

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**August 1, 2018**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **5 min.**  
**A. Introduce Patrice Debe, HR Analyst** (*Heather Stafford-Smith*)

- 3) **PUBLIC COMMENT** **10 min.**  
*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. **The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.***

*The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.*

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**  
**A. Approval of Minutes:** July 11, 2018, Special Meeting, and July 18, 2018, Regular Meeting  
**B. Payroll – July 2018:** \$2,418,028.68.  
**C. Accounts Payable:** Warrants dated July 6, numbers 25217-25265 in the amount of \$341,665.94; Warrants dated July 10, 2018, numbers 25266-25269, in the amount of \$48,699.24; Warrants dated July 13, 2018, numbers 25272-25320, in the amount of \$253,370.33; Warrants dated July 20, 2018, numbers 25321-25365, in the amount of \$292,831.23; Warrants dated July 27, 2018, numbers 25368-25409, in the amount of \$228,354.02; Automated Clearing House Transfers for July 2018 in the amount of \$5,289.83 for a monthly total of \$1,170,210.59.  
**D. Schedule Special Meeting:** Schedule a special meeting for Wednesday, September 19, 2018, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. (*Ann Freeman-Manzanares*)
- 5) **PUBLIC HEARING - None** **0 min.**
- 6) **COMMITTEE REPORTS**  
**A. Community Advisory Committee (July 16)** (*Jan Burt*) **3 min.**

- 7) **NEW BUSINESS**
  - A. **Vehicle Wraps and Graphics** (*Katie Cunningham*) **5 min.**
  - B. **Long Range Plan - IT Road Trip Public Engagement 2.0 Update** (*Jason Robertson*) **15 min.**
  - C. **Sales Tax Ballot Measure Resolution** (*Ann Freeman-Manzanares*) **20 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **ADJOURNMENT**
- 11) **CLOSED SESSION - Amalgamated Transit Union Local 1765 (ATU)** - The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss items related to the ATU. No further action is expected to occur.

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto:TitleVI@intercitytransit.com).*

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

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Special Meeting**  
**July 11, 2018**

**CALL TO ORDER**

Chair Sullivan called the July 11, 2018, special 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 Yelm Councilmember Molly Carmody; City of Olympia Renata Rollins (Alternate); Citizen Representative Don Melnick; Citizen Representative Karen Messmer; Labor Relations Representative Art Delancy.

**Members Excused:** City of Olympia Councilmember Clark Gilman; County Commissioner Bud Blake.

**Staff Present:** Ann Freeman-Manzanares; Paul Koleber; Steve Krueger; Ally McPherson; Pat Messmer; Todd Morrow; Brian Nagel; Eric Phillips; Rena Shawver; Heather Stafford-Smith Steve Swan; Nicky Upson.

**Others Present:** Community Advisory Committee Members, Marilyn Scott and Sue Pierce; Jason Roberson from JRO+Co.; and Stuart Elway of Elway Research, Inc.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

A. Tyler Huey, Maintenance Assistant (*Paul Koleber*)

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

A. **Approval of Minutes:** June 6, 2018, and June 20, 2018, Regular Meetings;

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

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**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.

### **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council.** Karen Messmer said TRPC met Friday, July 6. The members were briefed on the 2020-2022 Surface Transportation Program, Transportation Alternatives Program, and Congestion Mitigation and Air Quality (CMAQ) Federal Transportation Funding Call for Projects Grants. Intercity Transit received everything requested including a grant for facility renovation; Walk N Roll; a joint partnership to look at the Martin Way Corridor; and 4 propane DAL vehicles. Members discussed the pros and cons of funding one additional dial-a-lift vehicle for Intercity Transit versus leaving around \$196,000 in funding available for a future call for projects. They approved a funding package based on the Transportation Policy Board's recommendation, with the addition of another dial-a-lift vehicle funded out of STP funds (total of four vehicles funded). This resulted in \$74,000 of STP funding being available for a future call for projects or assistance to the South County jurisdictions.

Members heard about the Federal Transportation Performance Measures by Interim Deputy Director Veena Tabbutt who provided a first review of federal performance measures and targets. In September, the Council will be asked to take action on pavement, bridge, system performance, freight, congestion mitigation and air quality, and transit asset management performance targets.

Ruth Harms and Jill Severn from the League of Women voters briefed the Council on a civics book and curriculum entitled, "The State We're In." The book contains a chapter on sustainability that was sponsored by the Thurston Regional Planning Council during the Sustainable Thurston Project. Representative Laurie Dolan explained the process behind sponsoring and getting a bill passed during the 2018 State legislative session. The bill resulted in civics being part of the state curriculum, and will result in wider distribution of "The State We're In."

The Council received an update from Karen Parkhurst on the draft project list that will be developed as part of the Human Services Transportation Plan update. They included rural Transit, Intercity Transit's Bus Buddies, Here to There (website), and Dial-a-Lift.

*Commissioner Edwards arrived.*

- B. Transportation Policy Board.** Don Melnick reported the TPB met July 11. Robin Mayhew, WSDOT's Management of Mobility Director, provided an update on the I-5 corridor strategy in which they are in the middle of Phase I goal setting with many stakeholders. The next step is scenario planning.

The TPB recommended TRPC approve a federal funding modification request; they were briefed on the Human Services Transportation Plan (HSTP) project list. This was intended for seniors and economically disadvantaged people; and received a presentation on Federal Transportation Performance Measures.

- C. Community Advisory Committee.** Marilyn Scott reported the CAC met June 16. They received an update on the Bicycle Commuter Challenge and the proposed bus service changes. The members also talked about helping pass out information at the upcoming parades.

**PROPOSED SERVICE CHANGE UPDATES.** Rob LaFontaine provided the final update on the proposed service changes. He reviewed three recent changes to Routes 42, 47, and 45.

**Route 42:** Inserted a counter-clockwise loop from RW Johnson onto Mottman, Crites, 29<sup>th</sup>. Adds service through the light industrial area and preserves 2 stops that were originally proposed to be removed.

**Route 47:** Modified the Route to remain on Black Lake Blvd [outbound] from Capital Mall to Harrison; the bus will continue on Harrison/Mud Bay Rd west to Kaiser and return to the Capital Mall via Capital Mall Dr. and Cooper Point Rd. The modification reverses the original Capital Medical Center loop from clockwise to counter-clockwise.

**Route 45:** Reversed the direction of service near Capital Medical Center to be clockwise; complemented by Route 47 which will operate counter-clockwise.

LaFontaine discussed the calculated change in revenue service hours. Routes 12, 42, and 68 by percentage are increasing significantly which is contributing to the overall estimated increase of 5 ½% with this particular package. The reason is the discontinuing of Routes 43 and 44. Route 44 hours of operation and its frequency are higher than other routes and if we're going to replace Route 44 with the 12, 42 and 68. Those routes need to be increased in their overall span and frequency to be equivalent replacements. This is the bulk of an increase of 11,000 service hours.

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Currently, between the OTC and SPSCC there is 15-minute frequency that's provided by Routes 43 and 44. Route 44 also provides 30-minute frequency along Cooper Point Road out to Capital Mall. However, Route 68 provides 60-minute frequency off-peak until 8:30 p.m. That's an hour and a half difference between the 44 and 68. Under the proposed changes Route 68 would have increased frequency to 30-minutes all day until 10 p.m. as well as Route 12. In order for Route 44 to be properly replaced it has to have a comparable span in frequency.

**LONG RANGE PLAN IT ROAD TRIP PUBLIC ENGAGEMENT 2.0 UPDATE.** Jason Robertson reported there's been a lot of activity in getting messages out via media, targeted communications, events and outreach.

### **Interim survey results show:**

- Approx. 535 responses (900 responses as of 7/11/18)
- 475 entered prize drawing
- Major generators, so far:
  - IT E-Blast (223)
  - Website (162)
  - Facebook (82)
  - ECT Communication (79)
- Survey runs through July

Below are the top results after asking the public about their level of support for different enhancements.

### **Increase transit service to stay ahead of congestion and population growth:**

- 72.27% Very Supportive
- 20.39% Somewhat Supportive

### **Extend service to growing population and economic activity centers:**

- 71.40% Very Supportive
- 21.40% Somewhat Supportive

### **Maintain service for riders who depend on transit to get to work, school or doctor:**

- 87.43% Very Supportive
- 8.80% Somewhat Supportive

### **Speed up service and provide real-time route data to attract more riders:**

- 62.66% Very Supportive
- 24.06% Somewhat Supportive

**Expand morning, night and weekend service to help workers who don't have a 9-to-5 schedule:**

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- 69.60% Very Supportive
- 21.58% Somewhat Supportive

### **Create dedicated in-county commuter lines that get people where they're going faster:**

- 55.38% Very Supportive
- 27.78% Somewhat Supportive
- 13.08% Neutral

### **Attract more riders by simplifying the fare structure and increasing frequency:**

- 54.69% Very Supportive
- 22.38% Somewhat Supportive
- 19.86% Neutral

### **Make transit a transformative service for social and economic wellbeing:**

- 48.56% Very Supportive
- 22.02% Somewhat Supportive
- 24.73% Neutral

### **Invest in comfort to attract and maintain high ridership:**

- 33.75% Very Supportive
- 31.78% Somewhat Supportive
- 25.31% Neutral
- 6.10% Not Very Supportive
- 3.05% Not Supportive

### **Expand innovative programs like vanpool and Dial-a-Lift:**

- 43.63% Very Supportive
- 26.57% Somewhat Supportive
- 24.06% Neutral
- 3.95% Not Very Supportive
- 1.80% Not Supportive

### **The following shows averaged ranking of enhancements in order of importance:**

- Improved Frequency
- Bus Rapid Transit
- Maintain on-time performance
- Extended span of service
- Service to new areas
- Enhanced commuter service
- Night owl service
- Enhanced capital facilities

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- Change the way fares are paid

The public was asked how supportive they are of a sales tax increase to achieve a “Transformational System” that includes most of the transit improvements shown above.

- 40.97% Very Supportive
- 28.86% Somewhat Supportive
- 12.29% Neutral
- 8.19% Not Supportive

**LONG RANGE PLAN SURVEY.** As part of the short and long-range planning contract with Nelson Nygaard, Elway Research was hired to survey the community regarding transit priorities and support for those priorities. Freeman-Manzanares introduced Stuart Elway, who provided a report on the results of the Random Sample Survey of the four cities within the service area.

