

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
July 11, 2018
5:30 P.M.

CALL TO ORDER

1) APPROVAL OF AGENDA 1 min.

2) INTRODUCTIONS 3 min.
A. Tyler Huey, Maintenance Assistant, (Paul Koleber)

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: June 6, 2018, and June 20, 2018, Regular Meetings;

B. Payroll – June 2018: \$3,352,302.30.

C. Accounts Payable: Warrants dated June 1, 2018, numbers 24953-24991 in the amount of \$185,631.04; Warrants dated June 8, 2018, numbers 24992-25038, in the amount of \$278,330.46; Warrants dated June 15, 2018, numbers 25040-25090, in the amount of \$324,240.44; Warrants dated June 22, 2018, numbers 25091-25140, in the amount of \$813,854.71; Warrants dated June 29, 2018, numbers 25178-25215, in the amount of \$93,085.94; Automated Clearing House Transfers for June 2018 in the amount of \$12,684.82 for a monthly total of \$1,707,827.41.

5) COMMITTEE REPORTS

A. Thurston Regional Planning Council (July 6) (Karen Messmer) 3 min.

B. Transportation Policy Board (July 11) (Don Melnick) 3 min.

C. Community Advisory Committee (June 18) (Billie Clark) 3 min.

6) SERVICE CHANGE UPDATES (Eric Phillips/Rob LaFontaine) 20 min.

- | | | |
|-----|--|----------------|
| 7) | LONG RANGE PLAN – IT ROAD TRIP PUBLIC ENGAGEMENT 2.0 UPDATE (<i>Ann Freeman-Manzanares</i>) | 30 min. |
| 8) | LONG RANGE PLAN – SURVEY (<i>Ann Freeman-Manzanares</i>) | 45 min. |
| 9) | GENERAL MANAGER’S REPORT | 10 min. |
| 10) | AUTHORITY ISSUES | 10 min. |
| 11) | 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
June 6, 2018

CALL TO ORDER

Chair Sullivan called the June 6, 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; County Commissioner Bud Blake; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; Labor Relations Representative David Claus-Sharwark (Alternate).

Members Excused: City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Paul Koleber; Steve Krueger; Pat Messmer; Brian Nagel; Carolyn Newsome; Steve Swan; Nicky Upson.

Others Present: Community Advisory Committee Member, Marie Lewis; Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

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

PUBLIC COMMENT

Jack Lattemann, Olympia – Mr. Latteman purchases monthly passes and his usual transit routes are the 12, 13, 68, 62 and the Express buses. He submitted comments on the proposed service changes, and today he has three questions for the Authority related to the timing and policy implications of the proposed system restructure.

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Question 1: What are the triggers for restructuring half of the Intercity Transit at work now rather than coming up with an overall improvement plan that makes use of the additional sales tax authority recently authorized by the Legislature and then submit the revised plan to voters? He and others lobbied for three years to see this authorization approved, so seeing the current proposal now is perplexing.

Question 2: What is the relationship of the proposed service changes to the local land use plans of local cities? There seems to be a disconnect in the proposing of service reductions and the reorientation of service proposed along Capital Blvd., South Olympia and the Carlyon area. The justification for leaving South Olympia with no direct service to the largest employment center in Thurston County is a real stumper.

Question 3: Intercity Transit's strategic plan sets the expectation that frequent service corridors will receive enhancements in terms of frequency improvements and span of service improvements as additional resources become available. However, the service restructure proposal now before the public entails drastic reductions in evening and weekend frequencies and spans which begs the question is Intercity Transit making a conscious choice to shift service resources away from the evening and weekend periods and focus only on weekdays. If so, where is the policy justification for this?

These questions lead Mr. Latteman to believe a better course of action would be to rethink the system changes and the context of the new sales tax authority and submit a revised overall improvement plan to voters. The relationship of the service changes to local land use plans also need reconsideration. The disconnect to adoptive policies is disturbing and raises a trust question if the agency is only going to give lip service to its policy plan work and coordination with local jurisdictions.

APPROVAL OF CONSENT AGENDA ITEMS

Don Melnick made a correction to the May 2, 2018, minutes on Page 1; Consent Agenda; add the name "Melnick" to the approval of the Consent Agenda Items.

It was M/S/A by Councilmember Cox and Vice Chair Warner to approve the consent agenda including the amended minutes.

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

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\$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*)

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said TRPC met Friday, June 1. The members previewed all grants submitted including those by Intercity Transit. The grants still need to go before the Transportation Policy Board. They received a presentation and had discussion on the I-5 Near Term Actions. One of those actions is a project that Intercity Transit is involved which is the additional vanpool promotion and the targeted marketing. The members took a broader look at other short term congestion reduction activities. Messmer hopes IT staff can provide more information about buses being allowed to drive on the shoulders. They also had a presentation by WSDOT and Karen Parkhurst about trip reduction and transportation demand management. Also, there will be a recruitment to fill the position of Finance Director of TRPC because Jared Burbidge is vacating that position.
- B. Community Advisory Committee.** Marie Lewis reported the CAC met May 21. The CAC is in the process of completing their Self-Assessment. The committee selected three volunteers to form an ad-hoc committee to interview new candidates. They received an update on the Village Vans Program and an update and discussed the proposed service changes. They also heard from the General Manager about the Strategic Plan Goal and End Policies.

NEW BUSINESS

- A. 2019-2022 Transportation Improvement Program Adoption.** Freeman-Manzanares presented for adoption the 2019-2022 Transportation Improvement Program (TIP).

It was M/S/A by Vice Chair Warner and Citizen Representative Melnick to adopt the 2019-2022 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- B. Service Change Update.** Rob LaFontaine, Planning Manager, provided an update on the service change proposal. Currently, staff is in Step 3 – Public Outreach, next moving on to the review of all comments received. LaFontaine recapped the outreach process.

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- Launched a special website in May
- Issued a special edition of the Rider News (The Folio)
- Media Release
- Four Open Houses
- Eight passenger intercepts
- Conducted a live webinar

Outreach efforts produced 125 comments, and the public comment period has been extended to June 30.

LaFontaine reviewed the comments broken down by bus Routes 12, 42, 47, 60, 62, 68, 94, 612 and 620. In response to public outreach and additional research, staff is recommending three amendments to the proposal that include Route 612 (Olympia Express); and Routes 45 and 41.

1. **Route 612 (Olympia Express)** – Maintain service at the Tacoma Dome Station, but discontinue service between Tacoma Dome Station and 10th & Commerce.
2. **Route 45** – Modify the route to add service on Harrison Ave, Kaiser Rd and Capital Mall Dr (complement Route 47)
3. **Route 41** – Discontinue the 10 weekday trips that operate between The Evergreen State College and Olympia Transit Center during the school year which increase frequency from 30 minutes to 15 minutes during the AM/PM peak period.

Commissioner Blake arrived.

Next Steps:

- June 6 – Authority update
- June 20 – Authority update
- July 16 – CAC update
- July 18 – ITA consideration of Final Adoption
- July 19 to September 22 – Staff prepares for implementation
- September 23 – Service change implementation date

C. Briefing on Campaign Procedures. Julie Carignan, Legal Counsel, provided campaign procedures and guidelines as outlined by the Public Disclosure Commission (PDC) for conducting a possible upcoming ballot measure.

Commissioner Blake left the meeting.

D. 2019-2024 Strategic Plan Policy Positions. Freeman-Manzanares reviewed the policy issues for the 2019-2024 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.

No changes.

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.

No changes.

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.

- Messmer suggested interaction with public schools about youth passes.
How might Intercity Transit work with schools on passes and promotions?

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes except to change the word “Contest” to “Challenge.”

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.

Amend to add: Focus is on a resolution to adopt Sustainable Thurston targets.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

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.

No changes.

GENERAL MANAGER'S REPORT

- The Vanpool count for the end of May was at 180.
- Since the July 4th Authority meeting was canceled due to the holiday, and the fact that the deadline to submit ballot information to the County Auditor is August 7, Freeman-Manzanares proposed the Authority conduct a special meeting on Wednesday, July 11, 2018. Staff is hoping to have the results by Stewart Elway on the community's ideas in terms of public transportation.
- Staff is establishing meetings with each of the jurisdictions after August 7th to update them on the long range plan.
- Intercity Transit is working with WSDOT regarding "shoulder running" for vanpools in addition to the buses. This requires research on WSDOT's part to see if and where this is possible, and they are recognizing this is an expensive approach to moving people along I-5.
- The agency asked the Olympian to help spread the word about the long-range plan and public engagement 2.0 because. This has resulted in several published news articles.
- Intercity Transit is hosting the 3rd Annual Local Roadeo on Sunday, June 10 from 8 a.m. to 2 p.m. Ten transit systems throughout the state will be participating.

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- Intercity Transit is participating in the Olympia Pride Parade also being held on June 10 at noon; and in the Yelm Prairie Days Parade on June 23.
- The Bicycle Commuter Challenge ends June 23 with the 2018 Prize Hoopla starting at 9:30 a.m. at the Olympia Farmer's Market Main Stage.

