

AGENDA
INTERCITY TRANSIT AUTHORITY
March 7, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **10 min.**
 - A. **Kerri Wilson, Youth Education Specialist** (*Rena Shawver*)
 - B. **Danny Dickinson, Maintenance Supervisor** (*Paul Koleber*)
 - C. **Stephanie Meador, Senior Labor Relations Analyst** (*Heather Smith*)
- 3) **PUBLIC COMMENT** **10 min.**

*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. **The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you).** When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.*

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** February 7, 2018, Regular Meeting.
 - B. **Payroll – February 2018:** \$2,391,725.85.
 - C. **Accounts Payable:** Warrants dated February 2, 2018, numbers 24243-24305 in the amount of \$592,767.40; Warrants dated February 16, 2018, numbers 24309-24390, in the amount of \$456,225.53; Warrants dated March 2, 2018, numbers 24392-24458, in the amount of \$928,783.77; Automated Clearing House Transfers for February 2018 in the amount of \$13,059.83 for a monthly total of \$1,977,776.70.
 - D. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)
- 5) **PUBLIC HEARING - None** **0 min.**
- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Mar. 2)** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board (Feb. 14)** (*Ryan Warner*) **3 min.**
 - C. **Community Advisory Committee (Feb. 12)** (*Joan O’Connell*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Legal Services Contract** (*Jeff Peterson*) **5 min.**
 - B. **OTC GCCM Contract** (*Steve Krueger*) **10 min.**
 - C. **Vanpool Video & “Day in the Life” Video** (*Rena Shawver*) **25 min.**
 - D. **Short/Long Range Plan Update** (*Ann Freeman-Manzanares/Eric Phillips*) **60 min.**
- 8) **GENERAL MANAGER’S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **ADJOURNMENT**

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

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

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

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
February 7, 2018**

CALL TO ORDER

Chair Sullivan called the February 7, 2018, 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 Carolyn Cox; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Suzanne Coit; Jessica Gould; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Nicky Upson; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Victor VanderDoes; Legal Counsel, Dale Kamerrer; Marc Daily, TRPC.

Chair Sullivan announced that Introductions were pulled from the agenda.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representatives Warner and Messmer to approve the agenda as amended.

Vice Chair Messmer welcomed Marc Daily from Thurston Regional Planning Council.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: January 3, 2018, Meeting; January 17, 2018, Meeting.

B. Payroll - January 2018: \$2,357,752.99.

- C. Accounts Payable:** Warrants dated December 31, 2017, numbers 24115-24156 in the amount of \$336,822.78; Warrants dated January 19, 2018, numbers 24157-24225, in the amount of \$1,357,222.05; Automated Clearing House Transfers for January 2018 in the amount of \$8,371.96 for a monthly total of \$1,702,416.79.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Debbie Sullivan reported on the February 2 TRPC meeting on behalf of Karen Messmer. Sullivan said Josh Brown, Executive Director from Puget Sound Regional Council provided an update on trends in the central Puget Sound Region. Central Puget Sound continues to experience significant growth, primarily due to migration. One in twelve residents are new. Jobs drive the rapid growth in the region. The Growth Management Act has greatly affected development in the area. Currently 96% of new housing units are in cities, compared to 72% in 1991.

The Council adopted the proposed the 2018 PSRC meeting calendar with no changes. Meetings will be on the first Friday of each month aside from August, when the Council will not meet.

The Council agreed to the annual evaluation process that includes Executive Director, Marc Daily completing his self-evaluation by February 23 for distribution to council members. Council members and staff have until March 23 to complete their evaluation forms. The new evaluation committee, comprised of Nathaniel Jones, Cynthia Pratt, Karen Messmer, JW Foster, and Russ Olsen will meet the week of March 26 to review council member and staff evaluation forms and develop a recommendation to the full Council. The Council will hold an executive session at their April 6 meeting to finalize the evaluation.

TRPC held 2018 Election of Officers. The Council unanimously elected Chair Nathaniel Jones, Vice Chair JW Foster, and Secretary Alan Vanell.

Veena Tabbutt presented the 2018 update of the Thurston Population and Employment Forecast. Employment is the major driver of population growth, with the majority of “new” population migrating from other areas for work. For the first time, the forecast projects that Education, Health, and Social Services will overtake State Government as the largest employment sector – this will likely occur in the 2030s. The Council will take action on the population and employment forecast at their March meeting.

Members had a Regional Water discussion. In the Council’s 2018-2020 Strategic Plan, convening a regional conversation on long-term potable water availability was

identified as one of the highest priorities. Council member Russ Olsen and Executive Director Marc Daily convened senior water managers from Lacey, Olympia, Tumwater, Thurston County, and Thurston PUD in October 2017. The jurisdictions in attendance did not feel that a regional forum through TRPC was added value, as the jurisdictions have sufficient available water, are aggressively implementing conservation programs, and are already working across jurisdictions. Council members discussed the need to protect the quality of our water and the need to consider more junior water rights holders – not just the water for municipal use. The Council convened a subcommittee to work with Russ Olsen and Marc Daily to define additional questions the Council believes would benefit from a regional forum through TRPC.

NEW BUSINESS

- A. Marketing and Communication Services Contract Extension.** Development Director, Eric Phillips presented for consideration the one-year contract extension with JayRay Ads & PR, Inc. for marketing and communication services.

In February 2017 JayRay was awarded the contract for Marketing and Communication Services. The initial contract term was for a period of one year, with four one-year renewal options and included an initial budget award of \$70,000. This item represents the first one-year renewal, and adds contract authority in the not-to-exceed amount of \$115,000 for projects planned as part of the 2018 Marketing, Communications and Outreach work program.

During the initial contract term, JayRay provided valuable marketing and communications support for Intercity Transit's marketing and communications work plan, including the IT Road Trip project, vanpool promotion efforts, and website brand guidelines. During the new (second year) contract term, Intercity Transit expects to partner with JayRay for additional vanpool, fixed-route, and bicycle commuter supplemental professional services related to marketing and communication promotion efforts planned as part of the 2018 work program.

It was M/S/A by Councilmember Cox and Citizen Representative Messmer to authorize the General Manager to execute a one-year contract extension with JayRay to provide Marketing and Communication Services and authorizing an additional of \$115,000 for work planned during 2018 for the revised total contract not-to-exceed amount of \$185,000.

- B. Interagency Agreement with DES for Project Management Services.** Procurement Manager, Steve Krueger, presented for consideration an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to

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perform Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Expansion and Rehabilitation Project.

The Master Plan for the Pattison (MOA) Base Expansion was completed in 2010 and the Phase I Underground Storage Tank Project is scheduled to be complete this spring. To implement Phase II, the Master Plan will need to be updated to reflect growth targets, current operations and facility constraints, long-term service and program space needs and a phasing plan to complete the work. The phasing plan will include rehabilitation of the existing facilities. Project complexities and the need to minimize disruption to operations make this project an ideal candidate for use of the General Contractor/Construction Manager (GC/CM) alternative construction methodology.

Because DES is already authorized and experienced in leading GC/CM public works projects, it is expected that economies and efficiencies will be realized by entering into an IAA with DES to serve as our Project Manager for the Pattison Base Expansion and Rehabilitation Project. Using state standard processes, templates and best practices, DES will then competitively award a contract to have the Master Plan updated (following ITA approval) and then later do the same for the GC/CM contractor.

The DES Project Management fee is based on a percentage of the project amount. Using the \$16.2 million in committed project funds, the DES project management fee is calculated to be \$282,850.60. All future contracts related to this project exceeding \$100,000 will be brought forward separately for Authority consideration.

By leveraging DES resources and expertise, staff believes that entering into an IAA with DES to perform Project Management Services for the Pattison Base Expansion and Rehabilitation project represents the most cost effective and expedient path forward in realizing a successful outcome of this project.

Carmody is concerned about using DES due to their reputation for lagging on other projects. Freeman-Manzanares said there is very good team working on the Olympia Transit Center project and it's moving along quickly. There was concern when the state budget wasn't passed, and DES began layoffs. However, DES provided a well-qualified project manager focused on doing what needs to be done.

It was M/S/A by Citizen Representatives Warner and Messmer to authorize the General Manager to enter into an IAA with DES to provide Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility expansion and rehabilitation project in the amount of \$282,850.60.

- C. Transit Signal Priority Interlocal Agreement with City of Tumwater.** Development Director, Eric Phillips, presented for approval an Interlocal Agreement with the City of Tumwater supporting Transit Signal Priority implementation, coordination and technical support.

The ILA with Tumwater for TSP provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with the FTA grant requirements.

Under this agreement with the City of Tumwater staff can move forward and manage the framework for continued TSP deployments including technical coordination for new intersections, equipment tracking processes consistent with Federal Requirements, and ongoing installation, communication and maintenance of the system. The ILA also provides that Intercity Transit will be responsible for purchasing equipment required for successful TSP implementation. The City of Tumwater will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies attorneys reviewed the ILA as presented for consideration and the City of Tumwater is scheduled to take action on this ILA at their February 6, 2018 City Council meeting.

It was M/S/A by Citizen Representatives Messmer and Warner to authorize the General Manager to enter into an Interlocal Agreement with the City of Tumwater identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority.

- D. External Funding Overview.** Eric Phillips provided a review and update on all Intercity Transit external funding sources, processes and update on projects utilizing external funds.

External Funds: Non-local funding that comes from Federal, State and Regional sources. They can be formula distributions, grants, contracts and agreements.