Elway said he worked extensively with staff, as well as Jason Robertson to develop the questionnaire, with questions similar to those asked on the outreach. His report is another type of measure and independent validation of a random sample of people in the area. Elway Research asked people who are not necessarily interested in transit and don't think about it every day, thus a random sample of the area in which the results are compared to other surveys taken.

The survey was organized around a model he developed over a period of 40 years as to why some tax measures pass and others don't. It's organized around three parts: Problem, Solution and Action all from the point of view of the resident, citizen or voter.

### **Highlights of the survey findings include:**

**Problem:** The respondents generally defined the transportation problem in terms of population growth, sprawl and lagging transportation infrastructure (roads and highways). Lack of public transportation was seen as a major contributor to transportation problems by 1 in 4 respondents. Even so, 47% said there is not enough public transportation, 41% thought the level of service is about right and 4% thought there is too much.

**Solution:** Public transportation was seen as having high value to the community. The benefits most highly-rated had to do with moving people - all people, new residents - even more than reducing congestion.

Consistent with the view that population growth was the main contributor to transportation problems - and despite the view that a lack of public transit was not a major contributor - about half of all respondents preferred a broad strategy to expand



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public transportation services to get ahead of the problem, while just one in three preferred to just “keep up” with the growth, and only one in seven wanted to let the public transit system shrink.

Contributing to the preference to expand the system was respondents’ view that InterCity Transit is doing a good job and has been doing so for a long time. Two in three respondents said ICT was doing an “excellent” or “good job” – down only four points from our 1998 survey.

**Action:** The “money question” – literally and figuratively – is whether residents would be willing to support improvements to the public transportation system with higher taxes. These respondents were. Most saw a high benefit to cost ratio: 67% said that the improvement package was worth the cost of \$2 to \$5 per month per household. When the amount was specifically stated as .04¢, support edged up a point: 68% said they would definitely or probably support a sales tax increase of that amount.

The readiness to raise taxes is consistent with the inclination to expand services. The fact that support inched up when the exact amount was posed suggests that the amount may have been slightly lower than some were expecting and is consistent with the value and cost/benefit findings. When asked in an open-ended follow-up why they would support or oppose the sales tax increase, Opponents were focused on the cost. Supporters were focused on the benefits. Supporters volunteered several reasons ranging from “it is important and needed” to the need to expand service to providing transportation to people without it, to reducing congestion.

Half of those inclined to oppose the increase said that taxes are simply too high already. Only one in ten said it was not needed or that they did not use public transportation.

*Warner said based on all of the information presented this evening he would like the Authority to consider the adoption of a resolution asking the voters for 4/10ths of a percent sales tax increase.*

**It was M/S/A by Vice Chair Warner and Citizen Representative Melnick to ask staff to develop a resolution to be considered by the Authority at their August 1, 2018, meeting regarding including the 4/10ths of one percent sales tax increase on the November 2018 ballot.**

### GENERAL MANAGER’S REPORT

- Staff is working with the Thurston County Chamber to promote awareness of the vanpool program and the benefits to employers, employees and the region as a whole to reduce traffic congestion. The Chamber had 100 businesses respond and 80% did not know what a vanpool was or the positive effects it could have on their business.

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- Received about 900 responses to the “What Matters Most to You” survey. An e-blast is going out to approximately 115,000 email addresses through the Olympian with our IT Road Trip Public Engagement Survey. Staff is also working with the Thurston Chamber of Commerce to send out the survey to their membership; as well as to Leadership Thurston County participants.
- Staff is working on the Olympia Transit Center Expansion project and anticipate going before the Authority in August and September with a contract for construction. Staff is hopeful construction will be complete by fall of 2019.
- Intercity Transit participated in the Yelm Prairie Days Parade and the Tumwater July 4<sup>th</sup> Parade.
- As a pilot project in hopes of relieving congestion, Intercity Transit transported approximately 600 to 800 people out of the Rainier Vista Park during the Lacey 3<sup>rd</sup> of July Fireworks Spectacular.
- Intercity Transit will be at the Lakefair Parade this upcoming weekend.
- The Authority will conduct their yearly Planning Session on Friday, August 17, 2018, in the board room beginning at 8:30 a.m.

### **AUTHORITY ISSUES**

Melnick noted the Port of Olympia has an Interim Executive Director – Rudy Rudolph.

Messmer participated in the Tumwater parade and was very impressed with everyone who attended and participated in passing out materials. She referred to how everyone loves the bubble bus and she would like staff to think about how or where a bubble bus could run similar to the Jingle Bus. Perhaps during a limited time in the summer visiting different areas each week.

Messmer said there was discussion about adopting or having a resolution that had to do with the climate emission reduction that the cities are heading towards. She would like to see this on a future Authority agenda in order to provide support of the effort. Freeman-Manzanares said Karen Parkhurst from TRPC suggested this be brought before the Authority in September or October.

Carmody said the City of Yelm approved its six year transportation improvement policy. There will be some upgrades to side roads to relieve congestion off of Yelm Avenue.

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Commissioner Edwards said during their climate discussion they talked about putting up more yield signs in place of stop signs in an effort to reduce the amount of idling. This is one step to reduce our carbon footprint.

Marilyn Scott said she was asked to mention the possibility of installing enclosed shelters w/benches in Tumwater, in particular near the Safeway

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:18 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: August 1, 2018.**

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

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**July 18, 2018**

**CALL TO ORDER**

Vice Chair Warner called the July 18, 2018, meeting of the Intercity Transit Authority to order at 5:31 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Chair and City of Tumwater Councilmember Debbie Sullivan (via teleconference); 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; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Todd Morrow; Brian Nagel; Eric Phillips; Rena Shawver; Steve Swan; Nancy Trail; and Nicky Upson.

*Vice Chair Warner announced an amendment to the agenda. Agenda item 6-C "Discuss Potential Ballot Measure Language" will be moved to after the Consent Agenda and before Committee Reports.*

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- A. Mark Quamme, Dial-A-Lift Dispatch Specialist (Kevin Karkoski)
- B. Emily Bergkamp, Operations Director (Ann Freeman-Manzanares)
- C. Paul Koleber, Maintenance Director (Ann Freeman-Manzanares)

**PUBLIC COMMENT**

**Heath Reynolds, Olympia.** Mr. Reynolds voiced his concerns regarding the proposed service changes. He hopes the improvements won't affect those with disabilities who rely on transit in their daily lives.

**Michael Rogers, Olympia.** Mr. Rogers hopes whatever decision the Authority decides regarding the proposed service changes, that the Authority will be open to changes if the new changes don't work. He also mentioned the recent survey – he had difficulty accessing it. He needed assistance from someone else to complete it online.

Mr. Rogers asked how the public could help pass the ballot measure, or how does a member of the public start that process. Freeman-Manzanares said the Auditor will identify a pro/con group, and the public is free to participate that way.

**Augustus Northcraft, Olympia.** Mr. Northcraft provided concerns about the cleanliness of the buses, noting he found black smudge on the back bus vents and perhaps the filters need to be changed. He also said there can be poor air circulation on the buses and the air conditioning gets turned off when the buses are stopped at the transit centers. He said it can get very uncomfortable.

### **APPROVAL OF CONSENT AGENDA ITEMS**

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

**A. Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs.  
*(Katie Cunningham)*

### **AGENDA ITEM 6-C**

**Discuss Potential Ballot Measure Language.** Freeman-Manzanares explained the state legislation that allows Intercity Transit to request additional sales tax authority, takes effect August 1, 2018. She presented a draft resolution for the November 2018 ballot for Authority discussion, identifying the need and the process that led up to the recommendation for an increase of 4/10ths of one percent sales tax.

Freeman-Manzanares recognized Todd Morrow, who was Chief of External Affairs with Community Transit. Morrow is working with staff to guide them through this process and lend his expertise. Staff is also working with Julie Carignan, Intercity Transit's legal counsel.

Staff wants to insure the process being used to form the resolution feels comfortable to the Authority and they have the opportunity to provide comment both at today's meeting and on August 1st.

Messmer said the platform of some of the needs is that there is an increasing population and an increasing aging population which are two of the demographics occurring in our service area that caused Intercity Transit to want/need to provide additional services. Those should be the foundation and part of the ground rules.

Gilman said somewhere between paragraphs 5 and 8 describe the process of receiving community input. In addition to the increasing and aging population, there's also seen

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a shift in demographics and the places people are coming and going has shifted and IT needs additional capacity to serve that. That may be part of the story of how this was framed and how it was solicited to the public for input and fill in with why there is the need.

Messmer said perhaps there is no need to lay out so much detail, but instead describe what people are asking for.

Melnick referred to paragraph 12 where it refers to "accommodate the demand," and say instead something regarding the reduction in service. It may be appropriate to make that clear as a reason for the tax increase.

Cox asked for clarification regarding the language that says, "...increase the sales and use tax by four tenths of one percent." She asked if that shouldn't be "a cent." Discussion ensued regarding the correct language and Freeman-Manzanares will get clarification.

Messmer said the language on page 2 - Section 1 - last sentence, "would be used for the sole purpose of providing funds for the operation, maintenance and capital needs of public transportation systems." She said as long as that covers virtually everything the agency does, those words will work. If administration or education programs, or something else doesn't fall within Operations, Maintenance and Capital then staff needs to make sure the words are all encompassing.

### COMMITTEE REPORTS

**A. Community Advisory Committee. No Report.**

### NEW BUSINESS

**A. Review Annual Update and Schedule a Public Hearing on the 2018-2023 Transit Development Plan.** Rob LaFontaine, Planning Manager, provided an overview of the schedule and process of the 2017 Annual Report and the 2018-2023 Transit Development Plan (TDP). He ran through the timeline:

- July 30 - Draft TDP published for public review
- August 15 - Conduct Public Hearing
- September 5 - Request adoption of the TDP

**It was M/S/A by Citizen Representatives Messmer and Melnick to schedule a public hearing at 5:30 p.m. on August 15, 2018, on the 2017 Annual Report and the 2018-2023 Transit Development Plan.**

- B. September Service Change Adopt Final Recommendations.** Rob LaFontaine, Planning Manager presented final recommendations for proposed service changes. He provided a brief recap.

