

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**January 3, 2018**  
**5:30 P.M.**

**CALL TO ORDER**

- |           |  |                |
|-----------|--|----------------|
| <b>1)</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2)</b> | <b>PUBLIC COMMENT</b><br><i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. <b>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. <u>Citizens testifying are asked to limit testimony to three minutes.</u></b></i>   | <b>10 min.</b> |
|           | <i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i>   |                |
| <b>3)</b> | <b>INTRODUCTIONS</b><br><b>A. Introduce Jessica Gould, Grants Program Administrator (Eric Phillips)</b>  | <b>5 min.</b>  |
| <b>4)</b> | <b>CELEBRATION/RECOGNITION</b><br><b>A. Surplus Van Grant Recipient Recognition (Carolyn Newsome)</b>  | <b>60 min.</b> |
| <b>5)</b> | <b>APPROVAL OF CONSENT AGENDA ITEMS</b><br><b>A. Approval of Minutes: December 6, 2017, Regular Meeting.</b><br><br><b>B. Payroll - December 2016: \$3,219,926.16.</b><br><br><b>C. Accounts Payable: Warrant dated December 6, 2017, number 23901, in the amount of \$520.00; Warrants dated December 8, 2017, numbers 23950-23998, in the amount of \$233,032.34; Warrants dated December 11, 2017, numbers 23999-24001, in the amount of \$116,629.67; Warrants dated December 22, 2017, numbers 24003-24066, in the amount of \$1,294,471.00; Warrants dated December 29, 2017, numbers 24068-24114, in the amount of \$342,660.54. Automated Clearing House Transfers for December 2017 in the amount of \$13,784.89 for a monthly total of \$2,001,098.44.</b> | <b>1 min.</b>  |
| <b>6)</b> | <b>PUBLIC HEARING - None</b>   | <b>0 min.</b>  |
| <b>7)</b> | <b>COMMITTEE REPORTS</b><br><b>A. Transportation Policy Board (Dec. 13) (Don Melnick)</b>  | <b>3 min.</b>  |

- 8) **NEW BUSINESS**  
A. **Vanpool Vehicle Purchase** (*Katie Cunningham*) **5 min.**  
B. **CAC Name Change Proposal** (*Ann Freeman-Manzanares*) **5 min.**
- 9) **GENERAL MANAGER'S REPORT** **10 min.**
- 10) **AUTHORITY ISSUES** **10 min.**
- 11) **CLOSED SESSION - Collective Bargaining Agreement with Amalgamated Transit Union Local 1765** - The Intercity Transit Authority will recess the public meeting to allow Authority members and necessary staff to go into a closed meeting authorized by RCW 42.30.140 (4) (b) to review proposals made in negotiations for a collective bargaining agreement with the ATU. The Authority will reconvene to an Open meeting for the possibility of taking action.
- 12) **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](mailto:TitleVI@intercitytransit.com).*

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

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

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

**CALL TO ORDER**

Chair Sullivan called the December 6, 2017, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody (via teleconference); Citizen Representative Ryan Warner (via teleconference); Citizen Representative Don Melnick; and Labor Representative Art Delancy.

**Members Excused:** City of Lacey Councilmember Virgil Clarkson.

**Staff Present:** Ann Freeman-Manzanares; Tammy Ferris; Dave Kolar; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Heather Stafford-Smith; Thomas Van Nuys.

**Others Present:** Citizen Advisory Committee Member, Jonah Cummings; Legal Counsel, Dale Kamerrer.

*Chair Sullivan announced a revised agenda. New business action items will be moved up after the Consent Agenda items and Public Comment will follow new business. This will maintain a quorum allowing Authority members who wish to leave early to attend Virgil Clarkson's celebration being held in Olympia.*

**APPROVAL OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA ITEMS**

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

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

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

## **Intercity Transit Authority Regular Meeting**

**December 6, 2017**

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**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.

### **NEW BUSINESS**

**A. OTC Project – Authorize Additional A&E Support.** Steve Krueger, Procurement Manager, presented an amended 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.

At a previous meeting, the Authority 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.

