI	11/24/2017			632.07	632.07	632.07		797.09
11308 HOFSTETTER SHANNON										
00	11/03/2017	DI	11/24/2017			148.00	148.00	148.00		945.09
00	11/17/2017	DI	11/24/2017			148.00	148.00	296.00		1,093.09
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2017NOV	DI	11/24/2017			967.00	967.00	967.00		2,060.09
11775 INTERCITY TRANSIT WELLNESS										
00	2017NOV	DI	11/24/2017			673.00	673.00	673.00		2,733.09
12913 KRUEGER, STEVEN J										
00	11/5-10/17	DI	11/24/2017			1,370.41	1,370.41	1,370.41		4,103.50
13343 LAFONTAINE, ROBERT										
00	10/29-31/17	DI	11/24/2017			87.00	87.00	87.00		4,190.50
16785 PHILLIPS, ERIC										
00	10/29-31/17	DI	11/24/2017			199.41	199.41	199.41		4,389.91
22055 TRAIL, NANCY										
00	10/19/2017	DI	11/24/2017			29.85	29.85	29.85		4,419.76
23759 VAN NUYS, THOMAS										
00	10/08/2017	DI	11/24/2017			525.49	525.49	525.49		4,945.25
00	10/29-31/17	DI	11/24/2017			721.83	721.83	1,247.32		5,667.08

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
10293 FUT1, RATISAMI S										
00	11/03/2017	DI	11/2/2017			365.41	365.41	365.41		365.41

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
08550 EASY SPEAKERS CLUB										
00	2017-2018Dues	DI	11/10/2017			660.00	660.00	660.00		660.00
10205 FREEMAN-MANZANARES ANN										
00	10/7-11/17	DI	11/10/2017			1,614.81	1,614.81	1,614.81		2,274.81
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017NOV	DI	11/10/2017			3,004.75	3,004.75	3,004.75		5,279.56
14385 MESSMER, PAT										
00	10/22-24/17	DI	11/10/2017			59.00	59.00	59.00		5,338.56
18042 SHAMBURGER, ANGIE										
00	BUSI 502	DI	11/10/2017			1,245.00	1,245.00	1,245.00		6,583.56

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

North Thurston Public Schools
Chuck Namit

Olympia School District
Justin Montermini

Tumwater School District
Mel Murray

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Joe Downing

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, December 1, 2017 8:30 a.m. – 10:30 a.m.

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

Consent Calendar

ACTION

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

- Approval of Minutes – November 3, 2017
- Approval of Vouchers
- Approval of Draft 2018 Work Program
- Approval of Draft 2018-2020 Strategic Plan

Recognition & Staff Anniversaries

RECOGNITION

TRPC recognizes staff service anniversaries in five-year increments at the December meeting.

Federal Funding Project Review

1ST REVIEW

TRPC's Call for Projects closed on October 27 and yielded four Surface Transportation (STP) and seven Congestion Mitigation and Air Quality Improvement Program (CMAQ) federal grant proposals. TRPC will conduct its first review and discussion of all applications. Project sponsors will be invited to attend the meeting to answer councilmembers' questions. TRPC will select priority proposals for grant funding on January 5, 2018.

Draft Climate Adaptation Plan

1ST REVIEW

Staff will present the draft *Thurston Climate Adaptation Plan*, focusing on the plan's priority actions and public-engagement efforts.

2018 Legislative Priorities

DISCUSSION

TRPC will continue discussions around regional priorities for the 2018 legislative session.

Main Street Journal

PRESENTATION

The latest edition of *The Main Street Journal* — TRPC's annual newsletter reporting Sustainable Thurston-related activities around the region — is hot off the press. At today's meeting, TRPC staff will provide the inside scoop on the annual newsletter, which has articles related core themes in the Sustainable Thurston plan.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 20, 2017

CALL TO ORDER

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

Members Present: Chair Victor VanderDoes; Vice Chair Jan Burt; Mitchell Chong; Billie Clark; Denise Clark; Jonah Cummings; Peter Diedrick; Ursula Euler; Tim Horton; Marie Lewis; Joan O'Connell; Sue Pierce; Carl See; and Walter Smit; Michael Van Gelder.

Members Not Present: Leah Bradley; Ariaah Perez; Marilyn Scott; Austin Wright; Lin Zenki.

Others Present: Authority Chair, City of Tumwater Councilmember Debbie Sullivan

Staff Present: Ann Freeman-Manzanares; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver.

APPROVAL OF AGENDA

Chair VanderDoes announced the following amendments to the agenda:

Jessica Gould is unable to attend this evening and the Youth Education Program Update will be moved to the January 8, 2018, meeting.

Walter Smit will provide a committee report on the October 18, 2017, Authority meeting; and Sue Pierce will report on the November 1, 2017 meeting.

It was M/S/A by Joan O'Connell and Michael Van Gelder to approve the agenda as amended.

INTRODUCTIONS

VanderDoes introduced Authority Chair, City of Tumwater Councilmember Debbie Sullivan.

RECOGNITION/FAREWELL CELEBRATION

A. Proclamation and Recognition. Chair VanderDoes read a Proclamation of Appreciation for outgoing CAC members Mitchell Chong, Carl See, Ariaah Perez and Leah Bradley. The meeting recessed at 5:35 p.m. for refreshments.

Chair VanderDoes reconvened the meeting at 5:43 p.m.

MEETING ATTENDANCE

- A. December 6, 2017, Regular Meeting** (Jonah Cummings)
- B. January 3, 2018, Regular Meeting** (Jan Burt)
- C. January 17, 2018, Work Session** (Billie Clark)

Denise Clark arrived.

APPROVAL OF MINUTES

It was M/S/A by Ursula Euler and Denise Clark to approve the minutes of the October 16, 2017, meeting.

NEW BUSINESS

- A. SURPLUS VAN GRANT AWARDS - (Carolyn Newsome)** - Vanpool Manager, Carolyn Newsome, provided an update on the Surplus Van Grant Program. She provided an overview of how the program works.

The review team consisted of the General Manager Ann Freeman-Manzanares, former CAC member Meta Hogan, and Newsome, and they evaluated 16 applications received by the October 11 deadline. This was the most number of applications ever received. Utilizing selection criteria including, community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommended 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 also recommended two additional groups. *The Thurston County Food Bank and Wa-Ya Outdoor Institute* both have worthy programs and demonstrate community benefits. **The Authority approved grants to all seven applicants.** There will be a celebration at the January 3, 2018, Authority meeting whereby the recipients will attend and give a brief history about their organization and how they plan to use the vans.

Newsome provided highlights of the agency's receiving a van:

City of Lacey Veterans HUB is located across the street from the Lacey Transit Center and will transport disabled, elderly and disabled veterans to the American Lake Veteran's Administration. Their vehicle will also meet the Rural Transportation Bus to connect with people coming from the south county. Newsome said she is only a few years from retirement, and upon retiring she will volunteer to drive vans for the HUB.

Community Youth Services has received grants in the past and they work 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.

Newsome said the vans will be identified by the Intercity Transit “swoosh” symbol. She noted 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 for a total of \$70,000 for the seven vehicles.

O’Connell commented that having the Intercity Transit symbol on the vans will help to get the word out about the program and will encourage taking better care of the vehicle.

B. MARKETING PRESENTATION – (*Rena Shawver*) - Marketing Manager, Rena Shawver, provided an overview of the marketing, communications and outreach division and the projects they have been working on, along with the philosophy they are bringing to the marketing program.

Shawver showed a PowerPoint presentation about the social marketing direction, making an impact, and changing behavior to encourage ridership.

Social marketing is all about influencing behaviors.

There are six areas they are looking at:

1. Is there an exchange (What’s in it for me?). There has to be something tangible in it for the customer.
 - a. The benefit of new behavior must be greater than status quo to motivate the change.
2. Is what we’re doing customer oriented?
 - a. Need to find and remove barriers for customers to improve ridership.
3. Dealing with a segmented audience.
4. Are we setting our product, price, the place where we deliver our product and promotion based on the principles above?
5. Are we doing market research that drives our decisions and allows us to know our customers well?
6. Are we sending measureable result objectives so that we can evaluate the outcome?

The exchange theory is critical because this is where the behavior change takes place. The benefit is the new behavior must be greater than the status quo to motivate the change.

Vanpool rider example: Research shows riders top reasons for vanpooling:

- Save Money: \$400/mo on 50 mile/RT commute
- Reduce Stress: read, sleep, let someone else drive

Bus Service – we need to ask ourselves:

- Is the benefit of the new behavior to ride the bus greater than status quo of current commuters?

In social marketing you need to be customer oriented.

- Need to find and remove barriers for customers.

Intercity Transit Citizen Advisory Committee

November 20, 2017

Page 4 of 10

- Vanpool example for business – challenges they face and benefits we offer:
 - I-5 congestion
 - Recruitment/retention
 - Parking
 - Tax benefit
 - Worker productivity

Intercity Transit needs to reframe the conversation with state agencies and future reduction to the business community and speak in their language. How can we benefit? How can our services benefit them?

Lastly, think about the barriers for bus riders.

The University of Washington developed a theory about changing citizen behaviors. When communicating with people about any topic, 16% will say show me; 68% say help me; and 16% say make me. With most commuters Intercity Transit will be in the 68% group. When the agency starts thinking about services, how are we going to help the customer understand and reach our services?

The Intercity Transit website is a tremendous tool and could be even better. Marketing is looking at it in terms of user-centered design and analytics – how many people are visiting the web pages. Currently, about 40,000 people a month between the ages of 18 and 35 years old are accessing the IT website, and the most looked at area is the Route Finder/Scheduling. Also 60% users of the website are accessing the website through mobile devices. However, not all of the web pages are set up for mobile adaptive pages.

