

AGENDA
INTERCITY TRANSIT AUTHORITY
June 6, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS** **15 min.**
 - A. **Introduce Ben Sandberg, Vehicle Detailer** (*Paul Koleber*)
 - B. **Introduce Christina Loomis, Travel Training Coordinator** (*Emily Bergkamp*)
 - C. **Introduce Tony Yarber, Operations Supervisor** (*Cameron Crass*)
 - D. **Introduce Mike Adamson, Information Systems Analyst** (*Thomas Van Nuys*)
 - E. **Introduce Bree Anderson and Keith Clark, Vanpool Coordinators**
 (*Carolyn Newsome*)

- 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:** May 2, 2018, and May 16, 2018, Regular Meetings;
 May 23, 2018, Special Meeting

 - B. **Payroll – May 2018:** \$2,327,464.25.

 - C. **Accounts Payable:** Warrants dated May 4, 2018, numbers 24770-24780 in the amount of \$49,268.15; Warrants dated May 11, 2018, numbers 24789-24860, in the amount of \$420,469.12; Warrants dated May 14, 2018, numbers 24861-24864, in the amount of \$252,528.26; Warrants dated May 18, 2018, numbers 24871-24883, in the amount of \$160,727.82; Warrants dated May 25, 2018, numbers 24884-24946, in the amount of \$1,416,649.79; Automated Clearing House Transfers for May 2018 in the amount of \$7,228.32 for a monthly total of \$2,306,871.46.

 - D. **Cancel November 21, 2018, Regular Authority Meeting** (*Ann Freeman-Manzanares*)

- 5) **PUBLIC HEARING - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (June 1)** (*Karen Messmer*) **3 min.**
 - B. **Community Advisory Committee (May 21)** (*Marie Lewis*) **3 min.**
- 7) **NEW BUSINESS**
 - A. **2019-2022 Transportation Improvement Program Adoption** **5 min.**
(*Eric Phillips*)
 - B. **Service Plan Update** (*Rob LaFontaine & Eric Phillips*) **15 min.**
 - C. **Briefing on Campaign Procedures** (*Julie Carignan, Legal Counsel*) **20 min.**
 - D. **2019–2024 Strategic Plan Policy Positions** (*Ann Freeman-Manzanares*) **45 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
May 2, 2018**

CALL TO ORDER

Chair Sullivan called the May 2, 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 Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; Labor Representative Art Delancy.

Members Excused: County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; David Coppley; Katie Cunningham; Emily Bergkamp; Jessica Gould; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Rena Shawver.

Others Present: Community Advisory Committee Member, Marilyn Scott; Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Introduce Rose Shultz, Accounting Specialist (*Suzanne Coit*)
- B. Introduce Lori Vani, Accounting Specialist (*Suzanne Coit*)
- C. Introduce Richard Slavin, Vehicle Detailer (*Paul Koleber*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: April 4, 2018, and April 18, 2018, Regular Meetings

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 2 of 8

B. Payroll – April 2018: \$ 2,244,975.76.

C. Accounts Payable: Warrants dated April 6, 2018, number 24598 in the amount of \$364,368.59; Warrants dated April 13, 2018, numbers 24603-24675, in the amount of \$943,105.87; Warrants dated April 16, 2018, numbers 24682; 24684-24686, in the amount of \$118,451.40; Warrants dated April 27, 2018, numbers 24690-24758, in the amount of \$624,207.85; Automated Clearing House Transfers for April 2018 in the amount of \$10,934.10 for a monthly total of \$2,061,067.81.

PUBLIC COMMENT

John Wilson, Olympia, WA – Mr. Wilson asked Intercity Transit to install three position bicycle racks onto the buses, especially those along the heavily used routes. He said most routes are busy, the buses are full, and the bike racks fill up quickly. If Intercity Transit doesn't wish to consider installing the three position bike racks, then allow bikes on to the bus.

COMMITTEE REPORTS – None.

NEW BUSINESS

- A. Security Services Contract Amendment.** Procurement Coordinator, Katie Cunningham, presented for approval a contract extension for security services. In May 2015, Pierce County Security won the contract for transit center security services. The initial contract term was for one year, with three one-year renewal options. This item represents the third and final one-year renewal.

Under this renewal, Pierce County Security will continue to provide one (1) security officer at each facility. In accordance with contract terms, rates under the proposed renewal reflect a 4.7 percent increase. This rate increase is in alignment within the Seattle Consumer Price Index increase of 4.7 percent for services over the past year, and is expected to assist with a reduction in security officer turnover at our transit centers. Pierce County Security's labor ratio will remain the same as during the previous terms, and market research indicates the new rates are fair and reasonable.

Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence and customer service at the Olympia and Lacey Transit Centers, and therefore recommends the contract be renewed.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 3 of 8

Messmer asked how, over a period of time, does staff measure the success of the level of service needed for security services before going out to bid. Cunningham said Operations tracks this information, and recently there was an amendment to the contract to add additional hours at the Olympia Transit Center, and before going out to bid, Procurement staff will work with Operations staff to ensure there is enough coverage.

Gilman said when renewing these types of contracts, staff should consider the compensation employees will receive.

Carmody said it's important to know where the increase in the contract amount is going. She suggested when working future contracts that staff look at the wages of the CEO's and compare to their employees' wages.

Messmer said what capacity does the Authority have that's legal to structure the bidding process so there are assurances the labor ratio is proportionate to the workers' compensation.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to execute a contract amendment with Pierce County Security to extend the contract for security services at the Lacey and Olympia Transit Centers for a period of (1) year in an amount not-to-exceed \$208,922.

- B. AmericCorps Youth-in-Service Placement.** Rena Shawver presented for consideration approval to expand IT's programs to youth in the service area through a partnership with AmeriCorps Youth-in-Service program. This opportunity will allow IT to better support youth programming and expand into new school locations to educate youth and their families about walking, biking and taking the bus as economical and healthy transportation alternatives.

Community Youth Services, which administers the AmeriCorps Youth-in-Service program locally, notified IT about an award for one position for three years and that IT may be awarded a second position if they were to receive additional funding. Intercity Transit would be responsible for approximately 25% of the cost of supporting the position. This equates to approximately \$8,250, or \$825 per month, per position for the service term of September through June.

Staff is excited about the opportunity to expand the education program in this very economical manner as well as provide valuable training opportunities for program participants.

It was M/S/A by Citizen Representative Messmer and Councilmember Gilman to authorize the General Manager to accept a three year grant from Serve Washington, administered through Community Youth Services, for an AmeriCorps Youth-in-Service member to assist with our Youth Education Program; and

To accept a second Youth-in-Service member if grant funding becomes available during the three year grant cycle.

- C. Marketing and Communication Services Contract Amendment.** Rena Shawver presented a contract amendment to support the recently awarded Commute Trip Innovation Grant Award for Vanpool Awareness Campaign.

Intercity Transit awarded a Marketing and Communication Services contract to JayRay Ads & PR in February 2017. The contract was for one year with four, one-year options to extend.

Intercity Transit was awarded a Commute Trip Innovation Grant in March 2018. The Innovation Grant is a pilot program established by the Washington State Legislature in the 2017-2019 biennium to reduce traffic congestion on our major highway systems. There were three grants awarded state-wide. Our grant, which was entitled "Business to Business Vanpool Promotion," proposed to deliver a broad vanpool awareness campaign, customize materials and outreach strategies for employers/employees, as well as "sales training" for staff utilizing the connections and expertise of business associations such as the Thurston County Chamber of Commerce.

This contract amendment with JayRay will include developing a social marketing campaign strategy utilizing the expertise of a University of Washington Evans School faculty member, as well as developing a marketing campaign utilizing a media buyer to raise awareness of the program and change commuter behavior. It will include market research with business and business associations to test messaging and approach. Our intention is to produce a social marketing model replicable throughout the state of Washington. As a result of this work, our goal is to start 25 new vanpool groups by June 30, 2019, which is the end of the legislative biennium. The ultimate goal is by educating the public, particularly employers and employees who are unfamiliar with the program, to utilize vanpooling to a greater extent thus reducing congestion, enhancing our business environment, decreasing investments required to expand roadways and improving our environment.

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into a contract amendment with JayRay Ads & PR, Inc.

to support our Vanpool Awareness Campaign in an amount not-to-exceed \$200,000.

- D. Youth Education Support Space.** Rena Shawver presented for consideration whether to pursue a different rental space, and commit additional resources to support and grow the Youth Education Program.

Currently, Intercity Transit rents approximately 700 square feet in a machine shop on Thurston Avenue near the Olympia Transit Center for the Earn-A-Bike program. Adult volunteers currently work at the location, but as the leased space is interior to the main building which is an active machine shop, the space is not very accessible for the program volunteers and staff. While the current shop works for bicycle repair work, the facility is not appropriate for youth engagement. In order to compensate for the lack of space in the machine shop, the program maintains two storage units on Pattison Street for bikes and supplies associated with the program. A fourth storage area has been under consideration. The three existing spaces cost approximately \$1,115 a month. The downtown space was selected three years ago because of its proximity to the OTC and because it was one of few spaces available. Since the existing space was leased in 2015, Intercity Transit has been successful at securing a higher level of grant funding to continue the Youth Education Program.