**It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to amend the 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. Underground Storage Tank Revised Total Contract Amount.** Tammy Ferris, Procurement Coordinator, submitted a revised contract for Rognlin's, Inc. to complete the Pattison Base Improvements Underground Storage Tank project.

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 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.

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

- C. 2018-2023 Strategic Plan Adoption.** Freeman-Manzanares presented for adoption the 2018-2023 Strategic Plan. It continues to be 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.

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**December 6, 2017**

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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.

**It was M/S/A by Citizen Representative Messmer and Citizen Representative Melnick to adopt the 2018-2023 Strategic Plan as presented.**

**D. 2018 Budget Adoption.** Suzanne Coit, Finance Manager, presented for adoption the 2018 Budget. 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.

Coit indicated the Information Services department asked to roll their budget for the Windows Office upgrade to 2018, which was one minor change made to the budget.

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.

**It was M/S/A by Commissioner Blake and Councilmember Gilman to adopt Resolution 07-2017 that establishes the 2018 Budget.**

### **PUBLIC COMMENT**

**Gray Sterling, 43 Broadway, Tacoma, WA:** Mr. Sterling has been a regular Intercity Transit rider for five years. He is a state employee who commutes from Tacoma to Olympia. During his commute on November 30, 2017, he was confronted by a Caucasian woman accompanied by two other men because he moved to an open seat. These individuals verbally attacked Mr. Sterling with racial slurs. After a few attempts to dismiss and ignore the woman, she continued to harass him. Mr. Sterling asked the bus driver to pull over and kick the group off the bus. The bus driver pulled over and went to the back of the bus to talk to the parties involved.

Mr. Sterling does not hold Intercity Transit accountable for the events that took place, but he does believe there are areas which the Agency could address to prevent something like this from happening in the future. Mr. Sterling provided

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recommendations as it relates to Intercity Transit's Rider Code of Conduct, communications of those policies and driver training.

1. Include language in the rules that include the explicit prohibition of hate speech.
2. Better communicate the rules and codes of conduct concerning harassment and hate speech to be prominently displayed and promoted on the buses and at agency facilities. Currently, rules citing harassment are only made available online.
3. Incorporate annual mandatory de-escalation and harassment prevention training for drivers so they are better equipped to handle these types of situations.

**Mark Bergeson, 3821 West Park Ct. NW, Olympia, WA:** Mr. Bergeson has been a bus rider since 1998 and noted he loves riding the bus. He also works for the same agency as Mr. Sterling. He supports Mr. Sterling's request to include explicit language against hate speech within the rules of conduct. He noted the last time the Intercity Transit rules were updated appear to be 1997, so it might be time to update the content. He noted there is a safety and rules web page on the IT website and it doesn't contain all of the rules that are in the rules of conduct and it omits rule 24 which is the most pertinent rule in Mr. Sterling's case. And to get the entire rules of conduct a person has to submit a request - it's not available on the web.

Mr. Bergeson recommends Intercity Transit:

1. Make the rules available online and on the signage within the buses
2. Add explicit language around hate speech
3. Provide annual training for the drivers and make it part of the onboarding for new drivers
4. Interview the driver involved and see how well-equipped he is to handle this situation

Mr. Bergeson referred to the Strategic Plan, and read Goals 2, 3, and 6. He said that these goals should apply for all customers regardless of race, orientation, etc.

**Gail Wootan, a resident of Olympia:** Ms. Wooten is also Mr. Sterling's co-worker and she has used Intercity Transit's services for eight years and has never experienced an incident like this. She noted, however, that this past year hate crimes have been on the rise. She said Intercity Transit should be thinking proactively versus reactively about these types of incidents. She shared some statistics on hate crimes. For example, hate crimes in Seattle since June 2016 have gone up 22%. Countrywide, it's up 5%; the most common motivation for a hate crime is racial bias; 24% of hate crimes happen in a parking lot, a street or on public transit.

She urges Intercity Transit to be proactive with the suggested changes made by Mr. Sterling and Bergeson.

## **Intercity Transit Authority Regular Meeting**

**December 6, 2017**

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Chair Sullivan said she attended a training on this topic in Seattle and suggested to Freeman-Manzanares about bringing this training to Intercity Transit in the near future.