IT needs to look at introducing e-Commerce, to offer ticket purchasing online. And many people are used to getting information through video. Shawver played a short video clip advertising IT's Vanpool.

IT is looking at segmented audiences such as the 200 state agencies IT works with so they can take the material and place it in a newsletter or push it out through their channels.

There are 1,000+ non-CTR businesses in Thurston/Pierce Counties. There was an article published in FTE News Magazine featuring three state employees and their testimonial on why they vanpool.

The media market is dissolving. IT is trying to communicate with a community of 285,000 but doing it with less media channels – in terms of traditional media channels and more in terms of digital channels. IT is boosting posts on Facebook; looking at texting Rider Alerts – many riders are asking for texts when there are road closures and reroutes; exploring more digital channels; and meeting with partners. IT is reframing the conversation. Instead of them saying will you do this for us, IT is asking them what can you do for that exchange to help IT reach your customer base. This has been fairly fruitful.

Promotion isn't done in isolation. There is a multimedia mix in conjunction with the product (services), and how much we're charging, where it's being delivered and the promotion comes in at the end. It's looking at the whole service line.

Intercity Transit Citizen Advisory Committee

November 20, 2017

Page 5 of 10

In terms of measurable results, IT is questioning all activities against measurable objectives. Can IT show there is an increase in ridership as a result of the social activities being offered? Is IT setting goals? IT has been down 40 vanpools in the last two years. Are the CTR tabling events at state agencies worthwhile versus empowering ETCs to be better advocates and gain the ear/support of their directors to push messages to agency employees? Some ambitious goals include making 50 new business contacts by January 26, 2018; and to recruit 20 new vanpools by the end of FY 2018. IT also needs to ask what will measurably boost transit ridership?

IT continues to leverage partnerships. For example the Timberland Regional Library is selling bus passes. They have 120,000 customers in Thurston County in which they have email addresses for 50,000 of them. South Puget Sound Community College pushed out the IT Road Trip Survey to 6,000 students and asked IT to create a card with a QR scan so students can scan the card and go directly to the survey. SPSCC is doing an eBlast out to their student population; and they are showing a video on taking the bus.

The City of Tacoma contacted IT saying they were doing a project with Americorp, doorbelling in six communities connecting citizens to some of their community services. IT put together a brochure and they went doorbelling to 2,000 south Tacoma residents twice.

Poetry on the Bus is another example of partnering. The City of Olympia contacted IT and said they had a Poet Laureate and would like to place poems on IT shelters and buses.

Take Aways from this presentation include:

1. Moving behavior is not a sprint, but a marathon – staff hasn't looked at the bus service yet and Shawver is excited to get into that; but instead are working on vanpool and have three promotions planned for 2018. The promotions will be in all of the business publications; at the EDC Expo first week in December; in the Business Examiner and Thurston Talk; letters are going out to Chamber members; ads are going into Voice Magazine/Thurston Chamber and radio ads are going on now for vanpooling.
2. Takes a lot of thoughtful planning and effort. It's a focused campaign that will help move behavior.
3. Must be targeted and measurable.
 - a. Parades, give-aways, BBQ events – how do we measure the impact of those on ridership?
 - b. Good relationship building with partners and fun for children?
4. Must address customer barriers to be able to change behavior. What do they need and want to be able to ride our services.
5. Must trust the research.

The Marketing/Communication/Outreach Department is fully staffed and the team consists of:

Marketing/Communication:

Nicky Upson – MCO Coordinator

Ally McPherson – MCO Representative

Youth Education and Bike Commuter Outreach:

David Copley – YEP Assistant

Duncan Green – BCC Assistant

Jessica Gould – YEP Specialist

Supplemental support:

Agencies, Interns, AmeriCorp

See asked how the CAC could be part of that outreach, because they are a natural extension as community members and already in place structurally. Shawver said the CAC can be a sounding board for any kind of ongoing campaign; and be key communicators in the community to carry the messages forward.

C. ELECTION OF OFFICERS - (*Victor VanderDoes*) - The CAC held new officer nominations at their October 16, 2017, meeting and Sue Pierce was nominated for the Chair position; and Austin Wright was nominated for Vice Chair, and both accepted the nomination. VanderDoes explained that after some research, Pat Messmer found that according to Robert's Rules of Order, "If only one person is nominated and the bylaws do not require that a ballot vote be taken (which the CAC bylaws do not), and there are no further nominations, the Chair can simply declare that the nominee is elected." Therefore, Chair VanderDoes declared Sue Pierce the new Chair and Austin Wright the new Vice Chair, effective at the January 2018 meeting.

D. CAC NAME CHANGE CONVERSATION - (*Carl See*) - At a previous meeting, See proposed a name change from "Citizen" Advisory Committee to "Community" Advisory Committee. The reason for the request is due to confusion over the word "citizen" since it is not a requirement that members of the committee be a citizen of the United States. At that meeting it was asked how much staff time and cost would be associated with a name change. VanderDoes said staff reported it would take approximately four hours of staff time to alter documents and change the website. There was also a question about the definition of the word "citizen." VanderDoes read the three definitions: (1) an inhabitant of a particular city or town; (2) a member of a state; (3) a native or naturalized person who owes allegiance to a government and is entitled to protection from it.

See said it's a good policy change to "Community Advisory Committee" because it's a clear representation of who the "body" is and takes the confusion away from what the word "citizen" refers to. He felt it was an affordable change and something that could be visibly measured. VanderDoes mentioned that he typically refers to the group as the Community Advisory Committee already.

See made a motion to recommend the Authority officially change the name of the Citizen Advisory Committee to the Community Advisory Committee. Van Gelder seconded the motion. The motion passed unanimously.

Freeman-Manzanares will take this recommendation before the Authority in January, 2018.

CONSUMER ISSUES

VanderDoes referred to the video clip in the Marketing presentation, and said he noticed most people who are on the internet like YouTube videos, and there are advertisements that precede these videos that can be skipped. VanderDoes suggested placing these types of ads for services like vanpool on the IT website. This would provide some education to the consumer about Intercity Transit.

Pierce suggested something like that should be intermittent so not to annoy people.

Intercity Transit Citizen Advisory Committee

November 20, 2017

Page 7 of 10

D. Clark said during the Marketing presentation Shawver noted the IT website had over 40,000 hits for route information, which indicates those are current customers and not those who do not currently ride the bus. Place ads at other locations on the website. It would need to be strategic and well thought out where people are going for information. However, be careful because people who are looking for route information do not want extra clicks. The goal is to bring in new customers.

VanderDoes said that would be measureable because you'd be able to tell who uses the three second escape versus who views the entire ad.

Chong said Facebook and Twitter have trending news using a side bar. Perhaps add a side bar on the Intercity Transit website that would have trending information such as short videos of community events or other transit-related events.

Shawver appreciates all of the suggested ideas. She said a year ago, the agency migrated from SharePoint to a new web platform called Drupal. Staff is working to bring in a Drupal design expert to help set up the website so that it looks like other transit agency websites whereby upon landing on our website, there are no clicks – just go straight to the route finder from the main page. Staff is looking at a user-friendly design that allows the consumer to get to the information more quickly.

Diedrick said he rides the Dash frequently and he's heard multiple people mention how great the IT service is, and how they wish they could tell someone how much they appreciate it. It was suggested he relay the comments himself, or encourage others to fill out a customer comment card or connect via email or phone.

Van Gelder said he receives comments about the Dash schedule. He said most people think of a bus as having a schedule and he believes not having a schedule for Dash prevents people from riding it more often. It would be useful to have more marketing geared towards the Dash, especially since there's a large customer base on the Capitol Campus.

Pierce suggested placing a notice or schedule on the bus or at the bus stop with an approximate time frame.

VanderDoes suggested putting signage that reads the Dash runs every 10 minutes on the side of the bus in big letters. Freeman-Manzanares said the Dash schedule fluctuates depending on the Legislative session - Sometimes it is 15 minutes - sometimes 12 minutes.

Shawver said this conversation exemplifies the example of a customer barrier and reliability of service. The easier IT's schedules are to follow, it removes a barrier for customers to remember how to get where they need to go.

Euler said using simple words like "hop on/hop off" in the name of the service could help demonstrate how to use the bus.

Cummings asked if the Dash has One-Bus Away integration. Smit said yes it does, however, the Tacoma links do not.

Intercity Transit Citizen Advisory Committee

November 20, 2017

Page 8 of 10

Lewis said there's a bus shelter across the street from the Shag Apartments and she's pretty sure there is a schedule for the Dash at that stop.

See said he was in Spokane Valley and rode Spokane Transit where they are marketing a High Performance Transit Network which is a series of local and regional transportation corridors offering frequent, reliable, all day mass transit service. As a whole, the service provides a higher level of mobility, allowing customers greater access to the public transportation system and the ability to reach more destinations. One main goal of the HPT is to establish a high level of connectivity. Bus, Paratransit and Vanpool services are provided, but will operate with enhanced efficiency. Intercity Transit isn't ready for bus rapid transit in the true sense. But if you call it high performance you're telling people what to expect to see when they use that service.

D. Clark thought she heard on radio that the Olympia City Council would provide free bus passes for city employees. Freeman-Manzanares said IT has a contract with the city for its employees. The newest decision the Council approved was 100 free bus passes for the employees of businesses in the downtown area. The City is working on how that delivery mechanism will work. The goal is to free up parking spaces.