AUTHORITY ISSUES

Melnick said Freeman-Manzanares and Councilmember Cox will give a presentation to Panorama to give them a history of transit.

Melnick recommends Intercity Transit reach out to the Port of Olympia once they hire a new Director to have a discussion about the future of transit, and express interest and support in terms of getting people out of vehicles; and perhaps learn more about the potential of providing a ferry service.

Cox wanted to be sure Intercity Transit is receiving updates regarding pavement construction taking place in Lacey.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:47 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 11, 2018.

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 20, 2018**

CALL TO ORDER

Chair Sullivan called the June 20, 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; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

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

Staff Present: Ann Freeman-Manzanares; Dave Kolar; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Jim Merrill; Brian Nagel; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Steve Swan; Thomas Van Nuys.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Gary Ernest, Lacey, WA. Mr. Ernest depends on transit to get to his job at the Washington State Human Resources, and when he moved, he made sure he was in an area with good bus service and access to Dial-A-Lift. He understands the need for service changes, and hopes Intercity Transit will keep in mind how difficult it is for people with disabilities to find employment and how much they depend on transit.

Heath Reynolds, Lacey, WA. Mr. Reynolds was concerned about changes to Routes 66 and 68. He asked that Intercity Transit consider individuals with a visual impairment when making changes.

Derek Kengerski, Lacey, WA. Mr. Kengerski fears the loss of express service which could affect his ability to keep his job in Tacoma. He takes the 68 to the Lacey Transit Center where he continues to the 512 park-and-ride. He needs to be in Lakewood between 7 and 8 a.m. for his job.

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Viola Bentson, Tumwater. She and her husband leave for their jobs in Seattle at 5:30 a.m. in order to get to work by 8 a.m. An issue they are having is getting home from work on the 12. If the proposed changes go through, it will no longer stop at the Walmart on Linwood and G. Moving to Barnes to get the 12, 68 or 43 would not be good for those with a visual impairment because of the potential to get turned around and lost since those streets are “curved” and not straight. If the buses no longer go to Tumwater Square that will remove their ability to grocery shop. These changes will significantly affect people who are visually impaired.

Zandra Brown, Olympia, WA. Ms. Brown has lived in Olympia for 35 years, and Intercity Transit has helped her engage in the community as a visually impaired person. She purchased a home on North Street with bus service in mind. When a stretch of North Street was rebuilt, bus service discontinued. She can access the bus by crossing a very busy intersection a block away from home. If the proposed change to Route 68 takes place she will no longer be able to access downtown without a bus transfer. This adds time and confusion as she has difficulty reading the bus numbers and crossing busy streets can be troublesome. She also feels limiting the number of buses that access Tumwater Square by Safeway by only two is a disservice for the Tumwater community. She also has concerns about the community outreach for the proposed service changes. She only found out about this from a neighbor mentioning it on a neighborhood listserv. Historically, Intercity Transit has reached out to the blind community through the Capital City Council for the Blind with these types of changes, and that has not happened with this change. Ms. Brown said having access to transit can make the difference as to whether those with a visual impairment keep a job, finish a school program, volunteer in the community, etc.

COMMITTEE REPORTS

A. Transportation Policy Board. Don Melnick said the TPB met June 13. The members reviewed the applications for the Federal Call for Projects and made a funding recommendation to the Council. The proposed applications included all those Intercity Transit submitted.

- STP for Pattison Street Facility Renovation and Expansion Project - Phase II (922,846)
- TAP for Walk N Roll for 2021/2022 and 2022/2023 (\$218,000)
- Propane-Fueled Vans for Dial-A-Lift Service – IT asked for 6 vans but received approval from two different fund sources to cover 3 vans; and there is the potential for a 4th van.

In addition Veena Tabbutt reported on the I-5 Near-Term Actions which is an effort to explore what can be done with existing infrastructure to improve transportation; and that includes transit.

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Freeman-Manzanares said the Transportation Policy Board did make a recommendation to TRPC and they will review that recommendation at their July 6 meeting. Our understanding is they are going to make a recommendation to either keep \$170,000 in an account for a potential south county project or they are looking at providing funding for a fourth Dial-A-Lift vehicle.

B. Community Advisory Committee. No report.

NEW BUSINESS

A. 2018 Bicycle Commuter Challenge Results. Duncan Green provided the results of the Bicycle Commuter Challenge (BCC). He noted the 12th annual Earth Day Market Ride was a success with over 100 participants.

Each jurisdiction has declared May as Bike Commute month (Cities of Lacey, Olympia, Tenino, Tumwater, Yelm and Thurston County). Staff also connects with many different groups and businesses within the community.

Another fun event is the Thurston County Bike to Work Day where 542 BCC participants rode to work (broke a record); and 7 bike stations in 3 cities served hundreds of riders. Green looks forward to seeing everyone at the Prize Hoopla on Saturday, June 23 at 9:30 a.m. at the Farmer's Market.

2018 BCC Statistics:

- Participants logging rides: 1,139
- Teams: 74
- Sponsors: 48
- Prize winners: 200+
- Total Miles: 99,901
- Total Days: 12,225
- CO2 Prevented: 50 tons
- School Bike Challenge: 7 schools participated – 166 students rode 1,410 days – 3,776 miles
- Bike to School Day: Approximately 500 students participated.

B. Service Change Update. Planning Manager, Rob LaFontaine, asked all those who provided public comment to please remain after the meeting so staff can speak one-on-one with them to get specific details of their concerns and travel needs.

LaFontaine proceeded with an update of the service change process, noting 150 written comments have been received along with over 200 petitions. Staff is putting all of the pieces together in order to start the decision-making process about what is

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appropriate to change. There is a lot of data research to ensure what is being proposed is supportive of the service change proposal.

Staff issued an amendment to the proposal extending the public comment period to June 30. The amendment also included a proposed change to Route 612 that starts express service to Tacoma – changed the northern terminal point from 10th and Commerce to downtown Tacoma to the Tacoma Dome station; added Route 45 to be rerouted in west Olympia to provide additional service on Harrison/Mudd Bay; and Kaiser Road and 7th Avenue or Capital Mall Drive to compliment the proposed changed Route 47 and provide buses going in both directions; and Route 41 to reduce the amount of service provided during the school year. We currently provide 15-minute service to Evergreen State College. It would be reduced to 30-minute service.

Staff is piecing together the final recommendation for Authority consideration at their July 18 meeting.

Messmer asked if there are situations where there would be an option based on comments received where you could do this or do that, rather than a singular staff recommendation, as opposed to all or nothing. Freeman-Manzanares said this was proposed by the consultant as a package deal, balancing each route accordingly.

Melnick asked if on the day the changes are implemented, will staff be available around the community for the public who were not notified or heard about the changes. Eric Phillips said staff will be out within the community on the Sunday before, making sure the numbers on the shelters and sign changes are carried through, schedules get replaced, etc. On Monday morning, staff will be available at the transit centers. We'll need volunteers in addition to staff. Freeman-Manzanares said we'll involve the CAC and Bus Buddies as well as the Authority who would like to volunteer.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares, along with Councilmembers Cox, Sullivan and Gilman attended the Olympian Editorial Board meeting today (6/20/18). They covered a wide range of topics from the short-range plan to the long-range plan; and the potential of a ballot measure.
- Staff took the Olympia Transit Center project to design review at the City of Olympia. Staff will return in July with hopes to be in the ground late summer or early fall.

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- All are invited to the July 3 fireworks in Lacey. Staff is working with the City of Lacey to enhance safety and transport people more quickly.
- The IT Roadtrip Public Engagement 2.0 is starting this week with a goal to share what was heard from the 3,500 survey responses and share the 10,000 comments and ask how they would prioritize all of the service and programs they asked for. The survey response date is July 31 and Intercity Transit is offering participants a chance to win two \$250 VISA cards. The Roadtrip web address is <http://itroadtrip.net>
- There are a list of activities taking place over the next few months in which folks can sign up to volunteer or attend:
 1. Yelm Prairie Days Parade on Saturday, June 23 @ 9:30 a.m.
 2. Prize Hoopla, Saturday, June 23 @ 9:30 a.m.
 3. South Sound BBQ Festival
- The local Roadeo was a huge success. The winners going on to the State Conference are: Dan Savage on Dial-A-Lift Body on Chassis; Rob Wood on 35' Coach; Dave Randall on 40' Coach; and the Maintenance Team: Joe Bell, James Bush and Grant Swidecki.
- The Community Advisory Committee (CAC) is moving their August meeting to Monday, August 27 due to the timing of the State Conference.
- The CAC are in the process of conducting their Self-Assessment. They will conduct a review of the survey at their July meeting; and the results will be shared at the ITA/CAC Joint meeting in September.
- The Authority will conduct a Special meeting on July 11. Staff anticipates having preliminary polling results. Final polling information should be available at the July 18 meeting. At the August 1 meeting staff will review the outcome of the long-range plan and the Authority will decide whether to move forward with a November ballot measure. Freeman-Manzanares wants to make sure the Authority is receiving all the information needed to make a decision.
- Freeman-Manzanares notified the County about the ballot measure, and she was told the initial ballot cost is estimated at \$32,000. Staff is making arrangements to move forward in terms of a public education campaign if the Authority decides to move forward.