Gillman asked that at a future authority meeting, that staff provide a report on the status of policies, publically available documents and driver training. And also consider strengthening those rules of conduct.

**E. OTC Project Update.** 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. Freeman-Manzanares said staff will solicit the general contractor/general manager firm in December/January with the selection soon to follow. Construction should begin as early as the summer of 2018, and it's anticipated construction will last 12 months with completion the summer of 2019.

Freeman-Manzanares introduced the architecture team Barney Mansavage and Tim Richey from SRG; and Jonathan Martin, Project Manager from DES.

The architecture team showed an electronic presentation that gave a 3-D schematic view of the proposed building; along with poster boards showing the different elevations. They provided a total overview of the building including a layout of the first and second floor.

*Commissioner Blake left the meeting.*

**F. Discounted Bus Pass Program 2018 Recipients.** Freeman-Manzanares presented the results of the application process for the 2018 Discounted Bus Pass Program. Staff issued the application on October 16, 2017, and to date received 21 applications totaling \$288,234. In 2016 the Authority increased the program limit from \$200,000 to \$300,000. There is approximately \$11,766 remaining in the 2018 program budget. The program has a rolling application process which awards on a first-come, first-serve basis, allowing other non-profits and agencies to apply throughout the year. The Summer Youth passes were offered as part of this application process at the regular price of \$20 for the convenience of the applicants, but not counted towards the \$300,000 program limit.



## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council.** Messmer said TRPC met December 1. Members conducted their first review and discussion of all Call for Projects applications consisting of primary and reserved applications. A decision will be finalized on January 5, 2018. The members also reviewed the Draft Climate Adaption Plan. Members received a presentation on the latest edition of the Main Street Journal - TRPC's annual newsletter reporting Sustainable Thurston-related activities from around the region.
- B. Citizen Advisory Committee.** Cummings said the CAC met on November 20. Members elected a new Chair (Sue Pierce) and Vice Chair (Austin Wright); and said farewell to four long-term members. The members approved a recommendation to the Authority to change the name of the Citizen Advisory Committee to Community Advisory Committee. And they received updates on the Marketing program and Vanpool Grant program.

## **GENERAL MANAGER'S REPORT**

- Boardings for the month of October are 356,370, a decrease of 0.2% from October 2016.
- Year-to-date ridership is 3,325,190 boardings, a decrease of 4.5% from the first 10 months of 2016.
- Vanpool started three new vanpool groups in November from Gig Harbor, Lakewood and Napavine.
- The Human Life advertisement will be displayed on buses starting the last week in December for four weeks.
- The Pattison Street UST construction project is progressing well, despite inclement weather.
- Intercity Transit participated in the Lacey Lighted Parade.

Melnick asked what the status is on meeting with Pierce Transit. Freeman-Manzanares said staff is looking into scheduling a meeting with their Board and administration. A City of Tacoma Representative is interested in moving forward because he has constituents who work in Olympia and want better bus service.

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Melnick asked about the status of the IT Road Trip project. Freeman-Manzanares said the first Technical Advisory Committee meeting was held on November 13 with thirteen community stakeholders. The next meeting is scheduled for January 18, 2018.

**AUTHORITY ISSUES**

Melnick said he attended Intercity Transit's presentation to the Lacey Planning Commission and thought it went very well. Melnick said TRPC published a new bicycle map. Melnick would like to send the Authority a 20-minute YouTube video.

Sullivan thanked staff and Authority members for a successful year and well-run meetings.