REPORTS

- A. **October 18, 2017, Work Session** (*Walter Smit*) - Smit reported there was approval for a salary increase for specific non-represented employees in the amount of \$43,000; the Authority approved a contract in the amount of \$509,375 for the OTC expansion project; scheduled a public hearing the 2018-2023 Strategic Plan; performed a second review of the 2018 Draft Budget; reviewed the goals and end policies; the Timberland Library is selling bus passes; the state audit report will be released the end of November; the Pattison Street underground storage tank construction is moving along smoothly.
- B. **November 1, 2017, Regular Meeting** (*Sue Pierce*) - Pierce reported the Authority received the Surplus Van Grant Award update; the Marketing presentation; the appointment of the new CAC members were announced. Smit will continue with the CAC for a three-year term and Wright was reappointed in the youth position; the procurement policy was increased to \$100,000; and new customer service reps were introduced.
- C. **November 15, 2017, Work Session** (*Ursula Euler*) - Euler said one person provided public comment disagreeing with advertising using the bus reader boards; there were two public hearings (Draft Strategic Plan and 2018 Budget); there was a presentation on the Youth Education Program; a contract award for the Tumwater Square station; Authority members provided a debrief on the APTA Annual Conference; Freeman-Manzanares reported tours of the IT facility by local politicians.
- D. **General Manager's Report** (*Ann Freeman-Manzanares*) - Freeman-Manzanares said staff is actively pursuing the local options bill for an additional three tenths of one percent and talking about continuing funding for Dash as well as for the Pattison Street Facility. The cost of the next phase of this facility is \$27.5M attempting to leverage state, local and federal dollars.

We are providing tours of the Pattison Street facility to a number of state legislators.

Intercity Transit Citizen Advisory Committee

November 20, 2017

Page 9 of 10

Freeman-Manzanares encourages the CAC members to contact their state legislators and talk about how helpful the Dash service is.

IT has a partnership with DES. DES permits people coming onto the state capitol campus to do rallies during the legislative session. With the permit information that goes out to those permit users, there is information about all of IT's services including the Dash service.

Construction is moving ahead on the Pattison Street underground fuel tanks, and completion is expected in May 2018.

The Olympia Transit Center project is moving along. The architect and project manager will attend the December 6 Authority meeting to update the Authority on the design prior to advertising for a GCCM (General Contractor Construction Manager) firm.

Vanpool promotions are underway. There are four new vanpools. Staff is leveraging more partnerships with this campaign and working with Carolyn Newsome's team, the chambers of commerce, and the Economic Development Council. Staff has spent a lot of time working with CTR effective worksites – worksites with 100 or more employees. Statistics show the number of private businesses is far greater and IT has not marketed to them. Staff is hoping to conduct more broad-based informational campaigns.

Regarding the short and long range plan – 3,500 surveys were returned and over 10,000 comments. Staff is moving into the next phase which involves an advisory group made up of thirteen people from throughout the community who can ensure that as IT is developing these alternatives for the community to consider.

There were two public hearings – for the 2018 Budget and the Strategic Plan. One person submitted a written comment for the Strategic Plan indicating he was glad that IT is diving into the service and looking at what can be done differently.

The first holiday parade is Sunday, November 26 starting at 3 p.m.

The Annual Holiday Banquet is Friday, December 8 from 10 a.m. to 4 p.m.

Staff is filming the "Day in the Life of a Bus" on Tuesday, November 21. It's to demonstrate a time-lapse sequence to show how riders flow on and off the bus.

The December 6, 2018, Authority meeting will be shortened so Board members and staff can attend a celebration honoring Virgil Clarkson who is retiring from the City of Lacey City Council.

The vanpool promotion includes prizes (\$50 Visa gift card) for recruiting new vanpool members. That includes CAC members! The current promotion is No Pay November. We're offering two months of free commuting for joining a vanpool.

NEXT MEETING: January 8, 2018, due to the Martin Luther King holiday.

ADJOURNMENT

It was M/S/A by VanderDoes and D. Clark to adjourn the meeting at 7:16 p.m.

Minutes prepared by Pat Messmer
Executive Assistant/Clerk of the Board

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

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: OTC Project Update

-
- 1) **The Issue:** This is an opportunity to meet the consultant team from SRG and the Department of Enterprise Services as well as receive an update on expansion plans for the Olympia Transit Center.
-
- 2) **Recommended Action:** This item is for information only.
-
- 3) **Policy Analysis:** The Authority authorizes the budget for design and construction projects.
-
- 4) **Background:** The Authority has been supportive of fast-tracking the expansion of the OTC and authorized the use of an alternative construction delivery method called General Contractor/Construction Manager (GCCM). The consultants and staff have worked diligently to achieve a schematic design that best fulfills the required functions within budget parameters. The information presented this evening is the foundation for moving forward with the next phase of the project which is advertising and awarding the GCCM contract.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Goal #2: *Provide outstanding customer service.* Goal #3: *Maintain a safe and secure operating system.* Goal #4 *Provide responsive transportation options within financial limitations.* Goal #5: *Align best practices and support agency sustainable technologies and activities.*
-
- 8) **References:** N/A.

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

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: A&E Support Services for the OTC Expansion Project.

1) **The Issue:** Consideration of authorizing the General Manager to amend our Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to add the additional Architectural & Engineering (A&E) support services necessary to complete the Olympia Transit Center (OTC) Expansion Project.

2) **Recommended Actions:** Authorize the General Manager to amend our Interagency Agreement with Washington State Department of Enterprise Services to add the additional Architectural and Engineering support services by an additional amount not to exceed \$590,000.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** Included in our IAA with DES for project management services is managing the selection process for our A&E and other project consultants. At the October 18, Intercity Transit Authority (ITA) meeting, the ITA authorized the General Manager to amend our agreement for services with DES to have SRG Partnership Inc. (SRG) provide "Basic" A&E design services in the amount of \$509,375. As indicated at that time, additional A&E support services would need to be approved to complete the full set of supporting services necessary for the project. The additional services requested would provide for a combined total authorized under our IAA with DES for A&E and all supporting services for the project of \$1,099,375. The additional types of A&E support services anticipated to complete the project include: Civil Engineering, Site Survey, Traffic Engineering, Environmental Review, Geotechnical Investigation, Testing and Inspecting, and Landscape services. Additional consulting services will likely also include Lighting Design, Telecommunications Design, Acoustical and Audio Visual Consulting, Hazardous Materials, Security, Hardware, and HVAC balancing.

As DES conducts the selection process in preparation for Intercity Transit approval, project continuity and economies can best be achieved if the General Manager can readily authorize DES to include these A&E support contracts. Although the exact amount for each of these contracts will not be known until the conclusion of individual negotiations, the combined total amount for these A&E support services would not exceed \$590,000. As referenced above, these A&E support services were anticipated and included in the overall project budget and the project team remains confident that project completion will be within the overall \$8,492,282 OTC project budget. Accordingly, staff recommends that the General Manager be authorized to amend our IAA with DES to add the additional A&E support services by an additional amount not to exceed \$590,000.

5) Alternatives:

- A. Authorize the General Manager to amend our Interagency Agreement with Washington State Department of Enterprise Services to add the additional Architectural and Engineering support services by an additional amount not to exceed \$590,000.
 - B. Require all A&E support services exceeding the General Manager's approval threshold receive Intercity Transit Authority approval individually.
-

6) Budget Notes: The total 2017 OTC Expansion Project budget is \$8,492,282. The ITA previously approved contracts with DES for the GCCM project management and support and the primary A&E contract with SRG. The required A&E support services were anticipated and included in the OTC project budget.

7) Goal References: **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*

8) References: N/A.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: December 6, 2017**

FOR: Intercity Transit Authority
FROM: Tammy Ferris, (360) 705-5818
SUBJECT: Approval of Contract Increase and Review of Change Orders 1 through 5 for the Pattison Base Improvements - Underground Storage Tank Project

1) **The Issue:** Approval of a revised total contract amount for Rognlin’s, Inc. to complete the Pattison Base Improvements - Underground Storage Tank (UST) project.

2) **Recommended Action:** Authorize the General Manager to approve the revised total construction contract with Rognlin’s, Inc., to \$5,540,248.58 which includes changes, additions, and deletions to the contract for Change Orders 1 through 5 in the cumulative amount of \$196,488.58.

3) **Policy Analysis:** A contract Change Order is used to document changes, additions, and deletions to the scope of services defined under the awarded contract during construction. Completed Change Orders result in an amended contract amount and/or scope and are subsequently finalized as a bilateral agreement.

4) **Background:** The Authority authorized award of the Pattison Base Improvements - UST project to Rognlin’s, Inc., in the amount of \$5,343,760 at their April 5, 2017 meeting. Construction began May 1, 2017. Since that time, a total of five unilateral Change Orders have been issued under this contract. The following is a summary of the Change Orders issued to date:

Change Order Summary		
CO#	Amount	Description
#1	\$11,151.60	Includes addition of Roto-lock lids, one additional light pole base, and the removal of five trees.
#2	\$39,643.28	Includes additional manhole and conduit.
#3	\$47,916.34	Includes additional communication vault, conduits, and fittings.
#4	\$23,142.27	Deletion of parking striping (-\$4,353.80); Removal of extra block wall.
#5	\$74,635.09	Fuel tank revisions; deletion of landscaping (-\$37,389.00)
Total	\$196,488.58	

The summary table included clarifications to the design and fabrication of critical program systems such as the UST access ways and sealed lids, additional conduits, vaults and light pole, revision to site design to avoid design conflicts, additional work on the remodel of the lube room not anticipated in the original design, deductions from the original contract for landscaping and site layout, and costs associated with moving the tank locations and improving the spill containment systems.