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AUTHORITY ISSUES

Melnick thanked staff for presenting to the Democratic Study Group at Panorama.

Gilman said he's very excited to move forward with a transformation.

Messmer attended the Local Rodeo and she was very impressed with all of the comradery that took place among the competitors, staff and guests.

Cox referred to a letter she received from Mr. Robert Garnon regarding safety concerns about the security at the Amtrak Centennial Station. Mr. Garnon is suggesting installing security cameras using the money allocated for landscaping. Cox is interested in pursuing this request with the jurisdictions or sheriff's department.

Freeman-Manzanares said Intercity Transit does administer the maintenance of the Amtrak Depot and helps coordinate volunteer activities. She explained how the process works with the various jurisdictions and the Port of Olympia to pay for and maintain the Amtrak Depot. The Authority would like to conduct more conversations on this topic. Freeman-Manzanares said she would contact the consultants who are working on the OTC project about potentially performing work at the station.

Warner invited everyone to the State Rodeo and the Wall of Fame Conference being held in Kennewick August 18 - 22.

Pursuant to RCW 42.30.140 (4) (b), Chair Sullivan announced once the meeting is adjourned, there will be a Closed Session to conduct a discussion related to the ATU Lodge 1765. No further action will be taken.

Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Stafford-Smith; Authority members Sullivan, Cox, Messmer, Melnick, Gilman, Clarkson and Warner.

ADJOURNMENT

It was M/S/A by Citizen Representatives Melnick and Messmer to adjourn the meeting at 6:41 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

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Date Approved: July 11, 2018.

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

	05/13/18 - 05/26/18			PAYDATE	6/1/2018	PERIOD DATES:	05/27/18 - 06/09/18			PAYDATE	6/15/2018	PERIOD DATES:	06/10/18 - 06/23/18			PAYDATE	6/15/2018	PERIOD DATES:	06/10/18 - 06/23/18			PAYDATE	6/15/2018		
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
IRS	FIT	EFT		65,474.52		IRS	FIT	EFT		72,970.59		IRS	FIT	EFT		70,500.95			IRS	FIT	EFT		389.67		
	MT	EFT		22,681.48	88,156.00		MT Medicare	EFT		24,272.61	97,243.20		MT Medicare	EFT		23,506.84	94,007.79			MT Medicare	EFT		331.78	721.45	
				0.00	0.00					0.00	0.00					0.00	0.00					0.00	5.00		
INS	D3/D1	Disability Ins		2,357.90	0.00	INS	D3/D1	Disability Ins		2,489.76	0.00	INS	D3/D1	Disability Ins		0.00	0.00		INS	D3/D1	Disability Ins		0.00	0.00	
HEALTH	HE/H/SP/IB	Health IntstN2ND		178,948.20	0.00	HEALTH	HE/H/SP/IB	Health IntstN2ND		178,433.49	0.00	HEALTH	HE/H/SP/IB	Health IntstN2ND		1,060.00	0.00		HEALTH	HE/H/SP/IB	Health IntstN2ND		0.00	0.00	
GARNISHMENT	GN/08	Garnish	CHECK last	214.15		GARNISHMENT	GN/08	Garnish	CHECK last	721.29		GARNISHMENT	GN/08	Garnish	CHECK last	321.56			GARNISHMENT	GN/08	Garnish	CHECK last	0.00		
CHILD SUPPORT	CS/09	DSHS	EFT	3,473.12	0.00	CHILD SUPPORT	CS/09	DSHS	EFT	3,671.65	3,571.65	0.00	CHILD SUPPORT	CS/09	DSHS	EFT	3,332.26	3,332.26	0.00	CHILD SUPPORT	CS/09	DSHS	EFT	0.00	0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,410.80	10,410.80	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,353.82	10,353.82		DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,694.27	10,694.27		DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	0.00	0.00
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	13,910.48	13,910.48	DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	13,975.18	13,975.18		DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	13,263.75	13,263.75		DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	83.57	83.57
GET	GT/63	G.Ed.Tult	Check every	50.00		GET	GT/63	G.Ed.Tult	Check every	50.00		GET	GT/63	G.Ed.Tult	Check every	50.00			GET	GT/63	G.Ed.Tult	Check every	0.00		
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		HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	265.00	265.00		HEALTH SAVING	HS/59	Health Svgs	ACH Wire every	0.00	0.00
401K	DC/97	Vgrd EE	Wire	44,805.20		401K	DC/97	Vgrd EE	Wire	47,804.89		401K	DC/97	Vgrd EE	Wire	44,388.18			401K	DC/97	Vgrd EE	Wire	0.00		
VANGUARD	DC/22	Vgrd ER	Wire	31,133.69	75,938.89	VANGUARD	DC/22	Vgrd ER	Wire	33,196.58	81,001.47		VANGUARD	DC/22	Vgrd ER	Wire	30,762.16	75,140.34		VANGUARD	DC/22	Vgrd ER	Wire	0.00	
LOAN	L2/29	401k Ln#2	Wire	4,970.50		LOAN	L2/29	401k Ln#2	Wire	5,470.32		LOAN	L2/29	401k Ln#2	Wire	5,064.72			LOAN	L2/29	401k Ln#2	Wire	-	0.00	
LOAN	LN/29	401k Ln #1	Wire	7,755.65	12,726.16	LOAN	LN/29	401k Ln #1	Wire	7,890.98	13,361.30		LOAN	LN/29	401k Ln #1	Wire	8,019.94	13,084.66		LOAN	LN/29	401k Ln #1	Wire	0.00	0.00
	TTL VNGRD			88,665.04			TTL VNGRD			94,362.77			TTL VNGRD			84,205.95				TTL VNGRD			0.00	0	
LABOR INS	LI/02	L&I	EFT Quarterly	30,583.76		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	28,920.57		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,504.21			LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	0.00		
MACHINISTS	MD/M2/51	Mch.UnDues	Check last	1,525.71		MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,526.04		MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	0.00			MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	0.00		
UNION DUES	MU/52	Mac.inlition	Check last	90.75		UNION DUES	MU/52	Mac.inlition	Check last	90.75		UNION DUES	MU/52	Mac.inlition	Check last	0.00			UNION DUES	MU/52	Mac.inlition	Check last	0.00		
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00				MS/60	Payroll Corr check		0.00		
	TF/	Tx Fr Benefit	Employer	2,885.00	0.00		TF/	Tx Fr Benefit	Employer	850.00	0.00		TF/	Tx Fr Benefit	Employer	1,245.00	0.00			TF/	Tx Fr Benefit	Employer	0.00	0.00	
PROJECT ASSIST	PA/66	Proj Assist	Check last	457.00		PROJECT ASSIST	PA/66	Proj Assist	Check last	455.00		PROJECT ASSIST	PA/66	Proj Assist	Check last	457.00			PROJECT ASSIST	PA/66	Proj Assist	Check last	0.00		
PENSION	PN/04	PERS EE	EFT	59,290.16	0.00	PENSION	PN/04	PERS EE	EFT	62,640.44	0.00	PENSION	PN/04	PERS EE	EFT	59,028.22	0.00		PENSION	PN/04	PERS EE	EFT	0.00	0.00	
STATE	PN/04	PERS ER	EFT	101,961.80	181,251.96	STATE	PN/04	PERS ER	EFT	108,069.28	170,709.72		STATE	PN/04	PERS ER	EFT	101,677.29	160,705.51		STATE	PN/04	PERS ER	EFT	-	0.00
PERS	TTL PERS			181,251.96		PERS	TTL PERS			170,709.72			TTL PERS			160,705.51				TTL PERS			0.00		
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 LOAN	R3/20	ICMA Ln#2	WIRE	458.06	0.00		ICMA LOAN	R3/20	ICMA Ln#2	WIRE	0.00	0.00	
ICMA	RC/24	ICMA EE	WIRE	6,010.23		ICMA	RC/24	ICMA EE	WIRE	6,387.09		ICMA	RC/24	ICMA EE	WIRE	5,740.71			ICMA	RC/24	ICMA EE	WIRE	0.00	0.00	
ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00		ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00		ICMA ROTH	RI/23	ICMA Roth	WIRE	0.00	0.00	
ICMA LON	RL/21	ICMA Ln#1	WIRE	1,539.01	1,821.41	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,539.01	1,821.41		ICMA LON	RL/21	ICMA Ln#1	WIRE	1,539.01	1,997.07		ICMA LON	RL/21	ICMA Ln#1	WIRE	0.00	0.00
ICMA	RR/25	ICMA ER	WIRE	3,243.92	8,264.15	ICMA	RR/25	ICMA ER	WIRE	3,402.39	9,769.48		ICMA	RR/25	ICMA ER	WIRE	3,233.43	8,674.14		ICMA	RR/25	ICMA ER	WIRE	0.00	0.00
	TTL ICMA			11,075.56	11,425.56		TTL ICMA			11,610.89	11,960.89			TTL ICMA			10,971.21	11,321.21			TTL ICMA			0.00	0.00
457 STATE	SD/26	457 ST EE	EFT	15,489.74		457 STATE	SD/26	457 ST EE	EFT	16,133.91		457 STATE	SD/26	457 ST EE	EFT	15,116.06			457 STATE	SD/26	457 ST EE	EFT	0.00		
DEFERRED	SR/27	457 ST ER	EFT	8,439.18	23,938.92	DEFERRED	SR/27	457 ST ER	EFT	8,711.44	24,845.35		DEFERRED	SR/27	457 ST ER	EFT	8,387.61	23,503.67		DEFERRED	SR/27	457 ST ER	EFT	0.00	0.00
AFLAC	ST/67 & SS	AFLAC POST/PRE	EFT	4,897.86	4,897.86	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	4,705.00	4,705.00		AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	0.00	0.00		AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	0.00	0.00
ATU	UC/45	Un COPE	Check 1st	265.00		ATU	UC/45	Un COPE	Check 1st	-		ATU	UC/45	Un COPE	Check 1st	-			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	600.00		UNION DUES	UA/44	Un Assess -2ND PP	Check last	0.00			UNION DUES	UA/44	Un Assess -2ND PP	Check last	0.00		
	UD/42	Un Dues	Check last	5,983.48			UD/42	Un Dues-BOTH PP	Check last	6,011.00			UD/42	Un Dues-BOTH PP	Check last	5,809.31				UD/42	Un Dues-BOTH PP	Check last	0.00		
	UI/41	Un Initiatn	Check last	160.00			UI/41	Un Initiatn- 100.00 PEREE	Check last	160.00			UI/41	Un Initiatn- 100.00 PEREE	Check last	160.00				UI/41	Un Initiatn- 100.00 PEREE	Check last	0.00		
	UT/43	Un Tax	Check last	3,141.60			UT/43	Un Tax IST PP	Check last	0.00			UT/43	Un Tax IST PP	Check last	0.00				UT/43	Un Tax IST PP	Check last	0.00		
UNITED WAY	UW/62	United Way	Check last	315.50		UNITED WAY	UW/62	United Way	Check last	317.50		UNITED WAY	UW/62	United Way	Check last	317.50			UNITED WAY	UW/62	United Way	Check last	0.00		
WELLNESS	WF/64	Wellness	Check last	325.00		WELLNESS	WF/64	Wellness	Check last	326.00		WELLNESS	WF/64	Wellness	Check last	343.00			WELLNESS	WF/64	Wellness	Check last	0.00		
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		500,217.20	500,217.20	DIRECT DEP.	NP NET PAY (dir. Deposit)	ACH Wire every		551,426.11	551,426.11	DIRECT DEP.	NP NET PAY (dir. Deposit)	ACH Wire every		545,123.45	545,123.45	DIRECT DEP.	NP NET PAY (dir. Deposit)	ACH Wire every		10,978.54	10,978.54		
LIVE CHECKS	Paychecks - LIVE CHECKS			8,847.84		LIVE CHECKS	Paychecks - LIVE CHECKS			1,359.78		LIVE CHECKS	Paychecks - LIVE CHECKS			316.73		LIVE CHECKS	Paychecks - LIVE CHECKS			0.00			
	TOTAL TRANSFER (lie to Treasurer Notifications)				890,318.82		TOTAL TRANSFER (lie to Treasurer Notifications)				898,318.69		TOTAL TRANSFER (lie to Treasurer Notifications)				895,044.91		TOTAL TRANSFER (lie to Treasurer Notifications)				11,783.56		
	TOTAL PAYROLL*:			1,142,762.65			TOTAL PAYROLL*:			1,206,729.87			TOTAL PAYROLL*:			991,026.22			TOTAL PAYROLL*:				11,783.56		
GROSS WAGE	GROSS EARNINGS			805,499.35		GROSS WAGE	GROSS EARNINGS			862,953.70		GROSS WAGE	GROSS EARNINGS			808,240.64		GROSS WAGE	GROSS EARNINGS			11,617.67			
ER AMOUNT	EMPR MISC DED			325,922.17		ER AMOUNT	EMPR MISC DED			331,639.57		ER AMOUNT	EMPR MISC DED			171,032.16		ER AMOUNT	EMPR MISC DED			0.00			
MEDICARE TAX	EMPR MEDICARE TAX			11,341.13		MEDICARE TAX	EMPR MEDICARE TAX			12,136.60		MEDICARE TAX	EMPR MEDICARE TAX			11,763.42		MEDICARE TAX	EMPR MEDICARE TAX			165.89			
					1,142,762.65						1,206,729.87						991,026.22						11,783.56		
											1,206,729.87						991,026.22						11,783.56		
DIRECT DEP.	ACH WIRE TOTAL			524,803.48		DIRECT DEP.	ACH WIRE TOTAL			576,020.11		DIRECT DEP.	ACH WIRE TOTAL			569,346.47		DIRECT DEP.	ACH WIRE TOTAL			11,062.11			
					\$0.00						\$0.00						\$0.00						\$0.00		