**ADJOURNMENT**

**It was M/S/A by Citizen Representatives Messmer and Melnick to adjourn the regular meeting at 6:57 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: January 3, 2018.**

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



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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/06/2017

Thru Date: 12/06/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23901	12/6/2017	11765	INTERCITY TRANSIT PETTY CASH	\$520.00	
				Total:	\$520.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/08/2017

Thru Date: 12/08/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23950	12/8/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$233.00	
23951	12/8/2017	02060	AMERISAFE	\$62.67	
23952	12/8/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$100.86	
23953	12/8/2017	02380	ARAMARK UNIFORM SERVICES	\$971.87	
23954	12/8/2017	02580	ASSOCIATED PETROLEUM	\$103,550.17	
23955	12/8/2017	02825	AUTO PLUS - OLYMPIA	\$78.26	
23956	12/8/2017	02990	B&B SIGN COMPANY LLC	\$158.24	
23957	12/8/2017	04100	BUENAVISTA SERVICES, INC.	\$21,104.56	
23958	12/8/2017	04120	BUILDERS HARDWARE CO	\$54.12	
23959	12/8/2017	06120	CITY OF OLYMPIA UTILITIES	\$1,431.46	
23960	12/8/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$131.72	
23961	12/8/2017	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$1,587.54	
23962	12/8/2017	07220	CUMMINS NORTHWEST INC	\$4,313.40	
23963	12/8/2017	10477	GALLS, LLC	\$807.83	
23964	12/8/2017	10580	GENE'S TOWING INC	\$262.02	
23965	12/8/2017	10605	GENFARE	\$116.60	
23966	12/8/2017	10607	GENUINE AUTO GLASS OF LACEY	\$272.27	
23967	12/8/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
23968	12/8/2017	10660	GILLIG LLC	\$11,161.23	
23969	12/8/2017	10759	GORDON TRUCK CENTERS INC	\$2,753.81	
23970	12/8/2017	10863	GRAYS HARBOR TRANSIT	\$247.00	
23971	12/8/2017	10988	HAND CRANK FILMS INC	\$12,500.00	
23972	12/8/2017	11615	INDUSTRIAL HYDRAULICS INC	\$153.58	
23973	12/8/2017	11892	J ROBERTSON AND COMPANY	\$4,575.00	
23974	12/8/2017	12474	KBA INC	\$24,168.97	
23975	12/8/2017	12875	KPFF CONSULTING ENGINEERS INC	\$16,714.09	
23976	12/8/2017	13750	MAILBOX OF OLYMPIA	\$800.00	
23977	12/8/2017	13850	MASON TRANSIT AUTHORITY	\$908.00	
23978	12/8/2017	14160	MCMaster-CARR SUPPLY CO.	\$41.74	
23979	12/8/2017	14750	MULLINAX FORD	\$300.57	
23980	12/8/2017	14900	NAPA AUTO PARTS	\$161.85	
23981	12/8/2017	15140	NISQUALLY TOWING SERVICE	\$1,147.50	
23982	12/8/2017	16557	PACIFIC MODULAR, INC	\$1,109.76	
23983	12/8/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
23984	12/8/2017	17505	RAINIER DODGE INC	\$67.86	
23985	12/8/2017	17728	ROBERT SCOTT SCHOENGARTH	\$250.00	
23986	12/8/2017	17900	SCHETKY NW SALES INC	\$1,595.15	
23987	12/8/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,533.14	
23988	12/8/2017	18197	SMART TALENT LLC	\$1,931.68	
23989	12/8/2017	18610	STEPHAN J PARROTT	\$725.00	
23990	12/8/2017	18648	STORAGELAND LLC	\$7,865.00	
23991	12/8/2017	18940	TENNANT COMPANY	\$165.92	
23992	12/8/2017	21660	THERMO KING NORTHWEST	\$1,567.53	
23993	12/8/2017	21790	THURSTON COUNTY PUBLIC WORKS	\$142.97	
23994	12/8/2017	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
23995	12/8/2017	21950	TITUS-WILL CHEVROLET	\$2,394.56	
23996	12/8/2017	24000	W W GRAINGER INC	\$956.20	
23997	12/8/2017	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$260.00	
23998	12/8/2017	24750	WA ST GET PROGRAM	\$227.00	
<b>Total:</b>				<b>\$233,032.34</b>	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/11/2017

Thru Date: 12/11/2017

Check #	Check Date	Ref #	Name	Amount	Voided
23999	12/11/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24000	12/11/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$112,355.41	
24001	12/11/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,274.26	
<b>Total:</b>				\$116,629.67	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/22/2017