The cumulative of Change Orders 1 through 5 is \$196,488.58 or 3.68% of the construction contract of \$5,343,760. The total revised contract amount is \$5,540,248.58. KBA, Intercity Transit's construction management and inspection firm, observed and documented the contractor's work.

While additional Change Orders may be needed, staff believes the majority of high risk issues related to this contract have been reviewed and addressed by the authorized Change Orders summarized above. The project is on schedule to be completed in June of 2018.

5) **Alternatives:**

A. **Action:** Authorize the General Manager to approve the revised total construction contract with Rognlin's Inc., to \$5,540,248.58 which includes changes, additions, and deletions to the contract for Change Orders 1 through 5 in the cumulative amount of \$196,488.58.

B. Do not approve the increased contract amount pending further review of Change Orders 1 through 5. This option may put Intercity Transit at risk for contract delays and/or claims, since the additional work was approved by Change Order.

6) **Budget Notes:** Funds programmed in the budget for the Pattison Base Improvements and UST project include a construction contingency of 8%. The cumulative of all change orders is within the 8% construction contingency. There are sufficient funds in the budget to complete this project. This project remains under budget.

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

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

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

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Intercity Transit 2018-2023 Strategic Plan

1) **The Issue:** To adopt the 2018–2023 Strategic Plan.

2) **Recommended Action:** Adopt the 2018–2023 Strategic Plan as presented.

3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2018–2023 Strategic Plan provides the framework for these and maps Intercity Transit’s plan over the next six years.

4) **Background:** The 2018–2023 Strategic Plan continues the Authority’s practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002–2008 Strategic Plan in early 2002.

A draft strategic plan was made available to the public for review and comment with a public hearing on November 15, 2017. The Strategic Plan proposes status quo service levels.

The 2018-2023 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2018 Operating and Capital budget and the Transit Development Plan Update to take place in April 2018.

5) **Alternatives:**

A. Adopt the 2018-2023 Strategic Plan as presented.

B. Direct staff to make changes to the plan for adoption at a future date. There is no legal requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The 2018–2023 Strategic Plan and 2018 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

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

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

FOR: Intercity Transit Authority
FROM: Suzanne Coit, Finance Manager
SUBJECT: 2018 Budget Adoption

-
- 1) **The Issue:** Adopt the 2018 Budget.
-
- 2) **Recommended Action:** Adopt Resolution 07-2017 that establishes the 2018 Budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2018 budget documents rest heavily on the Strategic Plan that the Authority is scheduled to adopt at this meeting. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.
-
- 4) **Background:** The 2018 draft budget has been available to the public on our website since November 3, 2017. A public hearing was held on Wednesday, November 15, 2017.

The proposed operating budget including new projects and positions for 2018 is \$43.2 million. The capital and major projects budget for 2018 is proposed at \$69.2 million. The total budget for 2018 is \$112.4 million.

The proposed budget includes two new positions; an administrative assistant in Development, and a new OTC supervisor. Provision for a general wage increase for non-represented employees is included in the budget, and an increase for International Association of Machinists has also been included in the budget per their contract.

The capital budget, including rollover projects from previous years, is proposed at \$69.2 million, with \$36.4 million in new projects and \$32.8 million in projects from prior years.

-
- 5) **Alternatives:**
- A) Accept the budget as presented and formally adopt the budget for 2018.
 - B) Direct staff to revise the proposed 2018 budget and adopt the budget as revised.

- C) Direct staff to revise the proposed 2018 budget and bring the revised budget back to the Authority at a meeting in January 2018.

6) **Budget Notes:** The 2018 Budget sets the budget for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** Draft 2018 Budget and subsequent changes previously distributed to the Authority. Resolution 07-2017 Adopting the 2018 Budget.

**Intercity
Transit**

2018

Budget

December 2017

Intercity Transit

2018 Budget Summary

Introduction

Intercity Transit's 2018 budget is driven by the policy and action strategies outlined in its 2018-2023 Transit Development Plan (TDP) and 2018-2023 Strategic Plan. Updated each September, the TDP defines the basic public transportation services Intercity Transit will provide over the next six years using a financially constrained operating model. The Strategic Plan, adopted in December, includes specific detail on agency policy positions, service levels and corresponding resource expenditures, and the updated financial plan for the next six years. The Strategic Plan also defines Intercity Transit's capital program and the infrastructure investments necessary to implement the corresponding service levels and policies. The financial forecast for the first year of the Strategic Plan sets the limit on budget expenditures for the 2018 budget.

The 2018 budget includes two new positions – an OTC Operations Supervisor and a Development Administrative Assistant. It also includes a significant capital program with the replacement of the radio communications systems, the upgrade or replacement of the Computer Aided Dispatch/ Automated Vehicle Locator system, pursuing the design and construction of the expansion of the Olympia Transit Center, pursuing completion of the Pattison Street Facility final design and other Pattison Street Facility enhancements, mid-life rebuild of 6 hybrid buses, studying and replacing the fare collection system, replacement of 8 coaches, 12 Dial-A-Lift vans and 40 vanpool vans, as well as numerous other projects. Capital projects from the 2018 Strategic plan total \$69.2 million. Total capital projects rolled over from 2017 is \$32.8 million.

The 2018 budget details the expenditures required to implement the service levels and policies outlined in the first year (2018) of the six-year Transit Development and Strategic Plans. The budget development process is an opportunity for the public and the Intercity Transit Authority to determine whether or not the benefits of implementing the policies, service levels and capital projects defined in these plans justify the costs.

CONCLUSION

The 2018 budget supports delivering quality transportation services and implementing capital projects, some of which are funded through existing grants. Intercity Transit enters 2018 in a stable financial position. However, the future of our service is at risk due to the significant reduction in federal transportation dollars. These conditions create a significant challenge for funding both future bus purchases and the renovation and expansion of the Pattison Street maintenance and operating facility.

This budget provide basically status quo service. We continue to be a public transportation agency that is more than a “bus company” – one that is committed to providing mobility services fulfilling a variety of needs to support a healthy, livable and prosperous community environmentally, economically and socially.

This budget will help us fulfill Intercity Transit’s Mission and Vision:

Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community.

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

We will strive to continue to provide service that meets the mobility needs of our community and improves the quality of life of our citizens to the fullest extent possible within our budgetary limitations. We look forward to learning more about the needs and desires of our community through the short and long range planning process and our community outreach process entitled ITRoadTrip.

***Intercity Transit 2018 Budget
Table of Contents***

Budget Summary1-2

Table of Content.....3

Budget Summary - Cash Basis.....4

Revenues.....5-6

Capital.....7-9

Division Descriptions.....10-15

Division Detail.....16-26

Appendix A - Staffing Levels.....27-32

Budget Summary - Cash Basis **2018**
Budget

Beginning Cash Balance	<u>\$52,450,966</u>
Add:	
Operating Revenues	46,010,359
Grant Revenue	<u>30,576,687</u>
Total Revenues	<u>76,587,046</u>
Less:	
Operating Expenditures	43,152,356
Capital Expenditures	<u>69,220,735</u>
Total Expenditures	<u>112,373,091</u>
Ending Cash Balance	<u>16,664,921</u>
Less Operating Reserve	<u>(10,788,089)</u>
Ending Unreserved Cash Balance	<u><u>\$5,876,832</u></u>

REVENUES

Operating Revenues

The amount of fixed-route and Dial-A-Lift fares collected in 2018 is expected to decrease slightly over 2017 due to decreased ridership. Vanpool revenues are projected to stay the same as in 2017.

Non-Transportation Revenue

Amtrak Depot operations will be funded through contracts with local jurisdictions and Agency operating revenues.

Sales Tax

The 2018 budget assumes that Sales Tax collections will be slightly higher than expected 2017 sales tax revenues.

State and Federal Support

Intercity Transit has obtained funding for the expansion of the Olympia Transit Center, Phase I of the Pattison Street Renovation and Expansion project which includes the replacement of Underground Storage Tanks, final design for the Pattison Street project, replacement of vanpool vehicles and coaches as well as operating dollars for special needs transportation, capital preventative maintenance and DASH shuttle services.

Revenues	2018 Budget
Operating Revenues	
Passenger Fares	3,301,379
Vanpool Fares	1,426,169
Advertising	391,219
Subtotal Operating Revenue	<u>5,118,767</u>
Non-Transportation Revenue	
Interest Income	26,225
Miscellaneous	353,563
Subtotal Non-Transportation Revenue	<u>379,788</u>
Subsidies	
Sales Tax	39,053,603
State & Federal Operating Assistance	1,458,201
Subtotal Subsidies	<u>40,511,804</u>
TOTAL REVENUES	<u>46,010,359</u>
Grants	
Federal	23,339,252
State of Washington	7,237,435
Total Grant Revenue	<u>30,576,687</u>
TOTAL REVENUES	<u><u>76,587,046</u></u>

CAPITAL

Staff Vehicles

Acquire 3 vehicles to replace a vehicle that was totaled and 2 staff cars that were purchased in 2004.

Information Systems Equipment

Miscellaneous IS equipment will be purchased throughout the agency to improve regular data processing and improve access to computers for supervisors, operators, and employees working off site. Money is also budgeted to replace the Computer Aided Dispatch/Automatic Vehicle Locating (CAD/AVL) and the analog radio system, and to replace the digital video recording system for the cameras.