The reason for the changes is the pursuit of reaching optimization for a more healthy operating system with on-time performance and improved schedule reliability; to reach optimization through refreshing the distribution of resources by consolidating some trips that are currently traveling to downtown Olympia as well as providing new trip options; and strengthen the ridership and market for the express commuter service traveling to and through Pierce County.

He is forecasting a slight increase in revenue service hours – about 5 ½% which is based on what is currently provided. He said it's important to note the current hours do not account for unscheduled service. The service hours for extra buses sent out to help mitigate problem areas are not part of this plan.

**It was M/S/A by Councilmember Cox and Citizen Representative Melnick to adopt the staff recommended service change package, including any minor adjustments that may be necessary to fully implement the planning route and schedule changes, including minor modifications for Dial-A-Lift complementary paratransit services consistent with Intercity Transit policies; with an effective date of September 23, 2018.**

Messmer has a concern about Route 68 and the need to transfer. She asked staff to be open to watching for any issues that may arise. She also asked staff to be out there during the change to ensure the public is aware of these changes because of the impacts to their daily schedules.

Melnick asked that as staff rolls out the changes, to keep the Authority informed of what is being done and the outcome.

*Councilmember Carmody left the meeting.*

*Commissioner Blake arrived.*

## **GENERAL MANAGER'S REPORT**

Staff continues to meet with the Pattison Street consultant team on a regular basis, and will meet with the City of Olympia staff next week to discuss the path forward. Staff is looking to Olympia for guidance as the regional mobility grant that needs to be expended by the end of June 2019 will prove to be challenging.

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Staff is working to have the Olympia Transit Center construction contract finalized by the September 5, 2018, Authority meeting.

Staff submitted regional mobility grants for continuation of the vanpool promotion campaign; and applied for the start of the bus rapid transit project and those applications will be evaluated by WSDOT and passed along to the Governor in December, and the Legislature will discuss during session.

Freeman-Manzanares asked the Authority to share the ITROADTRIP.NET with all possible resources.

### **AUTHORITY ISSUES**

Melnick attended the July CAC meeting and he appreciates the amount of discussion at their meetings and the amount of details provided in the minutes.

Gilman thanked staff members Rob LaFontaine and Eric Phillips for their participation in the meeting at St. Francis House and helping to explain the service changes that affect them.

Gilman asked about the status of the Walk N Roll shop space. Freeman-Manzanares said staff ran into a roadblock looking for contractors to help evaluate that site and what might be necessary in terms of improvements.

Messmer participated in the Lakefair parade and appreciates the air-conditioned bus since it was extremely hot that day.

Messmer suggested staff look into the purchase of a height-adjustable podium that is ADA compliant.

Commissioner Blake also participated in the Lakefair parade and was delighted with the Intercity Transit interaction with the kids.

Delancy appreciates the efforts of the Planning Department during the service change process and their openness to adjustments. He said it's a good plan and looks forward to seeing it in action.

### **ADJOURNMENT**

**It was M/S/A by Citizen Representatives Melnick and Councilmember Cox to adjourn the meeting at 6:16 p.m.**



**INTERCITY TRANSIT AUTHORITY**

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**Debbie Sullivan, Chair**

**ATTEST**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: August 1, 2018.**

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

**EXHIBIT A  
SURPLUS PROPERTY - JULY 2018**

<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL #/ SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Epson Flatbed Scanner	GT-1500	1	\$5.00	\$5.00
2	Dell Latitude E5500 laptop (NO P/S)	HJK9BM1	1	\$40.00	\$40.00
3	Mac Mini computer	C07R190DY3H	1	\$200.00	\$200.00
4	Dell Projector (color wheel starting to go out)	FQG24P1	1	\$25.00	\$25.00
5	Canon PowerShot SD450 camera & case	2223605277	1	\$15.00	\$15.00
6	Fujifilm FinePix S4800 camera & case	3UH99374	1	\$60.00	\$60.00
7	OKI yellow drum/yellow, magenta, and cyan toners (lot)	n/a	1	\$40.00	\$40.00
8	Dell Optiplex 780 mini (NO Power Supply)	3X3WGK1	1	\$1.00	\$1.00
9	Dell Optiplex 780 tower	33CZDQ1	1	\$45.00	\$45.00
10	Dell Optiplex 780 tower	33F0FQ1	1	\$45.00	\$45.00
11	Dell Optiplex 780 tower	33KXDQ1	1	\$45.00	\$45.00
12	Dell Optiplex 780 tower	33BZDQ1	1	\$45.00	\$45.00
13	Dell Optiplex 780 tower	33FYDQ1	1	\$45.00	\$45.00
14	Dell Optiplex 780 tower	33DYDQ1	1	\$45.00	\$45.00
15	Dell Optiplex 780 tower	33GYDQ1	1	\$45.00	\$45.00
16	Dell Optiplex 780 tower	33H0FQ1	1	\$45.00	\$45.00
17	Dell Optiplex 790 tower	GM818V1	1	\$65.00	\$65.00
18	Dell Optiplex 790 tower	GM4Z7V1	1	\$65.00	\$65.00
19	Dell Optiplex 790 tower	GM638V1	1	\$65.00	\$65.00
20	Dell Optiplex 9010 tower	J219SW1	1	\$125.00	\$125.00
21	Dell Optiplex 780 mini	DKFSFK1	1	\$15.00	\$15.00
22	Dell Optiplex 780 mini	3X4FHK1	1	\$15.00	\$15.00
23	Dell Optiplex 780 tower	33JYDQ1	1	\$45.00	\$45.00
24	Dell Optiplex 780 tower	33HZDQ1	1	\$45.00	\$45.00
25	Dell Optiplex 780 tower	33HYDQ1	1	\$45.00	\$45.00
26	Dell Optiplex 780 mini (parts only)	3X4TGK1	1	\$1.00	\$1.00
27	Dell Optiplex 780 tower	3390FQ1	1	\$45.00	\$45.00
28	Dell Optiplex 780 tower	33KYDQ1	1	\$45.00	\$45.00
29	Dell Optiplex 780 tower	338ZDQ1	1	\$45.00	\$45.00
30	Dell Optiplex 780 tower	33GZDQ1	1	\$45.00	\$45.00
31	Dell Optiplex 780 tower	33FZDQ1	1	\$45.00	\$45.00
32	Dell Optiplex 780 tower	33J0FQ1	1	\$45.00	\$45.00
33	Dell Optiplex 780 tower	33DZDQ1	1	\$45.00	\$45.00
34	Dell Optiplex 780 tower	33D0FQ1	1	\$45.00	\$45.00
35	Dell Optiplex 790 tower	GM6Y7V1	1	\$65.00	\$65.00
36	Dell Optiplex 780 tower	33G0FQ1	1	\$45.00	\$45.00
37	2 Boxes misc computer parts (mice, keyboards, etc.) (pair)	NA	1	\$35.00	\$35.00

INFORMATION SYSTEMS TOTAL					\$1,737.00
<b>FACILITIES</b>					
ITEM	DESCRIPTION	MODEL # / SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	6' tall tan shelving units	NA	2	\$10.00	\$20.00
2	4' tall gray cabinets	NA	2	\$10.00	\$20.00
3	6' tall gray cabinet	NA	1	\$10.00	\$10.00
4	Wooden door	NA	1	\$10.00	\$10.00
5	4-legged book stand	NA	1	\$5.00	\$5.00
6	Black computer cabinet 7' tall	NA	1	\$10.00	\$10.00
7	120 gal plastic barrels	NA	2	\$30.00	\$60.00
8	Spools of wire	NA	2	\$5.00	\$10.00
9	Pieces of black ABS pipe	NA	3	\$5.00	\$15.00
10	Man snow plows	NA	2	\$10.00	\$20.00
11	Tire lifting dolly	NA	1	\$35.00	\$35.00
12	Window washing makeup tank	NA	1	\$100.00	\$100.00
13	5' x 5' metal frame / expanded metal	NA	1	\$10.00	\$10.00
14	Green square plastic garbage can	NA	6	\$20.00	\$120.00
15	Glass partition corners	NA	2	\$10.00	\$20.00
16	4" dust / exhaust tube 50'	NA	1	\$25.00	\$25.00
17	8" dust / exhaust tube 25'	NA	1	\$25.00	\$25.00
18	Hand tool shovel	NA	4	\$5.00	\$20.00
19	Pole wash brush	NA	1	\$10.00	\$10.00
20	Grey garbage can lid	NA	7	\$2.00	\$14.00
21	Colorado canopy - white	NA	1	\$75.00	\$75.00
22	Green bus stop roof	NA	1	\$20.00	\$20.00
23	Stihl back blower	264461376	1	\$100.00	\$100.00
24	150 gal poly tank	NA	2	\$75.00	\$150.00
25	Extendable pressure washer pole	NA	1	\$50.00	\$50.00
26	Poly tank	110414124	1	\$50.00	\$50.00
27	Deicer Trailer / Deicer spray unit	LS35508R	1	\$350.00	\$350.00
28	Multi-piece Hand Railing	NA	2	\$10.00	\$20.00
29	Rotary 4 post lift	SM180-1	1	\$500.00	\$500.00
30	Old brown bus stop shelters	NA	3	\$50.00	\$150.00
<b>FACILITIES TOTAL</b>					<b>\$2,024.00</b>
<b>INVENTORY</b>					
ITEM	DESCRIPTION	PART #	QTY	UNIT VALUE	TOTAL VALUE
1	Shock, Front, (Stiffer) 29 ft. Buses	08-67835-000	4	\$200.00	\$800.00
2	Shock, Front, Red Adjustable	53-35882	4	\$150.00	\$600.00
3	Controller, E Fan Module	82-66834-000	5	\$450.00	\$2,250.00
4	Spider Assy, RF Brake	82-02138-000	2	\$80.00	\$160.00
5	Retractor, Drivers Seat Belt	19181648	1	\$20.00	\$20.00
6	Cover, Drivers Seat Headrest, Baltic Blue	9903-110111-053	1	\$20.00	\$20.00
7	Seal End, Retarder Accum.	29527010	2	\$15.00	\$30.00
8	Handle Latch Assembly, Knapheide Tool Box	26227868	1	\$30.00	\$30.00
<b>INVENTORY TOTAL</b>					<b>\$3,910.00</b>