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/1/2018

Thru Date: 6/1/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24953	6/1/2018	01405	ADVANCE GLASS INC	\$541.55	
24954	6/1/2018	02580	ASSOCIATED PETROLEUM	\$248.18	
24955	6/1/2018	05260	CAPITAL INDUSTRIAL INC	\$7,122.99	
24956	6/1/2018	06120	CITY OF OLYMPIA UTILITIES	\$4,920.17	
24957	6/1/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$785.11	
24958	6/1/2018	07220	CUMMINS NORTHWEST INC	\$3,308.94	
24959	6/1/2018	08060	DON SMALL AND SONS OIL	\$3,517.08	
24960	6/1/2018	10477	GALLS, LLC	\$1,048.71	
24961	6/1/2018	10660	GILLIG LLC	\$5,091.49	
24962	6/1/2018	11765	INTERCITY TRANSIT PETTY CASH	\$475.69	
24963	6/1/2018	11892	J ROBERTSON AND COMPANY	\$9,450.00	
24964	6/1/2018	11905	JANEK CORPORATION	\$391.68	
24965	6/1/2018	12875	KPFF CONSULTING ENGINEERS INC	\$2,201.04	
24966	6/1/2018	13366	LANDAU ASSOCIATES INC	\$2,120.30	
24967	6/1/2018	14750	MULLINAX FORD	\$413.20	
24968	6/1/2018	15217	NORTHWEST EVENT DECORATORS	\$389.50	
24969	6/1/2018	16966	POINT & PAY	\$1,421.55	
24970	6/1/2018	17190	PROFESSIONAL SERVICE INDUSTRIES, INC.	\$2,807.50	
24971	6/1/2018	17505	RAINIER DODGE INC	\$436.52	
24972	6/1/2018	17560	RE AUTO ELECTRIC INC	\$181.34	
24973	6/1/2018	17741	ROGNLIN'S INC	\$124,054.29	
24974	6/1/2018	17760	ROSS AND WHITE COMPANY	\$376.89	
24975	6/1/2018	17795	ROUTEMATCH SOFTWARE INC	\$120.00	
24976	6/1/2018	17860	SAMEDAY, INC.	\$489.60	
24977	6/1/2018	17900	SCHETKY NW SALES INC	\$537.80	
24978	6/1/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,233.89	
24979	6/1/2018	18470	SPORTWORKS NORTHWEST INC	\$221.83	
24980	6/1/2018	18530	STANDARD PARTS CORP	\$458.38	
24981	6/1/2018	18705	SUNBELT RENTALS	\$4,285.23	
24982	6/1/2018	18711	SUNSET AIR INC	\$383.52	
24983	6/1/2018	21660	THERMO KING NORTHWEST	\$255.79	
24984	6/1/2018	21930	TIRES INC	\$574.46	
24985	6/1/2018	21950	TITUS-WILL CHEVROLET	\$422.91	
24986	6/1/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$117.29	
24987	6/1/2018	21985	TOTAL FILTRATION SERVICES	\$224.82	
24988	6/1/2018	22010	TOYOTA OF OLYMPIA	\$156.07	
24989	6/1/2018	23770	VANNER, INC.	\$3,545.44	
24990	6/1/2018	24000	W W GRAINGER INC	\$30.29	
24991	6/1/2018	26225	WORKS IN PROGRESS	\$270.00	
				Total:	\$185,631.04