Thru Date: 12/22/2017

Check #	Check Date	Ref #	Name	Amount	Voided
24003	12/22/2017	01405	ADVANCE GLASS INC	\$433.24	
24004	12/22/2017	01820	AMERICAN DRIVING RECORDS INC	\$258.42	
24005	12/22/2017	01960	AMERICAN SEATING COMPANY	\$315.51	
24006	12/22/2017	02380	ARAMARK UNIFORM SERVICES	\$960.72	
24007	12/22/2017	02580	ASSOCIATED PETROLEUM	\$44,907.82	
24008	12/22/2017	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
24009	12/22/2017	05740	CED	\$211.57	
24010	12/22/2017	06105	CITY OF OLYMPIA COMMUNITY PLANNING &	\$17,050.00	
24011	12/22/2017	06500	COLLECTION TECHNOLOGY INC	\$217.02	
24012	12/22/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$206.11	
24013	12/22/2017	07220	CUMMINS NORTHWEST INC	\$9,839.24	
24014	12/22/2017	07619	DAVID S FOSTER	\$1,750.00	
24015	12/22/2017	08487	DYNAMIC COLLECTORS INC	\$1,365.11	
24016	12/22/2017	08780	EMERALD SERVICES INC	\$824.01	
24017	12/22/2017	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
24018	12/22/2017	09805	FLEET PRIDE	\$77.96	
24019	12/22/2017	10477	GALLS, LLC	\$604.07	
24020	12/22/2017	10580	GENE'S TOWING INC	\$347.34	
24021	12/22/2017	10607	GENUINE AUTO GLASS OF LACEY	\$566.34	
24022	12/22/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24023	12/22/2017	10660	GILLIG LLC	\$13,672.73	
24024	12/22/2017	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
24025	12/22/2017	10759	GORDON TRUCK CENTERS INC	\$2,036.82	
24026	12/22/2017	11615	INDUSTRIAL HYDRAULICS INC	\$571.09	
24027	12/22/2017	11865	ISLAND SUPERIOR AIR FILTER	\$770.95	
24028	12/22/2017	11909	JAYRAY ADS & PR INC	\$9,529.00	
24029	12/22/2017	11943	JOANNA GRIST	\$1,750.00	
24030	12/22/2017	13661	LOOMIS	\$1,255.47	
24031	12/22/2017	13793	MARTIN WAY COLLISION INC.	\$1,184.29	
24032	12/22/2017	14750	MULLINAX FORD	\$1,474.12	
24033	12/22/2017	14900	NAPA AUTO PARTS	\$825.12	
24034	12/22/2017	15217	NORTHWEST EVENT DEOCRATORS	\$317.99	
24035	12/22/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$358.06	
24036	12/22/2017	16590	PACIFIC NW PUBLISHING COMPANY	\$505.51	
24037	12/22/2017	16820	PIERCE COUNTY SECURITY	\$16,025.10	
24038	12/22/2017	16966	POINT & PAY	\$1,366.97	
24039	12/22/2017	17290	PUGET SOUND ENERGY	\$19,165.00	
24040	12/22/2017	17505	RAINIER DODGE INC	\$470.52	
24041	12/22/2017	17560	RE AUTO ELECTRIC INC	\$415.45	
24042	12/22/2017	17741	ROGNLIN'S INC	\$693,207.07	
24043	12/22/2017	17760	ROSS AND WHITE COMPANY	\$8,120.08	
24044	12/22/2017	17900	SCHETKY NW SALES INC	\$1,227.30	
24045	12/22/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$2,120.87	
24046	12/22/2017	18052	SHEA, CARR & JEWELL INC	\$911.16	
24047	12/22/2017	18197	SMART TALENT LLC	\$1,840.00	
24048	12/22/2017	18470	SPORTWORKS NORTHWEST INC	\$158.37	
24049	12/22/2017	18610	STEPHAN J PARROTT	\$725.00	
24050	12/22/2017	18755	S-SQUARE TUBE PRODUCTS	\$139.85	
24051	12/22/2017	18940	TENNANT COMPANY	\$234.41	
24052	12/22/2017	21930	TIRES INC	\$8,953.17	
24053	12/22/2017	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
24054	12/22/2017	21950	TITUS-WILL CHEVROLET	\$1,928.58	
24055	12/22/2017	22010	TOYOTA OF OLYMPIA	\$333.81	
24056	12/22/2017	22325	TTL PARTNERS LLC	\$3,297.00	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/22/2017