06/24/18 - 07/07/18				PAYDATE	5/4/2018	PERIOD DATES: 07/08/18 - 07/21/18				PAYDATE	5/18/2018
IRTS	CODES	PAY PERIOD CHECK NO.		1ST CHECK AMOUNT	1ST TRANSFER AMOUNT	IRTS	CODES	PAY PERIOD CHECK NO.		2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT	EFT		80,394.43		IRS	FIT	EFT		68,114.06	
	MT	EFT		25,963.41	106,357.84		MT Medicare	EFT		23,028.92	91,142.98
				0.00	0.00					0.00	0.00
INS	D3/DI	Disability Ins		2,383.15	0.00	INS	D3/DI	Disability Ins		2,386.16	0.00
HEALTH	HE/HI/SP/TB	Health In1stN2ND		177,078.50	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND		177,171.32	0.00
GARNISHMENT	GN/08	Garnish	CHECK last	321.56		GARNISHMENT	GN/08	Garnish	CHECK last	321.56	
CHILD SUPPORT	CS/09	DSHS	EFT	3,659.68	0.00	CHILD SUPPORT	CS/09	DSHS	EFT	3,568.80	3,568.80
											0.00
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	10,942.86	10,942.86	DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	11,085.11	11,085.11
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	13,560.54	13,560.54	DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	12,110.48	12,110.48
GET	GT/63	G.Ed.Tult	Check every	50.00		GET	GT/63	G.Ed.Tult	Check every	50.00	
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	65,917.50		401K	DC/97	Vgrd EE	Wire	44,664.40	
VANGUARD	DC/22	Vgrd ER	Wire	36,417.89	102,335.39	VANGUARD	DC/22	Vgrd ER	Wire	30,881.79	75,546.19
LOAN	L2/29	401k Ln#2	Wire	5,168.02		LOAN	L2/29	401k Ln#2	Wire	5,096.96	
LOAN	LN/29	401k Ln #1	Wire	8,471.61	13,639.63	LOAN	LN/29	401k Ln #1	Wire	8,322.20	13,419.16
	TTL VNGRD			115,975.02			TTL VNGRD			88,965.35	
LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	27,642.41		LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,504.17	
MACHINISTS	MD/51/M2	Mch.UnDues	Check last	1,525.71		MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,526.04	
UNION DUES	MI/52	Mac.Infltn	Check last	90.75		UNION DUES	MI/52	Mac.Infltn	Check last	90.75	
	MS/60	Payroll Corr check		0.00			MS/60	Payroll Corr check		0.00	
	TF/	Tx.Fr.Benefit	Employer	0.00	0.00		TF/	Tx.Fr.Benefit	Employer	125.00	0.00
PROJECT ASSIST	PA/66	Proj.Asslst	Check last	458.00		PROJECT ASSIST	PA/66	Proj.Asslst	Check last	456.00	
PENSION	PN/04	PERS EE	EFT	61,825.09	0.00	PENSION	PN/04	PERS EE	EFT	59,897.84	0.00
STATE	PN/04	PERS ER	EFT	106,494.73	168,319.82	STATE	PN/04	PERS ER	EFT	103,105.04	163,002.88
PERS	TTL PERS			168,319.82		PERS	TTL PERS			163,002.88	
ICMA LOAN	R3/20	ICMA Ln#2	WIRE	458.06	0.00	ICMA LOAN	R3/20	ICMA Ln#2	WIRE	328.03	0.00
ICMA	RC/24	ICMA EE	WIRE	8,060.65		ICMA	RC/24	ICMA EE	WIRE	5,830.31	
ICMA ROTH	RI/23	ICMA Roth	WIRE	350.00	350.00	ICMA ROTH	RI/23	ICMA Roth	WIRE	150.00	150.00
ICMA LON	RL/21	ICMA Ln#1	WIRE	1,290.62	1,748.68	ICMA LON	RL/21	ICMA Ln#1	WIRE	1,170.95	1,498.98
ICMA	RR/25	ICMA ER	WIRE	3,038.20	11,098.85	ICMA	RR/25	ICMA ER	WIRE	4,691.06	10,521.37
	TTL ICMA			12,847.53	13,197.53		TTL ICMA			12,020.35	12,170.35
457 STATE	SD/26	457 ST EE	EFT	36,549.79		457 STATE	SD/26	457 ST EE	EFT	15,653.50	
DEFERRED	SR/27	457 ST ER	EFT	9,159.87	45,709.66	DEFERRED	SR/27	457 ST ER	EFT	8,744.13	24,397.63
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	4,676.27	4,676.27	AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	4,912.73	4,912.73
ATU	UC/45	Un COPE	Check 1st	240.00		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	582.00	
	UD/42	Un Dues	Check last	8,674.09			UD/42	Un Dues-BOTH PP	Check last	7,700.53	
	UI/41	Un Infltn	Check last	160.00			UI/41	Un Infltn- 100.00 PEREE	Check last	160.00	
	UT/43	Un Tax	Check last	3,197.25			UT/43	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW/62	United Way	Check last	330.50		UNITED WAY	UW/62	United Way	Check last	302.50	
WELLNESS	WF/64	Wellness	Check last	337.50		WELLNESS	WF/64	Wellness	Check last	329.50	
DIRECT DEP. LIVE CHECKS	NET PAY (dir. Deposit)	ACH Wire every		556,819.31	556,819.31	DIRECT DEP. LIVE CHECKS	NP NET PAY (dir. Deposit)	ACH Wire every		518,476.67	518,476.67
	Paychecks			1,849.90			Paychecks - LIVE CHECKS			2,402.32	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$1,035,823.85		TOTAL TRANSFER (tie to Treasurer Notifications)				\$930,097.98
	TOTAL PAYROLL*:			\$1,263,822.85			TOTAL PAYROLL*:			\$1,154,205.83	
GROSS WAGE ER AMOUNT	GROSS EARNINGS:			921,217.48		GROSS WAGE ER AMOUNT	GROSS EARNINGS:			818,321.04	
MEDICARE TAX	EMPR MISC DED:			329,623.37		MEDICARE TAX	EMPR MISC DED:			324,370.01	
	EMPR MEDICARE TAX:			12,982.00			EMPR MEDICARE TAX:			11,514.78	
					\$1,263,822.85				0.00		\$1,154,205.83
							TOTAL PAYROLL*:				\$2,418,028.68
DIRECT DEP.	ACH WIRE TOTAL			581,587.71		DIRECT DEP.	ACH WIRE TOTAL			541,937.26	

\$0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/6/2018

Thru Date: 7/6/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25217	7/6/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$22,025.39	
25218	7/6/2018	01920	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$35,500.00	
25219	7/6/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$185.85	
25220	7/6/2018	02380	ARAMARK UNIFORM SERVICES	\$993.22	
25221	7/6/2018	05260	CAPITAL INDUSTRIAL INC	\$2,934.86	
25222	7/6/2018	05305	CAPITOL ALARM INC	\$303.92	
25223	7/6/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$700.30	
25224	7/6/2018	07105	CRAIN'S OFFICE SUPPLY	\$10.21	
25225	7/6/2018	07220	CUMMINS NORTHWEST INC	\$8,598.59	
25226	7/6/2018	07619	DAVID S FOSTER	\$1,750.00	
25227	7/6/2018	09820	FLEET-NET CORP	\$5,880.60	
25228	7/6/2018	10595	GENERAL MECHANICAL INC	\$3,285.30	
25229	7/6/2018	10605	GENFARE	\$152.49	
25230	7/6/2018	10607	GENUINE AUTO GLASS OF LACEY	\$217.60	
25231	7/6/2018	10660	GILLIG LLC	\$4,282.52	
25232	7/6/2018	10759	GORDON TRUCK CENTERS INC	\$3,164.15	
25233	7/6/2018	11943	JOANNA GRIST	\$1,750.00	
25234	7/6/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$642.45	
25235	7/6/2018	14750	MULLINAX FORD	\$358.97	
25236	7/6/2018	15109	NEW WEST TECHNOLOGIES	\$311.17	
25237	7/6/2018	15140	NISQUALLY TOWING SERVICE	\$345.01	
25238	7/6/2018	16215	OLYMPIC TRAILER & TRUCK	\$54.35	
25239	7/6/2018	16695	PATTISON WATER COMPANY	\$94.53	
25240	7/6/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$475.34	
25241	7/6/2018	18197	SMART TALENT LLC	\$1,596.80	
25242	7/6/2018	18510	SRG PARTNERSHIP INC.	\$120,162.08	
25243	7/6/2018	18540	Stantec Consulting Services Inc	\$61,821.84	
25244	7/6/2018	18651	STORMANS (LICENSING)	\$35.75	
25245	7/6/2018	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$9,551.37	
25246	7/6/2018	18711	SUNSET AIR INC	\$315.81	
25247	7/6/2018	18895	TECHNOLOGY UNLIMITED	\$3,916.80	
25248	7/6/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$0.00	<input checked="" type="checkbox"/>
25249	7/6/2018	21930	TIRES INC	\$0.00	<input checked="" type="checkbox"/>
25250	7/6/2018	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
25251	7/6/2018	23660	UNITED WAY OF THURSTON COUNTY	\$0.00	<input checked="" type="checkbox"/>
25252	7/6/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$0.00	<input checked="" type="checkbox"/>
25253	7/6/2018	24130	WA ST DEPT OF ECOLOGY 2	\$0.00	<input checked="" type="checkbox"/>
25254	7/6/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$0.00	<input checked="" type="checkbox"/>
25255	7/6/2018	24750	WA ST GET PROGRAM	\$0.00	<input checked="" type="checkbox"/>
25256	7/6/2018	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
25257	7/6/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$2,218.44	
25258	7/6/2018	21930	TIRES INC	\$11,115.15	
25259	7/6/2018	21950	TITUS-WILL CHEVROLET	\$415.84	
25260	7/6/2018	23660	UNITED WAY OF THURSTON COUNTY	\$970.50	
25261	7/6/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
25262	7/6/2018	24130	WA ST DEPT OF ECOLOGY 2	\$52.00	
25263	7/6/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$34,516.74	
25264	7/6/2018	24750	WA ST GET PROGRAM	\$50.00	
25265	7/6/2018	25858	WESTCARE CLINIC LLC PS	\$510.00	
<b>Total:</b>				<b>\$341,665.94</b>	