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/8/2018

Thru Date: 6/8/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24992	6/8/2018	11886	JACKNUT APPAREL, LLC	\$1,353.34	
24993	6/8/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$265.00	
24994	6/8/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$265.00	
24995	6/8/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$16,333.12	
24996	6/8/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$1,341.10	
24997	6/8/2018	02060	AMERISAFE	\$276.35	
24998	6/8/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$237.57	
24999	6/8/2018	02380	ARAMARK UNIFORM SERVICES	\$1,016.13	
25000	6/8/2018	02580	ASSOCIATED PETROLEUM	\$50,235.79	
25001	6/8/2018	03250	BATTERY SYSTEMS, INC	\$489.23	
25002	6/8/2018	04060	BUD CLARY TOYOTA OF YAKIMA	\$154,447.35	
25003	6/8/2018	07220	CUMMINS NORTHWEST INC	\$8,675.79	
25004	6/8/2018	07619	DAVID S FOSTER	\$1,750.00	
25005	6/8/2018	07780	DELL MARKETING LP	\$2,530.10	
25006	6/8/2018	09660	FERGUSON ENTERPRISES, INC	\$197.83	
25007	6/8/2018	10477	GALLS, LLC	\$556.76	
25008	6/8/2018	10580	GENE'S TOWING INC	\$152.18	
25009	6/8/2018	10605	GENFARE	\$71.38	
25010	6/8/2018	10607	GENUINE AUTO GLASS OF LACEY	\$2,080.31	
25011	6/8/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25012	6/8/2018	10660	GILLIG LLC	\$10,071.42	
25013	6/8/2018	10759	GORDON TRUCK CENTERS INC	\$3,649.76	
25014	6/8/2018	11250	HERITAGE - CRYSTAL CLEAN LLC	\$1,409.87	
25015	6/8/2018	11943	JOANNA GRIST	\$1,750.00	
25016	6/8/2018	13793	MARTIN WAY COLLISION INC.	\$806.43	
25017	6/8/2018	14750	MULLINAX FORD	\$213.69	
25018	6/8/2018	15140	NISQUALLY TOWING SERVICE	\$611.79	
25019	6/8/2018	15300	OAK HARBOR FREIGHT LINES INC	\$520.07	
25020	6/8/2018	16595	PACIFIC POWER GROUP LLC	\$1,344.34	
25021	6/8/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
25022	6/8/2018	17505	RAINIER DODGE INC	\$56.92	
25023	6/8/2018	17760	ROSS AND WHITE COMPANY	\$1,100.65	
25024	6/8/2018	17795	ROUTEMATCH SOFTWARE INC	\$1,110.00	
25025	6/8/2018	17900	SCHETKY NW SALES INC	\$360.06	
25026	6/8/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$807.07	
25027	6/8/2018	18197	SMART TALENT LLC	\$1,596.80	
25028	6/8/2018	18470	SPORTWORKS NORTHWEST INC	\$68.39	
25029	6/8/2018	18530	STANDARD PARTS CORP	\$492.15	
25030	6/8/2018	18651	STORMANS (LICENSING)	\$291.00	
25031	6/8/2018	18705	SUNBELT RENTALS	\$890.01	
25032	6/8/2018	21660	THERMO KING NORTHWEST	\$349.25	
25033	6/8/2018	21930	TIRES INC	\$4,300.48	
25034	6/8/2018	21950	TITUS-WILL CHEVROLET	\$473.18	
25035	6/8/2018	22010	TOYOTA OF OLYMPIA	\$114.35	
25036	6/8/2018	24000	W W GRAINGER INC	\$2,336.81	
25037	6/8/2018	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$25.00	
25038	6/8/2018	24750	WA ST GET PROGRAM	\$50.00	
Total:				\$278,330.46	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/15/2018

Thru Date: 6/15/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25040	6/15/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$163.05	
25041	6/15/2018	01960	AMERICAN SEATING COMPANY	\$607.41	
25042	6/15/2018	02060	AMERISAFE	\$534.04	
25043	6/15/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$84.99	
25044	6/15/2018	02580	ASSOCIATED PETROLEUM	\$544.43	
25045	6/15/2018	04100	BUENAVISTA SERVICES, INC.	\$21,304.56	
25046	6/15/2018	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$13,033.33	
25047	6/15/2018	05740	CED	\$1,172.52	
25048	6/15/2018	05962	CHEHALIS COLLISION CENTER	\$1,272.44	
25049	6/15/2018	07220	CUMMINS NORTHWEST INC	\$840.40	
25050	6/15/2018	08780	EMERALD SERVICES INC	\$927.19	
25051	6/15/2018	10477	GALLS, LLC	\$0.00	<input checked="" type="checkbox"/>
25052	6/15/2018	10477	GALLS, LLC	\$1,521.70	
25053	6/15/2018	10605	GENFARE	\$60.97	
25054	6/15/2018	10607	GENUINE AUTO GLASS OF LACEY	\$600.39	
25055	6/15/2018	10660	GILLIG LLC	\$8,083.71	
25056	6/15/2018	10759	GORDON TRUCK CENTERS INC	\$3,085.46	
25057	6/15/2018	10820	GRAPHIC COMMUNICATIONS	\$4,234.75	
25058	6/15/2018	11615	INDUSTRIAL HYDRAULICS INC	\$123.49	
25059	6/15/2018	11892	J ROBERTSON AND COMPANY	\$8,662.50	
25060	6/15/2018	11905	JANEK CORPORATION	\$467.84	
25061	6/15/2018	11909	JAYRAY ADS & PR INC	\$4,187.50	
25062	6/15/2018	12474	KBA INC	\$39,676.62	
25063	6/15/2018	14750	MULLINAX FORD	\$30.29	
25064	6/15/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$80.39	
25065	6/15/2018	15300	OAK HARBOR FREIGHT LINES INC	\$521.27	
25066	6/15/2018	16490	PACIFIC DISPOSAL INC	\$660.05	
25067	6/15/2018	16766	PEWAG INC	\$2,891.01	
25068	6/15/2018	16820	PIERCE COUNTY SECURITY	\$17,328.13	
25069	6/15/2018	17505	RAINIER DODGE INC	\$364.88	
25070	6/15/2018	17560	RE AUTO ELECTRIC INC	\$125.99	
25071	6/15/2018	17900	SCHETKY NW SALES INC	\$250.96	
25072	6/15/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$583.82	
25073	6/15/2018	18052	SHEA, CARR & JEWELL INC	\$1,669.86	
25074	6/15/2018	18510	SRG PARTNERSHIP INC.	\$50,060.15	
25075	6/15/2018	18530	STANDARD PARTS CORP	\$153.13	
25076	6/15/2018	18610	STEPHAN J PARROTT	\$725.00	
25077	6/15/2018	18651	STORMANS (LICENSING)	\$145.00	
25078	6/15/2018	18705	SUNBELT RENTALS	\$535.38	
25079	6/15/2018	21930	TIRES INC	\$2,962.24	
25080	6/15/2018	21950	TITUS-WILL CHEVROLET	\$796.14	
25081	6/15/2018	22010	TOYOTA OF OLYMPIA	\$165.60	
25082	6/15/2018	22100	TRANSIT SOLUTIONS, LLC	\$554.45	
25083	6/15/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
25084	6/15/2018	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$73,729.62	
25085	6/15/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
25086	6/15/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$12,447.56	
25087	6/15/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$44,607.42	
25088	6/15/2018	23740	USSC LLC	\$947.29	
25089	6/15/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
25090	6/15/2018	25380	WASHINGTON GARDENS	\$315.52	
Total:				\$324,240.44	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/22/2018

Thru Date: 6/22/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25091	6/22/2018	01960	AMERICAN SEATING COMPANY	\$276.05	
25092	6/22/2018	02380	ARAMARK UNIFORM SERVICES	\$987.34	
25093	6/22/2018	02580	ASSOCIATED PETROLEUM	\$76,261.52	
25094	6/22/2018	04120	BUILDERS HARDWARE CO	\$118.48	
25095	6/22/2018	05610	CAYAN LLC	\$176.25	
25096	6/22/2018	05740	CED	\$57.28	
25097	6/22/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$770.71	
25098	6/22/2018	07220	CUMMINS NORTHWEST INC	\$1,791.80	
25099	6/22/2018	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$6,930.91	
25100	6/22/2018	09820	FLEET-NET CORP	\$95.20	
25101	6/22/2018	10477	GALLS, LLC	\$825.14	
25102	6/22/2018	10580	GENE'S TOWING INC	\$130.44	
25103	6/22/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25104	6/22/2018	10660	GILLIG LLC	\$10,671.86	
25105	6/22/2018	10759	GORDON TRUCK CENTERS INC	\$303.98	
25106	6/22/2018	10816	GRAHAM CONSTRUCTION & MANAGEMENT, I	\$83,040.00	
25107	6/22/2018	11765	INTERCITY TRANSIT PETTY CASH	\$216.45	
25108	6/22/2018	11905	JANEK CORPORATION	\$435.20	
25109	6/22/2018	11909	JAYRAY ADS & PR INC	\$11,767.49	
25110	6/22/2018	13366	LANDAU ASSOCIATES INC	\$37,179.64	
25111	6/22/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,982.40	
25112	6/22/2018	13661	LOOMIS	\$3,371.40	
25113	6/22/2018	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
25114	6/22/2018	14160	MCMASTER-CARR SUPPLY CO.	\$88.04	
25115	6/22/2018	14590	MOHAWK MFG & SUPPLY	\$212.43	
25116	6/22/2018	14750	MULLINAX FORD	\$1,041.26	
25117	6/22/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$538.57	
25118	6/22/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$414.80	
25119	6/22/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
25120	6/22/2018	16966	POINT & PAY	\$1,371.58	
25121	6/22/2018	17290	PUGET SOUND ENERGY	\$11,551.65	
25122	6/22/2018	17391	QUALITY MUFFLER & BRAKE	\$455.70	
25123	6/22/2018	17505	RAINIER DODGE INC	\$812.95	
25124	6/22/2018	17741	ROGNLIN'S INC	\$157,977.81	
25125	6/22/2018	17795	ROUTEMATCH SOFTWARE INC	\$5,093.75	
25126	6/22/2018	17860	SAMEDAY, INC.	\$652.80	
25127	6/22/2018	17900	SCHETKY NW SALES INC	\$8,977.09	
25128	6/22/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,991.69	
25129	6/22/2018	18197	SMART TALENT LLC	\$1,596.80	
25130	6/22/2018	18530	STANDARD PARTS CORP	\$441.02	
25131	6/22/2018	18705	SUNBELT RENTALS	\$690.97	
25132	6/22/2018	18940	TENNANT COMPANY	\$130.45	
25133	6/22/2018	21830	THURSTON COUNTY SOLID WASTE	\$106.32	
25134	6/22/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
25135	6/22/2018	21930	TIRES INC	\$7,493.04	
25136	6/22/2018	21950	TITUS-WILL CHEVROLET	\$1,933.90	
25137	6/22/2018	22325	TTL PARTNERS LLC	\$3,363.00	
25138	6/22/2018	24750	WA ST GET PROGRAM	\$50.00	
25139	6/22/2018	24755	WA ST HEALTH CARE AUTHORITY	\$364,488.35	
25140	6/22/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATIO	\$25.00	
Total:				\$813,854.71	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/29/2018