Space on Washington Street, directly across from OTC customer service, is now available. The new space would provide 6,140 square feet and allow us to locate all of the Youth Education operation – staff, volunteers, storage, and youth activities – in one central, accessible area. This would leverage staff time in a more efficient manner and provide a safer and more visible workspace to recruit and engage volunteers of all ages. As program participation has grown, including the number of active volunteers, the access and security of the workspace has become increasingly important. The space on Washington Street offers more security in support of the program and offers room to expand program functions into the shop area, an option currently not feasible in the current shop. From an overall risk management perspective we believe a change in the shop location is timely as we work to expand both our outreach and continue to engage volunteers into the program.

Warner asked what needs to be done to this building to make it ready. Freeman-Manzanares said it's a warehouse space and the building will need paint, checked for asbestos, potentially some electrical work, bathroom retrofit, door hardware upgrades and insuring the fire suppressant system is in good working order. The hope is any issues could be worked out with the owner.

Gilman urged staff to be aggressive in asking for a generous tenant improvement allowance.

It was M/S/A by Citizen Representatives Messmer and Melnick to authorize the General Manager to pursue a lease agreement and commit approximately \$30,000 a year in additional resources to support and grow the Youth Education program.

- E. 2018 Community Advisory Committee Recruitment.** Freeman-Manzanares asked for three volunteers to participate on the Community Advisory Committee selection ad-hoc committee in November, along with 3 CAC members, to conduct interviews and make a recommendation to the Authority at their December meeting.

CAC applications will be available October 1 and due October 30. Interviews are scheduled for Wednesday, November 14 from 3 p.m. to 6 p.m. The Authority is scheduled to make appointments December 5, 2018.

The following Authority members volunteered: Carolyn Cox; Karen Messmer; Clark Gilman. Ryan Warner and Don Melnick will service as alternates if needed.

GENERAL MANAGER'S REPORT

- April sales tax is in with a 4.7% increase over 2017.
- The Pattison Street Project is nearing completion.
- The Tumwater Square project is complete.
- The Running Start Express project is a vanpool pilot project to bring south county high school students to SPSCC by utilizing vanpools. This is a partnership with SPSCC, Yelm, Rainer, Rochester, Tenino High Schools and Intercity Transit.
- Staff submitted grant applications to TRPC for the Pattison Street Project (STP); for the continuation of the Youth Education Program (TAP); and six propane Dial-A-Lift vehicles (CMAQ). In the past, Dial-A-Lift (DAL) vehicles have been fully funded with local dollars.
- There is an electric bus grant available through the Department of Ecology – the Washington VW settlement money. They are offering grants up to \$500,000 for pre-2007 vehicles and the requirement is we have to decommission those vehicles. Freeman-Manzanares met with Gillig about their cost model for their new electric vehicles and whether that makes sense for IT. The Authority has discussed moving towards electric vehicles when the time is appropriate and since we keep them anywhere from 12 to 17 years it's a big investment. Freeman-Manzanares asked for direction from the Authority.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 7 of 8

- The Authority agreed to test at least one electric bus.
 - Identify state or federal matching funds for this purpose.
 - Check with Puget Sound Energy regarding new initiative to reduce carbon emissions.
- Meetings are scheduled with the jurisdictions, colleges, chamber and EDC to discuss the work IT is doing on the first phase of the long range plan and embarking on the public engagement 2.0. This research will further refine what the community wants and is interested in supporting. If the Authority is interested in the November 2018 ballot, we must submit a resolution no later than August 7, 2018. There are expenses associated with a ballot measure that were not included in the 2018 budget.
- Freeman-Manzanares will attend the APTA Bus and Paratransit conference and the International Bus Roadeo May 4 - 9.
- Operations Director, Jim Merrill will retire the end of June after 30 years with Intercity Transit. Staff is honoring him with a retirement farewell on June 15. The ITA is most welcome to attend.

AUTHORITY ISSUES

Cox reported that work is starting on a new roundabout on College Street and 22nd Avenue but the current work is on underground utilities. She also reported that physical construction that could disrupt on-time bus service won't happen until next year.

Carmody recommends placing the sales tax election on the November ballot.

Carmody also said Yelm may potentially lose one trip with the September service change and it's her believe that Yelm residents are looking for more, not less bus service.

Carmody asked if IT has considered talking to the parks and recreation department or the different sports leagues about purchasing "season" tickets to transport kids and their parents who participate in sports. Freeman-Manzanares said that could be considered a "charter" and as a transit agency, IT is not allowed to provide charter service. But perhaps staff could explore options.

Messmer noticed the Tumwater/Capital crossings are almost complete and she said that will be a bonus for bus riders crossing the multi-lane street.

Intercity Transit Authority Regular Meeting

May 2, 2018

Page 8 of 8

Messmer said she would like to see more conversations on future ITA agendas about what the criteria is for going out for a ballot measure.

Cox recommended looking at the steps needed and public education that needs to happen; how to get the message out; what's being adopted; take a survey or poll the public about a potential sales tax increase.

Gilman said he met an IT Marketing Intern (Operator) named Brian who attended a day-long event at South Sound High School organized by the Education Committee of the Lacey South Sound Chamber. Gilman was impressed how Brian brought a lot of energy to the kids about career paths and about how wonderful it was to be an IT employee.

Warner said he participated in an ADA conference which is a conference for ADA coordinators from the transit systems around the state. Intercity Transit's Travel Trainer, Diana Clause-Sharwark gave a remarkable presentation on IT's travel training program and what she does to determine DAL eligibility using outdoor practical practices.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:21p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 6, 2018.

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 16, 2018**

CALL TO ORDER

Chair Sullivan called the May 16, 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 Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Cindy Fisher; Jessica Gould; Zach Heinemyer; Paul Koleber; Steve Krueger; Jim Merrill; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Tim Horton.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Introduce Operations Supervisors (Sean Barry and Roxy Johnson) *(Cameron Crass)*

PUBLIC COMMENT – None.

PUBLIC HEARING – 2019-2022 Transportation Improvement Program

Grants Administrator, Jessica Gould,

Chair Sullivan opened the public hearing at 5:35 p.m.

Chair Sullivan closed the public hearing at 5:36 p.m.

COMMITTEE REPORTS

Intercity Transit Authority Regular Meeting

May 16, 2018

Page 2 of 9

- A. Thurston Regional Planning Council.** Karen Messmer said TRPC met May 4. Members discussed the Washington State Department of Transportation Secretary Roger Millar's presentation on the State of the Transportation System. Messmer said it was interesting that people were reflecting on the need for congestion relief as opposed to building the way out of congestion with additional infrastructure and lanes.

Members received an update on the Human Services Transportation Plan and suggested that Intercity Transit invite TRPC to an Authority meeting to present this topic.

- B. Transportation Policy Board.** Don Melnick said the TPB met May 9. Members received a presentation from Intercity Transit staff and Karen Parkhurst on the Road Trip and Short Range Plan.

NEW BUSINESS

- A. Village Vans 2017 Update.** Cindy Fisher, Village Vans Supervisor provided an update on the Village Vans Program. She began the presentation by sharing messages from former Village Vans Volunteers and a WorkSource partner about their positive experiences with the program.

Fisher explained Intercity Transit has a Cooperative Agreement known as the Innovative Workforce Development Grant and in that scope of work there are partners who are outlined DSHS, DVR, Pac Mountain and SPSCC. In 2017 they reached out to 7,152 clients regarding the Village Vans program – both those needing transportation services and others interested in becoming a Village Vans volunteer. They also refer volunteer drivers to Intercity Transit (3 from DSHS; 14 from Pac Mnt; and 6 from SCSEP).

In 2017 358 passengers used Village Vans services; 213 passengers learned of Village Vans from marketing brochures and website, and staff.

Fisher recently attended the Second Chance Summit. Intercity Transit's Workforce Development Grant has a focus on disadvantaged backgrounds. The Summit focuses on hiring those who have a criminal background, and are ready to change their lives for the better. It gives people a second chance **not only to make a living, but make a life.**

Fisher also attended Pathways to Prosperity Workshop sponsored by Thurston County Chamber which was an employer's resources for talent. It was a great way to make community employers aware of Village Vans as a transportation option for qualifying employees.

Intercity Transit Authority Regular Meeting

May 16, 2018

Page 3 of 9

Fisher attended the TESC Career and Internship Fair. She learned they have a State Work Study program that provides the opportunity to gain educationally related work experience while earning money for school. The program reimburses employers a percentage of gross wages.

Fisher reviewed the 2017 Village Vans Statistics:

- 4882 rides provided in 2017
- 366 daycare stops
- 47,668 revenue miles driven
- 3,609 volunteer hours
- 40 volunteers
- 19 volunteers employed
 - 4 with Intercity Transit
 - 4 in transportation jobs
 - 11 in non-transportation related positions

Village Vans Goals for 2018 are:

- Continue to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, and prosperous community
- Increase number of volunteers thru recruitment
- Increase number of volunteers gainfully employed
- reduce # of denied rides

B. Pattison Street Masterplan/Design Contract. Steve Krueger, Procurement Manager, presented for consideration a contract award to Stantec Architecture Inc. to update the Master Plan for the Pattison Maintenance, Operations and Administrative Rehabilitation and Expansion Project.

