

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

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **5 min.**
 - A. **Laurie Knox, Accounting Specialist** (*Suzanne Coit*)
- 3) **RECOGNITION AND CELEBRATION** **20 min.**
 - A. **Excellence in Transit Honorees**
 - B. **2018 State Rodeo Recognition**
- 4) **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.
- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** August 1, 2018 Regular Meeting and August 15, 2018, Regular Meeting.
 - B. **Payroll – August 2018:** \$2,333,867.23.
 - C. **Accounts Payable:** Warrants dated August 3, 2018, numbers 25410-25451 in the amount of \$855,907.83; Warrants dated August 10, 2018, numbers 25455-25496, in the amount of \$152,686.24; Warrants dated August 17, 2018, numbers 25497-25545, in the amount of \$339,802.80; Warrants dated August 24, 2018, numbers 25549-25596, in the amount of \$601,335.84; Warrants dated August 31, 2018, numbers 25597-25648, in the amount of \$547,976.52; Automated Clearing House Transfers for August 2018 in the amount of \$14, 423.98 for a monthly total of \$2,512,133.21.
- 6) **PUBLIC HEARING - None.** **0 min.**
- 7) **COMMITTEE REPORTS** **3 min.**
 - A. **Community Advisory Committee** (*Sue Pierce*)

- 8) **NEW BUSINESS**
- A. **Adoption of 2017 Annual Report/Transit Development Plan** **5 min.**
(Rob LaFontaine)
 - B. **Annual ACS Maintenance Contract Extension** **5 min.**
(Jeff Peterson)
 - C. **State Advocacy Contract Extension** **5 min.**
(Katie Cunningham)
 - D. **Federal Advocacy Services Contract** **5 min.**
(Ann Freeman-Manzanares)
 - E. **Citizen Representative Reappointment/Recruitment** **5 min.**
(Ann Freeman-Manzanares)
- 9) **GENERAL MANAGER'S REPORT** **10 min.**
- 10) **AUTHORITY ISSUES** **10 min.**
- 11) **ADJOURNMENT**

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

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 1, 2018

CALL TO ORDER

Chair Sullivan called the August 1, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; Labor Relations Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Steve Krueger; Ally McPherson; Pat Messmer; Todd Morrow; Brian Nagel; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Nancy Trail; Nicky Upson; Thomas Van Nuys.

Others Present: Community Advisory Committee Members, Jan Burt, and Ursula Euler; Legal Counsel, Julie Carignan; Jason Robertson, JRO+Co.

APPROVAL OF AGENDA

Chair Sullivan announced an amendment to the agenda. Agenda item 7-A "Vehicle Wraps and Graphics" was pulled from the agenda.

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

INTRODUCTIONS

A. Patrice Debe, HR Analyst (*Heather Stafford Smith*)

PUBLIC COMMENT

Roy Treadway, Lacey, WA – Mr. Treadway is in support of the resolution to increase the sales tax by four-tenths of one percent. If the system was more robust more people would utilize the system. The current level of service is not adequate for him to use the service as frequently as he would like. He found the 60-minute intervals made scheduling doctor appointments difficult, causing him to wait 30+ minutes for an appointment or a return bus. Also, there is no service after 7 p.m. He would like to take the bus to events and social outings but cannot because service ends so early. The buses to Lakewood and Tacoma require early morning departure and late return times. He realizes the scheduled are structured for commuters but other would utilize the

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service if mid-day service was available. Also, it takes two transfers on the local buses just to get to the commuter buses on Martin Way. It would be nice if that could be simplified in some way to save time. He also finds the fare system antiquated and confusing and is a proponent for no fares. It is a barrier to transportation for a good segment of the community.

He urges the Authority to support a ballot measure to increase the sales tax in the area allowing Intercity Transit to improve and expand crucial transportation services.

Mike Rogers, Lacey, WA – Mr. Rogers is in favor of the sales tax initiative. He said the bus is his lifeline. Without it, he doesn't have a life. He hoped the Authority would give him and the community an opportunity to support this measure instead of eliminating service. Eliminating service would hurt him, his spouse and many others that have no other transportation to work and to see family and friends. He said he was in favor of the service changes but wanted to insure if something didn't work well staff would reconsider the changes. He asked the Authority to consider removing the fareboxes.

Paul Enns, Lacey, WA – Mr. Enns encourages the Authority to adopt the resolution to increase the sales tax. He is an advocate for increased mass transit services. Mr. Enns said Intercity Transit is a vital and necessary component to the overall well-being of the area; and it's doing a good job providing transportation to students, shoppers and those in the workforce as well as retired citizens who choose or can no longer drive.