External Funding Sources include Federal Sources (Federal Formula Funds i.e. Section 5307 direct); State (Competitive and formula awards-typically state funds); Regional MPO (Competitive programs for federal funds via the MPO).

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Phillips reviewed award and obligation steps. He noted all agencies that receive federal funds are required to follow similar processes. Formula funds are just as hard to manage as the other grants. And USDOT processes are different for transit (FTA) than cities (FHWA). The process of putting the request in to move the money is easy, but managing is more difficult. Once a notice of award is received there are many steps to follow.

All federally funded projects are required to be in the State Transportation Improvement Program (STIP) before funds can be obligated. This also includes several steps. There is also a public process. Each spring IT advertises and holds a public hearing on the annual update of the agencies (TIP).

Phillips reviewed the application management process and the program management.

External Funding Summary:

- State Funding (via WSDOT) - **2017-2019**
 - Regional Mobility Grant – Capital -Pattison MOA
 - \$2 million for RVSC (\$3.9 million for 2019-2021)
 - Regional Mobility Grant – Olympia Express Operations
 - \$993,320 (requires \$510,716 local operating match)
 - Consolidated grant - Special Needs Formula funding
 - \$1,762,790 (biennium)
 - DASH Operations (GCA) \$375,000 (one time)
 - VIP – Vanpool Replacements (40) \$885,000
- Federal Funds
 - FFY 2017 Apportionment - \$3,197,828 (application in development)
 - FFY 2018 (No announcement as of Feb 7, 2018)
 - 2017 PSRC Earned Share - \$2,603,722 (obligation pending)
 - FFY 16 and FFY 17 Sec 5339 Formula
 - Via WSDOT direct application notice
 - Thurston Regional planning Council (TRPC) Awards–
 - \$190,000 – Walk and Roll (CMAQ thru 2020)
 - \$655,500 - Smart Corridors (CMAQ thru 2020)
- Total Federal Funds Awarded – Unliquidated balances
 - TrAMS Applications **Executed**
 - **\$7,089,660**
 - TrAMS Application **In Progress**
 - **\$3,687,331**
 - TrAMS Applications **Pending**

- **\$9,744,443**

BUS REPLACEMENTS

Total Funds Secured For Coach Replacement
\$5,510.089 (Federal share at 80/20)
Requires \$1,377,522 local

VANPOOL REPLACEMENTS

Total Funds Secured For Vanpool Replacements
\$549,920 Federal 5307 (Federal share ay 80/20)
\$885,000 State (VIP grant- Federal funds can be used to match State)

OLYMPIA TRANSIT CENTER EXPANSION

Total Funds Secured For OTC Expansion
\$4,292,582 - Federal Funds - Design & Construction (\$4.3 local)
\$8,492,282 - 2018 Budget (Local and Grants)

PATTISON MOA BASE EXP/REHAB

LOCAL \$4.1 Million committed by ITA in 2018 Budget.
STATE: \$5.9M State funding. (RMG -2017-2019 secured \$2M and 2019-2021 \$3.9M pending).
FEDERAL: Secured: \$6.2M federal formula funding via PSRC Earned Share.
FEDERAL: \$12.5 Million Federal competitive grant under review. (Sec. 5339 Bus and Bus Facilities)

EXTERNAL FUNDS ANNUAL ESTIMATES

Direct Federal Funds (annual)

Sec. 5307 - Direct Formula \$3,200,000
PSRC - Earned Share (Sec. 5307 and 5339) \$2,400,000
Sec 5339 - Direct or via WSDOT \$240,000

Total Annual Estimated Federal \$5,840,000

State Funds (annual/varies) operating

Special Needs / Consolidated DAL support \$840,000
RMG Operating \$500,000

Total Annual Estimated State \$1,340,000

Regional Funds (Federal) Competitive varies (24 yr. Average)

Approximately 12% of total = \$340,000 per year

***Total Annual Funding From External Sources (Estimated) \$7,520,000**

- E. Annual Authority Reorganizing Activities.** Clerk of the Board, Pat Messmer, led the Authority through the process to nominate/elect a new Chair and Vice Chair. She opened the floor to nominations for Chair.

Councilmember Gilman and Commissioner Blake nominated City of Tumwater Councilmember Debbie Sullivan.

Hearing no further nominations, the Clerk closed nominations for Chair.

By show of hands, there was a unanimous vote of seven in favor to elect Councilmember Sullivan as Chair.

The Clerk opened the floor to nominations for Vice Chair. **Citizen Representative Messmer nominated Citizen Representative Ryan Warner. Councilmember Carmody nominated Citizen Representative Karen Messmer.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

By show of hands, there was a unanimous vote of seven in favor of electing Citizen Representative Warner as Vice Chair.

Chair Sullivan lead the Authority in discussion of new committee assignments.

- Citizen Representative Karen Messmer will represent Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Sullivan will serve as alternate.
- Citizen Representative Melnick is currently serving as the primary representative for Intercity Transit on the *Transportation Policy Board* and the Authority recommended he continue to represent Intercity Transit. Citizen Representative Warner will continue to serve as alternate.
- City of Yelm Councilmember Molly Carmody will serve as representative on Intercity Transit's *Pension Committee*.

Commissioner Blake left the meeting.

GENERAL MANAGER'S REPORT

- Staff is working on several video projects that will be ready in March. They include a series of video testimonials for the Vanpool Program. Staff took Councilmember Carmody's suggestion to extend the "free month" program and the tag line at the end of the testimonials is, "And Your First Month is Free."

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- There were 179 active vanpools at the end of January.
- Staff is participating in a monthly Newcomers Orientation at JBLM to spread the word about the vanpool program.
- Staff is working with Dr. Stokes from SPSCC and other school Superintendents from Yelm, Tenino, Rainier and Rochester School Districts to transport students in vanpools from South County to participate in the Running Start Program.
- Staff received concurrence from the City of Olympia and the City of Tumwater regarding the Transit Signal Prioritization Process. Staff is looking for concurrence from the City of Lacey.
- Board member Melnick recommended sharing with the public what happens at Intercity Transit on a daily basis, so staff created another video to be shown in March entitled, "A Day in the Life of a Bus."
- Staff attended a City of Olympia public meeting about street projects downtown and the addition of a protected bike lane on Washington Street. Intercity Transit expressed safety concerns about that bike lane on Washington Street with buses entering and exiting the facility every 15 minutes. There have been conversations about the bulb-outs proposed throughout town.

The Authority proceeded with a discussion about their concerns with this project:

- What about other transit systems who go in/out of the OTC?
 - Freeman-Manzanares said City of Olympia staff offered IT State Street, in addition to Franklin, Olympia and Washington for parking to benefit transits access into and outside of the city. IT hasn't yet identified where the other bus systems will park.
- Is there enough of a safety concern from a transit perspective that IT has the voice to say this bike lane shouldn't happen on Washington Street?
 - Gilman said from a broader perspective Olympia was looking at the need to repave several north/south streets through downtown and the opportunity to create complete streets. There is no north/south connectivity for cyclists. The City has considered the impacts of bulb-outs and losing parking and how the buses enter/exit the driveways.
- We're not just a bus company. What can IT do to make it safer; how can IT make it more supportive. The only alternative seems to be to move the bike lane to a different street.

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- The OTC is in Olympia and the Authority and Operations is affected if there is an incident at the OTC due to this city supported design.
- The city should consider mitigation efforts such as extra lighting; setting slower speed limits exiting/entering; automatic sensors when buses are approaching that area, perhaps an arm that comes down across the bike lane.
- Intercity Transit was invited to participate in a meeting hosted by Providence regarding the Community Care Center located in downtown Olympia. They are interested in being proactive with the immediate need to regulate the areas surrounding the facility.
- The Pattison Street Project is moving along. It's anticipated the project will be completed in June 2018.
- On February 21, staff will begin interviews for General Contractors for the Olympia Transit Center Expansion.
- Sales tax received in January was 8.5% over last year.
- SB5288 (authorizing certain public transportation benefit areas to impose a sales and use tax increase approved by voters) passed in the Senate with a 34 to 14 vote. The bill passed with a strong bipartisan vote. Senators Hunt, Sheldon and Becker voted for the bill.

AUTHORITY ISSUES

Messmer is involved in a Thurston Thrives group called The Community Design Action Team; and they received an award for \$25,000 from the Aetna Foundation for the Healthiest Cities & Counties Challenge (the Challenge) Spotlight Award for its "Active Design for a Healthier Community" project.

Gilman asked to see the Responsible Bidder Language at the next Authority meeting.

Gilman asked about the status of the code of conduct regarding Gray Sterling and his public comment. Mr. Sterling provided public comment at the December 6, 2017, authority meeting regarding the incident that happened to him on the bus on November 30, 2017. Staff is working to update.

Warner is working on the City of Olympia's Missing Middle Project. Missing Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. The project is a key component of the City's housing strategy, as it supports housing affordability for

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households across all income levels - a key community vision in Olympia's Comprehensive Plan.

Messmer said one of the foundational pieces of that project was to use transit access as the foundation. She's not sure if the City of Olympia Planning Commission notified IT that they were using the existing transit routes as a zoning criteria or asking if the zones would be changed in the future.

Carmody said she is working with Commissioner Blake and other members of the jurisdictions on the Cold Weather Task Force. The decision was made to change the name to Hazardous Weather Task Force to include a wide range of extreme weather. Its focus is to find funding for emergency shelters.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:04 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: March 7, 2018.