The Master Plan and Phase I design for the Pattison MOA Rehabilitation and Expansion project were 30% complete in 2010. Elimination of Federal Bus and Bus Facility dollars, which historically funded 80% of the cost of construction and bus purchases, resulted in pausing the design process pending funding availability. Dedication of local, state and federal funds allowed us to proceed with a small portion of the original Phase I, which primarily addressed the replacement of old Underground Storage Tanks. The project is scheduled to be complete this June. Before proceeding with Phase II, the Master Plan needs to be updated to reflect change in code requirements, growth targets, current operations and facility constraints, long-term service and program space needs and a phasing plan to complete both the expansion and rehabilitation the work.

In February, Intercity Transit entered into an Interagency Agreement with the Department of Enterprise Services (DES) to serve as our project manager. On February 9, 2018, DES published a Request for Qualifications to update the Master Plan. On March 1, 2018, responses were received from KPFF and Stantec. After a thorough evaluation of the proposals and reference checks, Stantec received the highest overall score from a five member panel which included a representative from the City of Olympia, two representatives from DES and two staff members from Intercity Transit.

Stantec has designed over 150 municipal transit MOA facilities over the last 35 years. Reference checks gave Stantec favorable reviews and together with their A+ credit rating, staff determined Stantec to be a responsible firm as required by the Federal Transit Administration.

Stantec's project schedule shows the updated Master Plan will be complete by September 28, 2018. Staff anticipates returning to the Authority August 2018 to request authorization to proceed with Phase II design work. Final design must be complete no later than June 30, 2019, to comply with Regional Mobility Grant funding requirements. Stantec's proposed rates, and the total number of hours for each discipline to complete this phase of the work, is comparable to the development the Master Plan completed in 2010. Accordingly, staff has determined their fee for this phase of the work to be fair and reasonable. Follow-on design work will be negotiated and presented to the Authority for approval after the satisfactory completion of the updated Master Plan. All indicators suggest that Stantec possesses the experience, talent pool and resources necessary to ensure a successful outcome and therefore staff recommend Stantec be awarded the contract to update our Master Plan.

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to authorize the General Manager to enter into a contract with Stantec Architecture, Inc. to update the Master Plan for the Pattison MOA Rehabilitation and Expansion Project for a total amount not-to-exceed \$411,751.

- C. IT Road Trip/Long Range Plan Consultant Contract Amendment.** Freeman-Manzanares presented for consideration a contract amendment for additional services with Jason Robertson and Company for the Long Range Plan and IT Road Trip project.

Intercity Transit determined a need to hire a consultant to assist in engaging the community to help define the future of public transportation in our region. After a competitive selection process, the Authority approved a contract with Jason Robertson and Company in November 2016. The initial contract amount was \$65,000 to pursue and complete the first round of public engagement and reporting of what

we branded as the IT Road Trip. This was supplemented by a \$20,000 amendment to complete a very robust public outreach process.

Since November 2016, Jason has provided direct support for the strategic planning and public participation plan developed as part of the short and long range planning process. This included the agency's most successful outreach effort and resulted in significant community participation including 3,500 participants and over 10,000 unique comments related to the future of public transportation services. Jason's support with developing the plan, reporting to the community and facilitating the ITA's review of goals, objectives and strategies has been extremely valuable in working the planning process.

Since the outcome of the initial phase of community engagement was unknown, staff had intended to come back to the Authority requesting additional funding for further phasing. This was anticipated and included in the 2018 budget.

This request is to support the next phases of the community engagement "IT Road Trip" and the long range plan. The estimated cost of the additional support services is estimated not-to-exceed \$60,000.

The next round of engagement is expected to reach a large number of community participants and the response to future service options is expected to be a major component of finalizing the long-term strategies for Intercity Transit's Long Range Plan.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to authorize the General Manager to increase the total contract not-to-exceed amount with Jason Robertson and Co. by an additional \$60,000 to provide professional services related to the Long Range Plan and IT Road Trip project.

D. Strategic Plan Goals and End Policies. Freeman-Manzanares introduced the 2018 strategic planning process which begins with a review of the Goals and End Policies.

The following are the 2018-2023 goals and end policies:

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

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

Authority Recommendation: No Change.

Goal 2: Provide outstanding customer service.

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

Authority Recommendation: No Change.

Goal 3: Maintain a safe and secure operating system.

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

Authority Recommendation: No Change.

Goal 4: Provide responsive transportation options within financial limitations.

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

Authority Recommendation: No Change.

- Cox how do you define responsive transportation options
- Messmer said a responsive example is the short range changes that we're making; see there is a need in an area and try to respond to those while trying to remain neutral.
- Carmody responsive should include requests for new technology and responding to those requests (i.e. cloud-based accounting, need to respond to those requests.).
- Melnick responsive to customers and technology if it's available.

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

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

Authority Recommendation: No Change.

Goal 6: Encourage use of our services.

End Policy: Educate and encourage community members to explore and appreciate the benefits of our services and programs.

Intercity Transit Authority Regular Meeting

May 16, 2018

Page 7 of 9

Authority Recommendation: Change end policy to read: “Educate and encourage community members to explore, **appreciate and utilize** the benefits of our services and programs.”

Goal 7: Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.

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

Authority Recommendation: No Change.

GENERAL MANAGER’S REPORT

A debrief with the FTA was held on Friday, May 11 regarding the 5339 Grant for \$12M for Pattison Street Rehabilitation and Expansion Project. Intercity Transit received six highly recommends, which is the most an applicant can receive. The requests for funds far outweigh available dollars so they focused on awarding to as many grantees as possible. Ten systems in Washington State all received \$1,375,000 regardless of their ask.

The Planning staff has been hard at work conducting open houses and obtaining public comment regarding the proposed service changes. The majority of comments are coming from intercept surveys at the Olympia and Lacey Transit centers. A total of 37 official comments have been received for the short-range plan.

The International Rodeo took place at the APTA Bus and Paratransit Conference and several Intercity Transit staff participated in the competition. Out of 43 maintenance teams, Intercity Transit came in 13th; out of 88 Operators eligible to compete, IT Operator, David Randall took 8th place; Rob Wood took 2nd in the International competition. Out of all of the teams, Intercity Transit rated 7th in the nation combined.

The 42nd Annual Public Transportation Conference and Expo is being held August 18 – 22 in Kennewick, WA.

Development Director, Eric Phillips, was selected to the Board of Trustees for Morningside.

Intercity Transit was invited as a stakeholder with the Yelm Stakeholder Advisory Committee.

Transit Appreciation Day is Friday, August 10 and the theme is “Because You Rock, We Roll.”

IT was invited to attend the Editorial Board on June 20, 2018. Sullivan, Cox and Gilman will attend to represent their jurisdictions as well as Intercity Transit.

AUTHORITY ISSUES

Carmody wants Intercity Transit to offer bus pass purchases online. On May 11, she tried to buy a bus pass online and couldn't because that capability doesn't exist. She went to Tim's Pharmacy to purchase a pass; however, there were no signs outside indicating passes are sold there. After walking to the back of the store she was able to purchase a pass but they don't take credit cards; and they don't prorate - she had to pay for the entire month of May; and she received a handwritten receipt for her purchase.

Messmer said the new Tumwater Square project did not turn out as she had hoped. There are pedestrian "no crossing" signs which were being ignored and she felt individuals were not going to walk to, and utilize, the crosswalk. She felt the project was poorly designed by the City of Tumwater.

Gilman said the Mayor of Paris announced that the entire metro area will no longer collect fares from riders on the transit system. They are looking at this as a carbon reduction and a parking mitigation for their area. While the Smartphone app is a good idea the cost could end up costing more with the combination of hardware/software and the processing fees.

Melnick said Freeman-Manzanares and Councilmember Cox received an invitation to speak to the Democratic Study Group about transit.

Warner participated in a number of outreach events in Yelm and Olympia, and he spent time at the Olympia Transit Center and he said that was very informative. He spoke with many riders to get their feedback. He said the more staff and Authority educate people lowers the level of negativity. And he encourages the Authority to attend the Public Transportation Conference in August.

Warner found a news article in the News Tribune about Pierce Transit's project using Lyft to deal with the first/last mile issue. Here is the link to that article: Need a Lyft? Free ride service to transit centers coming to these areas.

<http://www.thenewstribune.com/news/local/community/puyallup-herald/article211187584.html>

Sullivan said the Tumwater Community Summit will be held at 5 p.m. May 17 at Tumwater Middle School and they will discuss poverty and homelessness. The keynote speaker is Doctor Donna Beegle.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to adjourn the meeting at 7:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 6, 2018.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
May 23, 2018

CALL TO ORDER

Chair Sullivan called the May 23, 2018, public hearing 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 Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; County Commissioner John Hutchings; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Members Excused: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Paul Koleber; Rob LaFontaine; Jim Merrill; Carolyn Newsome; Eric Phillips; Rena Shawver; Nancy Trail; Ally McPherson; Nicky Upson; Steve Swan; and Brian Nagel.

Others Present:

APPROVAL OF AGENDA

It was M/S/A by WARNER and MELNICK to approve the agenda as presented.

Chair Introductions: Chair Sullivan welcomed attendees for public comment and thanked them for taking the time to appear at the meeting. She introduced IT Planning Manager Rob LaFontaine and asked him to speak briefly to the proposed service change process.