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

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/10/2018

Thru Date: 7/10/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25266	7/10/2018	06060	CITY OF OLYMPIA	\$935.10	
25267	7/10/2018	06060	CITY OF OLYMPIA	\$8,545.25	
25268	7/10/2018	06060	CITY OF OLYMPIA	\$37,608.89	
25269	7/10/2018	11048	HARGIS ENGINEERS INC	\$1,610.00	
<b>Total:</b>				<b>\$48,699.24</b>	

## Intercity Transit

### Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/13/2018

Thru Date: 7/13/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25272	7/13/2018	01960	AMERICAN SEATING COMPANY	\$0.00	<input checked="" type="checkbox"/>
25273	7/13/2018	02060	AMERISAFE	\$1,372.61	
25274	7/13/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$100.86	
25275	7/13/2018	02580	ASSOCIATED PETROLEUM	\$73,933.08	
25276	7/13/2018	02825	ADVANCE AUTO PARTS	\$378.00	
25277	7/13/2018	02990	B&B SIGN COMPANY LLC	\$58.21	
25278	7/13/2018	07220	CUMMINS NORTHWEST INC	\$4,420.01	
25279	7/13/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25280	7/13/2018	10660	GILLIG LLC	\$13,134.57	
25281	7/13/2018	10759	GORDON TRUCK CENTERS INC	\$3,263.05	
25282	7/13/2018	11615	INDUSTRIAL HYDRAULICS INC	\$369.50	
25283	7/13/2018	11905	JANEK CORPORATION	\$1,354.56	
25284	7/13/2018	14750	MULLINAX FORD	\$2,595.43	
25285	7/13/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$204.72	
25286	7/13/2018	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$67.82	
25287	7/13/2018	17420	R&R TIRE COMPANY, INC.	\$1,196.80	
25288	7/13/2018	17505	RAINIER DODGE INC	\$386.86	
25289	7/13/2018	17560	RE AUTO ELECTRIC INC	\$399.68	
25290	7/13/2018	17900	SCHETKY NW SALES INC	\$8,843.07	
25291	7/13/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,570.18	
25292	7/13/2018	18145	SIX ROBBLEES INC	\$130.89	
25293	7/13/2018	18530	STANDARD PARTS CORP	\$504.09	
25294	7/13/2018	18755	S-SQUARE TUBE PRODUCTS	\$85.45	
25295	7/13/2018	18940	TENNANT COMPANY	\$45.21	
25296	7/13/2018	21660	THERMO KING NORTHWEST	\$8,614.08	
25297	7/13/2018	21950	TITUS-WILL CHEVROLET	\$5,240.16	
25298	7/13/2018	22010	TOYOTA OF OLYMPIA	\$141.30	
25299	7/13/2018	22325	TTL PARTNERS LLC	\$3,363.00	
25300	7/13/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
25301	7/13/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$78,431.21	
25302	7/13/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,624.79	
25304	7/13/2018	01820	AMERICAN DRIVING RECORDS INC	\$683.36	
25305	7/13/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$7,408.06	
25306	7/13/2018	10477	GALLS, LLC	\$912.79	
25307	7/13/2018	10580	GENE'S TOWING INC	\$217.40	
25308	7/13/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
25309	7/13/2018	12870	KONE INC.	\$512.44	
25310	7/13/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
25311	7/13/2018	17893	SCHEDULE MASTERS	\$7,230.72	
25312	7/13/2018	17980	Sebris Busto James	\$480.00	
25313	7/13/2018	18705	SUNBELT RENTALS	\$2,459.13	
25314	7/13/2018	21865	THURSTON ECONOMIC DEVELOPMENT COU	\$500.00	
25315	7/13/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,703.50	
25316	7/13/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$300.00	
25317	7/13/2018	25380	WASHINGTON GARDENS	\$315.52	
25320	7/13/2018	01960	AMERICAN SEATING COMPANY	\$2,561.58	
<b>Total:</b>				<b>\$253,370.33</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/20/2018

Thru Date: 7/20/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25321	7/20/2018	01405	ADVANCE GLASS INC	\$433.24	
25322	7/20/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$240.00	
25323	7/20/2018	02380	ARAMARK UNIFORM SERVICES	\$992.50	
25324	7/20/2018	02580	ASSOCIATED PETROLEUM	\$71,764.33	
25325	7/20/2018	02990	B&B SIGN COMPANY LLC	\$7,615.38	
25326	7/20/2018	03250	BATTERY SYSTEMS, INC	\$5,979.96	
25327	7/20/2018	05280	CAPITAL LAKEFAIR INC	\$2,884.00	
25328	7/20/2018	05740	CED	\$27.03	
25329	7/20/2018	07220	CUMMINS NORTHWEST INC	\$5,894.81	
25330	7/20/2018	08060	DON SMALL AND SONS OIL	\$4,194.14	
25331	7/20/2018	10580	GENE'S TOWING INC	\$130.44	
25332	7/20/2018	10607	GENUINE AUTO GLASS OF LACEY	\$707.89	
25333	7/20/2018	10660	GILLIG LLC	\$4,675.65	
25334	7/20/2018	10759	GORDON TRUCK CENTERS INC	\$3,885.53	
25335	7/20/2018	11702	INSPECTORATE AMERICA CORPORATION	\$2,381.78	
25336	7/20/2018	11892	J ROBERTSON AND COMPANY	\$7,175.00	
25337	7/20/2018	11905	JANEK CORPORATION	\$233.92	
25338	7/20/2018	11909	JAYRAY ADS & PR INC	\$8,204.56	
25339	7/20/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,831.25	
25340	7/20/2018	13750	MAILBOX OF OLYMPIA	\$800.00	
25341	7/20/2018	14590	MOHAWK MFG & SUPPLY	\$113.26	
25342	7/20/2018	14750	MULLINAX FORD	\$2,159.59	
25343	7/20/2018	15140	NISQUALLY TOWING SERVICE	\$596.46	
25344	7/20/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$861.37	
25345	7/20/2018	16490	PACIFIC DISPOSAL INC	\$653.41	
25346	7/20/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$181.46	
25347	7/20/2018	16820	PIERCE COUNTY SECURITY	\$17,259.84	
25348	7/20/2018	16966	POINT & PAY	\$1,458.95	
25349	7/20/2018	16976	PONY UP PARKING LOTS, INC.	\$50,310.00	
25350	7/20/2018	17290	PUGET SOUND ENERGY	\$10,563.19	
25351	7/20/2018	17505	RAINIER DODGE INC	\$326.46	
25352	7/20/2018	17560	RE AUTO ELECTRIC INC	\$307.91	
25353	7/20/2018	17860	SAMEDAY, INC.	\$516.80	
25354	7/20/2018	17900	SCHETKY NW SALES INC	\$1,176.94	
25355	7/20/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,602.58	
25356	7/20/2018	18052	SHEA, CARR & JEWELL INC	\$3,717.50	
25357	7/20/2018	18145	SIX ROBBLEES INC	\$56.08	
25358	7/20/2018	18530	STANDARD PARTS CORP	\$256.57	
25359	7/20/2018	18610	STEPHAN J PARROTT	\$1,450.00	
25360	7/20/2018	21930	TIRES INC	\$2,671.98	
25361	7/20/2018	21950	TITUS-WILL CHEVROLET	\$4,065.06	
25362	7/20/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$43,700.22	
25363	7/20/2018	23530	U S POSTAL SERVICE	\$225.00	
25364	7/20/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$17,499.19	
25365	7/20/2018	24750	WA ST GET PROGRAM	\$50.00	
<b>Total:</b>				<b>\$292,831.23</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/27/2018

Thru Date: 7/27/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25368	7/27/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$4,572.60	
25369	7/27/2018	02580	ASSOCIATED PETROLEUM	\$25,442.11	
25370	7/27/2018	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
25371	7/27/2018	05280	CAPITAL LAKEFAIR INC	\$532.00	
25372	7/27/2018	05610	CAYAN LLC	\$176.42	
25373	7/27/2018	05740	CED	\$116.48	
25374	7/27/2018	06120	CITY OF OLYMPIA UTILITIES	\$834.29	
25375	7/27/2018	07220	CUMMINS NORTHWEST INC	\$10,397.12	
25376	7/27/2018	07925	DIAMOND MANUFACTURING	\$214.00	
25377	7/27/2018	09805	FLEET PRIDE	\$326.67	
25378	7/27/2018	09820	FLEET-NET CORP	\$4,356.00	
25379	7/27/2018	10285	FTE NEWS MAGAZINE	\$200.00	
25380	7/27/2018	10477	GALLS, LLC	\$793.65	
25381	7/27/2018	10607	GENUINE AUTO GLASS OF LACEY	\$613.43	
25382	7/27/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25383	7/27/2018	10660	GILLIG LLC	\$12,362.61	
25384	7/27/2018	10759	GORDON TRUCK CENTERS INC	\$3,650.62	
25385	7/27/2018	10863	GRAYS HARBOR TRANSIT	\$99.00	
25386	7/27/2018	11765	INTERCITY TRANSIT PETTY CASH	\$347.07	
25387	7/27/2018	11905	JANEK CORPORATION	\$1,196.80	
25388	7/27/2018	12474	KBA INC	\$5,901.56	
25389	7/27/2018	12620	KEYBANK NATIONAL ASSOCIATION	\$31.74	
25390	7/27/2018	12875	KPFF CONSULTING ENGINEERS INC	\$17,942.93	
25391	7/27/2018	12922	KTA-TATOR, INC.	\$527.97	
25392	7/27/2018	13661	LOOMIS	\$2,546.98	
25393	7/27/2018	13850	MASON TRANSIT AUTHORITY	\$549.00	
25394	7/27/2018	14590	MOHAWK MFG & SUPPLY	\$77.44	
25395	7/27/2018	14750	MULLINAX FORD	\$1,200.10	
25396	7/27/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$15,113.10	
25397	7/27/2018	15140	NISQUALLY TOWING SERVICE	\$828.02	
25398	7/27/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$356.44	
25399	7/27/2018	16680	PARTSMASTER	\$1,555.87	
25400	7/27/2018	17900	SCHETKY NW SALES INC	\$200.36	
25401	7/27/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,072.09	
25402	7/27/2018	18182	SLEEGERS ENGINEERED PRODUCTS INC.	\$9,634.50	
25403	7/27/2018	18510	SRG PARTNERSHIP INC.	\$54,719.70	
25404	7/27/2018	18530	STANDARD PARTS CORP	\$195.16	
25405	7/27/2018	21660	THERMO KING NORTHWEST	\$246.67	
25406	7/27/2018	21930	TIRES INC	\$4,167.63	
25407	7/27/2018	21950	TITUS-WILL CHEVROLET	\$5,400.02	
25408	7/27/2018	23770	VANNER, INC.	\$3,984.80	
25409	7/27/2018	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$25,218.79	
<b>Total:</b>				<b>\$228,354.02</b>	