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

PERIOD DATES: 01/21/2018 - 02/03/2018						PERIOD DATES: 02/04/2018 - 02/17/2018					
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT	EFT		74,168.52		IRS	FIT	EFT		68,701.57	
	MT	EFT		24,343.77	98,512.29		MT	EFT		23,445.45	92,147.02
	A2/35	Life Ins.		0.00	0.00		A2/35	Life Ins.		0.00	0.00
INS	D3/D1	Disability Ins		2,471.04	0.00	INS	D3/D1	Disability Ins		2,377.59	0.00
HEALTH	HE/37HI/38	Health In1stN2ND		181,787.12	0.00	HEALTH	HE/37HI/38	Health In1stN2ND		179,113.09	0.00
HEALTH	TH/39	Taxed Hlth		0.00	0.00	HEALTH	SP & TB	Spousal Surcharge/Tobac		537.50	0.00
CHILD CARE	CC/61	Child Care	Hfstlter	150.00		CHILD CARE	CC/61	Child Care	Hfstlter	150.00	
GARNISHMENT	GN/08	Garnish	CHECK last	738.78		GARNISHMENT	GN/08	Garnish	CHECK last	939.39	
CHILD SUPPORT	CS/09	DSHS	EFT	3,615.62	3,615.62	CHILD SUPPORT	CS/09	DSHS	EFT	3,539.44	3,539.44
	CS/09	ExpertPay	EFT	0.00	0.00					0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,935.00	10,935.00	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,916.72	10,916.72
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	16,469.29	16,469.29	DIRECT DEPOSIT	D2/97	D.Dep. #2	ACH WIRE every	16,385.48	16,385.48
GET	GT/63	G.Ed.Tuit	Check every	100.00		GET	GT/63	G.Ed.Tuit	Check every	100.00	
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	48,485.40		401K	DC/97	Vgrd EE	Wire	46,833.68	
VANGUARD	DC/22	Vgrd ER	Wire	34,116.05	82,601.45	VANGUARD	DC/22	Vgrd ER	Wire	32,429.66	79,263.34
LOAN	L2/29	401k Ln#2	Wire	4,864.76		LOAN	L2/29	401k Ln#2	Wire	4,826.84	
LOAN	LN/29	401k Ln #1	Wire	8,144.48	13,009.24	LOAN	LN/29	401k Ln #1	Wire	8,044.59	12,871.43
	TTL VNGRD			95,610.69			TTL VNGRD			92,134.77	
LABOR INS	LI/02	L&I	EFT Quarterly	31,314.54		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	32,627.75	
MACHINISTS	MD/51	Mch.UnDues	Check last	0.00		MACHINISTS	MD/51	Mch.UnDues- 164 PEREE	Check last	1,529.17	
UNION DUES	MI/52	Mac.Initiation	Check last	1,528.83		UNION DUES	MI/52	Mac.Initiation	Check last		
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00	
	GL/11	GTLife		0.00			GL/11	GTLife-SR/EE TERMIRLY		0.00	
	TF/	Tx Fr.Benefit	Employer	50.00	0.00		TF/	Tx Fr.Benefit	Employer	0.00	0.00
PROJECT ASSIST	PA/66	Proj.Assist	Check last	461.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	463.00	
PENSION	PN/04	PERS EE	EFT	61,961.35	0.00	PENSION	PN/04	PERS EE	EFT	61,365.59	0.00
STATE	PN/04	PERS ER	EFT	106,847.20	168,808.55	STATE	PN/04	PERS ER	EFT	105,827.09	167,192.68
PERS	TTL PERS			168,808.55		PERS	TTL PERS			167,192.68	
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	517.92	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	342.26	0.00
ICMA	RC/24	ICMA EE	WIRE	6,773.64		ICMA	RC/24	ICMA EE	WIRE	6,955.46	
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	1,656.93	2,174.85	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,656.93	1,999.19
ICMA	RR/25	ICMA ER	WIRE	3,782.77	10,556.41	ICMA	RR/25	ICMA ER	WIRE	3,823.73	10,779.19
	TTL ICMA			12,731.26	13,081.26		TTL ICMA			12,778.38	13,128.38
457 STATE	SD/26	457 ST EE	EFT	16,811.15		457 STATE	SD/26	457 ST EE	EFT	16,729.72	
DEFERRED	SR/27	457 ST ER	EFT	8,776.99	25,388.14	DEFERRED	SR/27	457 ST ER	EFT	8,661.69	25,391.41
AFLAC	ST67/SS68	AFLAC POSTIPRE	EFT	4,927.24	4,927.24	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	5,084.82	5,084.82
ATU	UC/45	Un COPE	Check 1st	226.00		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	579.00	
	UD/42	Un Dues	Check last	5,734.37			UD/42	Un Dues-BOTH PP	Check last	5,699.48	
	UI/41	Un Initiatn	Check last	0.00			UI/41	Un Initiatn- 100.00 PEREE	Check last	0.00	
	UT/43	Un Tax	Check last	2,987.60			UT/43	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW/62	United Way	Check last	380.50		UNITED WAY	UW/62	United Way	Check last	317.50	
WELLNESS	WF/64	Wellness	Check last	324.50		WELLNESS	WF/64	Wellness	Check last	325.50	
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		544,838.15	544,838.15	DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every	526,207.69	526,207.69
LIVE CHECKS	Paychecks			2,920.70		LIVE CHECKS	Paychecks - LIVE CHECKS			1,147.26	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$982,251.23		TOTAL TRANSFER (tie to Treasurer Notifications)				\$952,393.41
	TOTAL PAYROLL*:			\$1,213,426.21			TOTAL PAYROLL*:			\$1,178,299.64	
GROSS WAGE	GROSS EARNINGS:			867,214.22		GROSS WAGE	GROSS EARNINGS:			834,918.81	
ER AMOUNT	EMPR MISC DED:			334,039.72		ER AMOUNT	EMPR MISC DED:			331,657.80	
MEDICARE TAX	EMPR MEDICARE TAX:			12,172.27		MEDICARE TAX	EMPR MEDICARE TAX:			11,723.03	
	TOTAL PAYROLL FOR FEB 2018				\$1,213,426.21		TOTAL PAYROLL*:			0.00	\$1,178,299.64
DIRECT DEP.	ACH WIRE TOTAL			572,307.44		DIRECT DEP.	TOTAL PAYROLL FOR FEB 2018				\$2,391,725.85
				0.00	\$0.00		ACH WIRE TOTAL			553,774.89	0.00
										0.00	\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/2/2018

Thru Date: 2/2/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24243	2/2/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$15,962.11	
24244	2/2/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24245	2/2/2018	01960	AMERICAN SEATING COMPANY	\$558.14	
24246	2/2/2018	02380	ARAMARK UNIFORM SERVICES	\$1,198.24	
24247	2/2/2018	02580	ASSOCIATED PETROLEUM	\$24,150.41	
24248	2/2/2018	03250	BATTERY SYSTEMS, INC	\$2,668.81	
24249	2/2/2018	05740	CED	\$178.54	
24250	2/2/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,884.34	
24251	2/2/2018	06140	CITY OF TUMWATER	\$110.00	
24252	2/2/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$890.85	
24253	2/2/2018	06875	COOK SECURITY GROUP	\$4,584.83	
24254	2/2/2018	07220	CUMMINS NORTHWEST INC	\$3,612.29	
24255	2/2/2018	07520	DAILY JOURNAL OF COMMERCE	\$225.40	
24256	2/2/2018	08060	DON SMALL AND SONS OIL	\$419.03	
24257	2/2/2018	08780	EMERALD SERVICES INC	\$640.52	
24258	2/2/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
24259	2/2/2018	09820	FLEET-NET CORP	\$428.40	
24260	2/2/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24261	2/2/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24262	2/2/2018	10477	GALLS, LLC	\$5,111.80	
24263	2/2/2018	10605	GENFARE	\$154.80	
24264	2/2/2018	10607	GENUINE AUTO GLASS OF LACEY	\$868.61	
24265	2/2/2018	10620	GERALD A MURPHY	\$45.70	
24266	2/2/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24267	2/2/2018	10660	GILLIG LLC	\$10,658.78	
24268	2/2/2018	10759	GORDON TRUCK CENTERS INC	\$2,635.12	
24269	2/2/2018	10876	GREENVIEW TRAINING SOLUTIONS	\$5,250.00	
24270	2/2/2018	11615	INDUSTRIAL HYDRAULICS INC	\$569.24	
24271	2/2/2018	11765	INTERCITY TRANSIT PETTY CASH	\$270.04	
24272	2/2/2018	11905	JANEK CORPORATION	\$190.40	
24273	2/2/2018	12375	KALLAS, MARK	\$123.48	
24274	2/2/2018	12474	KBA INC	\$27,371.21	
24275	2/2/2018	12875	KPFF CONSULTING ENGINEERS INC	\$2,742.79	
24276	2/2/2018	13366	LANDAU ASSOCIATES INC	\$639.13	
24277	2/2/2018	14160	MCMASTER-CARR SUPPLY CO.	\$139.36	
24278	2/2/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$230.76	
24279	2/2/2018	14750	MULLINAX FORD	\$1,187.80	
24280	2/2/2018	14900	NAPA AUTO PARTS	\$449.53	
24281	2/2/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$378.02	
24282	2/2/2018	15535	OLYMPIA COLLISION REPAIR	\$1,248.84	
24283	2/2/2018	17525	RAMCO ENGINEERING INC	\$183.36	
24284	2/2/2018	17560	RE AUTO ELECTRIC INC	\$440.62	
24285	2/2/2018	17900	SCHETKY NW SALES INC	\$4,646.78	
24286	2/2/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,430.10	
24287	2/2/2018	18195	SMALL & MID SIZED TRANSIT	\$6,869.00	
24288	2/2/2018	18197	SMART TALENT LLC	\$1,840.00	
24289	2/2/2018	18470	SPORTWORKS NORTHWEST INC	\$1,249.96	
24290	2/2/2018	18635	STEVE VENTO PHOTOGRAPHY	\$54.04	
24291	2/2/2018	21760	THURSTON 9-1-1 COMMUNICATIONS	\$47,410.60	
24292	2/2/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
24293	2/2/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,703.50	
24294	2/2/2018	21930	TIRES INC	\$3,218.67	
24295	2/2/2018	21950	TITUS-WILL CHEVROLET	\$1,336.00	
24296	2/2/2018	22010	TOYOTA OF OLYMPIA	\$258.81	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/2/2018