Rob LaFontaine introduced himself and indicated the public outreach process for the proposed service changes launched early May and will continue through June 20. The proposed changes were developed utilizing a significant amount of ridership data as well as portions of the IT Road Trip outreach process. Most riders are aware that there are challenges with on-time performance due primarily to increasing traffic congestion. Recalibrating to achieve on-time performance is the primary goal the agency is trying to accomplish. The agency seeks to improve the speed and reliability of bus service. The proposal is intended to be a budget neutral proposal with no impact on the current budget.

La Fontaine provided a recap of the outreach process including the website launch, two open houses thus far with one in Yelm and the other in Olympia. Two more open

Intercity Transit Authority Special Meeting

May 23, 2018

Page 2 of 7

houses are scheduled in Lacey on May 30 and in Tumwater on June 4. Staff has done eight passenger intercepts in teams of three at the LTC, OTC, SPSCC and Tumwater Square. The intercepts are face to face conversations with riders encouraging them to provide feedback and informing them of the different ways to do so. The agency has received approximately 70 comments and staff is learning quite a bit from the comments. It is important to recognize that the bus schedules are under development during this process and the comments are helping design the bus schedules.

LaFontaine indicated some of the comments regarding routes 68 and 13 have made it clear that we need to clarify the proposed changes. Under the proposal, route 13 would not change. Timed transfers between route 68 and route 13 at Tumwater Square will be available. Those who use route 68 to the Capitol Campus would still be able to use the route. The other element to address is regarding Express Service between Thurston and Pierce counties. The proposal suggests Express Service to the Tacoma Dome Station be discontinued. The comments could very well trigger a second review of the data and the possibility of an amendment going out to the public for additional feedback.

Karen Messmer – inquired if speakers had a time limit.

Debbie Sullivan – responded that comments should be limited to 5 minutes. She indicated that people would be called in the order they signed in to speak. If someone hadn't signed up they would still be allowed to speak.

John Hutchings – asked what the process would be going forward.

Rob LaFontaine – indicated staff will continue to review and consider customer comments, as well and reach out for more public engagement, as we move towards the June 20th deadline. Staff will continue to keep the Authority apprised throughout the public engagement process. Staff will work on final recommendations and present them to the ITA for consideration at their July 18 meeting. The proposal would take effect on September 23.

PUBLIC HEARING - September 2018 Proposed Bus Service Changes

Chair Sullivan opened the public hearing at 5:38 pm

Emily Rogers - indicated she has lived in the area for 12 years and has ridden IT since the first day she moved here and is a seasoned bus rider. Her comments are centered around route 68. Her entire working life she has gone to the capitol every day to do advocacy work with the state legislature. They chose their home based on its proximity to the Capitol Campus. Adding a transfer for a disabled person is not convenient. People are rushing on and off, and it takes her a few extra minutes to get off. She needs the bus to wait, and when it is raining and dark and terrible weather it is even harder.

Intercity Transit Authority Special Meeting

May 23, 2018

Page 3 of 7

The transfer might mean she has to cross the street and that is hugely inconvenient and time consuming. This change might cause folks not to ride the bus. During the morning the 68 has a lot of state employees because of the huge building next to the capitol and the lack of parking. People may not be inclined to transfer buses if that is the decision that is made. She wants it on the record that transferring to the 13 makes it harder for people who do it every day during the legislative session.

Michael Rogers – stated there are two wheel chair spots on a bus. If forced to transfer from route 68 to route 13, if there is already two wheel chairs then someone is waiting. If there is someone there he would be in trouble. If his wife is trying to get to a hearing at the Capitol Campus then she misses the hearing that is her job and that is a big deal. He continued with some comments on the changes to Express Service. He works for the Mariner's on Friday, Saturday and Sunday and he isn't able to get to work without the bus. Now people will have to go to Lacey to go to Tacoma. People that take the bus understand a lot about asking for the 3 minute window all the time. He asks for it every Saturday as it is. This means that he barely makes it by a 3 minute window each time. Making a timed connection is difficult, and now that will be the same on route 13. He loves riding the bus and rides it a lot. He suggested adding to the OneBusAway app something that notifies disabled passengers if there is a mobility spot available on the next bus. He asked for the agency to please rethink the changes for September.

Dale Johnson –indicated he is a resident of St. Francis house on 12th Avenue, and he was speaking to the discontinued stop at their building. He hasn't owned a car for 10 years and has used the bus the entire time. He moved from downtown to St. Francis three years ago and frequently uses that stop. It has service from 10:30 am to 2:30 pm on weekdays. He makes a connection in Tumwater with route 12, and has no worries as long as it stops at Rural Road and Trosper Road. He is 83 and appreciates that very much. He hopes the agency will reconsider removing the St. Francis stop.

Julie Hustoft – stated that she'd been riding the bus for 30 years. Her biggest concern is the proposed changes to route 68 and 13 to get to work and home. One thing about route 68 that she likes is the fact it will be going to the mall. What she doesn't like is that she will now have to transfer at Tumwater Square, especially if the transfer window is an issue. Her biggest concern is that the transfer is easy from route 68 to route 13. She has kids and they will be going to college soon at SPSCC and transportation there will be an issue. She suggested additional signage and to have staff on hand to help students navigate any changes to eliminate any confusion. She added that she is very happy with the proposed changes to the 62.

Bud Larsen – indicated he lives at Affinity on Kaiser and 7th and that he had been trying to get bus service there for a few years. Affinity is a 55 and older community and there are 170 residents. Many are giving up their cars and would ride the bus if there was service. He complimented the agency on the potential changes to route 47 adding that

Intercity Transit Authority Special Meeting

May 23, 2018

Page 4 of 7

extending it to that area will make a lot of people happy. He has posted the proposal and hopes the agency will receive more comments. He thanked staff and wished them good luck.

Jim Weist – stated that he has been a resident of Olympia for 44 years, and now resides at the Avalon Point Apartments on Black Lake Blvd. He is a volunteer driver with Intercity Transit's Village Vans program and a frequent bus rider. He thanked staff for doing such a great job with service. He is concerned about the changes to route 47 and elimination of stops on Black Lake Blvd. Having the bus make a left turn into the mall at Capital Place seems to be a risky venture. He understands staff is trying to minimize duplication from Harrison on Black Lake to Kenyon. He suggested having route 47 turn left off of Black Lake to 4th Avenue and then to Kenyon. This would also save some traffic lights as well. People at Avalon and Capitol Place who board on 9th Avenue and Decatur aren't catching the 47 to go the mall, but to get off at the businesses along Harrison and Division. The mall is not as important to many of the riders as getting over to Harrison.

Blake Geyen – indicated the proposed service changes will serve NE Lacey and Willamette Drive including the Hawks Prairie Park & Ride which is good because there is a lot of new development. He does not support eliminating bus service to Pierce County. It would prevent riders traveling between Pierce and Thurston County and thinks they should add express bus service to Lacey. He indicated it is very challenging to travel from Pierce County to the Hawks Prairie area. It adds one hour of travel time each direction. The Express buses in Tacoma should serve more stops instead of having only one stop because it will make it harder to catch the bus. It would also increase the travel time to Olympia.

Diane Gilchrist – stated she is a frequent bus rider on route 612 from the Hawks Prairie Park & Ride to the Capitol Campus. The change will be better because now there is one route in the morning and one in the evening and she has to go in a half hour early and stay a half hour late. Currently there aren't very many options going to Hawks Prairie. Now she'll get to sleep longer. She also rides route 605 from Capitol Campus to Woodland Square Loop. The proposed changes to the 62A will help her son because he currently doesn't have a viable way to work. Intercity Transit does a really good job and it's obvious a lot of thought has gone into this and customer service is very good.

Sue Pierce – indicated she was there as a 16 year Olympia Express passenger. Her job moved to Tacoma and she followed along on the bus. She has to give credit and sympathy to staff for how difficult this process is because they've done a wonderful job. Most of the Express route riders are flexible and adaptable. They will look outside the regular route to find a way. When the final decision and implementation come along the trip planner may need extra batteries. She is happy to see that there is still some Express service available. Some riders are skeptical about the changes. She pointed out

Intercity Transit Authority Special Meeting

May 23, 2018

Page 5 of 7

that Sound Transit has link light rail that is free in Tacoma at 10th and Commerce. It might take folks a little getting used to. There are other Pierce Transit routes that are not free, but UW students have ID card and can ride. Other riders might have to think outside the box. Riders to Tacoma would love for the bus to stop each block but being reasonable and having a basic route people can count on matters most. Maybe staff will have some great ideas to battle the construction.

Lynn Larsen – stated that he has lived here since 1946 and has ridden the city buses a few times. There is a lot of development going on east of their home near Cabela's in the gateway area. He attended a City of Lacey meeting concerning the Marvin Road construction of the diverging diamond and has reviewed the City's comprehensive maps on residential development. There are a total of 750 apartments and 784 single family lots being built for a total of 1,534 new residents to the area. The growth is really dramatic and it might be worth considering service down to Carpenter Road on the 62.