Facility Enhancements

Improvements include replacing the HVAC system at the Amtrak station and at the Olympia Transit Center, painting the interior of all facilities, adding a new lift to the Maintenance facility and installing additional solar lights in bus shelters. Also, the Pattison Street facility's underground storage tanks will be completed and the storage facility for lubricants will be renovated.

Olympia Transit Center Expansion

Complete design and environmental review for expansion of the Olympia Transit Center to accommodate intercity bus service (Greyhound) and increase local capacity.

Construction on the project is expected to begin in 2018.

Revenue and Vanpool Vehicles

Purchase 12 Dial-A-Lift vans, 40 vanpool vehicles and 8 coaches.

2018 Capital and Non-Recurring Projects

Carryover projects from 2017:

Replace Aging Equipment	453,000
Replace ACS Orbital/Radio System	5,500,000
Pat Final Design/Future Enhance	4,100,000
Olympia Transit Center Expansion	8,492,282
UST Replacement/Renovation	6,800,000
New Furniture	25,000
Tumwater Square Transfer St Improvements	290,000
Fare Collection System Upgrades	1,500,000
Transit Signal Priority	705,000
Bus Stop Enhancements	330,000
Pattison Admin HVAC Engineering	25,000
Repaint Interior Amtrak	10,000
Bus Stop Enhancements/Solar	150,000
HVAC Replacement Amtrak	30,000
Ops Dispatch Repairs/Upgrades	40,000
HVAC Replacement OTC	90,000
Admin Window Replacement	100,000
Interior Facility Painting	280,000
Pattison Carpet Replacement	75,000
Maint Replace Boiler/Controls/HRUs	400,000
Engineer Concrete Slab Replace	50,000
Exterior Paint Consultant	45,000
Amtrak Tree Replacement	20,000
Fall Protection In Maint Bays	115,000
Amtrak Gate/Gate Opener	25,000
Amtrak Seal Coat/Asphalt Repairs	45,000
Martin Way P&R Seal Coat	30,000
Engineer Pat Replace Fire/Alarm Sys	25,000
Pattison Roof Replacement	412,000

Pattison Glass Block/Soffit Rep	400,000
LTC, OTC, Amtrak Ext Painting	225,000
Replace One-Man Genie Lift	25,000
Install New Tire Carousel	50,000
Install Propane Tank Fuel System	10,000
Purchase Staff Electric Car	48,080
Purchase Staff Station Wagon	28,410
Purchase DAL Expansion Vans (5)	780,464
Purchase DAL Vans (7)	1,092,296

New Projects:

Pattison rehab & expansion	27,463,203
Bus stop enhancements	350,000
Replacement Coaches (8)	5,200,000
2010 Hybrid Mid-Life rebuild (6)	1,800,000
OTC furniture, fixtures, equipment	600,000
Tennant Floor Scrubber replacement	16,000
Safety Beacons at bus wash exits	7,500
Relocate fuel island heaters	10,000
De-icer trailer replacement	12,000
Replace Totaled Ops vehicle	48,000
Vanpool vehicles (40)	892,500
Total Capital Projects	69,220,735



**Division
Descriptions**

INTERCITY TRANSIT DEPARTMENTS & DIVISIONS

ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

The Finance Division performs the function of recording and maintaining the Agency's financial transactions and files in conformance with state and federal accounting regulations and generally accepted accounting principles. Finance provides payroll; accounts payable; accounts receivable; pass and ticket sales; farebox; fixed assets; cash management, budget, and general ledger services for the Agency. Finance develops and maintains internal controls over these functions to safeguard Agency assets. Finance produces internal and external financial reports and coordinates all internal and external audits. And they assist with financial forecasting and modeling coordination. They prepare the Agency's annual budget and monitor revenues and expenditures through the year.

Agency-wide services and expenses such as liability and property insurance, administration of the Agency's deferred compensation plans, and the Cut Commute committee are included in its budget.

INFORMATION SYSTEMS DIVISION

The Information Systems Division administers, manages, and supports the Agency's information technology needs. This includes the network, servers, telephones, security cameras, desktop and laptop PCs, websites, and applications across seven different physical locations. Beyond the information technology's industry standard products like VMware vSphere, Cisco networking equipment, Microsoft Windows (both client and server), Active Directory, Exchange, and SQL Server, they also support several transit specific applications such as Fleet-Net, RouteMatch, and CAD/AVL. For all these products, IS staff provides systems analysis, project management, and help desk level support.

HUMAN RESOURCES DIVISION

The Human Resources Division is tasked to maximize the effectiveness of Intercity Transit's primary resource, its employees. This is accomplished by hiring and retaining highly effective people who are committed to the services of public transit through professional recruitment procedures, prudent compensation analysis, respectful labor-management relations as well as pro-active labor contract administration. The Human Resources Division is also responsible for accident and claims administration, active threat mitigation, safety awareness and oversight and the implementation of a federally required comprehensive drug and alcohol program that includes post-accident and random testing of employees. The Human Resources Division coordinates with the Finance Division in managing payroll and employee benefit programs.

Agency-wide services and expenses such as the receptionist function, office supplies, and centralized office equipment are also administered by the Human Resources Division and are included in its budget.

EXECUTIVE DEPARTMENT

The Executive Department is responsible for the overall direction, supervision, and coordination of Agency activities to ensure consistency with policies prescribed by the Transit Authority. They are responsible for the coordination of knowledge, effort, and resources between all departments to achieve Agency goals and mission. The Department is responsible for development and administration of agency plans, services, programs, and policies and procedures. They promote linkage of transit and community development. And they ensure and develop communication processes between employees, departments, the Authority, the Citizen's Advisory Committee and the community.

DEVELOPMENT DEPARTMENT

DEVELOPMENT DIVISION

The Development Department is responsible for fixed route service planning and scheduling; marketing, communications & outreach, including the youth education program; grants program administration and reporting; procurement and capital projects; vehicle and facilities inventory; and the management and oversight of major agency projects and programs.

Department staff coordinate, manage, and monitor compliance with state and federal funding requirements including contracting, reporting, and project oversight of required programs including the Disadvantaged Business Enterprise Program and Title VI compliance. Staff also support the agency's public communications, outreach and educational programs through the website, social media and direct communications with riders and the community. Planning staff support fixed route operations as well as coordinated community and regional planning and development and reporting on the agencies strategic and long range planning initiatives. The Development Department also coordinates operation and utilization of Intercity Transit facilities and services (including Amtrak Depot and fare service agreements) by establishing contracts with local jurisdictions and employers.

PROCUREMENT DIVISION

The Procurement Division develops and administers capital construction and other major agency-wide projects. Manages procurements of goods and services including contract development and oversight and supervision of vendors, consultants and contractors. Maintains agency-wide calendar for project oversight. Develops agency-wide procedures for the proper acquisition of goods and services, including development of procurement and contract documents. Leads or assists others in contract administration and project

oversight. Procures and maintains facility and vehicle parts, fuel and operating supplies inventory. Responsible for entry and audits of the agency's inventory, vehicle component, and work order systems within the Fleet-Net database. Inventory staff is also responsible for the administration of the warranty claims systems.

PLANNING DIVISION

The Planning Division is responsible for developing, monitoring, and evaluating Intercity Transit fixed route services, preparing operator work assignments, and development and oversight of fare policies. Division staff also provides short and long range planning services, including preparing and coordinating the agency's annual Transit Development Plan and other annual reporting on services and facilities. The division coordinates closely with regional and local jurisdictions to review and update comprehensive land use and transportation plans, works with both public agencies and private sector developers to ensure that new developments accommodate and meet transit customer needs, including bus stop locates, and participates in regional transportation demand management efforts to help reduce single occupant vehicle trips. Staff also negotiates and administers an annual transit pass program for state, regional and county employees and for students attending three local colleges in the service district.

MARKETING, COMMUNICATIONS & OUTREACH DIVISION

The Marketing, Communications & Outreach Division produces agency public information materials and promotes awareness and use of Intercity Transit services. The division oversees the website, printed materials, public information pieces, and social media. Marketing Communication and Outreach staff coordinate marketing, advertising, communications, and outreach programs, supports media relations, and represents the agency to the news media and our community partners to promote services and also in response to agency needs. This Division also administers Intercity Transit's Youth Education Program including the Thurston County Bicycle Commuter Challenge and Earn a Bike program bike shop staffed by volunteers.

Operations Department

OPERATIONS DIVISION

The Operations Division is the service delivery arm of Intercity Transit. The Office of the Director provides guidance and administrative support for the Customer Service, Dial A Lift, Transportation, Vanpool, and Village Vans Divisions. Of the 249 employees in the Department, 207 are represented by Amalgamated Transit Union (ATU). Agency-wide, the Director coordinates service delivery with other Departments, and formulates and implements agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between ATU and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

TRANSPORTATION DIVISION

The Transportation Division consists of 191 Van and Coach Operators supported by 11 Operations Supervisors, 1 OTC supervisor, and 1 Fixed Route Manager. The primary function of the Division is to effectively meet 100% of Intercity Transit service commitments 365 days a year. Services provided by the Division include the operation of all Van and Coach Fixed Route services; and providing operators for Dial-A-Lift and special event services. Transportation also provides support services to other Departments within the Agency in the form of staff training, staff assistance, and assistance with special projects.

DIAL-A-LIFT SERVICES DIVISION

The Dial-A-Lift Services Division includes 13 staff members who support the activities of the Dial-A-Lift program. The primary function of the Division is to deliver quality specialized transportation service to the riding public within the legal parameters established by the Americans with Disabilities Act (ADA). The Division also works closely with other agencies to develop and implement demonstration projects. The Dial-A-Lift Services Division provides guidance to the Agency on the potential ramifications of decisions as they relate to the ADA and acts as a liaison between the local special needs community and the agency through such mediums as public forums.