Thru Date: 12/22/2017

Check #	Check Date	Ref #	Name	Amount	Voided
24057	12/22/2017	22420	TUMWATER PRINTING	\$982.82	
24058	12/22/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$30,445.29	
24059	12/22/2017	23770	VANNER, INC.	\$2,097.20	
24060	12/22/2017	24030	WA ST AUDITORS OFFICE	\$3,584.35	
24061	12/22/2017	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24062	12/22/2017	24750	WA ST GET PROGRAM	\$277.00	
24063	12/22/2017	24755	WA ST HEALTH CARE AUTHORITY	\$349,323.20	
24064	12/22/2017	25380	WASHINGTON GARDENS	\$315.52	
24065	12/22/2017	25858	WESTCARE CLINIC LLC PS	\$425.00	
24066	12/22/2017	25920	WEYERHAEUSER NR COMPANY	\$14,868.00	
<b>Total:</b>				<b>\$1,294,471.00</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/29/2017

Thru Date: 12/29/2017

Check #	Check Date	Ref #	Name	Amount	Voided
24068	12/29/2017	01780	AMALGAMATED TRANSIT UNION 1765	\$20,712.72	
24069	12/29/2017	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24070	12/29/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$100.86	
24071	12/29/2017	02580	ASSOCIATED PETROLEUM	\$39,402.69	
24072	12/29/2017	02825	AUTO PLUS - OLYMPIA	\$388.76	
24073	12/29/2017	03250	BATTERY SYSTEMS, INC	\$187.08	
24074	12/29/2017	06120	CITY OF OLYMPIA UTILITIES	\$711.61	
24075	12/29/2017	06610	COMMERCIAL BRAKE & CLUTCH	\$1,340.68	
24076	12/29/2017	07220	CUMMINS NORTHWEST INC	\$10,332.56	
24077	12/29/2017	08060	DON SMALL AND SONS OIL	\$2,514.17	
24078	12/29/2017	08780	EMERALD SERVICES INC	\$1,059.22	
24079	12/29/2017	10477	GALLS, LLC	\$586.97	
24080	12/29/2017	10621	GERBER - BOYD GROUP U S INC	\$3,668.78	
24081	12/29/2017	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24082	12/29/2017	10660	GILLIG LLC	\$12,134.84	
24083	12/29/2017	10759	GORDON TRUCK CENTERS INC	\$2,600.00	
24084	12/29/2017	10863	GRAYS HARBOR TRANSIT	\$96.00	
24085	12/29/2017	11702	INSPECTORATE AMERICA CORPORATION	\$2,340.00	
24086	12/29/2017	11765	INTERCITY TRANSIT PETTY CASH	\$357.98	
24087	12/29/2017	11905	JANEK CORPORATION	\$402.56	
24088	12/29/2017	12474	KBA INC	\$29,367.07	
24089	12/29/2017	12875	KPFF CONSULTING ENGINEERS INC	\$2,079.33	
24090	12/29/2017	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
24091	12/29/2017	13793	MARTIN WAY COLLISION INC.	\$604.06	
24092	12/29/2017	14405	MICHAEL G MALAIER, TRUSTEE	\$346.14	
24093	12/29/2017	14750	MULLINAX FORD	\$1,503.29	
24094	12/29/2017	14900	NAPA AUTO PARTS	\$404.03	
24095	12/29/2017	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$11,797.89	
24096	12/29/2017	15535	OLYMPIA COLLISION REPAIR	\$2,238.36	
24097	12/29/2017	17505	RAINIER DODGE INC	\$435.31	
24098	12/29/2017	17560	RE AUTO ELECTRIC INC	\$125.04	
24099	12/29/2017	17900	SCHETKY NW SALES INC	\$4,829.98	
24100	12/29/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,669.39	
24101	12/29/2017	18075	SIEGEL OIL COMPANY	\$218.34	
24102	12/29/2017	18145	SIX ROBBLEES INC	\$317.02	
24103	12/29/2017	18470	SPORTWORKS NORTHWEST INC	\$135.84	
24104	12/29/2017	18510	SRG PARTNERSHIP INC	\$82,990.50	
24105	12/29/2017	18651	STORMANS (LICENSING)	\$248.00	
24106	12/29/2017	18940	TENNANT COMPANY	\$82.63	
24107	12/29/2017	21930	TIRES INC	\$16,342.64	
24108	12/29/2017	21950	TITUS-WILL CHEVROLET	\$1,153.46	
24109	12/29/2017	21985	TOTAL FILTRATION SERVICES	\$620.04	
24110	12/29/2017	23535	U S A DEPT OF THE TREASURY /	\$5,745.89	
24111	12/29/2017	23660	UNITED WAY OF THURSTON COUNTY	\$1,200.50	
24112	12/29/2017	24000	W W GRAINGER INC	\$181.31	
24113	12/29/2017	24750	WA ST GET PROGRAM	\$277.00	
24114	12/29/2017	25580	WASHINGTON STATE TRANSIT INSURANCE	\$73,041.00	
<b>Total:</b>				<b>\$342,660.54</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2017DEC	DI	12/29/2017			1,447.00	1,447.00	1,447.00		1,447.00
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2017DEC	DI	12/29/2017			1,005.50	1,005.50	1,005.50		2,452.50