Rick Walk – indicated he is the City of Lacey Director of Community Development and wanted to compliment staff on their outreach efforts for the potential service changes. It was a very robust effort. He advised that he had entered a letter into the record with the clerk. He appreciates the opportunity to share remarks on behalf of the City. There has been a lot of growth in the NE Lacey area in last 15-20 years. Over 3,000 units and 4.8M square feet of non-residential industrial building constructed. That has added 4,000 employees to the area. They are starting to see a lot of need for transit service. Walk indicated Lacey supports the proposed changes for route 62A. The route is really well laid out and it will service a lot of jobs along way, along with medical services. The other comment on behalf of the City is for continued service at the Martin Way Park & Ride. The City would also like staff to consider continued service to the Hawks Prairie Park & Ride. It is a great location and is heavily used by vanpoolers and others. Over 20,000 people commute north for work. The City and would like to request more consideration on that stop going forward. They would like to promote continued engagement with Pierce Transit to collaborate and help fund service to Pierce County. It is important for Pierce Transit to be at the table and continue dialogue on funding. Intercity Transit has picked up the ball and the City of Lacey appreciates everything they have done to continue service in that respect. He looks forward to the route changes and continuing to work with Intercity Transit and the board and staff for long term solutions as the area continues to grow. He thanked the Authority for their time and effort on this.

Walter Smit – stated that he is a student at UWT and a member of CAC. He indicated the potential changes seemed reasonable and felt staff was putting a sincere effort into the ideas. He added that he is currently taking Environmental Ethics and he questions what type of fuel is best to lower environmental impact going forward. Some people choose to ride the bus instead of driving their personal vehicles. Environmentally friendly fuel encourages ridership and people are more likely to ride the bus when their

Intercity Transit Authority Special Meeting

May 23, 2018

Page 6 of 7

impact feels good. His secondary concern is the potential adverse impact of an electric vehicle on the environment involving the batteries. He advocates for a lower environmental impact.

Janice Hughes – indicated she has been riding bus for years and will be impacted by the potential changes to routes 12 and 68. She takes the bus to the Capitol Campus and doesn't want to go via downtown to get there. She took time to review the changes and suggests instead of having route 12 go up to Tumwater Square and then loop around to go back down and serve the folks going to SPSCC and then it doesn't cut off the current route 12 users who want to go that mile and half. Going all the way around the lake and back up would not be convenient. Tumwater Square to Capital Blvd would only be one bus and having everyone get off could overload some buses. This would eliminate a lot of the negative feedback. Adding the transfer will make her 12 -20 minute commute nearly 45 minutes.

Loren Robbins – thanked the Authority for the opportunity to come in and speak. She indicated she is with Pac Mtn. Workforce and they assist people finding jobs. Transportation is a big part of the issue and adding service to NE Lacey will make a huge difference. Nearly 25% of those on work release could be employed right now if there was transportation out to that area. This serves not only them but other customers who are limited by transportation. The new route will open a lot of opportunities. She asked staff to keep in mind that there will be different shifts for people so a large span of service and high level of frequency will help.

Chair Sullivan closed the public hearing at 6:29 p.m.

Chair Sullivan added the agency will continue taking comments and they can be submitted in writing via the website. A decision will be made at the Authority meeting on July 18. It is possible there could be some adjustments and things may look a little bit different than what they do at this meeting. The comments help the Authority make a better decision. These are difficult and complicated issues and funds are limited. These changes are considered revenue neutral. The agency wants to better meet the needs of our citizens in the best possible way. These discussions have been going for a year and half to make improvements to the system and get citizens where they need to go. Thank you so much for taking the time to help us make an informed decision. Your participation is highly valued.

ADJOURNMENT

It was M/S/A by WARNER and MELNICK to adjourn the public hearing at 6:33 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Nancy Trail
Acting Clerk to the Authority

Date Approved: June 6, 2018

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

0	04/15/18-04/28/18			PAYDATE	5/4/2018	PERIOD DATES:	04/29/18-05/12/18			PAYDATE	5/18/2018
	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		64,414.94		IRS	FIT	EFT		75,969.49	
	MT	EFT		22,504.28	86,919.22		MT Medicare	EFT		23,909.79	99,879.28
				0.00	0.00					0.00	0.00
INS	D3/DI	Disability Ins		2,381.58	0.00	INS	D3/DI	Disability Ins		2,410.25	0.00
HEALTH	HE/HI/SP/TB	Health In1stN2ND		178,074.50	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND		178,743.30	0.00
				487.50	0.00					0.00	0.00
				0.00						0.00	
GARNISHMENT	GN/08	Garnish	CHECK last	507.05		GARNISHMENT	GN/08	Garnish	CHECK last	214.15	
CHILD SUPPORT	CS/09	DSHS	EFT	3,215.08	3,215.08	CHILD SUPPORT	CS/09	DSHS	EFT	3,504.58	3,504.58
				0.00	0.00					0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,860.80	10,860.80	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,910.80	10,910.80
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,468.70	15,468.70	DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	15,041.25	15,041.25
GET	GT/63	G.Ed.Tult	Check every	100.00		GET	GT/63	G.Ed.Tult	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	44,938.60		401K	DC/97	Vgrd EE	Wire	47,702.50	
VANGUARD	DC/22	Vgrd ER	Wire	31,207.88	76,146.48	VANGUARD	DC/22	Vgrd ER	Wire	33,531.16	81,233.66
LOAN	L2/29	401k Ln#2	Wire	5,116.01		LOAN	L2/29	401k Ln#2	Wire	5,233.98	
LOAN	LN/29	401k Ln #1	Wire	8,455.33	13,571.34	LOAN	LN/29	401k Ln #1	Wire	8,361.89	13,595.87
	TTL VNGRD			89,717.82			TTL VNGRD			94,829.53	
LABOR INS	LI/02	L&I	EFT Quarterly	30,303.87		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,739.42	
MACHINISTS	MD/51	Mch.UnDues	Check last	1,528.83		MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,529.17	
UNION DUES	MI/52	Mac.Initltn	Check last	90.75		UNION DUES	MI/52	Mac.Initltn	Check last	90.75	
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00	
				0.00						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	462.00		PROJECT ASSIST	PA/66	Proj.Assist	Check last	459.00	
PENSION	PN/04	PERS EE	EFT	58,942.16	0.00	PENSION	PN/04	PERS EE	EFT	61,447.39	0.00
STATE	PN/04	PERS ER	EFT	101,612.19	160,554.35	STATE	PN/04	PERS ER	EFT	106,082.61	167,530.00
PERS	TTL PERS			160,554.35		PERS	TTL PERS			167,530.00	
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	282.40	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	282.40	0.00
ICMA	RC/24	ICMA EE	WIRE	5,703.40		ICMA	RC/24	ICMA EE	WIRE	6,097.54	
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	1,488.78	1,771.18	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,539.01	1,821.41
ICMA	RR/25	ICMA ER	WIRE	2,931.53	8,634.93	ICMA	RR/25	ICMA ER	WIRE	3,181.85	9,279.39
	TTL ICMA			10,406.11	10,756.11		TTL ICMA			11,100.80	11,450.80
457 STATE	SD/26	457 ST EE	EFT	15,431.24		457 STATE	SD/26	457 ST EE	EFT	15,861.13	
DEFERRED	SR/27	457 ST ER	EFT	8,547.80	23,979.04	DEFERRED	SR/27	457 ST ER	EFT	8,789.69	24,650.82
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	4,976.81	4,976.81	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	4,800.86	4,800.86
ATU	UC/45	Un COPE	Check 1st	265.00		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	618.00	
	UD/42	Un Dues	Check last	6,019.01			UD/42	Un Dues-BOTH PP	Check last	6,000.37	
	UI/41	Un Initltn	Check last	160.00			UI/41	Un Initltn- 100.00 PEREE	Check last	160.00	
	UT/43	Un Tax	Check last	3,157.00			UT/43	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW/62	United Way	Check last	337.50		UNITED WAY	UW/62	United Way	Check last	319.50	
WELLNESS	WF/64	Wellness	Check last	329.00		WELLNESS	WF/64	Wellness	Check last	327.09	
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		496,835.14	496,835.14	DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every	528,701.23	528,701.23
LIVE CHECKS	Paychecks			7,607.47		LIVE CHECKS	Paychecks - LIVE CHECKS			8,779.97	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$903,548.07		TOTAL TRANSFER (tie to Treasurer Notifications)				\$961,564.15
	TOTAL PAYROLL*:			\$1,135,409.13			TOTAL PAYROLL*:			\$1,192,055.12	
GROSS WAGE	GROSS EARNINGS:			802,190.50		GROSS WAGE	GROSS EARNINGS:			850,527.07	
ER AMOUNT	EMPR MISC DED:			321,966.49		ER AMOUNT	EMPR MISC DED:			329,573.04	
MEDICARE TAX	EMPR MEDICARE TAX:			11,252.14		MEDICARE TAX	EMPR MEDICARE TAX:			11,955.01	
										0.00	
	TOTAL PAYROLL FOR FEB 2018				\$1,135,409.13		TOTAL PAYROLL*:				\$1,192,055.12
							TOTAL				\$2,327,464.25
DIRECT DEP.	ACH WIRE TOTAL			523,429.64		DIRECT DEP.	ACH WIRE TOTAL			554,918.28	