VANPOOL DIVISION

The Vanpool Services Division administers, manages and coordinates Intercity Transit's vanpool program, providing vanpool vehicles for approximately 180 groups of (8 to 15) commuters who have at least one end of their commute in Thurston County. The Division provides day-to-day support to vanpool volunteers; and recruits and trains volunteer coordinators, drivers and bookkeepers. A regional ride-matching service for commuters seeking carpools or vanpools is also administered by this Division, as well as the Community Van and Surplus Van Grant programs, providing transportation solutions for nonprofit organizations and community groups.

CUSTOMER SERVICE DIVISION

The Customer Service Division, located at the Olympia Transit Center, provides public information about transit services. Other functions include pass and ticket sales, schedule and brochure delivery, administration of the regional reduced fare program, maintenance of lost and found items, and field trip planning.

VILLAGE VANS DIVISION

The Village Van program provides transportation for low-income individuals encountering transportation barriers related to sustaining or gaining employment within our service area. This volunteer based program provides job shadowing for volunteer drivers who are interested in transportation related fields. The volunteer opportunity also provides support from Village Vans staff in job application processes, cover letter and resume writing. Intercity Transit employs staff for ongoing development and operation of the program.

Village Vans is funded by grants, in collaboration with local funding, uniting with social service agencies in an effort to assist those working towards economic independence.

Maintenance Department

FLEET DIVISION

The Fleet Division is responsible for providing a daily complement of coaches, vans, vanpool vans, and staff vehicles. Maintenance is involved in the procurement of replacement and expansion vehicles and parts, supplies, tools and equipment. The Division provides a safe work environment, and helps ensure an ecologically sound environment through recycling programs and vehicle improvements. Staff constantly monitors and evaluates products and methods to achieve a high level of productivity and efficiency. The Division constantly strives to enhance vehicles to provide a clean, safe, reliable and efficient environment for internal and external customers.

FACILITIES MAINTENANCE DIVISION

The Facilities Division is responsible for the Agency's buildings, equipment, systems, furnishings and grounds. Included in these responsibilities are installing and maintaining bus stops as well as the maintenance of the Pattison Street facility, the Amtrak Depot, the Olympia Transit Center and the Lacey Transit Center. Facilities is also responsible for hazardous materials management, storm water management, chemical management and recycling management. The responsibility of contract management for custodial services, landscaping services, elevator services and fire protection services also falls within the Facilities Division. The Facilities Division also supports other Departments in the management and implementation of their projects.



**Division
Detail**

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$		
Capital	Administrative Services	Information Systems	IS-005	Replace Aging Equipment	453,000		
			IS-012	Replace ACS Orbital/Radio System	5,500,000		
		Information Systems Total			5,953,000		
	Development	Development	DEV-004	Pat Final Design/Future Enhance	4,100,000		
			DEV-005	Olympia Transit Center Expansion	8,492,282		
			DEV-006	UST Replacement/Renovation	6,800,000		
			DEV-009	New Furniture	25,000		
			DEV-011	Tumwater Sq Transfer St Improv	290,000		
			DEV-012	Fare Collection system upgrades	1,500,000		
			DEV-013	OTC furn, fixtures, equip	600,000		
			DEV-014	Pattison Rehab & Expan (grant)	27,463,203		
			Development Total			49,270,485	
			Planning	Planning	PL-010	Transit Signal Priority	705,000
					PL-013	Bus Stop Enhancements	330,000
					PL-014	Bus Stop Enhanc (grant funded)	350,000
					Planning Total		
			Maintenance	Facilities	FAC-035	Pattison Admin HVAC Engineering	25,000
	FAC-036	Repaint Interior Amtrak			10,000		
	FAC-040	Bus Stop Enhancements/Solar			150,000		
	FAC-051	HVAC Replacement Amtrak			30,000		
	FAC-058	Ops Dispatch Repairs/Upgrades			40,000		
	FAC-062	HVAC Replacement OTC			90,000		
	FAC-066	Admin Window Replacement			100,000		
		FAC-067	Interior Facility Painting	280,000			

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
	Maintenance	Facilities	FAC-068	Pattison Carpet Replacement	75,000
			FAC-070	Maint Repl Boiler/Controls/HRUs	400,000
			FAC-071	Engineer Concrete Slab Replace	50,000
			FAC-073	Exterior Paint Consultant	45,000
			FAC-074	Amtrak Tree Replacement	20,000
			FAC-078	Fall Protection In Maint Bays	115,000
			FAC-079	Amtrak Gate/Gate Opener	25,000
			FAC-080	Amtrak Seal Coat/Asphalt Repairs	45,000
			FAC-081	Martin Way P&R Seal Coat	30,000
			FAC-082	Engineer Pat Repl Fire/Alarm Sys	25,000
			FAC-083	Pattison Roof Replacement	412,000
			FAC-084	Pattison Glass Block/Soffit Rep	400,000
			FAC-085	Pattison Exterior Painting	0
			FAC-086	LTC, OTC, Amtrak Ext Painting	225,000
			FAC-088	Replace One-Man Genie Lift	25,000
			FAC-090	Install New Tire Carousel	50,000
			FAC-092	Install Propane Tank Fuel System	10,000
			FAC-093	Tennant Floor Scrubber replaceme	16,000
			FAC-094	Safety Beacons at Bus Wash Exits	7,500
			FAC-095	Relocate Fuel Island Heaters	10,000
			FAC-096	De-Icer Trailer replacement	12,000
		Facilities Total			2,722,500
		Fleet	VM-010	Purchase Staff Electric Car	48,080
			VM-013	Purchase Staff Station Wagon	28,410

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital	Maintenance	Fleet	VM-014	Purchase Five DAL Expansion Vans	780,464
			VM-022	Purchase Seven DAL Vans	1,092,296
			VM-025	2010 Hybrid Mid-Life Rebuild (6)	1,800,000
			VM-027	Replace Totaled Ops Vehicle	48,000
			VM-028	Replacement Coaches (8) (grant)	5,200,000
		Fleet Total			8,997,250
	Operations	Vanpool	VP-004	Vanpool Vehicles (40) (grant)	892,500
		Vanpool Total			892,500
Capital Total					69,220,735
New Proj/Pos	Administrative Services	Finance	FIN-015	Proposed Non-Rep Pay Struct Adj	43,500
			FIN-016	Proposed GWI Non-Rep	225,810
		Finance Total			269,310
		Human Resources	HR-016	Active Threat Mitigation	25,000
		Human Resources Total			25,000
		Information Systems	IS-007	Web Professional Services	106,000
			IS-008	Operator Payroll Optimization	35,000
			IS-015	Timekeeping FN module	20,000
			IS-019	Asset Management FN module	20,000
		Information Systems Total			181,000
	Development	Development	DEV-010	New administrative assistant	74,850
		Development Total			74,850
		Marketing	MC-018	Community Conversation Amendment	60,000
			MC-019	Community Conversation	50,000
			MC-021	Vanpool grant promotion (grant)	275,000

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
New Proj/Pos	Development	Marketing Total			385,000
	Executive	Executive	EX-026	Grants Consultant	40,000
			EX-028	WSTIP safety award	5,000
		Executive Total			45,000
	Operations	Transportation	TM-007	OTC Supervisor	83,816
		Transportation Total			83,816
New Proj/Pos Total					1,063,976
Ongoing Project	Administrative Services	Information Systems	IS-013	Windows/Office Upgrades	118,000
		Information Systems Total			118,000
	Development	Development	DEV-008	Traffic Engineering Services	50,000
		Development Total			50,000
		Planning	PL-009	Short/Long Range Service Plan	142,000
		Planning Total			142,000
Ongoing Project Total					310,000
Operating	Administrative Services	Finance	FIN-002	Division Administration	63,000
			FIN-003	Training and Development	20,000
			FIN-004	Annual Audit	40,000
			FIN-005	Subscriptions	1,000
			FIN-006	Purchase Passes/Tickets	32,000
			FIN-007	General Agency Insurance	1,285,500
			FIN-008	Pension Committee	5,000
			FIN-009	Cut Commute Committee	35,000
			FIN-010	Loomis services	61,000
			FIN-012	Credit Card Processing Fees	30,000

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
		Finance	FIN-017	Proposed GWI Other	430,190
		Finance Total			2,002,690
		Human Resources	HR-002	Division Administration	128,300
			HR-003	Training and Development	15,000
			HR-004	Safety/Accident Mitigation	3,000
			HR-005	Legal Services	65,000
			HR-006	Employment Medical Programs	18,500
			HR-007	Drug & Alcohol Program	19,500
			HR-008	Non-Represented Tuition	2,700
			HR-012	Organizational Development	25,800
			HR-013	Agency Wellness Activities	10,500
			HR-014	Recruitment & Selection	45,700
		Human Resources Total			334,000
		Information Systems	IS-002	Maintenance & Upkeep of IS	537,334
			IS-003	Training and Development	35,000
			IS-004	Telephone System	68,540
			IS-006	RF Tower Lease	62,285
		Information Systems Total			703,159
	Development	Development	DEV-002	Service and Community	500
			DEV-003	Training and Development	19,880
			DEV-007	Office Rental	47,450
		Development Total			67,830
		Marketing	MC-002	Produce Agency Info	117,000
			MC-003	Training and Development	20,439