Thru Date: 2/2/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24297	2/2/2018	23660	UNITED WAY OF THURSTON COUNTY	\$783.00	
24298	2/2/2018	24000	W W GRAINGER INC	\$2,169.87	
24299	2/2/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$17,574.19	
24300	2/2/2018	24520	WA ST DEPT OF REVENUE	\$1,020.94	
24301	2/2/2018	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$13,911.69	
24302	2/2/2018	24750	WA ST GET PROGRAM	\$277.00	
24303	2/2/2018	24755	WA ST HEALTH CARE AUTHORITY	\$351,199.89	
24304	2/2/2018	25580	WASHINGTON STATE TRANSIT INSURANCE	\$25.00	
24305	2/2/2018	26005	WILCOX AND FLEGEL	\$5,081.26	
Total:				\$592,767.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/16/2018

Thru Date: 2/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24309	2/16/2018	01405	ADVANCE GLASS INC	\$476.57	
24310	2/16/2018	01683	ALLENBAUGH & ASSOCIATES INC	\$485.00	
24311	2/16/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$226.00	
24312	2/16/2018	02380	ARAMARK UNIFORM SERVICES	\$1,020.32	
24313	2/16/2018	02580	ASSOCIATED PETROLEUM	\$1,042.68	
24314	2/16/2018	02990	B&B SIGN COMPANY LLC	\$686.53	
24315	2/16/2018	03250	BATTERY SYSTEMS, INC	\$2,541.42	
24316	2/16/2018	03602	BLACK & DECKER (U.S) INC	\$43,692.00	
24317	2/16/2018	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
24318	2/16/2018	05220	CAPITAL ELECTRIC INC	\$380.80	
24319	2/16/2018	05740	CED	\$221.30	
24320	2/16/2018	06060	CITY OF OLYMPIA	\$5,936.00	
24321	2/16/2018	06560	COLUMBIA FORD MERCURY LINCOLN	\$74,285.30	
24322	2/16/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,629.90	
24323	2/16/2018	07220	CUMMINS NORTHWEST INC	\$20,847.21	
24324	2/16/2018	07619	DAVID S FOSTER	\$1,750.00	
24325	2/16/2018	08060	DON SMALL AND SONS OIL	\$4,609.32	
24326	2/16/2018	08780	EMERALD SERVICES INC	\$480.68	
24327	2/16/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24328	2/16/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24329	2/16/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24330	2/16/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24331	2/16/2018	10477	GALLS, LLC	\$7,364.49	
24332	2/16/2018	10580	GENE'S TOWING INC	\$108.70	
24333	2/16/2018	10605	GENFARE	\$133.20	
24334	2/16/2018	10607	GENUINE AUTO GLASS OF LACEY	\$951.76	
24335	2/16/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24336	2/16/2018	10660	GILLIG LLC	\$7,539.38	
24337	2/16/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
24338	2/16/2018	10759	GORDON TRUCK CENTERS INC	\$6,827.07	
24339	2/16/2018	10863	GRAYS HARBOR TRANSIT	\$40.00	
24340	2/16/2018	11498	IBI GROUP, US	\$19,365.52	
24341	2/16/2018	11615	INDUSTRIAL HYDRAULICS INC	\$40.34	
24342	2/16/2018	11865	ISLAND SUPERIOR AIR FILTER	\$593.50	
24343	2/16/2018	11892	J ROBERTSON AND COMPANY	\$8,575.00	
24344	2/16/2018	11905	JANEK CORPORATION	\$362.30	
24345	2/16/2018	11943	JOANNA GRIST	\$1,750.00	
24346	2/16/2018	13324	LACEY SPRING FUN FAIR	\$500.00	
24347	2/16/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$413.05	
24348	2/16/2018	13475	LEGACY POWER SYSTEMS	\$4,907.25	
24349	2/16/2018	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
24350	2/16/2018	13850	MASON TRANSIT AUTHORITY	\$686.00	
24351	2/16/2018	14750	MULLINAX FORD	\$1,315.24	
24352	2/16/2018	14900	NAPA AUTO PARTS	\$360.80	
24353	2/16/2018	15203	NORTHWEST CASCADE INC	\$2,312.00	
24354	2/16/2018	15535	OLYMPIA COLLISION REPAIR	\$927.13	
24355	2/16/2018	16820	PIERCE COUNTY SECURITY	\$16,420.60	
24356	2/16/2018	16900	PLUMBMASTER, INC	\$130.09	
24357	2/16/2018	17290	PUGET SOUND ENERGY	\$20,202.77	
24358	2/16/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
24359	2/16/2018	17505	RAINIER DODGE INC	\$198.91	
24360	2/16/2018	17560	RE AUTO ELECTRIC INC	\$316.29	
24361	2/16/2018	17900	SCHETKY NW SALES INC	\$1,723.27	
24362	2/16/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,335.63	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/16/2018

Thru Date: 2/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24363	2/16/2018	18197	SMART TALENT LLC	\$1,840.00	
24364	2/16/2018	18651	STORMANS (LICENSING)	\$42.75	
24365	2/16/2018	18878	TAYLOR PUBLISHING INC	\$995.00	
24366	2/16/2018	21660	THERMO KING NORTHWEST	\$2,875.09	
24367	2/16/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$541.50	
24368	2/16/2018	21930	TIRES INC	\$4,093.68	
24369	2/16/2018	21950	TITUS-WILL CHEVROLET	\$1,810.49	
24370	2/16/2018	22010	TOYOTA OF OLYMPIA	\$664.95	
24371	2/16/2018	22100	TRANSIT SOLUTIONS, LLC	\$2,093.58	
24372	2/16/2018	22325	TTL PARTNERS LLC	\$3,363.00	
24373	2/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24374	2/16/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$89,243.26	
24375	2/16/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$7,766.63	
24376	2/16/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$34,396.62	
24377	2/16/2018	24000	W W GRAINGER INC	\$394.45	
24378	2/16/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$0.00	<input checked="" type="checkbox"/>
24379	2/16/2018	24750	WA ST GET PROGRAM	\$0.00	<input checked="" type="checkbox"/>
24380	2/16/2018	25380	WASHINGTON GARDENS	\$0.00	<input checked="" type="checkbox"/>
24381	2/16/2018	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
24382	2/16/2018	26005	WILCOX AND FLEGEL	\$0.00	<input checked="" type="checkbox"/>
24383	2/16/2018	26405	XIOLOGIX LLC	\$0.00	<input checked="" type="checkbox"/>
24384	2/16/2018	22100	TRANSIT SOLUTIONS, LLC	\$4,190.61	
24385	2/16/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24386	2/16/2018	24750	WA ST GET PROGRAM	\$100.00	
24387	2/16/2018	25380	WASHINGTON GARDENS	\$315.52	
24388	2/16/2018	25858	WESTCARE CLINIC LLC PS	\$510.00	
24389	2/16/2018	26005	WILCOX AND FLEGEL	\$12,703.16	
24390	2/16/2018	26405	XIOLOGIX LLC	\$3,740.00	
Total:				\$456,225.53	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/2/2018