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/4/2018

Thru Date: 5/4/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24770	5/4/2018	01250	A+ SERVICES	\$7,963.79	
24771	5/4/2018	06740	COMMUNITY TRANSPORTATION ASSOCIATIO	\$1,450.00	
24772	5/4/2018	09960	FOREMAN BENJAMIN T III	\$540.00	
24773	5/4/2018	10477	GALLS, LLC	\$955.79	
24774	5/4/2018	10642	GHA Technologies, Inc	\$2,538.58	
24775	5/4/2018	11909	JAYRAY ADS & PR INC	\$12,098.30	
24776	5/4/2018	13512	LESLIE J WILLIAMSON	\$3,075.00	
24777	5/4/2018	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$5,327.00	
24778	5/4/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$12,594.69	
24779	5/4/2018	18610	STEPHAN J PARROTT	\$725.00	
24780	5/4/2018	21750	THURSTON COUNTY CHAMBER	\$2,000.00	
Total:				\$49,268.15	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/11/2018

Thru Date: 5/11/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24789	5/11/2018	01405	ADVANCE GLASS INC	\$48.09	
24790	5/11/2018	01480	AIR FLOW SYSTEMS INC	\$1,025.51	
24791	5/11/2018	01733	ALPHA GRAPHICS	\$459.79	
24792	5/11/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$16,598.12	
24793	5/11/2018	02060	AMERISAFE	\$75.08	
24794	5/11/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$146.92	
24795	5/11/2018	02380	ARAMARK UNIFORM SERVICES	\$1,013.44	
24796	5/11/2018	02580	ASSOCIATED PETROLEUM	\$47,227.70	
24797	5/11/2018	02825	AUTO PLUS - OLYMPIA	\$34.95	
24798	5/11/2018	02990	B&B SIGN COMPANY LLC	\$89.09	
24799	5/11/2018	03250	BATTERY SYSTEMS, INC	\$561.24	
24800	5/11/2018	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
24801	5/11/2018	05740	CED	\$190.45	
24802	5/11/2018	06060	CITY OF OLYMPIA	\$430.00	
24803	5/11/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$912.21	
24804	5/11/2018	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$297.38	
24805	5/11/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
24806	5/11/2018	07220	CUMMINS NORTHWEST INC	\$29,765.53	
24807	5/11/2018	08060	DON SMALL AND SONS OIL	\$215.67	
24808	5/11/2018	08780	EMERALD SERVICES INC	\$13,079.10	
24809	5/11/2018	10285	FTE NEWS MAGAZINE	\$400.00	
24810	5/11/2018	10477	GALLS, LLC	\$664.86	
24811	5/11/2018	10607	GENUINE AUTO GLASS OF LACEY	\$949.42	
24812	5/11/2018	10621	GERBER - BOYD GROUP U S INC	\$466.09	
24813	5/11/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24814	5/11/2018	10660	GILLIG LLC	\$13,070.22	
24815	5/11/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
24816	5/11/2018	10759	GORDON TRUCK CENTERS INC	\$4,112.03	
24817	5/11/2018	11205	HEATHCO INTERNATIONAL	\$325.00	
24818	5/11/2018	11422	HUNG RIGHT DOORS LLC	\$52.21	
24819	5/11/2018	11865	ISLAND SUPERIOR AIR FILTER	\$620.22	
24820	5/11/2018	12845	KNIGHT FIRE PROTECTION	\$224.13	
24821	5/11/2018	13366	LANDAU ASSOCIATES INC	\$823.34	
24822	5/11/2018	14160	MCMASTER-CARR SUPPLY CO.	\$70.81	
24823	5/11/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$428.30	
24824	5/11/2018	14750	MULLINAX FORD	\$2,059.09	
24825	5/11/2018	14900	NAPA AUTO PARTS	\$0.00	<input checked="" type="checkbox"/>
24826	5/11/2018	14900	NAPA AUTO PARTS	\$706.41	
24827	5/11/2018	15140	NISQUALLY TOWING SERVICE	\$546.00	
24828	5/11/2018	15203	NORTHWEST CASCADE INC	\$10,391.92	
24829	5/11/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$3,720.86	
24830	5/11/2018	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$134.87	
24831	5/11/2018	15535	OLYMPIA COLLISION REPAIR	\$3,940.72	
24832	5/11/2018	16595	PACIFIC POWER GROUP LLC	\$1,391.11	
24833	5/11/2018	16820	PIERCE COUNTY SECURITY	\$18,191.14	
24834	5/11/2018	17290	PUGET SOUND ENERGY	\$15,130.45	
24835	5/11/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
24836	5/11/2018	17420	R&R TIRE COMPANY, INC.	\$1,453.51	
24837	5/11/2018	17505	RAINIER DODGE INC	\$1,018.13	
24838	5/11/2018	17560	RE AUTO ELECTRIC INC	\$602.36	
24839	5/11/2018	17824	S & A SYSTEMS INC	\$222.52	
24840	5/11/2018	17900	SCHETKY NW SALES INC	\$23,157.14	
24841	5/11/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$3,245.36	
24842	5/11/2018	18145	SIX ROBBLEES INC	\$37.38	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/11/2018

Thru Date: 5/11/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24843	5/11/2018	18197	SMART TALENT LLC	\$1,840.00	
24844	5/11/2018	18470	SPORTWORKS NORTHWEST INC	\$165.73	
24845	5/11/2018	18711	SUNSET AIR INC	\$417.52	
24846	5/11/2018	18735	SUSTAINABLE SOUTH SOUND	\$900.00	
24847	5/11/2018	18755	S-SQUARE TUBE PRODUCTS	\$3,506.25	
24848	5/11/2018	21660	THERMO KING NORTHWEST	\$231.18	
24849	5/11/2018	21930	TIRES INC	\$2,699.76	
24850	5/11/2018	21950	TITUS-WILL CHEVROLET	\$2,983.94	
24851	5/11/2018	22010	TOYOTA OF OLYMPIA	\$177.60	
24852	5/11/2018	22420	TUMWATER PRINTING	\$2,069.10	
24853	5/11/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24854	5/11/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$123,659.49	
24855	5/11/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$38,251.32	
24856	5/11/2018	23660	UNITED WAY OF THURSTON COUNTY	\$647.00	
24857	5/11/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24858	5/11/2018	24750	WA ST GET PROGRAM	\$200.00	
24859	5/11/2018	25380	WASHINGTON GARDENS	\$315.52	
24860	5/11/2018	26700	ZEIGLER'S WELDING	\$3,769.92	
Total:				\$420,469.12	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/14/2018

Thru Date: 5/14/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24861	5/14/2018	04060	BUD CLARY TOYOTA OF YAKIMA	\$247,115.76	
24862	5/14/2018	07619	DAVID S FOSTER	\$1,750.00	
24863	5/14/2018	11943	JOANNA GRIST	\$1,750.00	
24864	5/14/2018	18668	DENNIS STUMPP MD MS	\$1,912.50	
Total:				\$252,528.26	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/18/2018

Thru Date: 5/18/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24871	5/18/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$16,114.38	
24872	5/18/2018	01820	AMERICAN DRIVING RECORDS INC	\$268.38	
24873	5/18/2018	02990	B&B SIGN COMPANY LLC	\$136.98	
24874	5/18/2018	04060	BUD CLARY TOYOTA OF YAKIMA	\$123,556.88	
24875	5/18/2018	05320	CAPITOL CITY PRESS INC	\$498.55	
24876	5/18/2018	10477	GALLS, LLC	\$1,409.71	
24877	5/18/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$428.30	
24878	5/18/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$1,258.66	
24879	5/18/2018	22325	TTL PARTNERS LLC	\$3,363.00	
24880	5/18/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
24881	5/18/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$12,935.98	
24882	5/18/2018	23660	UNITED WAY OF THURSTON COUNTY	\$657.00	
24883	5/18/2018	24750	WA ST GET PROGRAM	\$100.00	
Total:				\$160,727.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/25/2018