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>07225 Cunningham, Katie</b>										
00	08/21-08/22 ADV TRVL	DI	7/27/2018			308.32	308.32	308.32		308.32
<b>10775 GOULD, JESSICA</b>										
00	08/19-08/22 ADV TRVL	DI	7/27/2018			329.32	329.32	329.32		637.64
<b>18042 SHAMBURGER, ANGIE</b>										
00	07/15-07/18 TRAVEL	DI	7/27/2018			793.47	793.47	793.47		1,431.11
<b>18275 SNYDER WILLIAM</b>										
00	08/16-08/20 ADV TRVL	DI	7/27/2018			415.32	415.32	415.32		1,846.43
<b>18741 SWAN, STEVE</b>										
00	08/19-08/22 ADV TRVL	DI	7/27/2018			59.00	59.00	59.00		1,905.43
<b>23759 VAN NUYS, THOMAS</b>										
00	08/19-08/22 ADV TRVL	DI	7/27/2018			329.32	329.32	329.32		2,234.75

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>08550 EASY SPEAKERS CLUB</b>										
00	04/01/18-09/30/18	DI	7/13/2018			540.00	540.00	540.00		540.00

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

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>11770 INTERCITY TRANSIT PROJECT ASSISTANCE</b>										
00	2018June	DI	7/6/2018			1,369.00	1,369.00	1,369.00		1,369.00
<b>11775 INTERCITY TRANSIT WELLNESS</b>										
00	2018June	DI	7/6/2018			994.00	994.00	994.00		2,363.00
<b>12913 KRUEGER, STEVEN J</b>										
00	FEDEX EXP - 07/02/18	DI	7/6/2018			152.08	152.08	152.08		2,515.08

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: August 1, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares (705-5838)

**SUBJECT:** Special Meeting - September 19, 2018

- 
- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 19, 2018, to conduct a joint meeting of the Intercity Transit Authority and the Citizen Advisory Committee.
- 
- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 19, 2018, to conduct a joint meeting of the Authority and the Citizen Advisory Committee.
- 
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
- 
- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 19, 2018, to conduct the annual joint meeting of the Authority and Citizen Advisory Committee. Staff would cancel the regularly scheduled September 17th meeting of the CAC.
- 
- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 19, 2018, to conduct a joint meeting of the Authority and CAC.
  - B. Schedule a joint meeting for a different date.
- 
- 6) **Budget Notes:** This meeting is included in the 2018 budget.
- 
- 7) **Goal Reference:** Having an opportunity to talk over issues between groups, sharing ideas and looking at the future of the agency meets all goals of Intercity Transit.
- 
- 8) **References:** N/A.

**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**June 18, 2018**

**CALL TO ORDER**

Chair Pierce called the July 16, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Sue Pierce; Tim Horton; Scott Paris; Linda Vail; Jonah Cummings; Marie Lewis; Marilyn Scott; Walter Smit; Ursula Euler; Jan Burt; Peter Diedrick; Denise Clark; Billie Clark; and Justin Belk.

**Absent:** Lin Zenki; Carla Dawson; Victor VanderDoes; Joan O'Connell; Michael Van Gelder; and Vice-Chair Austin Wright.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; Paul Koleber; Rob LaFontaine; Nancy Trail; and Brian Nagel.

**APPROVAL OF AGENDA**

It was M/S/A by VAIL and BELK to approve the agenda.

**INTRODUCTIONS**

Pierce introduced Authority member, DON MELNICK.

**MEETING ATTENDANCE**

- A. July 18, 2018, Work Session - Ursula Euler
- B. August 1, 2018, Regular Meeting - Jan Burt
- C. August 15, 2018, Work Session - Walter Smit

**APPROVAL OF MINUTES**

It was M/S/A by HORTON and BURT to approve the minutes of the June 18, 2018 meeting.

**NEW BUSINESS**

- A. **DRAFT TRANSIT DEVELOPMENT PLAN (TDP)** - (Rob LaFontaine) indicated it was TDP season again. Every year in September WSDOT requires public transit agencies submit an update to the 5 year TDP. The draft TDP will be out for public comment at the end of the month and the public hearing will be August 15. Staff will submit the final to WSDOT in early September.
- B. **CAC SELF-ASSESSMENT** - (Ann Freeman-Manzanares) indicated each year the CAC participates in the self-assessment process. This year 13 members completed the assessment. She reviewed each section and CAC members were encouraged to provide comment on each question.

*Pierce* – added that in the interest of confidentiality if someone prefers to write in their comments please feel free to do so.

Freeman-Manzanares reviewed each question, along with the responses and opened it up for feedback:

1. We remained faithful to our purpose: 11 Strongly Agree; 1 Somewhat Agree; and 1 Don't know.
2. The Community Advisory Committee represents the community: 11 Strongly Agree; 1 Somewhat Agree; and 1 Somewhat Disagree.
3. Intercity Transit and the community benefited from our input: 11 Strongly Agree; 1 Somewhat Agree; and 1 Somewhat Disagree.
4. We add value to the Transit Authority's decisions: 10 Strongly Agree; 2 Somewhat Agree; 1 Somewhat Disagree.
5. Our meetings are run well – 11 Strongly Agree; 2 Somewhat Agree.
6. I feel satisfied with my participation level within the CAC: 8 Strongly Agree; 4 Somewhat Agree; 1 Strongly Disagree.
7. I am prepared for meetings: 7 Strongly Agree; 6 Somewhat Agree.
8. I feel comfortable contributing at meetings: 10 Strongly Agree; 3 Somewhat Agree.

**C. SERVICE CHANGE UPDATE - (Rob LaFontaine)** LaFontaine indicated he was presenting his final update on the proposed service changes prior to final consideration by the Authority that Wednesday. He shared a brief update including a spreadsheet depicting buses that had fallen more than 5 minutes behind along the Martin Way corridor on a Sunday. Operators and passengers are frustrated with congestion and the related challenges regarding on-time performance and service reliability. He indicated that Eric had been referring to the service change as a health check. That is how staff sees this package as the opportunity to bring IT back to a more optimal operating level and turn some of the red (indicating behind schedule) into white (on-time performance). After Wednesday's Authority meeting, staff will switch gears and focus on implementation and begin preparing schedules along with internal and external communications.

LaFontaine indicated route #47 has gone through more iterations than any other route. The latest shows the route begins at the OTC, going west into Olympia, down Decatur on to 9<sup>th</sup> and then a right on to Black Lake Blvd. and will now continue down Black Lake Blvd. and go left on Harrison and continue west on Harrison. It will not turn into the mall and instead will travel down Harrison as it turns into Mud Bay and turn south on Kaiser and then make a left on 7<sup>th</sup> Ave. or Capital Mall drive. It will continue past Capital Medical Center to Cooper point Road and make a left and access the mall that way. This will provide service in a counterclockwise manner. The bus would only access the mall one time during its trip instead of both directions. The proposed changes to route #45 would complement route #47 by providing bi-direction service operating every 60 minutes.

*LaFontaine* answered questions.

*Smit* – asked if only making left turns makes the route faster.

*LaFontaine* – responded that it is negligible.

*Scott* – asked if people took route #45 to the hospital they wouldn't have to cross the road.

*LaFontaine* – indicated people would use the existing stop and staff is working with the City of Olympia to install a bus stop on the other side of the street. There is an existing lighted crosswalk so people can access it with either route.

*Vail* – asked if the bus size will change and will they have two chair positions.

*LaFontaine* – responded they hadn't decided on the size yet and that all buses accommodate two chairs. Route #42 proposed changes would provide service to the hospital until 8:00 pm. He reiterated that the service change was designed to be budget or revenue neutral. It was initially estimated the increase would be between 4-7% and it turns out to be at 5 ½%. Route #44 runs between the OTC and Capital Mall and it has a large span of service. Some routes had to be elevated to be an equivalent replacement for those being discontinued.

*Phillips* – indicated the changes were in response to a health check for on-time performance to make service more reliable. That was really the driver for the changes.

*Euler* – asked if the health check determined the causes.

*Phillips* – responded that the biggest issue was traffic and growth in the region. The resulting congestion impacts the roads to key destinations and the predictability of those disruptions causes people to move from I-5 to local roads.

*Belk* – asked if the changes on route #13 are adjusting for on-time performance and schedule issues.

*LaFontaine* – indicated it was less about on-time performance and more about adding a bit of service into route #13 so it had the best connections with other routes at Tumwater Square.

*Pierce* – inquired about the timeline for getting the information out once the decision has been made.

*LaFontaine* – indicated as soon as staff can assemble the schedules and information they'll be released. All the information will be available on the website [intercitytransit.com/service-changes](http://intercitytransit.com/service-changes). There will be a notice that the draft schedules are available so people can do trip planning about the same time IT goes to the printer a month before. Schedules will go out about a week in advance so Customer Service can start distributing them. Staff has to be careful not to confuse people.

*Freeman-Manzanares* – added that there was a customer satisfaction survey in 2015 and one of the areas IT ranked lower on was on-time performance. This has less to do with IT and more to do with congestion and the reality that we all face traveling around the community.. It is clear that satisfaction is going down over the years. Interestingly now staff is on data overload. When Stuart Elway did his survey for IT, people thought congestion was worse 20 years ago than it is today. His read is that people have gotten used to it and/or that it isn't as bad as King or Pierce. Realistically it is far worse now than it was 20 years ago.