Thru Date: 3/2/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24392	3/2/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$15,000.45	
24393	3/2/2018	01820	AMERICAN DRIVING RECORDS INC	\$283.04	
24394	3/2/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24395	3/2/2018	01960	AMERICAN SEATING COMPANY	\$671.66	
24396	3/2/2018	02380	ARAMARK UNIFORM SERVICES	\$944.70	
24397	3/2/2018	02580	ASSOCIATED PETROLEUM	\$129,060.69	
24398	3/2/2018	03250	BATTERY SYSTEMS, INC	\$1,694.28	
24399	3/2/2018	05220	CAPITAL ELECTRIC INC	\$1,976.04	
24400	3/2/2018	05610	CAYAN LLC	\$171.13	
24401	3/2/2018	05720	CDW GOVERNMENT INC	\$48,192.80	
24402	3/2/2018	05962	CHEHALIS COLLISION CENTER	\$4,646.40	
24403	3/2/2018	06045	CITY OF LACEY	\$1,146.00	
24404	3/2/2018	06120	CITY OF OLYMPIA UTILITIES	\$838.99	
24405	3/2/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,482.10	
24406	3/2/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24407	3/2/2018	07220	CUMMINS NORTHWEST INC	\$19,182.00	
24408	3/2/2018	07520	DAILY JOURNAL OF COMMERCE	\$138.00	
24409	3/2/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
24410	3/2/2018	09820	FLEET-NET CORP	\$843.20	
24411	3/2/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
24412	3/2/2018	10477	GALLS, LLC	\$2,255.37	
24413	3/2/2018	10605	GENFARE	\$19.90	
24414	3/2/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24415	3/2/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24416	3/2/2018	10660	GILLIG LLC	\$20,462.43	
24417	3/2/2018	10759	GORDON TRUCK CENTERS INC	\$4,751.54	
24418	3/2/2018	11429	HURLEY ENGINEERING CO OF TACOMA INC	\$487.42	
24419	3/2/2018	11615	INDUSTRIAL HYDRAULICS INC	\$145.01	
24420	3/2/2018	11702	INSPECTORATE AMERICA CORPORATION	\$355.29	
24421	3/2/2018	11895	J&I POWER EQUIPMENT INC	\$275.03	
24422	3/2/2018	11905	JANEK CORPORATION	\$2,045.44	
24423	3/2/2018	13661	LOOMIS	\$2,600.96	
24424	3/2/2018	13793	MARTIN WAY COLLISION INC.	\$1,937.50	
24425	3/2/2018	14275	MCP INDUSTRIES	\$3,469.11	
24426	3/2/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$329.53	
24427	3/2/2018	14590	MOHAWK MFG & SUPPLY	\$410.76	
24428	3/2/2018	14750	MULLINAX FORD	\$0.00	<input checked="" type="checkbox"/>
24429	3/2/2018	14750	MULLINAX FORD	\$299.02	
24430	3/2/2018	14900	NAPA AUTO PARTS	\$192.84	
24431	3/2/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$14,268.76	
24432	3/2/2018	15140	NISQUALLY TOWING SERVICE	\$1,362.01	
24433	3/2/2018	16820	PIERCE COUNTY SECURITY	\$76.65	
24434	3/2/2018	16966	POINT & PAY	\$1,385.55	
24435	3/2/2018	17420	R&R TIRE COMPANY, INC.	\$763.06	
24436	3/2/2018	17505	RAINIER DODGE INC	\$2,191.79	
24437	3/2/2018	17560	RE AUTO ELECTRIC INC	\$875.23	
24438	3/2/2018	17741	ROGNLIN'S INC	\$562,616.80	
24439	3/2/2018	17900	SCHETKY NW SALES INC	\$9,414.68	
24440	3/2/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,877.97	
24441	3/2/2018	18197	SMART TALENT LLC	\$2,078.42	
24442	3/2/2018	18470	SPORTWORKS NORTHWEST INC	\$221.24	
24443	3/2/2018	18510	SRG PARTNERSHIP INC	\$8,643.75	
24444	3/2/2018	18610	STEPHAN J PARROTT	\$725.00	
24445	3/2/2018	18940	TENNANT COMPANY	\$23.94	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/2/2018

Thru Date: 3/2/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24446	3/2/2018	21660	THERMO KING NORTHWEST	\$215.20	
24447	3/2/2018	21850	THURSTON COUNTY TREASURER	\$1,883.27	
24448	3/2/2018	21930	TIRES INC	\$5,159.28	
24449	3/2/2018	21950	TITUS-WILL CHEVROLET	\$1,983.65	
24450	3/2/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
24451	3/2/2018	22010	TOYOTA OF OLYMPIA	\$195.88	
24452	3/2/2018	22100	TRANSIT SOLUTIONS, LLC	\$6,935.33	
24453	3/2/2018	22420	TUMWATER PRINTING	\$33,237.68	
24454	3/2/2018	23660	UNITED WAY OF THURSTON COUNTY	\$698.00	
24455	3/2/2018	24000	W W GRAINGER INC	\$97.05	
24456	3/2/2018	24030	WA ST AUDITORS OFFICE	\$190.20	
24457	3/2/2018	24750	WA ST GET PROGRAM	\$100.00	
24458	3/2/2018	25858	WESTCARE CLINIC LLC PS	\$935.00	
Total:				\$928,783.77	

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
03345 BELL JOE										
00	2017FEE	DI	2/2/2018			153.00	153.00	153.00		153.00
06487 COIT, SUZANNE										
00	01/21-23/18	DI	2/2/2018			317.89	317.89	317.89		470.89
11308 HOFSTETTER SHANNON										
00	01/26/18	DI	2/2/2018			150.00	150.00	150.00		620.89
11750 INTERCITY TRANSIT EXEC IMPREST ACCOU										
00	2017/12/31	DI	2/2/2018			2,291.30	2,291.30	2,291.30		2,912.19
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018JAN	DI	2/2/2018			959.00	959.00	959.00		3,871.19
11775 INTERCITY TRANSIT WELLNESS										
00	2018JAN	DI	2/2/2018			671.00	671.00	671.00		4,542.19
18218 SMITH, HEATHER										
00	01/18-19/18	DI	2/2/2018			94.90	94.90	94.90		4,637.09

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
16761 PETTIT LEROY										
00	02/12-16/18	DI	2/9/2018			244.00	244.00	244.00		244.00

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
04232 BUSH, JAMES L										
00	02/25-03/02/18	DI	2/16/2018			305.00	305.00	305.00		305.00
06487 COIT, SUZANNE										
00	2018JAN	DI	2/16/2018			65.34	65.34	65.34		370.34
10873 GREEN, CLAUDIA										
00	01/29-30/18	DI	2/16/2018			69.00	69.00	69.00		439.34
11308 HOFSTETTER SHANNON										
00	02/09/2018	DI	2/16/2018			150.00	150.00	150.00		589.34
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018FEB	DI	2/16/2018			3,058.00	3,058.00	3,058.00		3,647.34
13367 LANDER EVERICK										
00	02/26-3/02/18	DI	2/16/2018			244.00	244.00	244.00		3,891.34
14272 MCPHERSON, ALEXANDRA J										
00	02/24-28/18	DI	2/16/2018			386.30	386.30	386.30		4,277.64
18048 SHAWVER, RENA										
00	02/24-28/18	DI	2/16/2018			372.59	372.59	372.59		4,650.23
18758 SYKES ZACK										
00	02/25-03/02/18	DI	2/16/2018			400.00	400.00	400.00		5,050.23
23714 UPSON, NICOLA J										
00	02/24-28/18	DI	2/16/2018			331.30	331.30	331.30		5,381.53

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
11740 INTERCITY TRANSIT ADVANCED TRAVEL										
00	2018FEB	DI	2/16/2018			1,073.21	1,073.21	1,073.21		1,073.21

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11308 HOFSTETTER SHANNON										
00	02/23/18	DI	3/2/2018			150.00	150.00	150.00		150.00
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018FEB	DI	3/2/2018			924.00	924.00	924.00		1,074.00
11775 INTERCITY TRANSIT WELLNESS										
00	2018FEB	DI	3/2/2018			650.00	650.00	650.00		1,724.00

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: March 7, 2018**

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Maintenance and Facilities items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$4,646.50.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A Surplus Property – March 2018.
-

EXHIBIT A
SURPLUS PROPERTY - MARCH 2018

MAINTENANCE AND FACILITIES					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	DECAL, IT SIDE 39" X 12" (IN WHITE)	IT127W	4	\$0.00	\$0.00
2	SEAL END, RETARDER ACCUM.	29527010	2	\$10.00	\$20.00
3	RETRACTOR, DRIVERS SEAT BELT	19181648	1	\$15.00	\$15.00
4	SPIDER ASSY, RF BRAKE	82-02138-000	2	\$80.00	\$160.00
5	FUNNEL TOP LID FOR H1N	FTH1	25	\$12.00	\$300.00
6	CONTROLLER, E FAN MODULE - GILLIG HYBRIDS	82-66834-000	5	\$165.00	\$825.00
7	BUS SHELTER FULL SIZE - BROWN	NA	6	\$500.00	\$3,000.00
8	BUS SINGLE-REDUCTION DIFFERENTIAL CARRIER - R-177 SERIES (BROKEN)	82-31246-538	1	\$0.00	\$0.00
9	GASKET, WATER PUMP	12630223	1	\$2.00	\$2.00
10	STOP, SEATBELT	15738361	2	\$3.00	\$6.00
11	KNOB, BASS/TREBLE	16195412	2	\$2.50	\$5.00
12	SENDER, FUEL MODULE	19153039	1	\$75.00	\$75.00
13	SWITCH, WINDOW DRIVER MASTER	25725880	2	\$15.00	\$30.00
14	ACTUATOR, STEPWELL SWITCH	57612003	2	\$4.00	\$8.00
15	WIRE SET, SPARK PLUG	89018056	1	\$40.00	\$40.00
16	LAMP, FOG	1255/H2	2	\$2.00	\$4.00
17	LAMP, FOG	1255/H3	1	\$2.00	\$2.00
18	PLUG, OIL SUPPLY RAIL	1827535C91	2	\$5.00	\$10.00
19	CIRCUIT BREAKER, 15 AMP	30056-15	3	\$1.00	\$3.00
20	CLIP, ANTI-RATTLE	E8TZ2B164A	13	\$1.50	\$19.50
21	GROMMET, HOOD PROP	F7UZ16828CA	2	\$1.00	\$2.00
22	PADS, FRONT BRAKE	V1013803AC	1	\$20.00	\$20.00
23	2003 CHEVROLET COLORADO CANOPY	NA	1	\$100.00	\$100.00
TOTAL SURPLUS VALUE					\$4,646.50

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 12, 2018

CALL TO ORDER

Chair Pierce called the February 12, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Justin Belk; Scott Paris; Carla Dawson; Linda Vail; Jan Burt; Marie Lewis; Jonah Cummings; Denise Clark; Ursula Euler; Peter Diedrick; Marilyn Scott; Joan O'Connell; Walter Smit; Victor VanderDoes; and Michael Van Gelder.