Thru Date: 6/29/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25178	6/29/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$3,916.80	
25179	6/29/2018	02580	ASSOCIATED PETROLEUM	\$388.42	
25180	6/29/2018	02825	ADVANCE AUTO PARTS	\$291.40	
25181	6/29/2018	06120	CITY OF OLYMPIA UTILITIES	\$6,913.49	
25182	6/29/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$169.44	
25183	6/29/2018	07220	CUMMINS NORTHWEST INC	\$6,629.88	
25184	6/29/2018	07640	DAY WIRELESS SYSTEMS INC	\$108.36	
25185	6/29/2018	08487	DYNAMIC COLLECTORS INC	\$985.82	
25186	6/29/2018	10477	GALLS, LLC	\$555.12	
25187	6/29/2018	10605	GENFARE	\$105.33	
25188	6/29/2018	10607	GENUINE AUTO GLASS OF LACEY	\$217.60	
25189	6/29/2018	10660	GILLIG LLC	\$15,682.73	
25190	6/29/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
25191	6/29/2018	10759	GORDON TRUCK CENTERS INC	\$1,970.91	
25192	6/29/2018	10863	GRAYS HARBOR TRANSIT	\$182.00	
25193	6/29/2018	11048	HARGIS ENGINEERS INC	\$3,852.50	
25194	6/29/2018	11615	INDUSTRIAL HYDRAULICS INC	\$352.17	
25195	6/29/2018	11865	ISLAND SUPERIOR AIR FILTER	\$846.95	
25196	6/29/2018	12474	KBA INC	\$20,558.49	
25197	6/29/2018	12875	KPFF CONSULTING ENGINEERS INC	\$3,621.94	
25198	6/29/2018	13850	MASON TRANSIT AUTHORITY	\$725.00	
25199	6/29/2018	14275	MCP INDUSTRIES	\$2,015.00	
25200	6/29/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$2,092.56	
25201	6/29/2018	15140	NISQUALLY TOWING SERVICE	\$546.00	
25202	6/29/2018	16841	PIONEER FIRE & SECURITY INC	\$213.00	
25203	6/29/2018	17420	R&R TIRE COMPANY, INC.	\$1,603.80	
25204	6/29/2018	17505	RAINIER DODGE INC	\$135.80	
25205	6/29/2018	17560	RE AUTO ELECTRIC INC	\$122.47	
25206	6/29/2018	17580	RECARO NORTH AMERICA INC	\$3,216.00	
25207	6/29/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,534.64	
25208	6/29/2018	18470	SPORTWORKS NORTHWEST INC	\$221.86	
25209	6/29/2018	18530	STANDARD PARTS CORP	\$330.51	
25210	6/29/2018	21660	THERMO KING NORTHWEST	\$301.50	
25211	6/29/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$541.50	
25212	6/29/2018	21950	TITUS-WILL CHEVROLET	\$2,062.08	
25213	6/29/2018	23740	USSC LLC	\$506.93	
25214	6/29/2018	23770	VANNER, INC.	\$2,470.89	
25215	6/29/2018	24000	W W GRAINGER INC	\$97.05	
Total:				\$93,085.94	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	05/05-05/11 TRAVEL	DI	6/1/2018			233.16	233.16	233.16		233.16
04232 BUSH, JAMES L										
00	05/04-05/09 TRAVEL	DI	6/1/2018			33.00	33.00	33.00		266.16

Intercity Transit

Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06270 CLAUS-SHARWARK, DIANA										
00	TRAVEL ON 05/16/18	DI	6/8/2018			23.00	23.00	23.00		23.00
00	TRAVEL ON 05/30/18	DI	6/8/2018			23.00	23.00	46.00		46.00
09741 FISHER, CYNTHIA										
00	ADV TRVL 06/25-06/27	DI	6/8/2018			286.35	286.35	286.35		332.35
11216 HEINEMEYER, ZACHARY R.										
00	ADV TRVL 06/25-06/27	DI	6/8/2018			161.00	161.00	161.00		493.35
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018JUNE	DI	6/8/2018			3,236.38	3,236.38	3,236.38		3,729.73
13664 LOOMIS, CHRISTINA										
00	TRAVEL ON 02/07/18	DI	6/8/2018			23.00	23.00	23.00		3,752.73
00	TRAVEL ON 03/21/18	DI	6/8/2018			21.00	21.00	44.00		3,773.73
00	TRAVEL ON 04/18/201	DI	6/8/2018			23.00	23.00	67.00		3,796.73
00	TRAVEL ON 05/02/201	DI	6/8/2018			21.00	21.00	88.00		3,817.73
00	TRAVEL ON 05/16/18	DI	6/8/2018			23.00	23.00	111.00		3,840.73
16756 PETERSON, JEFF										
00	ADV TRVL 06/11-06/15	DI	6/8/2018			295.00	295.00	295.00		4,135.73
18042 SHAMBURGER, ANGIE										
00	2018 SPRING QTR	DI	6/8/2018			210.00	210.00	210.00		4,345.73
00	2018 SPRING QTR #2	DI	6/8/2018			1,245.00	1,245.00	1,455.00		5,590.73
00	2018 SPRING QTR #3	DI	6/8/2018			1,245.00	1,245.00	2,700.00		6,835.73
25705 WEAKLEY JR JOSEPH A										
00	TRAVEL ON 05/30/18	DI	6/8/2018			23.00	23.00	23.00		6,858.73

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
02161 ANDERSON, BREANNE R.										
00	JUNE 2018 REIMB.	DI	6/15/2018			5.00	5.00	5.00		5.00
10017 FOX, JAMES										
00	JUNE 2018 REIMB.	DI	6/15/2018			97.39	97.39	97.39		102.39
10775 GOULD, JESSICA										
00	TRAVEL 06/03-06/05	DI	6/15/2018			493.76	493.76	493.76		596.15
11750 INTERCITY TRANSIT EXEC IMPREST ACCOU										
00	2018 JAN-MAY	DI	6/15/2018			3,412.30	3,412.30	3,412.30		4,008.45
12913 KRUEGER, STEVEN J										
00	TRAVEL 06/03-06/05	DI	6/15/2018			598.52	598.52	598.52		4,606.97
14655 MORTON KENDRA										
00	18151/18	DI	6/15/2018			85.00	85.00	85.00		4,691.97

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
17835 SACHS FRANK E										
00	JUNE 2018	DI	6/22/2018			515.46	515.46	515.46		515.46

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	TRAVEL 05/30-06/01	DI	6/29/2018			352.50	352.50	352.50		352.50

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
June 18, 2018

CALL TO ORDER

Chair Pierce called the June 18, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:32 p.m. at the administrative offices of Intercity Transit.

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

Absent: Lin Zenki; Jonah Cummings; Denise Clark; Vice-Chair Austin Wright; and Victor VanderDoes.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Paul Koleber; Rob LaFontaine; Nancy Trail; Rena Shawver; Steve Swan; and Brian Nagel.

APPROVAL OF AGENDA

It was M/S/A by LEWIS and CLARK, B. to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, MOLLY CARMODY, as their representative who did not attend the meeting.

MEETING ATTENDANCE

- A. July 11, 2018, Special Meeting – Billie Clark
- B. July 18, 2018, Work Session Meeting – Ursula Euler
- C. August 1, 2018, Regular Meeting – Jan Burt

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and BELK to approve the minutes of the May 21, 2018 meeting.