Thru Date: 5/25/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24884	5/25/2018	01398	ADVANCE AUTO PARTS-OLYMPIA	\$359.01	
24885	5/25/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
24886	5/25/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$100.95	
24887	5/25/2018	02380	ARAMARK UNIFORM SERVICES	\$1,258.64	
24888	5/25/2018	02580	ASSOCIATED PETROLEUM	\$69,663.39	
24889	5/25/2018	03250	BATTERY SYSTEMS, INC	\$3,184.70	
24890	5/25/2018	04060	BUD CLARY TOYOTA OF YAKIMA	\$247,115.76	
24891	5/25/2018	04120	BUILDERS HARDWARE CO	\$416.70	
24892	5/25/2018	05610	CAYAN LLC	\$171.25	
24893	5/25/2018	05740	CED	\$254.11	
24894	5/25/2018	06060	CITY OF OLYMPIA	\$8,000.30	
24895	5/25/2018	06120	CITY OF OLYMPIA UTILITIES	\$3,764.19	
24896	5/25/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$477.04	
24897	5/25/2018	07220	CUMMINS NORTHWEST INC	\$0.00	✓
24898	5/25/2018	07220	CUMMINS NORTHWEST INC	\$3,310.85	
24899	5/25/2018	07660	DAYTECH LIMITED	\$6,800.00	
24900	5/25/2018	10180	FREEDMAN SEATING CORPORATION	\$80.33	
24901	5/25/2018	10477	GALLS, LLC	\$1,671.61	
24902	5/25/2018	10580	GENE'S TOWING INC	\$327.57	
24903	5/25/2018	10605	GENFARE	\$72.55	
24904	5/25/2018	10607	GENUINE AUTO GLASS OF LACEY	\$1,002.87	
24905	5/25/2018	10621	GERBER - BOYD GROUP U S INC	\$3,881.14	
24906	5/25/2018	10660	GILLIG LLC	\$0.00	✓
24907	5/25/2018	10660	GILLIG LLC	\$20,589.74	
24908	5/25/2018	10759	GORDON TRUCK CENTERS INC	\$5,780.53	
24909	5/25/2018	10863	GRAYS HARBOR TRANSIT	\$272.00	
24910	5/25/2018	11615	INDUSTRIAL HYDRAULICS INC	\$75.05	
24911	5/25/2018	11702	INSPECTORATE AMERICA CORPORATION	\$2,381.69	
24912	5/25/2018	11895	J&I POWER EQUIPMENT INC	\$8.17	
24913	5/25/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOV	\$1,011.75	
24914	5/25/2018	13475	LEGACY POWER SYSTEMS	\$14,100.48	
24915	5/25/2018	13555	LIBBY ENVIRONMENTAL, LLC	\$525.00	
24916	5/25/2018	13661	LOOMIS	\$3,194.78	
24917	5/25/2018	13850	MASON TRANSIT AUTHORITY	\$817.00	
24918	5/25/2018	14590	MOHAWK MFG & SUPPLY	\$150.48	
24919	5/25/2018	14750	MULLINAX FORD	\$524.33	
24920	5/25/2018	14760	MUNCIE TRANSIT SUPPLY	\$65.53	
24921	5/25/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$3,440.22	
24922	5/25/2018	15140	NISQUALLY TOWING SERVICE	\$828.00	
24923	5/25/2018	15203	NORTHWEST CASCADE INC	\$537.25	
24924	5/25/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$628.02	
24925	5/25/2018	15535	OLYMPIA COLLISION REPAIR	\$1,914.83	
24926	5/25/2018	16490	PACIFIC DISPOSAL INC	\$653.41	
24927	5/25/2018	17391	QUALITY MUFFLER & BRAKE	\$216.45	
24928	5/25/2018	17505	RAINIER DODGE INC	\$1,292.38	
24929	5/25/2018	17741	ROGNLIN'S INC	\$539,672.72	
24930	5/25/2018	17795	ROUTEMATCH SOFTWARE INC	\$13,731.25	
24931	5/25/2018	17900	SCHETKY NW SALES INC	\$828.48	
24932	5/25/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$3,136.97	
24933	5/25/2018	17980	Sebris Busto James	\$240.00	
24934	5/25/2018	18197	SMART TALENT LLC	\$1,558.72	
24935	5/25/2018	18510	SRG PARTNERSHIP INC	\$60,536.33	
24936	5/25/2018	18530	STANDARD PARTS CORP	\$521.75	
24937	5/25/2018	18651	STORMANS (LICENSING)	\$1,490.75	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 5/25/2018

Thru Date: 5/25/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24938	5/25/2018	21660	THERMO KING NORTHWEST	\$505.36	
24939	5/25/2018	21930	TIRES INC	\$13,293.90	
24940	5/25/2018	21950	TITUS-WILL CHEVROLET	\$1,810.45	
24941	5/25/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$76.15	
24942	5/25/2018	22010	TOYOTA OF OLYMPIA	\$111.25	
24943	5/25/2018	24000	W W GRAINGER INC	\$397.45	
24944	5/25/2018	24755	WA ST HEALTH CARE AUTHORITY	\$363,356.13	
24945	5/25/2018	25858	WESTCARE CLINIC LLC PS	\$425.00	
24946	5/25/2018	26800	ZUMAR INDUSTRIES INC	\$120.28	
Total:				\$1,416,649.79	

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
12455 KARKOSKI, KEVIN										
00	TRAVEL 4/22-4/24	DI	5/4/2018			189.66	189.66	189.66		189.66
14385 MESSMER, PAT										
00	TRAVEL 04/22-04/24	DI	5/4/2018			38.00	38.00	38.00		227.66
16785 PHILLIPS, ERIC										
00	TRAVEL 04/19-04/25	DI	5/4/2018			1,211.39	1,211.39	1,211.39		1,439.05
17528 RANDALL, DAVID										
00	TRAVEL 5/4/18-5/9/18	DI	5/4/2018			224.18	224.18	224.18		1,663.23
18218 SMITH, HEATHER										
00	TRAVEL ON 03/28/18	DI	5/4/2018			87.20	87.20	87.20		1,750.43

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
06487 COIT, SUZANNE										
00	05/05-05/09 TRAVEL	DI	5/18/2018			396.18	396.18	396.18		396.18
08430 DUDEK DAVID										
00	05/04-05/09 TRAVEL	DI	5/18/2018			22.00	22.00	22.00		418.18
10755 GONZALES, GILBERT										
00	05/02-05/04 TRAVEL	DI	5/18/2018			85.00	85.00	85.00		503.18
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018MAY	DI	5/18/2018			921.00	921.00	921.00		1,424.18
11775 INTERCITY TRANSIT WELLNESS										
00	2018MAY	DI	5/18/2018			656.09	656.09	656.09		2,080.27
14875 Nagel, Brian										
00	04/19 TRAVEL	DI	4/19/2018			126.14	126.14	126.14		2,206.41
16785 PHILLIPS, ERIC										
00	05/02-05/04 TRAVEL	DI	5/18/2018			366.56	366.56	366.56		2,572.97
22055 TRAIL, NANCY										
00	05/09-05/11 TRAVEL	DI	5/18/2018			134.86	134.86	134.86		2,707.83
26206 WOOD, ROBERT D.										
00	05/04-05/09 TRAVEL	DI	5/18/2018			903.37	903.37	903.37		3,611.20

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
10205 FREEMAN-MANZANARES ANN										
00	l ravMay4-14	DI	5/25/2018			1,592.78	1,592.78	1,592.78		1,592.78
14292 MEADOR, STEPHANIE C.										
00	travMay2-4	DI	5/25/2018			273.91	273.91	273.91		1,866.69

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 6, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel November 21, 2018 Authority Meeting

-
- 1) **The Issue:** Cancel the November 21, 2018, regular meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, November 21, 2018, regular meeting as it falls the day before the Thanksgiving Day holiday.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
-
- 4) **Background:** This meeting is scheduled for the evening prior to the Thanksgiving holiday. With proper notice, staff can plan appropriately to insure all Authority business is addressed in a timely fashion.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the November 21, 2018, Regular meeting.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Leslie Huff

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
E.J. Zita

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, June 1, 2018

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

Consent Calendar

ACTION

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

- Approval of Minutes – May 4, 2018
- Approval of Vouchers – May 2018

2020-2022 STP, TAP, and CMAQ Federal Transportation Funding Call for Projects Grants

1st REVIEW

TRPC's Call for Projects closed on April 27. The agency received twelve Surface Transportation Program (STP), eight Transportation Alternatives Program (TAP), and three Congestion Mitigation and Air Quality Improvement Program (CMAQ) federal grant proposals. Staff will brief TRPC and provide an overview of each proposal. The Transportation Policy Board will review and forward a funding recommendation to TRPC on June 13. TRPC will select priority proposals for grant funding on July 6, 2018.

Bylaws Recommendation

1st REVIEW

The Bylaws and Agreement Subcommittee met on April 9th and reviewed the Bylaws and Council Agreement. The subcommittee will present their recommended changes to the documents and ask for further input from the Council. The documents will be presented for adoption in July.

I-5 Near-Term Action

PRESENTATION

Staff will present an overview of the Washington Department of Transportation's (WSDOT) draft Near Term Action Agenda for I-5 between Mounts Road and Tumwater. WSDOT convened a variety of stakeholders last fall to identify a range of near-term solutions to improve the performance of I-5. In early 2018, TRPC, WSDOT Headquarters and Olympic Region entered into a partnership to expand the I-5 Dynamic Traffic model to have a tool to evaluate draft actions and develop refined strategies. Council will also have an opportunity to hear WSDOT's current plan for the \$550K I-5 funds and discuss the Council's priorities for next steps related to I-5.

Commute Trip Reduction/Transportation Demand Management

PRESENTATION

According to the Mobility Lab, Transportation Demand Management (TDM) "is the flip side of infrastructure. It focuses on understanding how people make their transportation decisions and helping people use the infrastructure in place for transit, ridesharing, walking, biking, and telework." Commute Trip Reduction, a statewide program created by the Legislature in 1991, does the same thing, but focuses efforts on commute trips. Staff will discuss how CTR/TDM works in the Thurston Region and how it supports the transportation system.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: June 6, 2018

FOR: Intercity Transit Authority
FROM: Eric C. Phillips, AICP, Development Director, 705.5885
SUBJECT: 2019-2022 Transportation Improvement Program Adoption

-
- 1) **The Issue:** Whether to adopt the 2019-2022 transportation improvement program (TIP) for projects with anticipated Federal funding over the next four years.
-
- 2) **Recommended Action:** Adopt the 2019-2022 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.
-
- 3) **Policy Analysis:** Federal grant guidelines require that the TIP be adopted by the governing body.
-
- 4) **Background:** The 2019-2022 Transportation Improvement Program (TIP) presented for consideration for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$70.9 million with \$56.8 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2019-2022 Transportation Improvement Program (TIP) at the May 16, 2018 ITA meeting. No formal written comments or public testimony was provided during the comment period or at the public hearing.

The agencies TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). The draft 2019-2022 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the *2017- 2022 Transit Development Plan*, and the *2018-2023 Strategic Plan*. Both of these documents are published and available on the agency website.