Absent: Lin Zenki; Tim Horton; Vice-Chair Austin Wright and Billie Clark.

Staff Present: Emily Bergkamp; Nancy Trail; Eric Phillips; Steve Krueger; Rena Shawver and Nicky Upson.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Pierce introduced Authority member, RYAN WARNER.

MEETING ATTENDANCE

- A. February 21, 2018, Work Session - Michael Van Gelder
- B. March 7, 2018, Regular Meeting - Joan O'Connell
- C. March 21, 2018, Work Session - Jonah Cummings
- D. April 4, 2018, Regular Meeting - Denise Clark

APPROVAL OF MINUTES

It was M/S/A by DIEDRICK and SMIT to approve the minutes of the January 8, 2018, meeting.

O'Connell arrived.

NEW BUSINESS

- A. **2018 PROCURMENT PROJECT REVIEW** - (Steve Krueger) Krueger provided a summary of the projects slated for 2018. The OTC expansion project is a \$8.2M project and the agency has \$5.5M dedicated for the construction/expansion. In June of last year the ITA approved the hiring of DES to serve as project manager using a General Contractor/Construction Manager (GCCM) alternative project management. The project has seen tremendous progress in the last year and is at 30% design. Staff has had a presubmission conference with the city. Recently the solicitation for a GCCM was released and staff is conducting

interviews tomorrow. The project includes a budget of \$55k for public art and this solicitation will go out soon.

Krueger indicated the UST project at the Pattison base started last year and is scheduled to be completed by June, 2018. This project includes a Phase II to update the master plan that was originally developed in 2010. The ITA also approved hiring DES for Phase II with another GCCM for that project.

Clark, D. arrived.

Krueger added the CAD/AVL project may be an opportunity for the agency to utilize cellular technology that may open up a large number of opportunities. The agency is doing a pilot project and is confident it will work well. Staff will make a determination once the pilot project is complete at the end of this year.

Krueger stated the Tumwater Square Improvement project will increase safety for this transit center and construction is expected to start in late February.

Krueger indicated several of the agency's facilities are slated for exterior painting including the LTC, OTC, and the Amtrak Station. The exteriors of some of the buildings are metal which presents a challenge. The paint is deteriorating and staff had to hire a consultant to identify the specs for paint that will better adhere to the surface and not create the same problem they are facing now. A contractor will be hired to do the painting and the project is slated for late spring or early summer this year. Krueger added that both the OTC and Amtrak station are also scheduled for HVAC replacement.

Krueger shared that staff had done a lot of research on the Farebox Upgrade including looking at different technologies. It is possible this could work in conjunction with the cellular data being explored for the CAD/AVL project. It may be possible to do a hybrid of both systems. This will be determined when they finish the pilot project later this year.

Krueger answered questions.

Van Gelder – asked for some more specifics on the Tumwater Square improvements. He had heard something about Tumwater moving the transit center to Capital Boulevard.

Phillips – indicated the improvements are primarily safety, security and ADA enhancements. The project is going through TRPC. It will include shelter replacements. He added that moving the transit center to Capital Boulevard is part of Tumwater's plan but those changes are still quite a ways off. The street improvements coming with this project include channelization improvements, bus pull outs and lighting. The crossing will include RFID – flashing beacons at the crossing to help get people across the street safely. The road will be narrowed into a three-lane configuration bringing the sidewalks out and slowing traffic down. Phillips added that he will forward a copy of the plans to Van Gelder.

Cummings arrived.

Burt – asked if the Amtrak upgrades would be split between the jurisdictions.

Krueger – indicated they would not and that they are part of the agency's budget.

B. EXTERNAL FUNDING OVERVIEW - (Eric Phillips) Phillips shared information about the process of receiving funds from an outside source to be used for specific projects. He indicated the presentation would show a comparison of projects the committee is familiar with and their respective funding sources. External funds are defined as federal, state, and regional sources. These can be formula distributions, grants, contracts, and agreements. Generally the funding is referred to as grants, but much of it is not granted on a competitive basis but distributed based on a formula or project selection basis. The agency receives capital and operations funds, and most funds have restrictions on use of some sort. Intercity Transit also receives funds from WSDOT and they are formula funds Sec. 5307 for things like DAL. The Sec. 5339 funds come from the state and they provided are via direct application. Both federal 5307 and 5339 funds also come through the Puget Sound Regional Council (PRSC) by way of services provided in that area. They provide a calculation of the share back to Intercity Transit. The agency can also go through cooperative Agreements as is the case for the Village Vans program, and it is one of the only sources that doesn't have to go through the STIP process. They do creative programs to reach out and expand transportation and are competitive. State funds are competitive and formula funds. Often these grants allow you to put in for the second funding year while waiting for the legislative session biennium budget. On the regional side the grants are competitive program federal funds via the MPO which in our region is TRPC. These include STP, CMAQ, and TAP which are all part of a regional distribution and they change with each federal reauthorization. Usually the lower you go the more strings are attached. Some of the program funds like CMAQ provide for the youth education program and they must be consistent with the regional transportation plan.

Phillips explained the award and obligation process are similar for all agencies that receive federal funds. USDOT processes are different for transit (FTA) than cities (FHWA), but requirements are the same. The award and notice steps include a notice of award letter from WSDOT or MPO – TRPC. Anything that has federal funds has to be in the State Transportation Improvement Program (STIP) before funds can be obligated. The process includes several steps. The Regional TIP has to be approved by the MPO either TRPC or PSRC before being submitted to the state. There is a public process for the STIP. The committee has probably seen it advertised in the Rider News for public comment. The rules say it is to include the money the agency reasonably expects to get from the government. Staff does the estimates for the current years. Once the agency goes through the process and its obligated then they can make application.

Phillips indicated reporting is done through a system called Transportation Award Management System (TRAMS) for the federal funds the agency receives by a formula and it is applied to the CPM. It is a very easy program to use and track the funds with the least amount of effort. What this shows is that between the time of the announcement and the agency receiving the funding is about 15-18 months before they can collect the money. The application process is in the middle. FTA sends out a series of notices are to groups like the unions to ensure agency labor agreements and such are good. The process takes somewhere between 12 – 24 weeks. Based on the information FTA receives the agency might get notice to amend or that they can move forward. Normally the agency receives pre-award authority and eligible approval of the STIP.

Phillips explained application management and that the state awards are based on the biennial budget. WSDOT awards Regional Mobility Grants (RMG) for operating and capital

including DAL for special needs transportation. The agency received DASH money from the legislature that was added to the WSDOT transportation budget. These are normally contract or grant agreements through the state and the agency spends the money before they get it and then send in a reimbursement requests. There are a number of tools the agency uses including secure access Washington/STIP. Staff works work with TRPC and PSRC and they have their own TIP application software. TRAMS is the FTA web application for program management and ECHO is the financial application for drawdowns. The agency does a summary request for drawdowns so there is separation and that is a federal requirement. There are federal reviews annually and on a triennial basis. Reporting is done quarterly with the MPO, State and federal agencies as well as milestone progress reports.

Phillips shared the external funding summary including state funding via WSDOT - RMG for operating and capital for Pattison \$2M for RVSC (\$3.9M for 2019-2021); RMG for Olympia Express operations \$993,320 (requires \$510,716 local operating match); Consolidated grant - special needs formula funding \$1.8M (biennium); DASH Operations (GCA) \$375k (one time); VIP - Vanpool replacements (40) \$885k.

Phillips indicated the federal funding included FFY 2017 apportionment \$3.2M (application in development); FFY 2018 (no announcement as of February 7, 2018); 2017 PSRC Earned Share \$2.6M (obligation pending); FFY 16 and FFY 17 Sec 5339 Formula via WSDOT direct application notice; and TRPC awards include \$190k Walk and Roll (CMAQ through 2020); \$655k Smart Corridors (CMAQ through 2020). The amount of funds in the federal system right now is just over \$7M TRAMS; \$3.7M application in process TRAMS; and applications pending for \$9.7M (coach replacements and Pattison improvements). Total funds for coach replacement are \$5.5M which requires \$1.4M local match for +/- 15 buses. The next big purchase will be 3 + years out. The total funds secured for Vanpool replacements is \$550k and this requires an 80/20 match and is all grant money rather than coming out of the agency's pocket. The OTC funds include \$4.3M federal funds; \$4.3M in local funds for a total of \$8.5M. The Pattison MOA Base Expansion and Rehabilitation includes \$4.1M committed by the authority in local funds for full design and engineering; \$5.9M state funding; \$6.2M federal formula funding via PSRC Earned Share; and \$12.5M federal competitive grant under review (Sec. 5339 Bus and Bus Facilities). Announcements were supposed to be last October. Information indicates projects with a higher match are more viable. There is enough funding for the next three years to keep the project moving. External funds annual estimates include direct federal funds of \$5.8M; State operating funds (varies) \$1.3M; Regional funds (federal/competitive/varies) \$340k. The total annual funding from eternal source estimates \$7.5M. This doesn't include capital competitive grants for larger projects. The staff goals for Program Management include always be working to leverage and extend any local funding for capital and operating projects where external funding is likely to maximize the retention of local funds for our operations and to extend our services. Attempt to minimize time utilized to develop grant application to reduce heavy resource use as well as being strategic with the processes and projects. Forming project teams to manage and report on projects.

Phillips answered questions.

Vail - asked if funds are time sensitive.