NEW BUSINESS

- A. **2108 BCC UPDATE** – (*Duncan Green*) Green introduced himself and indicated he would be sharing the results from this year's Bicycle Commuter Challenge (BCC). The Earth Day Market Ride had over 100 riders and is supported by the Olympia Farmer's Market and the Bread Peddler with goodies and treats for participants. He received "Bike Month" proclamations from the cities of Lacey, Olympia, Tenino, Tumwater, Yelm and Thurston County. One of the biggest things about the BCC is how it connects communities and jurisdictions as well as the communities within the communities. The program also connects committees within IT, and fosters collaboration in the community all working together to

get people on their bikes. This year Bike to work Day was on a Thursday and there was more participation with over 542 people logging miles on bike to work day. Many local businesses helped sponsor the event this year. The Olympia Food Coop installed a BCC branded bike rack and is now an official sponsor. They have a rewards program for people arriving to the market by bicycle during the month of May. The Interagency bike ride is getting better every year. People from different state agencies converge on Tumwater Historical Park and have a picnic. It is a good opportunity to meet other riders.

Green shared numbers from the 2018 BCC:

- Participants logging miles: 1139
- Teams: 74
- Sponsors: 48
- Prize winners: 200+
- Total miles: 99,901 (99 miles short of 100k!)
- Total days: 12,225
- Co2 prevented: 50 Tons

Green shared the 2018 School Bike Challenge was a success and kids had a lot of fun with bike to school day. Intercity Transit's Walk n Roll staff had a record year of participation including seven schools, 166 students, riding 1,410 days for 3,776 miles. Prizes were handed out at Washington Middle School.

Green indicated the Prize Hoopla was on Saturday the 23rd and that the grand prize would be a bike trip for two people from the Adventure Cycling Association worth \$4k. There will also be few bikes given away and many smaller prizes. Green is extremely thankful to the many local sponsors. If they don't provide prizes they provide coupons to participants.

Green answered questions.

O'Connell – asked how prizes are awarded.

Green – indicated they are handed out by random drawings by categories and this means the same people aren't winning each year. There is an incentive to ride more because to be eligible for the grand prize participants must ride at least 10 days.

- B. SERVICE CHANGE UPDATE - (Rob LaFontaine)** introduced himself and indicated he was there to make his monthly service change update. Last month he shared information about IT's first webinar. A recording can be found at www.intercitytransit.com/servicechanges. The Agency is still collecting public comments on the proposed service changes. He indicated staff had been working on some updates and he had some amendments to the initial proposal. LaFontaine accessed the IT website to show the new updates. One of the changes is a modification of an existing element of the proposal and there are also two new changes. The route #612 proposal is being amended so the northern terminal point of the route being changed to the Tacoma Dome Station instead of 10th and Commerce. This change stems from comments and some additional data review surrounding ridership activity in Tacoma. The website has additional information about why the change was made. The map is also updated with the change to the proposal.

LaFontaine continued discussing the other changes including new routes that were not originally part of service change proposal. Route #41 between the OTC and TESC, to reduce the amount of buses traveling during AM/PM peak period. The reason has to do with reduced ridership believed to be related to reduced enrollment. KOMO news has reported on reduced enrollment at TESC estimating as much as a 20% decrease in enrollment in the fall.

O'Connell – inquired if the reduction was specific to TESC.

LaFontaine – indicated it was specific to TESC.

LaFontaine indicated the last thing to show was the proposed changes to route #45 which also operates in west Olympia between the OTC and Capital Mall. The proposal would modify outbound service from OTC west to compliment the change proposed for route #47. This creates a clockwise loop. It can be frustrating because even though the loop allows the route to cover a larger area it only stops on one side of road. This will provide bidirectional service and creates new trip options in west Olympia.

Vail – inquired about scheduling.

LaFontaine - responded that route #45 runs on a 45 minute cycle from the OTC and back and the proposal would modify the schedule 15 minutes so it would operate hourly. This will help with on-time performance issues so the schedule provided to the public can be achieved. With these changes the Agency extended the public comment period an additional 10 days until June 30.

Horton – remarked that Express service doesn't have much advantage around JBLM now because everyone is stuck in same traffic. There are extra HOV lanes going in at JBLM that might make the Express service more competitive.

LaFontaine – added that would give the Express service an obvious advantage. There were some preliminary discussions on near term solutions for shoulder running for vanpool or fixed route the ability to operate intermittently on the shoulder.

Van Gelder – asked since IT got authority from the legislature to increase their tax base, why wasn't there a major service change coordination with additional taxes in the proposal.

Freeman-Manzanares – responded that it is difficult to know what the legislature is going to do. The Agency has been talking about possibly getting additional local sales tax options for the last three years and it was approved in March. The Agency started a short/long range planning process last fall. There was a need to address on-time performance and staff had no idea if the legislature would approve the ability to go to the voters. Staff asked the Authority to move forward in a budget neutral kind of way.

Van Gelder – commented concerning the transfer for route #68 at Tumwater Square and why it should impact people going to jobs when students going to SPSCC have been transferring for years and are accustomed to could do it because they are more flexible. He also wanted to confirm the 15 minute service for high frequency corridors in the short and long term.

Phillips – indicated IT intends to keep the high frequency corridor philosophy strong and there is no effort to erode that. The Agency will keep service every 15 minutes and try to implement it more efficiently. The transfer on route #68 is an issue for people. Throughout the day there are more people making the transfers and heading across town. Ultimately it should be an easy transfer. The entire system is built around transfers. There are a lot of people at OTC doing transfers. This is because of the system, the way it is designed and the limited number of buses and routes. The corridors strategy is still strong. Ann mentioned the changes are based in large part on the on-time performance issues of route 62 because it has the highest use and is the busiest corridor. It has gotten to the point where the performance is affecting people's lives. The lack of schedule reliability drove some of the restructuring. The goal is to provide service on-time and these are the packages of things to get things working. It is frustrating and the changes will make six people happy and six people frown. Staff wasn't ready to get rid of Express and hopefully it can be built into something more enticing. We have some state support it doesn't help people that have been taking those specialized trips.

Scott – asked why the Express buses don't meet the schedule with Seattle buses and inquired about buses that will service the Martin Way Park and Ride.

Phillips – indicated people will have to use route #62. With regard to connections for regional express the buses arrival times are estimated. Sometimes it takes 25 minutes or less which means someone would get the next bus, and the schedules say estimated travel times due to traffic congestion. Figuring out the windows for express travel times is harder. Staff is trying to get the arrival time for the northbound trips closer to the Sounder schedule.

LaFontaine – added that with the proposed changes to route #612 during peak travel times the service frequency is every 15 minutes. The hope is that people won't be waiting very long for a bus. During the middle part of the day the buses would be spread out 60-90 minutes. The Martin Way Park & Ride was selected to be an incentive for motorists driving to the park and ride and beginning their trip northward.

Belk – inquired about the motivation to change to the Tacoma Dome Station and if it was due to the relative travel time, expected ridership or the comments received.

Phillips – indicated staff took another look at the data and trip opportunities. The Sounder trips provide more opportunities to connect. There was some conjecture on the availability of parking but there may still be opportunities for regional commuters roughly with a 55/45 split more on the Tacoma Dome side of things.

Pierce – provided comments on the website and the inability to locate some of the service change related information.

Burt arrived.

Vail – cautioned that people don't always go to the website for information.

Freeman-Manzanares – asked how the CAC would recommend that staff communicate the information.

Pierce – indicated she had already emailed marketing.

Paris – indicated the morning Express buses are often times full by the time they get to the park and ride there isn't anywhere for people to sit and that it isn't very inviting.

O'Connell – sympathized with *Pierce's* comments, but notes that staff can't get the word out to everyone. There are going to be people out there who are disappointed. This is a transition and it is going to impact many riders. She added that staff is doing a really good job.

- C. STRATEGIC PLAN POLICY POSITIONS – (Ann Freeman-Manzanares)** Freeman-Manzanares indicated she was presenting the second half of the 10 Strategic Plan policy issues. The Agency is in transition and there is potential for expansion or possibly cutting service. The Authority is moving forward with the six year Strategic Plan and Budget process for 2019 knowing that going to the ballot may involve a different conversation and amending the budget accordingly.

- 1. 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.

Freeman-Manzanares – indicated staff is following through with the Authority's direction.

- 2. 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.

Vail – asked if the Agency was trying to mesh with Pierce Transit schedules.

Freeman-Manzanares – responded staff can look into that.

- 3. 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.

Pierce – inquired about parking strategies.

Freeman-Manzanares – responded that includes things like changing behavior by charging for parking.

Burt – asked if park and rides were part of that strategy.

Freeman-Manzanares – indicated park and rides are generally outside the core area.

Burt – added that she lived off Rich Road for some time and was and curious if anything

was in the works for that area.