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
	Development	Marketing	MC-004	Support Agency Services	177,500
			MC-007	Implement Bicycle Programs	25,000
			MC-008	Youth Education Program	36,150
			MC-014	Web Site Enhancement	50,000
			MC-016	Trans Alternatives Program Grant	7,000
		Marketing Total			433,089
		Planning	PL-002	Monitor System Services	65,000
			PL-003	Training and Development	22,935
			PL-005	Park and Pool Project	3,000
			PL-006	Planning Projects	800
		Planning Total			91,735
		Procurement	PRO-002	Operating Supplies	6,000
			PRO-003	Training and Development	28,735
		Procurement Total			34,735
	Executive	Executive	EX-002	Division Administration	10,600
			EX-003	Training and Development	31,518
			EX-004	Service & Community	3,350
			EX-005	Authority Planning Session	9,000
			EX-006	WSTA/Legislative Events	3,060
			EX-007	CAC/Authority Support	10,175
			EX-009	Legal Notices	4,000
			EX-010	Legal Services	38,000
			EX-011	Dues	130,000
			EX-012	Employee/Volunteer Recognition	30,000

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
	Executive	Executive	EX-014	ITA/CAC Training & Development	22,141
			EX-015	Advocacy Services	118,000
			EX-016	Transit Appreciation Day	17,500
			EX-017	Annual Recognition Banquet	12,700
			EX-024	ISO 14001 Certification	9,000
			EX-025	Sustainability Committee	6,500
			EX-027	ESMS Auditor Training	10,000
		Executive Total			465,544
	Maintenance	Facilities	FAC-002	Service Contracts	231,000
			FAC-003	Training and Development	4,000
			FAC-004	Buildings/Grounds Maintenance	476,100
			FAC-005	Amtrak Expenses	51,710
			FAC-006	Utilities	327,000
		Facilities Total			1,089,810
		Fleet	VM-002	Vehicle Fleet Support	315,667
			VM-003	Training and Development	62,560
			VM-004	Village Vans	23,996
			VM-005	Dial A Lift Vans	733,954
			VM-006	Coaches	3,863,389
			VM-007	Staff Vehicles	84,834
			VM-008	Vanpool Vans	895,558
			VM-011	Internal Staff Development	11,018
		Fleet Total			5,990,976
		Maintenance Admin	MA-002	Division Administration	6,500

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
	Maintenance	Maintenance Admin	MA-003	Training and Development	20,000
		Maintenance Admin Total			26,500
	Operations	Customer Services	CS-002	Division Administration	16,700
			CS-003	Training and Development	3,454
			CS-004	Reduced Fare Program	6,000
			CS-005	CS Information Books	250
		Customer Services Total			26,404
		Dial A Lift	DAL-002	Division Administration	9,900
			DAL-003	Training and Development	18,125
			DAL-004	Travel Training Support	2,400
		Dial A Lift Total			30,425
		Operations	OP-002	Division Administration	4,600
			OP-003	Training and Development	6,825
		Operations Total			11,425
		Transportation	TM-002	Division Administration	23,000
			TM-003	Training and Development	18,000
			TM-004	Administer Security Contract	208,790
			TM-006	IT Rodeo	2,000
		Transportation Total			251,790
		Vanpool	VP-002	Division Administration	21,400
			VP-003	Training and Development	16,900
			VP-005	Rideshare Online Administration	3,850
			VP-006	Incentive Program	26,000
		Vanpool Total			68,150

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Operating	Operations	Village Vans	VV-002	Division Administration	3,160
			VV-003	Training and Development	2,200
		Village Vans Total			5,360
Operating Total					11,633,622
Sal/Wages & Ben	Administrative Services	Finance	FIN-001	Salaries/Wages & Benefits	428,898
		Finance Total			428,898
		Human Resources	HR-001	Salaries/Wages & Benefits	881,670
			HR-009	ATU Tuition	5,000
			HR-010	IAM Tuition	2,000
		Human Resources Total			888,670
		Information Systems	IS-001	Salaries/Wages & Benefits	546,430
		Information Systems Total			546,430
	Development	Development	DEV-001	Salaries/Wages & Benefits	286,017
		Development Total			286,017
		Marketing	MC-001	Salaries/Wages & Benefits	511,275
		Marketing Total			511,275
		Planning	PL-001	Salaries/Wages & Benefits	441,713
		Planning Total			441,713
		Procurement	PRO-001	Salaries/Wages & Benefits	776,425
		Procurement Total			776,425
	Executive	Executive	EX-001	Salaries/Wages & Benefits	525,463
		Executive Total			525,463
	Maintenance	Facilities	FAC-001	Salaries/Wages & Benefits	677,245
		Facilities Total			677,245

PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
	Maintenance	Fleet	VM-001	Salaries/Wages & Benefits	3,453,515
			VM-009	Contract Benefits	35,000
		Fleet Total			3,488,515
		Maintenance Admin	MA-001	Salaries Wages & Benefits	836,522
		Maintenance Admin Total			836,522
	Operations	Customer Services	CS-001	Salaries/Wages & Benefits	637,934
		Customer Services Total			637,934
		Dial A Lift	DAL-001	Salaries/Wages & Benefits	1,337,434
		Dial A Lift Total			1,337,434
		Operations	OP-001	Salaries/Wages & Benefits	345,803
		Operations Total			345,803
		Transportation	TM-001	Salaries/Wages & Benefits	17,537,134
			TM-005	Uniforms Supervisor/Operator	110,000
		Transportation Total			17,647,134
		Vanpool	VP-001	Salaries/Wages & Benefits	580,351
		Vanpool Total			580,351
		Village Vans	VV-001	Salaries/Wages & Benefits	188,929
		Village Vans Total			188,929
Sal/Wages & Ben Total					30,144,758
Grand Total					112,373,091

Appendix A

Staffing Comparisons Between the 2017 Budget and 2018 Budget

	2017 Budgeted Staff - Full-Time Equivalents	Additions to Staffing During 2017	New Positions for 2018	2018 Budgeted Staff - Full-Time Equivalents	Difference
Administrative Services Department					
Finance Division					
Accounting Assistant	1	-1		0	-1
Accounting Specialists	2			2	0
Senior Accountant	0	1		1	1
Finance Manager	1			1	0
Finance & Administration Director	1	-1		0	-1
Subtotal - Finance Division	5	-1	0	4	-1
Information Services Division					
Information Systems Technician	1			1	0
Information Systems Analysts	3			3	0
Information Systems Manager	1			1	0
Subtotal - Information Services Division	5	0	0	5	0
Human Resources Department					
Human Resources Administrative Assistant	1			1	0
Human Resources Assistant	1			1	0
Human Resources Specialist	2			2	0
Human Resources Analyst	1			1	0
Training Coordinator	1			1	0
Human Resources Senior Analyst	1	-1		0	-1
Human Resources Manager/Lead	0	1		1	1
Human Resources Director	1			1	0
Subtotal - Human Resources Division	8	0	0	8	0
Total Administrative Services Department	18	-1	0	17	-1

Staffing Comparisons Between the 2017 Budget and 2018 Budget

	2017 Budgeted Staff - Full-Time Equivalents	Additions to Staffing During 2017	New Positions for 2018	2018 Budgeted Staff - Full-Time Equivalents	Difference
Development Department					
Development Division					
Development Director	1			1	0
Administrative Assistant	0		1	1	1
Grants Program Administrator	1			1	0
Subtotal - Development Division	2	0	1	3	1
Marketing Division					
Bicycle Commuter Contest Coordinator	0.5			0.5	0
Youth Education Assistant	1			1	0
Youth Education Specialist	1			1	0
Marketing and Communication Representative	1			1	0
Marketing & Communications Coordinator	1			1	0
Mrktg & Comm & Outreach Manager	1			1	0
Subtotal - Marketing Division	5.5	0	0	5.5	0
Planning Division					
Service Planner	1			1	0
Planner 2	1			1	0
Scheduler	1			1	0
Planning Manager	1			1	0
Subtotal - Planning Division	4	0	0	4	0
Procurement Division					
Inventory Assistant	1			1	0
Inventory Specialist	1			1	0
Inventory Supervisor	1			1	0
Project Coordinator	3			3	0
Procurement Manager	1			1	0
Subtotal - Procurement Division	7	0	0	7	0
Total Development Department	18.5	0	1	19.5	1

Staffing Comparisons Between the 2017 Budget and 2018 Budget

	2017 Budgeted Staff - Full-Time Equivalents	Additions to Staffing During 2017	New Positions for 2018	2018 Budgeted Staff - Full-Time Equivalents	Difference
Executive Department					
Executive Division					
Executive Assistant 2	2			2	0
Environmental & Sustainability Coordinator	1			1	0
General Manager	1			1	0
Total Executive Department	4	0	0	4	0
Operations Department					
Customer Services Division					
Customer Service Representative	6			6	0
Lead Customer Service Representative	1			1	0
Customer Service Supervisor	1			1	0
Subtotal - Customer Services Division	8	0	0	8	0
Dial-A-Lift Division					
Dial-a-Lift Dispatch Specialist	9			9	0
Dial-A-Lift ADA Coordinator	1			1	0
Dial-A-Lift Travel Training Coordinator	2			2	0
Dial-A-Lift Manager	1			1	0
Subtotal - Dial-A-Lift Division	13	0	0	13	0
Operations Division					
Operations Assistant	1			1	0
Scheduling Coordinator - moved to Transportation	1	-1		0	-1
Operations Director	1			1	0
Subtotal - Operations	3	-1	0	2	-1
Transportation Division					
Van Operators	38			38	0
Coach Operators	153			153	0