Phillips - indicated they do have a use by date. Once they are in TRAMS they look for movement. The OTC was stalled for several years and last year staff worked with FTA to

get the project moving because it was in a use it or lose it scenario. This is part of the reason we are using GCCM. A big chunk was construction funds and the agency was drawing down on engineering and they were just seeing it as stale. Staff was able to show the progress and they let it go, but it was a little tenuous. With WSDOT you can never spend more than the amount that was awarded.

VanderDoes – asked what the orange things were in the Pattison photo.

Phillips – replied they were stormwater infrastructure for the UST project. It was designed and built to accommodate the flow from this project with enough capacity to meet the 100 year event. All of it is below the surface buried about 20' down.

Clark, D. – remarked it is a lot of tracking for funding in and out so how many staff and what kind of software are you using.

Phillips – responded that the FTA requires that it is all done online through their system. Internally staff uses excel for tracking. Tracking is also done in FleetNet by project as it is drawn down. There is a new person that just started in the grants administration position. It had been empty for a few years. Eric indicated he had been doing it during that time. He works closely with Steve Krueger the procurement manager. The reporting isn't that bad if you stay up on it. There is a tremendous amount of coordination with PRSC on the earned share and staff is appreciative they include external agencies. This recognizes the services going into the area are significant.

Belk – inquired if the DASH funding was a one-time source.

Phillips – indicated staff is hoping it becomes a trend.

Euler arrived.

C. DAL, TRAVEL TRAINING, BUS BUDDY UPDATE - (Emily Bergkamp) Bergkamp shared that she will step into the new role of Director of Operations as Jim Merrill retires. She has been in DAL for 9 years and with Intercity Transit for 14 years in a variety of rolls. She introduced Kevin Karkoski as the temporary Dial-A-Lift Manager and indicated he would be giving the presentation. Kevin has 10 years of leadership experience with the US Army. He worked at the Olympian for 12 years. During his time as a coach operator Kevin received the Washington State Patrol's Chief's award. Kevin was accepted into the Operation's Supervisor training program and was appointed as such in 2015 where he has served successfully since then. Emily will work with him as he moves into this new role.

Karkoski reviewed the content of the presentation. He shared a map identifying the boundaries for fixed route versus DAL. DAL service extends $\frac{3}{4}$ of a mile outside of fixed route, except in Yelm where it goes outside the boundary a mile and a half. If riders are able to come into the service area DAL can meet them and take them where they need to go. DAL is a door to door service and riders are taken where they need to go and back to their home.

Karkoski relayed information on the Americans with Disabilities act passed in 1990 which provides civil rights protection for over 54 million Americans. This helped eliminate barriers for disabled, and it helped start the DAL program. DAL is a complimentary program to the

fixed route service. All vehicles and transportation facilities had to be accessible. DAL is an extension of fixed route. All buses have ramps and kneel. All buses have voice and text announcement for each stop. This is at the very front of the bus. When someone requests a stop the automated voice announcements provide a reminder of the name of the stop. Along with making fixed route accessible the agency has a commitment to make bus stops accessible. He shared a before and after photo of a stop with ADA accessibility improvements. He indicated all of the operators are passenger service and safety certified. They are trained on how to provide excellent customer service. Each day 10k baby boomers are turning 65 and this directly impacts DAL. One third of those people have a disability. DAL clientele numbers are going up and it's a challenge to continue to provide service on a daily basis. Most people will outlive their ability to drive by 7-10 years. Non-drivers will seek out transportation options and many will be unfamiliar with public transportation options. He relayed a success story about a woman who received travel training through the agency and became self-sufficient riding fixed route service.

Karkoski shared information on the Travel Training program at Intercity Transit. He identified travel training as an individualized origin to destination trip planning and training for a fixed route bus. Travel Training provides orientation to all aspects of bus travel; mobility device training; and creates relationships with bus riders for continued assistance as needs change. Sometimes clients come here to practice with their mobility device. He shared a video done by The Olympian of a Travel Training client who is site impaired.

Karkoski provided an update on the Bus Buddies Program. The program is to help individuals who have had some travel training and need some extra help to feel comfortable riding the bus. Travel Trainers will pass clients off to the Bus Buddy program. They provide local and out of the area trips that are more complicated. This service is offered free of charge. The agency provides a Catholic Community Services (CCS) employee with space here two days per week. This program is possible through a grant from WSDOT.

Karkoski shared an update on the DAL program at Intercity Transit. DAL is a complimentary service to fixed route. There is an application process and once clients have been approved they have to recertify every three years. DAL service extends $\frac{3}{4}$ mile beyond the boundaries of fixed route. DAL is a shared ride service and some clients don't realize that. It doesn't function like a taxi service. DAL eligibility requires that clients are unable to board, ride or use an exit ramp equipped bus without assistance. If a client needs to use a ramp but it can't be deployed safely at their bus stop they would also qualify. If conditions prevent safe travel to and from a bus stop they would qualify. There are three categories of eligibility: unconditional; conditional or temporary.

Karkoski shared some 2017 DAL statistics:

- Total clients 3,240
- Eligibility Decisions 838
 - Full Eligibility 79%
 - Conditional 1%
 - Temporary 19%
 - Ineligible 1%

- Functional Assessments 44
- Re-certifications 411
- Total Trips 170,714 – a 3% increase on the year
- On Time Performance 97%
- Total Phone Calls 85,570
- Customer Satisfaction Rating 95% (Moore & Associations, Inc. 2006)

2017 Travel Training Cost Avoidance:

1,350 DAL trips diverted to Fixed Route through Travel Training

\$50.00 Average cost of 1-way ADA trip

-\$6.00 Average cost of 1-way Fixed Route trip

\$44.00 Cost difference between ADA and Fixed Route

\$59,400 Approximate cost avoidance (\$44.00 difference x 1,350 trips)

Bergkamp and Karkoski answered questions.

O'Connell – inquired about the \$6.00 figure used for fixed route one-way trips \$6.00.

Bergkamp – responded that is the cost not what the riders pay.

Belk – inquired if there was an accessible streetscape with no barriers how many clients that would make eligible.

Karkoski – indicated a lot of the clients are outside the fixed route area or live on a street that has no sidewalks. The clients in town are the ones more often than not who would be denied service if they can prove that they can do it.

Bergkamp – added that there is an appeal process people can use if they are denied. This past year one of the appeals involved a person who lived right on a bus line. Consideration must be given to the destination. Just to get to Fred Meyer she was riding all the way downtown. It is hard to say what proportion would be ineligible there are other little things that come into play.

VanderDoes – commented that the Travel Training program is outstanding. His daughter is special needs and lived in an adult family home and she was using DAL 3 or more times per week. After Travel Training she hasn't used it for 2 years.

Vail – indicated she cannot ride the 45 to the co-op because of the condition of the sidewalks/road once she gets off the bus.

Phillips – added that the agency works with the jurisdictions and that most are now accessible. Sometimes it is about timing for street improvements. Staff tries to coordinate with the jurisdictions. Sometimes staff will go out and look if there is a client with a mobility device because they really want people to be able to access the fixed route system.

Vail – remarked about how handy the little flashing lights are that she received when she bought her monthly pass. Simple things like that encourage ridership.

Bergkamp – added that Travel Training was just at the Boardwalk Apartments working with the residents.

CONSUMER ISSUES

- None.

REPORTS

- **January 17, 2018, Work Session** – Clark, B. was not at the meeting and Pierce added that the minutes were available on the website if anyone was interested.
- **February 7, 2018, Regular Meeting** – VanderDoes provided the report including they received Eric's presentation on External Funding; approved contracts for marketing; an inter-local agreement with Tumwater; and a contract with DES. The board elected their officers and assignments. There was discussion about the bike lane location in downtown Olympia and VanderDoes inquired if there is any mitigation for the buses.

Warner – indicated he hadn't heard of any mitigation. He added if they create a bike lane going down Washington Street crossing where there are 5 buses every 15 minutes is the issue.

Van Gelder – added they could put the bike lane on the west side of the street if it is going to be a one way street going northbound. He asked if staff could request someone from the City of Olympia come and make a presentation to the CAC.

Warner – indicated he would speak with Ann about a presentation at the next meeting.

VanderDoes – asked if the city involved the agency in their discussion.

Bergkamp – indicated agency staff did attend a meeting and the city was essentially proposing their idea and staff relayed their concerns. So the agency did have a chance to express their concerns. The city feels they have limited options. Warner and Ann will have more information on the process later.

Van Gelder – added they talked to the state regarding ownership of Washington Street. They are still going through a public input process and haven't gone to the planning commission. This is an opportune time to get information.

O'Connell – inquired about the reasoning and thought the city would be more concerned with the safety of their citizens.

Van Gelder – added that some of the stated purposes are to make downtown more walkable; introducing higher density; and reduce traffic. Each intersection will have bulb-outs and have the street rise up. This is to facilitate and encourage more pedestrian oriented activity especially in front of the Washington Center.

Phillips – indicated part of the corridor street strategies include trying to split traffic. They are doing traffic modeling and the council gave direction to pursue some of the strategies and this is part of a number of streets identified that are viable and they want to see if it can be constructed. The city is very supportive of transit downtown. The agency has monthly meetings with the city and staff was reluctant. You have to look at the entire corridor not just the block. Staff is really concerned about how this might impact operations. For example on State Street they are offering moving the platform space. One of the ideas is the whole block on State could be mitigation. They have a lot of concepts online and they are aware of the conflicts. When they get to this block it might be flagged as a walk zone, or some other type of change. At the Planning commission he shared that the signal coming out of the OTC costs the agency approximately \$750k annually if buses are waiting for 1 or 2 cycles when they would normally be a few miles out into service.