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>08044 DOENITZ, THOMAS</b>										
00	2017CDL	DI	12/22/2017			85.00	85.00	85.00		85.00
<b>11308 HOFSTETTER SHANNON</b>										
00	12/15/17	DI	12/22/2017			148.00	148.00	148.00		233.00

**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
<b>11308 HOFSTETTER SHANNON</b>										
00	12/01/2017	DI	12/8/2017			148.00	148.00	148.00		148.00
<b>11750 INTERCITY TRANSIT EXEC IMPREST ACCOU</b>										
00	2017DEC	DI	12/8/2017			4,242.00	4,242.00	4,242.00		4,390.00
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2017DEC	DI	12/8/2017			3,004.75	3,004.75	3,004.75		7,394.75

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11308 HOFSTETTER SHANNON</b>										
00	12/29/2017	DI	12/29/2017			148.00	148.00	148.00		148.00
<b>11355 HOOSIER, CAROL</b>										
00	2017mileage	DI	12/29/2017			64.86	64.86	64.86		212.86
<b>11740 INTERCITY TRANSIT ADVANCED TRAVEL</b>										
00	2017DEC	DI	12/29/2017			3,076.79	3,076.79	3,076.79		3,289.65
<b>17700 RHODES, DAN</b>										
00	12/11-15/17	DI	12/29/2017			297.43	297.43	297.43		3,587.08
<b>22220 TREFSGAR ERIC</b>										
00	12/18-21/17	DI	12/29/2017			117.56	117.56	117.56		3,704.64

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-A**  
**MEETING DATE: January 3, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, 705-5837

**SUBJECT:** Vanpool Vehicle Purchase

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1) **The Issue:** Consideration of the purchase of twenty-five (25) replacement vanpool vehicles.

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2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$777,237.00 to purchase twenty-five (25) new seven-passenger Toyota Sienna minivans.

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

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4) **Background:** This proposed purchase includes the replacement of thirteen, seven-passenger vehicles that are two years beyond their replacement cycle and twelve, twelve-passenger vehicles that are scheduled for replacement in 2018. It's been our experience that most customers have a preference for smaller vehicles and for the first time in some years, we have the ability to purchase seven-passenger vehicles with federal funds. The Washington State Department of Enterprise Services competitively bid a vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class. Toyota of Yakima was selected for the seven-passenger mini-van category. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. Additional research has also indicated that the Toyota Sienna's meet all FTA requirements for purchase and can be purchased through DES Contract 05916 utilizing federal funds.