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:** July 11, 2018, Special Meeting, and the 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.

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D. Schedule Special Meeting: Scheduled a special meeting for Wednesday, September 19, 2018, to conduct a joint meeting of the Authority and the Community Advisory Committee. (*Ann Freeman-Manzanares*)

COMMITTEE REPORTS

A. Community Advisory Committee. Jan Burt reported the CAC met July 16. The members received an update on the Transit Development Plan. Burt said they reviewed their Self-Assessment; however, she is disappointed that only 13 out of the 20 members participated. Planning Manager, Rob LaFontaine provided an update on the service changes and reviewed the recent changes to three routes - the 42, 45, and 47. There were no consumer issues. Burt said Freeman-Manzanares shared that Intercity Transit participated in various parades in Yelm, Tumwater, and Olympia's Lakefair. The agency participated in a pilot for the 3rd of July fireworks at Rainier Vista which generates a great deal of traffic congestion. Intercity Transit moved between 500-800 people and the area cleared out earlier than it has in the past. Operators were able to help a group of foreign exchange students from Evergreen and get them back to campus. And the CAC members took their photo shoot for the upcoming CAC fall recruitment.

NEW BUSINESS

Long Range Plan - IT Road Trip Public Engagement 2.0 Update. Jason Robertson from JRO+Co. provided an update on the Road Trip Public Engagement 2.0. The results show people want a transformational system (82.76%), and 67% are willing to pay for that service. He said the survey wrapped up with 1,500 responses, and he provided highlights:

- There's been little change in enhancement ranking percentages from July 7
- A few of the "lower-rated" enhancements saw a positive boost
- 83% support for Transformational Scenario
- 67% support for additional sales tax (18% not supportive)

Increase transit service to stay ahead of congestion and population growth

- 71.99% very supportive
- 20.95% somewhat supportive

Extend service to growing population and economic activity centers

- 70.29% very supportive
- 22.56% somewhat supportive

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

- 88.79% very supportive

- 8.61% somewhat supportive

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

- 62.28% very supportive
- 24.83% somewhat supportive

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

- 70.43% very supportive
- 20.67% somewhat supportive

Create dedicated in-county commuter lines that get people where they're going faster (many not responding are non-riders – this is a perception value)

- 56.28% very supportive
- 26.03% somewhat supportive

Attract more riders by simplifying the fare structure and increasing frequency

- 56% very supportive
- 22.13% somewhat supportive

Make transit a transformative service for social and economic wellbeing

- 52.89% very supportive
- 20.34% somewhat supportive
- 21.81% neutral
- 2.65% not very supportive
- 2.35% not at all supportive

Invest in comfort to attract and maintain high ridership

- 36.29% very supportive
- 29.75% somewhat supportive
- 26.48% neutral
- 5.40% not very supportive

Expand innovative programs like Vanpool and Dial-A-Lift

- 49.33% very supportive
- 25.80% somewhat supportive
- 20.195 neutral
- 3.41% not very supportive

Enhancement Rankings (out of a possible 5.0) from most current results

- Improved frequency - 4.05
- Bus rapid transit - 4.07

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- Maintain on-time performance - 4.09
- Extended span of service - 4.09
- Service to new areas - 3.97
- Enhanced commuter service - 3.93
- Night owl service - 3.64
- Enhanced capital facilities - 3.58
- Change the way fares are paid - 3.47

A. Sales Tax Ballot Measure Resolution. Freeman-Manzanares presented Resolution 02-2018 to move forward with a sales tax ballot measure for four-tenths of one percent to maintain, improve and expand service. Included in the document are the Authority's previous suggestions: mention that the increasing population between now and 2040 is increasing by 43.5% within the PTBA; mention the increase in the aging population; describe the community input process; identify that emerging area and travel patterns have changed; the reduction in service that would occur if IT didn't have funding to move forward; and to insure IT covered all bases in the terminology we the funds could be spent on operations, maintenance, capital, etc.). The Authority provided additional comments:

Gilman would like staff to provide "plain talk versions" of documents to assist in talking with the public - a literal translation of the resolution.

Messmer thanked all who testified and for making it personal because that's what it is - personal for individuals who need or want to use the system.

Blake acknowledged the hard work of all staff in putting this together as well as previous board members who stayed with this the entire time. He thanked community members like Larry Watkinson and all others who testified; bipartisanship on both sides to push through this important measure; and thanked Freeman-Manzanares for her diligence in in pushing this through at the request of the Authority.

Melnick said it's comfortable for him to vote "yes" since engaging the community. The community had an overwhelmingly positive response to increasing service. And that, along with the positive results from the Elway Research survey, made him feel very comfortable.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to adopt Resolution 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.