Vail – inquired about Greyhound coming in with the new construction at the OTC.

Phillips – indicated Greyhound wants Intercity Transit to provide counter service and they also have a small package service that they need support with.

VanderDoes – inquired if there was a basic concept.

Phillips – the city is working on managing mobility and throughput as well as managing modes and splitting them up. They are working on several issues getting people to move to different parts of the systems. It's possible it could remain two-way for transit only.

Clark, D. left.

- **General Manager's Report** – Bergkamp provided the General Manager's report including Rena and her crew are working on a few different videos – A Day in the Life of a Bus. The video shows what goes on for a bus during a typical day. The other video is a series of testimonials for the vanpool program to encourage new vanpool groups. There are now 179 active vanpool groups and that shows a bit of an increase. Vanpool staff is also participating in the newcomers group at JBLM to share transportation options. They are also working with SPSCC, Yelm, Tenino, and Rochester to help students who participate in Running Start.

Staff is working on the TSP project which has been confirmed with Olympia and Tumwater still hoping for Lacey.

Staff attended city of Olympia meetings for bike lanes, bulb outs, and traffic calming bumps and that conversation will continue.

Intercity Transit was invited to a meeting with the Providence Community Care Center staff that Bergkamp attended. Participants shared issues from local business. The work they are doing inside is amazing and they have some external issues they are trying to address. She shared some of the agency's concerns regarding pedestrian traffic at Franklin, State and

Washington Streets. There is a lot of jay walking and it is a safety concern. Staff is making sure agency needs are known.

The Pattison Street project is moving along with the UST's final concrete pour delayed to Thursday.

Staff is interviewing general contractors on February 21 for the OTC expansion project with presentation to the authority on March 7.

Sales tax is at 8.5% over last year – it was an increase over previous years as well.

The training class of 16 new operators is going well. It is a really big class and they are progressing through their 8 week course with the goal of receiving their CDL.

Staff is waiting for grant award announcement for the Pattison Street project. Staff has been working with Senators Murray and Cantwell who have reiterated their interest in the agency's success.

Senate bill 5288 was passed in the Senate with a strong bipartisan support. This allow people the opportunity to vote on whether they would like additional service with local sales tax options of an additional 0.03%.

NEXT MEETING: MARCH 19, 2018.

ADJOURNMENT

It was M/S/A by O'CONNELL and BURT to adjourn the meeting at 7:37 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180212.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: March 7, 2018

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Services Contract

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- 1) **The Issue:** Consideration of a contract award for general legal services.
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- 2) **Recommended Action:** Authorize the General Manager to execute a legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to represent Intercity Transit for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2023.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this initial year contract will exceed that amount, legal counsel serves the Authority and as such, the Authority should award the contract.
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- 4) **Background:** The current general legal services contract expires March 31, 2018. Staff released a request for proposal for general legal services on November 14, 2017. Three proposals were received by the December 11, 2017, due date and all were determined to be responsive. The evaluation team reviewed and scored the responses based on qualifications, experience, reliability, public transit experience, and pricing. Two firms moved to the interview and reference check phase.
- Based on the evaluation process, staff is recommending Law, Lyman, Daniel, Kamerrer & Bogdanovich as our general legal services provider. Their attorneys have practiced law in Washington for over three decades. They currently represent Intercity Transit and municipalities such as the Olympic Region Clean Air Authority and Washington Counties Insurance Fund. They also represent transit agencies in Western Washington for damages through referral from the Washington State Transit Insurance Pool.
- Intercity Transit's primary representative will be Julie Carignan. Julie is an Associate Attorney at the firm and has municipal experience providing counsel to the Olympic Region Clean Air Authority. The team received positive feedback from Julie's clients and is confident in her abilities to represent Intercity Transit.

Based on the results of the evaluation process and a fair and reasonable rate of \$225 per hour for a Partner and \$200 for an Associate, staff recommends awarding a contract for general legal services to Law, Lyman, Daniel, Kamerrer & Bogdanovich.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich for the provision of general legal services for a period of one year, with options to renew annually for a total contract period not-to-exceed March 31, 2023.
- B. Defer action. A decision to delay may impact our ability to utilize legal counsel.

6) **Budget Notes:** The 2018 budget for general legal services is \$38,000. Historically, Transit spends \$15,500 per year on average for legal services.

7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: March 7, 2018

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Olympia Transit Center GC/CM Contract

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- 1) **The Issue:** Consideration of amending our Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to include a contract with Graham Construction & Management Inc. (Graham) to serve as the General Contractor/Construction Manager (GC/CM) for the Olympia Transit Center (OTC) Expansion Project.
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- 2) **Recommended Actions:** Authorize the General Manager to allow DES to amend our IAA to include a contract with Graham to serve as the GC/CM for the OTC Expansion Project and authorize GC/CM preconstruction services be performed in an amount not to exceed \$140,000.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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Background: The Authority approved pursuing the GC/CM alternative construction delivery method due to tight site conditions and the need for the facility to remain fully operational during construction. A solicitation for GC/CM services was released on January 4, 2018. Three firms submitted responses by the January 25, 2018, submittal deadline. A panel of five evaluators from DES, SRG (our design team), and IT, reviewed and scored the written responses. References were checked and all three firms were invited to interview. The interview and pricing information was scored. In accordance with evaluation and award criteria, the firm accumulating the highest overall point total is the apparent successful GC/CM. The firm with the highest overall point total for this GC/CM solicitation was Graham.

Once the GC/CM is on board and the design phase reaches 90%, which is anticipated in a May to June timeframe, the total Maximum Allowable Construction Cost (MACC) for construction completion will be negotiated and presented to the Authority for award.

All indicators suggest Graham possesses the GC/CM experience, resources and record of high quality past performance, therefore, staff is recommending Graham be awarded the GC/CM contract for this project.

4) Alternatives:

- A. Authorize the General Manager to authorize DES to amend our IAA to include Graham to serve as the GC/CM for the OTC expansion project and authorize GC/CM preconstruction services be performed in an amount not-to-exceed \$140,000.
 - B. Cancel the solicitation and direct the Project Team to explore a more acceptable alternative.
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5) Budget Notes: The total OTC Expansion Project budget is \$8,492,282 and the Project Team has been designing to complete this project within this amount. The GC/CM selection process as well as our schematic design cost estimate continues to indicate that we are on track to completing this project within budget while meeting our programing needs.

6) 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:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."*

7) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: March 7, 2018

FOR: Intercity Transit Authority

FROM: Rena Shawver, 705-5842
Marketing, Communications & Outreach Manager

SUBJECT: Present videos (Vanpool Testimonials & A Day in the Life)

1) **The Issue:** Delivering our messages with video and through digital channels.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** N/A.

4) **Background:** A picture paints a thousand words, but a video paints the picture. Unlike any other communications format used today, video can leave a lasting impression and deliver a complicated message in simple, easy-to-understand terms. And with 70% of Americans getting their news and information online, it's now possible to reach a greater number of community members with our message using video. So grab your bag of popcorn and enjoy the debut of Intercity Transit's mini-documentary, "A Day in the Life of a Bus," along with five new customer testimonials on "Why I Vanpool."

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

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

7) **Goal References: Goal #6:** *"Encourage use of services."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: March 7, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager, 360-705-5838
Eric Phillips, Development Director, 360-705-5885

SUBJECT: Short/Long Range Plan Update – Short Term Recommendations

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- 1) **The Issue:** Explore short-term service change recommendations for September 2018 implementation.

 - 2) **Recommended Action:** This item is for discussion and review. Staff will be seeking direction from the Authority on the schedule and components of a short-term service change recommendation package.

 - 3) **Policy Analysis:** The Authority is responsible to determine services and programs.

 - 4) **Background:** We are currently under contract with Nelson Nygaard to develop a short and long-range system plan and with Jason Robertson to facilitate our outreach efforts.

The purpose of tonight's update is to brief the Authority on the short-term recommendations, provide an update on the schedule for the long-term recommendations and solicit direction for implementing some or all of the short term recommendations.

Thomas Wittmann will provide an overview of the short-term recommendations. The recommendations were developed following a review of system data, ridership, and performance history of Intercity Transit's current services. In addition to the data analysis, input from Operations staff and a group of Operators interviewed late last fall as part of the internal focus group were included. This background was reviewed in consideration of the extensive public feedback we received through last fall about Intercity Transit services via the initial IT-Road Trip outreach efforts. Finally the list of short-term recommendations represents a constrained set of plans anticipated to be no more than 5-8% change from current service levels overall.

Staff and our consultants will present the short-term recommendations, updating the Authority on the schedule for the next steps, and seeking direction on a service change implementation package to move forward with the short-term recommendations.

- The Long Range plan discussion is scheduled for the March 21, 2018, Authority meeting.
- An update to the CAC is planned for March 19, 2018.
- The final (subject to confirmation from the group) Steering Committee meeting is planned for the first or second week of April.

5) **Alternatives:** Preliminary Short-Term Plan Recommendations. Schedule and other short-term implementation options may be reviewed/discussed.

6) **Budget Notes:** The short-term recommendations are in their conceptual stage and need to be fully developed. A September 2018 implementation of changes might result in an increase of 5,000 fixed route hours. As drafted, the recommendations may have a slight impact on the DAL service area. This discussion may affect our long-range financial projections.

7) **Goal Reference:** This item addresses **Goal #2:** *"Provide outstanding customer service."* **Goal #5:** *"Align best practices and support agency activities and sustainable technologies."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands of our community."*

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