Staffing Comparisons Between the 2017 Budget and 2018 Budget

	2017 Budgeted Staff - Full-Time Equivalents	Additions to Staffing During 2017	New Positions for 2018	2018 Budgeted Staff - Full-Time Equivalents	Difference
Scheduling Coordinator - moved from above	0	1		1	1
Transportation Supervisor	11		1	12	1
Transportation Manager	1			1	0
Subtotal - Transportation Division	203	1	1	205	2
Vanpool Division					
Commuter Services Assistant	1			1	0
Vanpool Coordinator	4			4	0
Vanpool Supervisor	1			1	0
Subtotal - Vanpool Division	6	0	0	6	0
Village Vans Division					
Village Vans Assistant	1			1	0
Village Vans Supervisor	1			1	0
Subtotal - Village Vans Division	2	0	0	2	0
Total Operations Department	235	0	1	236	1

Staffing Comparisons Between the 2017 Budget and 2018 Budget

	2017 Budgeted Staff - Full-Time Equivalents	Additions to Staffing During 2017	New Positions for 2018	2018 Budgeted Staff - Full-Time Equivalents	Difference
Maintenance Department					
Vehicle Maintenance Division					
Vehicle Cleaner	6			6	0
Service Worker	6			6	0
Support Specialist	2	1		3	1
Auto Technician	7			7	0
Diesel Technician	15			15	0
Maintenance Assistant	1			1	0
Maintenance Supervisor	4			4	0
Maintenance Manager	1			1	0
Subtotal - Vehicle Maintenance Division	42	1	0	43	1
Facilities Division					
Facilities Specialists	5			5	0
Facilities Technicians	2			2	0
Facilities Manager	1			1	0
Subtotal - Facilities Division	8	0	0	8	0
Total Maintenance Department	50	1	0	51	1
Agency Totals	325.5	0	2	327.5	2

2018 Budget History of changes			Total	Capital	Operating			11/28/2017
Original Budget numbers to Board 10/13/17			114,348,691	71,363,735	42,984,956			
Subsequent Changes:						<u>original</u>	<u>revised</u>	<u>change</u>
1	DEV-006	UST replacement	(2,000,000)	(2,000,000)	-	8,800,000	6,800,000	(2,000,000)
2	PL-009	Short/Long Range Service Plan	(28,000)	-	(28,000)	170,000	142,000	(28,000)
3	PL-013	Bus Stop Enhancements	(50,000)	(50,000)	-	380,000	330,000	(50,000)
4	EX-028	WSTIP safety award	5,000	-	5,000	-	5,000	5,000
5	IS-014	FleetNet Timekeeping module	20,000	-	20,000	-	20,000	20,000
6	IS-019	FleetNet Asset Management module	20,000	-	20,000	-	20,000	20,000
7	FAC-073	Exterior Paint Consultant	7,000	7,000	-	38,000	45,000	7,000
8	FAC-085	Pattison Exterior Painting	(200,000)	(200,000)	-	200,000	-	(200,000)
9	FAC-086	LTC, OTC, Amtrak Painting	100,000	100,000	-	125,000	225,000	100,000
10	MC-018	Community Conversation Amendment	40,000	-	40,000	20,000	60,000	40,000
11	FAC-004	Buildings/Grounds maintenance	2,400	-	2,400	10,000	12,400	2,400
12	PL-004	Land Use and Development	(10,000)	-	(10,000)	10,000	-	(10,000)
13	IS-013	Windows/Office Upgrades	118,000	-	118,000	-	118,000	118,000
Revised Totals			112,373,091	69,220,735	43,152,356			
H:\Budget\Budget_2018\[Recap_of_budget_changes_11.28.17.xlsx]Sheet1								

**INTERCITY TRANSIT
RESOLUTION NO. 07-2017
ADOPTION OF THE 2018 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2018 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2018 and

WHEREAS, at said public meeting, the 2018 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2018 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 52,450,966
Estimated Revenues	76,587,046
TOTAL ESTIMATED RESOURCES	\$ 129,038,012

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 112,373,091
Estimated Ending Cash Balance	16,664,921
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ 129,038,012

ADOPTED: This 6th day of December, 2017

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST:

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

APPROVED AS TO FORM:

**Dale Kamerrer
Legal Counsel**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-F
MEETING DATE: December 6, 2017

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2018.

2) **Recommended Action:** This is an informational item. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.

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

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

Staff issued the application October 16, 2017, with a due date of November 17, 2017. Staff will provide a list of qualifying applicants at the December 6, 2017 Authority meeting. If funding remains beyond this initial award period, this program has a rolling application process which awards on a first-come, first-serve basis.

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

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

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

8) **References:** 2018 Discounted Pass Program Grant Recipients.

2018 Discounted Pass Program Potential Grant Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Rebecca Caldwell 360/ 704-7170	\$12,960.00	\$25,920.00	Adult
		\$2,430.00	\$4,860.00	Youth
		\$15,390.00	\$30,780.00	
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Meta Hogan 360/ 357-2582 Office	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Gage Ash 360/ 753-3340 ext 21	\$17,280.00	\$34,560.00	Adult
4 Catholic Community Services Family Behavioral Health 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/ 878-8248	\$3,240.00	\$6,480.00	Adult
		\$1,725.00	\$3,450.00	Youth
		\$500.00	\$500.00	Summer Youth
		\$5,465.00	\$10,430.00	
5 Community Action Council of Lewis/Mason Thurston 3020 Willamette Drive NE Lacey WA 98516	Valerie Ballew 360/ 438-1100 X 1136	\$21,600.00	\$43,200.00	Adult
6 Community Youth Services 711 State Ave NE Olympia WA 98506	Candace Wood 360/ 918-7874	\$9,990.00	\$19,980.00	Adult
		\$3,300.00	\$6,600.00	Youth
		\$400.00	\$400.00	Summer Youth
		\$13,690.00	\$26,980.00	

7 Family Support Center of South Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/ 754-9297 ext 211	\$3,888.00	\$7,776.00	Adult
8 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/ 753-5522 X210 or Amory Balantine	\$765.00	\$1,530.00	Youth
9 Gravity Lacey Olympia High School- ESD 113 4315 6th Ave SE Lacey WA 98503	Richard Lindstrom 360/ 464-6835	\$4,320.00 \$3,600.00	\$8,640.00 \$7,200.00	Adult Youth
10 Gravity Olympia High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surrige 360/ 464-6851	\$4,320.00 \$3,600.00	\$8,640.00 \$7,200.00	Adult Youth
11 Housing Authority of Thurston County Housing Services Division 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/ 918-5832	\$4,320.00 \$720.00 \$240.00 \$5,280.00	\$8,640.00 \$1,440.00 \$240.00 \$10,320.00	Adult Youth Summer Youth
12 New Market Skill Center 7299 New Market Street Tumwater WA 98501	Jen Sieritis 360/ 570-4465	\$612.00 \$480.00 \$1,092.00	\$1,224.00 \$960.00 \$2,184.00	Adult Youth
13 Olympia High School Freedom Farmers 1113 Legion Way SE Olympia WA 98501	Blue Peetz 360/ 870-6580	\$3,960.00	\$7,920.00	Youth
14 Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/ 584-3505	\$5,184.00 \$360.00 \$5,544.00	\$10,368.00 \$720.00 \$11,088.00	Adult Youth

15 Pacific Mountain Workforce Development Council 1570 Irving Street Tumwater WA 98512	Karen Kalish 360/ 570-4279	\$11,448.00	\$22,896.00	Adult
		\$900.00	\$1,800.00	Youth
		\$12,348.00	\$24,696.00	
16 The Salvation Army P O Box 173 Olympia WA 98507	Deborah Lay 360/ 352-8596 ext 1111	\$5,400.00	\$10,800.00	Adult
17 Thurston County Public Defense 926 24th Way SW Olympia WA 98502	Mia Pagnotta 360/ 786-5868	\$3,240.00	\$6,480.00	Adult
		\$900.00	\$1,800.00	Youth
		\$4,140.00	\$8,280.00	
18 Tumwater School District: South Sound Parent-to-Parent 621 Linwood Ave SW Tumwater WA 98512	Lisa Alonzo 360/ 709-7006	\$900.00	\$1,800.00	Adult
		\$750.00	\$1,500.00	Youth
		\$1,650.00	\$3,300.00	
19 Tumwater School District: TOGETHER! 1520-A Irving St SW Tumwater WA 98512	Jennifer Gould 360/999-0546	\$472.50	\$945.00	Youth
		\$200.00	\$200.00	Summer Youth
		\$672.50	\$1,145.00	
20 WA ST DSHS Olympia Community Service Office 6860 Capital Blvd SE Point Plaza East Bldg #2 1st Floor Tumwater WA 98501	Milton Caron 360/ 725-6530 Carol MacCraken 360/ 725-6622	\$7,560.00	\$15,120.00	Adult
		\$450.00	\$900.00	Youth
		\$8,010.00	\$16,020.00	
21 YWCA - Olympia 220 Union Ave SE Olympia WA 98501	Hillary Soens 360/352-0593	\$648.00	\$1,296.00	Adult
		\$202.50	\$405.00	Youth
		\$180.00	\$180.00	Summer Youth
		\$1,030.50	\$1,881.00	

TOTALS:

Adult	\$119,502.00	\$239,004.00
Youth	\$24,615.00	\$49,230.00
Total Discounted	\$144,117.00	\$288,234.00
Summer Youth	\$1,520.00	\$1,520.00
Total Amount	\$145,637.00	\$289,754.00

Beginning Balance of Grant Fund:	\$300,000.00
Total Amount of Grants Awarded:	-\$288,234.00
Funds still Available to Award:	\$11,766.00

Path in Share drive: I: Discounted Bus Pass Grant Program/ 2018