Program elements in the draft 2019-2022 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2019-2022
- Construction of Phase 2 - Pattison Expansion and rehabilitation project to include the Vanpool Service Center.
- Purchasing of heavy duty coaches (40) to replace ones that have been in service at or beyond their expected useful life;
- Purchasing of 142 replacement vanpool vans;

- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as transportation;
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services and capital replacement of vehicles within the Seattle- Tacoma Everett metropolitan area utilizing “earned share” formula funds for approved projects.

Projects identified in the draft TIP are subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2019-2022 TIP projects total more than \$70.9 million with more than \$56.8 million of federal funding planned/anticipated.

5) **Alternatives:**

- A. Adopt the 2019-2022 TIP as recommended. This will meet our local requirements for programming Federal funds.
- B. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit’s 2019 through 2022 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial limitations.”

8) **References:** Exhibit 1 – Proposed- *Final* 2019-2022 TIP

IT #	Project	2019	2020	2021	2022	TOTAL 2019-2022	Federal	Type	Local	Total	Project Status	
1 IT 1601	Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$4,400,000	\$4,400,000	\$4,400,000	\$4,400,000	\$17,600,000	\$14,080,000	Sec. 5307 IT Apportionment & PSRC Earned Share	3,520,000	17,600,000	Planned & Secured 5307	Anticipated Formula 5307/5339 Including PSRC Earned Share
2 IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,750,000	\$1,750,000	\$1,000,000	\$1,200,000	\$5,700,000	\$4,560,000	Sec. 5307 & PSRC Earned Share	1,140,000	5,700,000	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)	Secured & Anticipated PSRC 5307 Earned Share Funding
3 IT 1604	Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$195,000	\$185,000	\$0	\$185,000	\$565,000	\$488,725	FHWA (TAP) transfer to FTA	\$76,275	\$565,000	TRPC Awarded and planned Federal Funds	Awarded and Anticipated TRPC federal CMAQ/STP/TAP funds
4 IT 1605	Walk-N-Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$130,000	\$109,827	\$120,000	\$120,000	\$479,827	\$415,050	FHWA (CMAQ in 2016) transfer to FTA	\$64,777	\$479,827	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 20 CMAQ funds
5 IT 1901	Smart Corridors Phase II and Phase III	\$432,000	\$326,000	\$0	\$0	\$758,000	\$655,670	CMAQ - Regional award via TRPC	\$102,330	\$758,000	TRPC Awarded and planned Federal Funds	Awarded TRPC - CMAQ January 2018 and pre-award for 2020
6 IT 1701	Replacement, heavy duty coaches - order in 2019-2020	\$6,000,000	\$5,600,000	\$6,100,000	\$4,000,000	\$21,700,000	\$17,360,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$4,340,000	\$21,700,000	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
8 IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$8,200,000	\$15,900,000	\$0	\$0	\$24,100,000	\$19,280,000	State RMG & Sec. 5339 Federal (local Apportionment & PSRC)	\$4,820,000	\$24,100,000	DESIGN Funded, some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
Total Federal Funded Projects		\$21,107,000	\$28,270,827	\$11,620,000	\$9,905,000	\$70,902,827	\$56,839,445		\$14,063,382	\$70,902,827	Secured and Estimated Federal Funding Sources	

NOTES: Grant type: Sec. 5307/5339 & PSRC* 5307/5339 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.*Puget Sound Regional Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: June 6, 2018

FOR: Intercity Transit Authority
FROM: Rob LaFontaine, Planning Manager, 705-5832
Eric Phillips, Development Director, 705-5885
SUBJECT: Service Change Update

-
- 1) **The Issue:** Provide an update on agency activities, outreach efforts and customer comments received.
-
- 2) **Recommended Action:** For discussion only.
-
- 3) **Policy Analysis:** Any time there are meaningful changes that would impact our riders, our goal is to provide opportunities to review proposed changes and opportunities for the public to respond.
-
- 4) **Background:** Staff will provide an overview of agency activities related to the service change, outreach efforts to date, future opportunities for public comment and discuss comments submitted thus far. The proposed service change public hearing was held Wednesday, May 23, 2018. The public comment period is open until June 20, 2018.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The current recommendations are not expected to have a significant impact on the budget.
-
- 7) **Goal Reference:** **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.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: June 6, 2018

FOR: Intercity Transit Authority

FROM: Julie Carignan, Legal Counsel, 360-754-3480

SUBJECT: Briefing on Campaign Procedures

-
- 1) **The Issue:** Brief the Authority on procedures related to elections.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** Intercity Transit is required to follow ballot measure election procedures.
-
- 4) **Background:** The Authority indicated an interest in placing a sales tax measure before the voters. This briefing will provide an overview of procedures related to ballot measure election campaigns and allow an opportunity to ask questions of legal counsel.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: June 6, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2019-2024 Strategic Plan Policy Positions

-
- 1) **The Issue:** Review policy issues for the 2019-2024 Strategic Plan.
-
- 2) **Recommended Action:** Discuss and provide staff direction.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2018. Staff is recommending the Authority move forward with the development of the 2019-2024 strategic plan to allow for the development of a 2019 preliminary budget for Authority review. In parallel, we continue to work with our consultants towards completion of our Short & Long Range Plan/IT Road Trip, fully understanding the outcome might warrant an amended budget and strategic plan.
1. **Should the vanpool program continue to expand to keep pace with demand?**
Authority direction for 2018 was to focus on an educational campaign to saturate the market with vanpool information and identify the value proposition associated with the program. The focus was on growing the program to previous numbers of active groups and thereafter adding an average of 10 new groups each year.
 2. **Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?**
Authority direction for 2018 was to complete the Pattison Street UST project and renew focus on finalizing the design and obtaining funds for renovation and expansion. Part of this process recognizes the need to develop a capital funding plan with less federal support.
 3. **How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?**
Authority direction for 2018 was to continue all four of these programs in future years.
 4. **Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?**
Authority direction for 2018 was to continue to focus on travel training and bus buddies, and look for the delivery of five expansion and seven replacement DAL propane vehicles.
 5. **Is the current fare policy appropriate?**
Authority direction for 2018 was to retain our current fare structure and retain our policy to review fares every three years.
 6. **Should Intercity Transit's planning for the next six years be financially constrained?**
Authority direction for 2018 was to focus on extensive community engagement and conversation to help define what public transit should look like in our community.

- 7. What role should Intercity Transit play in local transportation projects-Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Contest?**
Authority direction for 2018 was to continue to play a major role in these programs and provide a special focus on education and outreach to our senior population.
- 8. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?**
Authority direction for 2018 was to maintain ISO 14001 certification for Environmental and Sustainability Management, utilize environmentally friendly equipment and materials, increase our involvement in local and regional land use planning efforts and continue partnerships with Thurston Green Business and Puget Sound Energy's Green Power program.
- 9. What should be Intercity Transit's policy and actions related to expansion of the PTBA?**
Authority direction for 2018 was to maintain the current policy which is to maintain the current boundary.
- 10. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?**
Authority direction for 2018 was to bring together community stakeholders (schools, private business, non-profits, state and local governments) in having a greater role in providing alternative funding for transit services rather than relying on federal funding.
- 11. Should Intercity Transit maintain service levels in 2019 or consider new or expanded local transit services needed to serve the growing population?**
Authority direction for 2018 was to consider the results of the sort range planning process and determine if improvements can be made with the existing allocated funds.
- 12. What is Intercity Transit's role in providing regional mobility?**
Authority direction for 2018 was to work with all potential partners to enhance regional mobility with a special focus on the I-5 corridor.
- 13. What role should Intercity Transit play in serving the core areas of Olympia, Lacey and Tumwater area?**
Authority direction for 2018 was to continue to promote and find ways to work with the State, local jurisdictions and major employers regarding parking strategies and to promote Commute Trip Reduction.
- 14. Is there a role for local express service in the current service area?**
Authority direction for 2018 was to explore the potential of local express services to decrease travel times between major destinations.
- 15. Should transit priority measures – signal priority, queue bypass, bus lanes – be considered?**
Authority direction for 2018 was to implement the pilot signal preemption project in the Martin Way and Capital corridors. Explore other potential avenues to decrease the time needed to travel by public transit.
- 16. Should Intercity Transit pursue efforts to coordinate service with local school districts?**
Authority direction for 2018 was to focus on promoting the youth market. Continue the Youth Education program and continue to work with schools and youth to teach skills for safe biking, walking and transit use.
- 17. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?**
Authority Direction for 2018 was to continue to provide passenger infrastructure as the bus ride starts before one gets on the bus. Implement current grant funded projects, dedicate local dollars and continue to pursue grant funds for bus stop enhancements.
- 18. What additional investments in technology should be made beyond the current Advanced Communications System project?**
Authority direction for 2018 was to focus on new vehicle technologies, CAD/AVL and farebox systems as well as tools to better connect with our community and customers.

19. Should Intercity Transit pursue additional park and ride facilities?

Authority direction for 2018 was to pursue joint use agreements to secure park and ride space to serve ridesharing, express bus and local transit service.

20. Should Intercity Transit's current marketing approach and level of effort be continued?

Authority Direction for 2018 was to focus on community outreach and engagement and aggressively market its services.

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

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The strategic plan provides the basis for all our goals.

8) **References:** [2018-2023 Strategic Plan](#)