*Phillips* – shared some kudos for Rob LaFontaine who has been at IT less than a year and is guiding this large service change process. And, he’s doing a great job.

**D. IT ROAD TRIP UPDATE & LONG RANGE PLAN UPDATE** (*Ann Freeman-Manzanares & Eric Phillips*) Freeman-Manzanares indicated two of our consultants, Jason Robertson & Stuart Elway, shared information with the ITA last Wednesday which showed the community looked favorably on keeping the service we currently offer and offering additional services to accommodate population growth.

The first phase of public engagement asked what people wanted the future of public transportation to look like in Thurston County. There were 3,500 survey responses with 10,000 comments. Nine service elements were developed in response to what was most important to the public. Public engagement 2.0 asked the community to prioritize what is important to them. We have contracted with the Olympian to email the second phase of the survey to 115,000 recipients. She asked the committee to share any additional groups we should send the survey. The survey is anticipated to wrap up the end of July. The advertisement is also on the side of the bus encouraging people to participate. There was a Thurston Talk article. She thanked CAC members for helping hand out flyers at parades and community events. Looking at the numbers today there have been just over 1,000 responses thus far. Marketing is tracking where survey responses come from which is helpful to tell what outreach efforts are effective. The survey questions included not only prioritizing the nine elements of service but generally, are they interested in the community offering less transit service, offering what we have right now or offering the nine service elements identified in the survey. It also asked what they were interested in supporting financially.

Freeman-Manzanares shared some information from the Elway Research survey. The Elway work was a statistically valid telephone survey with people that live within the PTBA, separated out based on the jurisdiction, age, rider, non-rider, etc. Elway noted respondents included more individuals over the age of 60 but generally, in his experience, they have a tendency to be less supportive of efforts that require a financial commitment to achieve and in this instance, they were saying it would be beneficial to this community, and they would support a “transformative” system – one that offered the additional benefits listed in the nine one-pagers. Another interesting response is that congestion is seen as “serious” but not critical. In a survey he did 20 years ago, it was noted to be far worse. In actuality today, congestion is far worse than it was 20 years ago and he compared the response to the “frog in the boiling water” analogy. We have become accustomed to congestion and...it’s not as bad as Seattle.

According to the Elway survey, respondents philosophically like the idea of having a transformative system rather than a smaller or even status quo system because it attempts to address issues associated with population growth and in two separate questions indicated were willing to pay for the enhancements. Philosophically, respondents preferred the concept of a transformative system. The financial question was asked in two ways and respondents indicated support at 67% and 68%. This statistically valid survey tracked very similarly to the open community survey conducted as part of the outreach efforts. Based on community feedback, and the apparent strong desire from the community to offer more service, as well as a willingness to pay for it, the Authority directed staff to develop a resolution for 4/10<sup>th</sup> of 1% (.04%) increase in sales tax to go before the people of the

Thurston County Public Transportation Benefit Area for the November 2018 ballot.  
Freeman-Manzanares shared additional information from the Elway Survey.

- People were asked about what they think the main cause of transportation problems is and they responded it was due to people moving here as the main cause (58%); followed by lack of road improvements (39%); sprawl (35%) and lack of public transportation (25%) is one of the major causes.
- Freeman-Manzanares indicated they asked the public about the level of public transportation currently available and 47% responded not enough; 41% said about the right amount; and 4% said too much.
- Respondents were asked how valuable public transportation was to their personal household and the community as a whole. Individually, 49% stated having access to public transportation was critical or very valuable to them. Looking at the importance to the community as a whole, 68% stated it is critical or very valuable.
- Respondents were read a list of public transportation benefits to the community as a whole and asked to indicate whether they were very important; somewhat important; not too important, or not important at all. The number one ranking thing was serving low income (82%) or others who wouldn't have transportation otherwise. Next was as an efficient way to get people to work or school (71%); serving new areas was at (57%); and reducing pollution and greenhouse gases (59%), reducing congestion (51%); and saving riders money (41%).
- Respondents were asked rate IT's job of providing services to residents of Thurston County and 66% reported a positive rating; 21% reported an excellent rating; and 45% reported the agency is doing a good job.
- Respondents were asked which one of the following broad strategies comes closest to your opinion about public transportation in the county. Respondents reported increasing revenue enough to expand and improve transit service (48%); keeping taxes as low as possible but increase revenues just enough to keep up with growth and congestion (33%); and keeping taxes where they are and shrinking transit (13%).
- The next set of questions involve what services Intercity Transit could provide and how respondents felt about potential improvements to the transit system. Expanding to growing areas rated the highest at 75%; the total of the first two categories in the top or high priority were BRT 67% and Express services to Tacoma at 65%; extending service hours 60%; shelter improvement 56%; and more frequent service as a high priority at 54%.
- Respondents were asked if they were willing to pay additional sales tax for the transit improvements listed if it would likely cost them an estimated \$2-\$5 per household, per month and 67% indicated it would be worth it.
- A follow up question asked about a willingness to support an additional 4 cents on a \$10 taxable purchase to enhance the public transit system and 68% responded they would definitely support or probably support the proposal.

*Manzanares & Phillips* answered questions.

*Euler* – asked if the .04% would be implemented right away or phased in.

*Freeman-Manzanares* – responded that the intention was to implement right away. It is not only an issue of when enhancements could be offered but of our ability to maintain the service we offer currently. The capital needs of the agency are fairly immediate. With less federal dollars, we do not have the ability to replace buses and insure we have facilities able to support the operation. We need to have dollars to purchase replacement buses just to keep the current level of service on the street. And to pay for the enhancements the community indicated they are supportive of, we need to accumulate dollars to implement those services. We can increase our span of service (starting earlier/ending later) with additional dollars to operate. Eventually we will need to replace those buses but initially, we can make it work. We need additional buses to offer service to new areas or offer additional frequency. That will take an accumulation of dollars to afford that purchase. Bus Rapid Transit, sized for our community, is the service that will take the longest to implement. It requires both capital and operational dollars and it will take time to accumulate the dollars necessary to implement the program.

*Smit* – indicated he supports the sales tax increase.

*Diedrick* – remarked that Elway Research is one of the top 5 nationally ranked non-partisan pollsters. The firm has an outstanding reputation for doing top-notch work.

*Freeman-Manzanares* – added that Elway had share early in the surveying that he was surprised, and maybe even a little concerned, that the numbers indicating support, both philosophical and financial support, were “too good.” At the completion of the survey, and with all the cross tabs completed, the initial surveying number held true throughout. The community indicated (+5%) is very supportive of enhancing the transit system.

*Phillips* – shared that the initial survey phase conducted by Robertson and staff asked the community what they would like to see. During the process community stakeholders were engaged and the results were grouped and condensed into specific service packages. The first round was open-ended. The second phase went back out to the community with the nine options. The second phase is aligned with the Elway survey. We didn’t really have a good idea when or if the legislative side (obtaining additional authority) would line up and how that would fall timing wise with the short and long range planning process. It was more likely, perhaps, that the community would have to wait far longer to have the opportunity to implement the system they want. The feedback is supportive and strong confirming that they are ready to move forward to obtain a transformative system.

*Horton* – asked if the .04% gets the transformative package

*Freeman-Manzanares* – responded that it does. The implementation timeframe for the various elements is critical. A system can’t do everything at once because we wouldn’t

yet have the funding to do everything at once. Staff will present draft resolution language to the board at their next meeting. The timeframe for approval is August 1.

*Smit* – inquired about what CAC member can and can't do in support.

*Freeman-Manzanares* – indicated the agency's attorney would provide a presentation to the committee. Generally speaking, being a member of the CAC does not take away one's ability to either promote or oppose a measure. From a staff perspective, we have an obligation to educate but not advocate an individual vote one way or another. An important aspect of this is not using governmental facilities to advance or oppose a political measure. There might be a pro group and a con group that form. Bottom line – being a member of the CAC or staff does not take away one's ability to advocate or oppose a measure – on their own time.

*Pierce* – aside from any group that might form, CAC members as individuals can talk amongst themselves, just not at IT.

*Freeman-Manzanares* – confirmed that would be a good plan. People are free to talk and assemble but not at Intercity Transit.

*Lewis* – added that people can say they are on the committee but that it is their personal opinion.

*Cummings* – inquired about the comfort enhancements.

*Freeman-Manzanares* – indicated they were listed as important in the survey but not as important as some of the other elements. One must have service in their area, for instance, before considering comfort enhancements such as shelters.

*Phillips* – added that details will be in the long range plan. It will include things like shelters, lighting, security, and transit center amenity type things. It will also include a section on alternative fare structures with the pros and cons. It is more a policy change discussion to make service quicker or more efficient.

*Belk* – requested that staff consider WIFI as one of the elements especially on Express service.

*Freeman-Manzanares* – responded that staff looked at it a few years ago and found that systems that installed it weren't getting a lot of use. It is something that we can look at once again. Another issue that was presented was one's ability to charge devices on their commute.

*Horton* – added WIFI works great in Tacoma but in Puyallup it is worthless.

## **CONSUMER ISSUES**

- None.

## **REPORTS**

## Intercity Transit Community Advisory Committee

July 16, 2018

Page 8 of 8

- Lewis provided the report from the July 11, 2018 Special Meeting including that they received a report on the survey work and introduced to Tyler the new Maintenance Assistant.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report indicating:
  - Staff heard from parade attendees that they would like the bubble bus to become a regular offering in fixed routed service, like the Jingle bus during the holidays.
  - Staff is working on a status quo budget for Authority approval. Fully expecting that staff might need to change that one way or the other reducing or adding service depending on the outcome of the ballot measure.
  - Thurston County Chamber will promote the vanpool program amongst business owners and their employees so they better understand the program.
  - Work continues on the OTC and the project is getting close to construction. The architects are coming back on August 15 to review for the ITA. Staff hopes to present a contract for construction of the new building in the fall.
  - Intercity Transit has been at parades in Yelm, Tumwater, and Olympia's Lakefair. The agency participated in a pilot for the 3<sup>rd</sup> of July fireworks at Rainier Vista which is normally a traffic nightmare. IT moved between 500-800 people and the area cleared out earlier than it has in the past. Operators were able to help with a group of foreign exchange students from Evergreen and get them back to campus.
  - August 10 is Transit Appreciation Day and the program starts at 12:04 pm.
  - August 17 is the Authority Planning Session. Please let staff know if anyone on the CAC would like to attend so Pat can accommodate.
  - Reminder: the August CAC meeting was changed to the 27<sup>th</sup> since staff will be in Tri Cities for the WSTA conference and Rodeo.
  - *Scott* congratulated staff on the success of the pilot program in Lacey and hopes we have the opportunity to solve additional community issues in the future.