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5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$777,237.00 to purchase twenty-five (25) new seven-passenger Toyota Sienna minivans.
- B. Defer action. To purchase 2018 model vehicles, orders must be placed prior to the anticipated 2018 factory order cut-off date to avoid cost increases and a delay in delivery.

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6) **Budget Notes:** Intercity Transit received a state Vanpool Investment Program (VIP) grant award of \$885,000 to purchase 40 replacement vanpool vehicles by June 30, 2019. The state VIP grant will provide 65% funding up to \$22,125 per vehicle. Intercity Transit's proposed 2018 budget includes funds to provide the 35% match through use of existing federal funds designated for vanpool replacements.

The total cost of this purchase for 25 replacement vanpool vehicles is \$777,237.00, of which the VIP grant will fund \$505,204. The remaining \$272,033.00 is anticipated to come from existing federal funds allocated under an existing PSRC earned share project. Note: Vanpool vehicles are exempt from sales tax.

In order to remain in alignment with current vanpool vehicle replacement cycles, Intercity Transit proposes to purchase the remaining 15 grant funded vehicles in 2019. The VIP (state funding) grant is eligible to be used as the match to the existing federal funds.

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 8-B**  
**MEETING DATE: January 3, 2018**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares  
**SUBJECT:** CAC Name Change Proposal

- 
- 1) **The Issue:** Whether or not to change the name of the Citizen Advisory Committee to the "Community Advisory Committee."
- 
- 2) **Recommended Action:** Accept the Citizen Advisory Committee's recommendation and approve a name change from Citizen Advisory Committee to Community Advisory Committee.
- 
- 3) **Policy:** The Citizen Advisory Committee bylaws state that "membership shall reflect Intercity Transit's service area." And that "one position is specifically reserved for a 15-19 year old from Thurston County."
- 
- 4) **Background:** Member Carl See requested the Citizen Advisory Committee (CAC) have a conversation about whether or not the committee would like to propose a new name that did not include the word "Citizen" in its title. It is not a requirement that members of the Citizen Advisory Committee be a citizen of the United States. The CAC discussed the matter at their November meeting and unanimously agreed to recommend changing the committee name to the Authority for consideration.
- 
- 5) **Alternatives:**
- A. Accept the Citizen Advisory Committee's recommendation and approve a name change from Citizen Advisory Committee to Community Advisory Committee.
  - B. Keep the current name.
  - C. Continue the conversation.
- 
- 6) **Budget Notes:** There is no budgetary impact.
- 
- 7) **Goal References:** The CAC helps the ITA in meeting all of Intercity Transit's goals.
- 
- 8) **References:** N/A.



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 11**  
**MEETING DATE: January 3, 2018**  
**CLOSED SESSION**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford Smith, Director of Admin Services, 360-705-5861

**SUBJECT:** Collective Bargaining Agreement between the Amalgamated Transit Union, Local 1765 and Intercity Transit

- 
- 1) **The Issue:** Whether to approve a collective bargaining agreement between Intercity Transit and the Amalgamated Transit Union, Local 1765 (ATU).
- 
- 2) **Recommended Action:** Approve the proposed agreement.
- 
- 3) **Policy Analysis:** The Authority must approve any collective bargaining agreements between Intercity Transit and organizations representing employees.
- 
- 4) **Background:** The ATU represents Intercity Transit's Operators, Customer Service Representatives, and Dial-A-Lift Dispatch Specialists. The collective bargaining agreement expired on December 31, 2017. Parties were successful negotiating a successor labor agreement. A three-year contract is proposed (January 1, 2018, through December 31, 2020). The details of the proposed contract will be discussed in Executive Session prior to a vote on the proposed agreement.
- 
- 5) **Alternatives:**
- A. Approve the proposed collective bargaining agreement.
  - B. Direct staff to return to negotiations.
- 
- 6) **Budget Notes:** The collective bargaining agreement will dictate wages and other benefit costs for ATU-represented employees over the next three years. ATU represents just over 200 of Intercity Transit employees.
- 
- 7) **Goal Reference:** This meets **Goal #2:** *"Provide outstanding customer service."*
- 
- 8) **References:** A summary of the successor agreement with changes will be provided at the Authority meeting.