Freeman-Manzanares – shared that there were a number of park and rides in the long range plan a few years ago including one in Yelm and one in west Olympia. They removed them from the Strategic Plan due to the capital funding commitment the inability to complete them. It is possible once the OTC and Pattison are complete they will start to explore them again.

Horton – asked if it was possible to work with a private commercial entity to designate part of their parking stalls.

Freeman-Manzanares – indicated they had done some of that with varied success. Walmart and Top Foods were allowing people to do that and some vanpool groups do it at Albertson's. Stores are inclined to allow vanpooler's because they may shop there when they come and get their vehicles.

O'Connell – added that she loves the idea of it from a PR standpoint. If the partnership grows people might shop there on their way home.

Freeman-Manzanares – indicated some individuals have done that on their own. The Agency has paid to utilize parking spaces and they then designated them. When IT redid the Martin Way Park & Ride Walmart designated some spaces for people and the Agency did not pay for it.

Van Gelder – shared that some retailers don't like to do that and they have security at the Tumwater Safeway. Maybe staff could make arrangements with large churches close to major intersections at Pacific near Marvin. The State allowed parking at DOH some time ago. It is worthwhile to do it on an enterprise basis like having a certain amount of building set aside for park and ride facilities.

4. 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.

O'Connell – added that she just took a 50 plus minute ride from Tumwater to the meeting.

Freeman-Manzanares – indicated staff was keeping track of a reverse commute when Hawks Prairie Park and Ride commuters were using it to come back into town not as express. Part of the long range strategy includes exploring bus rapid transit like service without a designated lane or local express service. Primarily on Martin Way and going out to Tumwater and another to the mall on the west side.

5. 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.

Freeman-Manzanares – indicated the TSP project is moving forward in Olympia and Tumwater and still waiting on Lacey.

6. 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.

7. 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.

Horton – asked if the Agency had leveraged grant opportunities with local jurisdictions.

Freeman-Manzanares – responded there are not enough dollars to go around so there hasn't been an expressed interest from local jurisdictions. Staff has partnered by bidding along with some of their grant funded projects. Last year the Agency partnered with Tumwater on the design and construction management at Tumwater Square.

Belk – inquired to what extent jurisdictions have to enhance shelters and can they do some of that on their own dime.

Freeman-Manzanares – staff works with the jurisdiction and they can purchase through the Agency if it makes sense to do so.

Phillips – added that for new projects builders have a site plan prepared and they pay for the shelter and staff installs them. If it is an existing stop that has to be moved staff makes sure to be part of the project. The cities have the code authority to impose the requirement.

8. 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.

Freeman-Manzanares – indicated the Agency has the funding but not enough staff time. The long range plan discussions look at piloting some different fare technologies so staff is taking a pause on replacing the fareboxes.

9. 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.

10. 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.

Freeman-Manzanares – indicated staff has done a significant amount of outreach and thanked the CAC for their help. She challenged staff to exceed the 3500 surveys collected in the first round.

Phillips – added that hopefully some of the updates will bring back some of those people who went away because it wasn't fitting their needs.

Vail – asked staff to keep in mind that the average bus riders are not computer people and some don't have access and to creatively look at other ways to make them still feel part of the system.

Freeman-Manzanares – added that in terms of outreach staff goes to transit centers and park and ride's and would love CAC assistance.

O'Connell – suggested drivers handing out flyers might draw attention to changes.

Pierce – or call attention to the flyer.

Smit arrived.

O'Connell – suggested hats and buttons.

CONSUMER ISSUES

- *O'Connell* – indicated she would like to find a way to end the meetings at 7:30 pm for those who have standing rides and miss part of the meeting.
- *Smit* – remarked he would like to see the trip planner work with the proposed new routes so people can see what their trip will look like.
- *Scott* – indicated she would like to see more travel training advertising.
- *Vail* – stated she would like forms for people to sign up for their senior card at the Boardwalk Apartments.

O'Connell – suggested doing away with senior discount cards and letting them ride.

Clark, B. – asked if staff has a table up at the Farmer's Market.

Scott – indicated Bus Buddies could do that.

Freeman-Manzanares – added that staff would have to explore that.

O'Connell – suggested IT could be a leader in getting rid of those cards.

Freeman-Manzanares – we do have a relationship and their responsibility is to collect a fare.

REPORTS

- **June 6, 2018 Regular Meeting** – Lewis provided the report including the Authority cancelled November 21 meeting; adopted 2019-2022 TIP; met new employees; received an update on proposed service changes; and received a presentation on campaign procedures

from the Agency's attorney. The CAC is part of IT and will need to be careful how they communicate during the ballot; there are 180 vanpool groups; the ITA set a special meeting for July 11; staff is working with WSDOT on shoulder running.

- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report indicating:
 - Billie's son is working in the vanpool program at IT.
 - There will be a photo opportunity at the next meeting for the fall recruitment.
 - The Local Roadeo was held on the 10th with 9 other systems here and 10 systems competing. This was the third local Roadeo and the first two were at the airport. IT also had mechanics competing.
 - Dan Savage took first place in BOC; Eric Wells was number two; Rob Wood was first in 35' and all are headed to the state competition. David Randall is also competing in the 40' at the state conference. Maintenance will be going to state as well.
 - The Agency has been in the Olympian on a number of occasions recently and has an invitation to talk to the editorial board on Wednesday. Staff will be taking representatives from Olympia, Lacey, and Tumwater. Clark, Carolyn and Debbie are going to talk about the long range planning process and the ballot measure.
 - IT Road Trip 2.0 will be going out this week. This will say what we've heard and ask for help prioritizing. There is a chance to win one of two \$250 gift cards for taking the survey. The due date is July 31.
 - Many staff will be at the state conference in August she asked to change the August meeting to the 27th. It was M/S/A Van Gelder and Burt to change the meeting.
 - The Agency is on a really tight timeframe for the ballot measure. The Authority has a special meeting on July 11 and then the work session on July 18, and then their regular meeting on August 1. Staff will have initial polling results on July 11 and preliminary final results on July 18. This will provide people's opinions and preferences and what they are feeling about IT and what the future of transit looks like. On August 1 Jason Robertson will be in to talk about the survey and long range plan. The Authority must decide by August 1 to go out for ballot measure.
 - Our attorney will present on the do's and don'ts about the PDC rules for the ballot measure. CAC can educate but can't tell people how to vote. Outside of IT people can, but can't use government resources to do promotion.
 - OTC project is moving along and went to design review with Olympia and was very favorable. This is one step closer to being in the ground in late summer or early fall. There is a twelve month construction timeframe.
 - Pattison Master Plan refresh project is moving forward planning for the next 25 years with incremental steps for the maintenance facility. The Agency has \$17M of \$28M.
 - Scott – added the Roadeo was fantastic and everyone is enjoying getting their passes at the library.
 - Van Gelder – asked if the survey was going to work on cell phones. Freeman-Manzanares – indicated it would.
 - Smit – added a plug for electric buses.
 - Vail – indicated a DAL driver named Daryl was a great driver when they were hit.

NEXT MEETING: July 16, 2018.

ADJOURNMENT

Intercity Transit Community Advisory Committee

June 18, 2018

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It was M/S/A by BURT and SCOTT to adjourn the meeting at 7:29 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180618.docx

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: July 11, 2018**

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

SUBJECT: Service Change Update

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- 1) **The Issue:** Provide an update on agency activities, outreach efforts and customer comments.
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- 2) **Recommended Action:** For discussion only.
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- 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:** The Authority is scheduled to make a recommendation on the September 23, 2018, service change on July 18, 2018. Staff will provide an update 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 was extended through June 30, 2018.
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- 5) **Alternatives:** N/A.
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- 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
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: July 11, 2018**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager, 360-705-5838
Jason Robertson, JRO and Company

SUBJECT: Long Range Plan - IT Road Trip Public Engagement 2.0 Update

1) **The Issue:** Review IT Road Trip status.

2) **Recommended Action:** This item is for discussion and review.

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

4) **Background:** Jason Robertson, JRO+Co, will brief the Authority on the status of the IT Road Trip project. Discussion will focus on activities and outcomes thus far relating to the second phase of the Long Range Plan public engagement process.

5) **Alternatives:** Summary and Discussion only.

6) **Budget Notes:** This is a continuing project in the 2018 budget and all project elements are within the planned resources budgeted.

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: July 11, 2018**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager, 360-705-5838
Stuart Elway, Elway Research, Inc.

SUBJECT: Long Range Plan Survey Results

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- 1) **The Issue:** Review the results of the long range plan survey.
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- 2) **Recommended Action:** This item is for discussion and review.
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- 3) **Policy Analysis:** The Authority is responsible to determine services and programs.
-
- 4) **Background:** Stuart Elway, Elway Research, Inc. will brief the Authority on the results of the long range plan survey.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** This work is part of the short and long range contract with Nelson Nygaard.
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- 7) **Goal Reference:** This item addresses **Goal #2:** *"Provide outstanding customer service."* **Goal #5:** *"Align best practices and support agency activities and sustainable technologies."* **Goal #7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands of our community."*
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- 8) **References:** N/A.