**NEXT MEETING: August 27, 2018.**

## ADJOURNMENT

**It was M/S/A by SCOTT and EULER to adjourn the meeting at 7:04 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180716.docx

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-A**  
**MEETING DATE: August 1, 2018**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Vehicle Wraps and Graphics

- 
- 1) **The Issue:** Consideration of a one-year contract award to Western Graphics, Inc. for Vehicle Wraps and Graphics.
- 
- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Western Graphics to provide Vehicle Wraps and Graphics in an amount not-to-exceed \$130,000.
- 
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** Intercity Transit released a Request for Proposals (RFP) for Vehicle Wraps and Graphics on May 3, 2018. The purpose of the RFP was to establish a term contract for the production and installation of wraps and graphics for Intercity Transit's new vanpool vehicles, and will also allow for repair and replacement of any damaged wraps and decals. The RFP specified the initial work would be for Intercity Transit's 2016 Chevrolet Express and 2018 Toyota Sienna vans, with the option to place orders for additional future vehicles as needed.

A total of eight (8) proposals were received by the submittal deadline of May 24, 2018. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and graphic proofs and samples, Intercity Transit determined that Western Graphics is the responsible Proposer who best meets all RFP requirements and is the most advantageous to Transit in providing and installing vehicle wraps and graphics.

Through the evaluation process, Western Graphics was identified as the top-ranked firm. The firm has been in business since 1957, producing and installing graphics for numerous public agencies including King County Metro, Pierce County Sheriff, and King County Sheriff as well as other public and private agencies. Staff is confident that Western Graphics will provide high quality products and services, and recommends that the one-year contract award be approved.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Western Graphics to provide Vehicle Wraps and Graphics in an amount not-to-exceed \$130,000.
- B. Defer action. This alternative would result in a delay in placing graphics on Intercity Transit's vanpool vehicles.

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6) **Budget Notes:** The not-to-exceed contract amount of \$130,000 anticipates planned work and work that may need to be completed during the term of the contract. The initial work under the contract will be installing wraps on approximately 70 replacement vanpool vehicles (including the remaining Toyota Sienna 7-passenger vehicles to be purchased with VIP grant funds) that will be put into service this fall. The initial task order for this work will be approximately \$80,000. Transit will finalize actual costs with Western Graphics on a project-by-project basis, ensuring that actual costs are consistent with the contract terms and do not exceed the budgeted amount for planned projects.

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7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-B**  
**MEETING DATE: August 1, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, General Manager, 360-705-5838  
Jason Robertson, JRO+Co

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

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

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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.

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4) **Background:** Jason Robertson, JRO+Co, will brief the Authority on the status of the IT Road Trip project.

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5) **Alternatives:** This item is for discussion.

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

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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.



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 7-C**  
**MEETING DATE: August 1, 2018**

**FOR:** Intercity Transit Authority

**FROM:** Ann Freeman-Manzanares, 360-705-5838

**SUBJECT:** Ballot Resolution

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- 1) **The Issue:** Whether to adopt Resolution 02-2018.
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- 2) **Recommended Action:**  
A. Adopt Resolution No. 02-2018 submitting a proposition to the voters within the Thurston County Public Transportation Benefit Area, authorizing the sales and use tax imposed by Intercity Transit to be increased by four-tenths of one percent.
- 
- 3) **Policy Analysis:** It is the Authority's decision as to whether or not to place a measure on a ballot for a vote of the people.
- 
- 4) **Background:** The Authority must approve a resolution to seek additional sales tax authority and submit all required documentation to the Thurston County Auditor by August 7, 2018, for the November 2018 ballot.
- 
- 5) **Alternatives:**  
A. Adopt Resolution No. 02-2018 submitting a proposition to the voters within the Thurston County PTBA, authorizing the sales and use tax imposed by Intercity Transit RCW 82.14.045 to be increased by four-tenths of one percent.  
B. Defer an election until a later date.
- 
- 6) **Budget Notes:** Expenses related to a ballot measure are not included in the 2018 budget.
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- 7) **Goal Reference:** A sales tax election impacts all goals of the agency.
- 
- 8) **References:** Documents will be presented at the August 1, 2018 meeting.

**INTERCITY TRANSIT  
RESOLUTION NO. 02-2018  
SUBMITTING A PROPOSITION TO THE  
VOTERS OF THE THURSTON COUNTY  
PUBLIC TRANSPORTATION BENEFIT AREA**

**A RESOLUTION** of the Intercity Transit Authority to submit a proposition to the voters within the Thurston County Public Transportation Benefit (“PTBA”) area for the November 6, 2018, ballot, authorizing Intercity Transit to collect an additional four-tenths of one percent (0.4%) sales and use tax to maintain, improve and expand public transportation services.

**WHEREAS**, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

**WHEREAS**, Intercity Transit provides public transportation services to Olympia, Lacey, Tumwater, Yelm and the urban growth boundaries of Thurston County; and

**WHEREAS**, it is projected that the PTBA population will increase by 43% by the year 2040, with the senior population representing a higher percentage of future population growth; and

**WHEREAS**, Intercity Transit’s mission is to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community; and

**WHEREAS**, there are new and growing neighborhoods and employment centers in Intercity Transit’s service area which have no or very limited public transportation services; and

**WHEREAS**, traffic congestion has negatively impacted Intercity Transit’s ability to deliver on-time performance, thereby increasing costs of delivering service; and

**WHEREAS**, the Washington State Legislature established sales and use tax as the public funding mechanism for Intercity Transit; and

**WHEREAS**, Intercity Transit is currently collecting eight-tenths of one percent (0.8%) sales and use tax within the PTBA and is authorized under RCW 82.14.045 to submit a proposition to the voters for an additional four-tenths of one percent (0.4%) sales and use tax; and

**WHEREAS**, approximately 80% of Intercity Transit’s operating revenues come from sales and use tax; and

**WHEREAS**, the cost to Intercity Transit of providing services and facilities to accommodate the demand for transit are projected to exceed revenues generated by established and authorized funding mechanisms; and

**WHEREAS**, Intercity Transit completed an extensive two-year community outreach process named “IT Road Trip”, and

**WHEREAS**, the first phase of the “IT Road Trip” identified the community’s vision for public transportation in Thurston County receiving over 10,000 comments in 2017; and

**WHEREAS**, the public input received as part of the “IT Road Trip” outreach was used to develop three different service scenarios for the community to consider and provide feedback. The first scenario was a “Smaller System,” which involved cutting service. The second scenario was a “Status Quo System,” which involved increasing revenue enough to maintain the existing level of transit service. The third scenario was a “Transformational System,” which involved increasing revenue to improve and expand service; and

**WHEREAS**, the community was surveyed to determine which of the three service scenarios was preferred by members of the community and the result was that the majority of community members surveyed supported the “Transformational System” service scenario; and

**WHEREAS**, the improvements and expansions set forth in the “Transformational System” service scenario were as follows: Extend Intercity Transit’s span of service, improve the frequency of bus trips, develop service to new areas, establish enhanced commuter service, develop bus rapid transit, provide enhanced capital facilities, change the way fares are paid, provide night owl service, and maintain on-time performance; and

**WHEREAS**, in addition to the “IT Road Trip” surveys, Intercity Transit had an independent survey of the community conducted, and the results of that survey confirmed the findings of the “IT Road Trip” community surveys, showing strong community support to maintain, improve and expand public transportation services; and

**WHEREAS**, the Intercity Transit Authority desires to be responsive to community feedback and improve and expand transit service, rather than cut the existing level of service; and

**WHEREAS**, the service improvements preferred by the community cannot be accomplished without additional revenue; and

**WHEREAS**, without additional revenue from a sales and use tax increase, Intercity Transit will be forced to reduce fixed-route service and specialized transportation services for seniors and persons living with disabilities; and

**WHEREAS**, Intercity Transit is authorized by RCW 82.14.045 to increase the sales and use tax by four-tenths of one percent (0.4%) to provide funds for the operation, maintenance and capital needs of its public transportation system if approved by the voters; and

**WHEREAS**, these circumstances require that a proposition authorizing an increase in the sales and use tax rate by four-tenths of one percent (0.4%) be submitted to the voters in the November 2018 election;

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:**

**Section 1.** On November 6, 2018, a proposition shall be submitted to the voters of Thurston County Public Transportation Benefit Area, Thurston County, Washington, authorizing an increase of four-tenths of one percent (0.4%) in the rate of sales and use tax levied by Intercity Transit under RCW 82.14.045. If approved by the voters, the total sales and use tax rate levied by Intercity Transit under RCW 82.14.045 would be one and two-tenths percent (1.2%). As required by RCW 82.14.045, this increase would be used for the sole purpose of providing funds for the operation, maintenance or capital needs of public transportation systems.

**Section 2.** Intercity Transit shall forward a proposed ballot title which conforms to the legal requirements and sets forth the proposition as described generally in Section 1, above, to the Thurston County Prosecuting Attorney and Thurston County Auditor at least seventy-seven (77) days prior to the election date set by the Thurston County Auditor as November 6, 2018.

**Section 3.** The Intercity Transit Authority requests the Thurston County Auditor to submit this proposition to the voters of the Thurston County Public Transportation Benefit Area for purposes described in Section 1 of this Resolution, above.

**Section 4.** A copy of this resolution shall be transmitted forthwith to the Thurston County Auditor.

**Adopted this 1st day of August, 2018.**

**INTERCITY TRANSITY AUTHORITY:**

**ATTEST:**

\_\_\_\_\_  
Debbie Sullivan, Chair

\_\_\_\_\_  
Pat Messmer  
Clerk of the Authority

APPROVED AS TO FORM:

\_\_\_\_\_  
Julie Carignan  
General Legal Counsel