Commissioner Blake left the meeting.

GENERAL MANAGER'S REPORT

The Planning Session is August 17, 2018, and will be facilitated by Jason Robertson and Thomas Wittmann. Freeman-Manzanares asked the Authority for suggestions for the agenda:

Messmer would like to see the conversation about a sustainability commitment and how to relate to the increased interest at the jurisdiction level and how this can be weaved into where Intercity Transit is headed.

Gilman said he'd like a discussion about improving and expanding Intercity Transit. He'd like to have it clear in his mind on how to focus on telling the story and imagining what the expense might look like.

Melnick would like a draft list of talking points. Freeman-Manzanares said staff is in the process of putting together talking points and FAQ's.

AUTHORITY ISSUES

Delancy said a fare free system is worth taking a good look into and having further discussion about the pros and cons.

Cox said the City of Lacey voted to send the creation of a metropolitan park district to voters this November. Lacey voters will decide whether to create a taxing district to maintain, fund, acquire and create parks and recreation opportunities in the city. Funding would come in the form of a property tax. If approved, the city aims to levy 47 cents per \$1,000 of assessed property value, or about \$11.75 a month, or \$141 per year, for a home valued at \$300,000.

Carmody said the City of Yelm held a UFO Festival last week, the Jazz in the Park Festival is this weekend, and October Fest is coming soon.

Messmer referred to the draft Ballot Title, and recommended a word change. In the 2nd sentence that begins, "These funds...change the word "would" to "will" preserve current services." And she asked if the resolution number is required in this document.

Gilman said the City of Olympia is working on a purchase sale agreement of a dental office across the street on Martin Way and the plan now is a short-term use as emergency housing for homeless individuals and then to have that property available to attract another affordable housing or permanent supported house like Drexel House. They are also looking at the city nursery behind the old city hall hoping secure additional options.

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Gilman would like to return to St. Francis house with Intercity Transit staff to discuss Dial-A-Lift and problem solving for people who have schedule changes that would complicate their routine.

Gilman complimented Commissioner Blake for his steady work in advocating for more taxes and expanding the service.

Melnick referred to the resolution and suggested adding "page 1 of XX" at the bottom.

Sullivan said the City of Tumwater will not meet during the month of August.

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

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

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:16 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 5, 2018.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
August 15, 2018

CALL TO ORDER

Chair Sullivan called the August 15, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; County Commissioner Bud Blake; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Members Not Present: City of Yelm Councilmember Molly Carmody.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; David Kolar; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Thomas Van Nuys.

Others Present: Community Advisory Committee member, Walter Smit; Tim Richey, SRG; and Dale Learn, Gordon Thomas Honeywell.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Reynolds enjoys riding Intercity Transit and he thanked the Authority for approving the upcoming service changes.

PUBLIC HEARING

A. Draft Annual Report & Transit Development Plan (TDP). Rob LaFontaine, Planning Manager, indicated the TDP is due to WSDOT in September, and is supposed to indicate upcoming changes for the next few years. However, with the planned upcoming service changes, and the sales tax ballot measure taking place, the TDP is currently at "status quo." It fulfills the administrative requirement, but does not speak to any of the assumptions relating to a new ballot item. The current TDP relates to activity in 2017 as well as programmed changes for equipment, facilities and buses taking IT through 2023.

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To date, one comment was received, however, it related more to the September service change. Staff is still on course for a September 5 adoption of the TDP.

Cox asked depending on the outcome of the ballot measure will the Plan be amended. LaFontaine said staff gets the opportunity to amend the Plan every year, and the TDP would get updated heading into 2019. Freeman-Manzanares said the document that would be more applicable is the Strategic Plan which will be addressed after the election in November.

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

With no one present for the public hearing, Chair Sullivan closed the public hearing at 5:36 p.m.

Messmer noted a correction on Page 2 of the TDP to remove her name as the Vice Chair and add Ryan Warner.

COMMITTEE REPORTS - None.

VEHICLE WRAPS AND GRAPHICS. Steve Krueger, Capital Projects Manager, presented for consideration a contract award to Western Graphics, Inc. for Vehicle Wraps and Graphics.

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 2016 Chevrolet Express, 2018 Toyota Sienna's and future vanpool vehicle purchases, as well as allow for repair and replacement of any damaged wraps and decals.

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 experience and quality factors, cost proposal factors, graphic proofs and samples, and reference checks, Western Graphics was identified as the top-ranked firm. They have 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.

Walter Smit arrived.

It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager to enter into a one-year contract with four one-year renewal

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options, with Western Graphics to provide Vehicle Wraps and Graphics in an amount not-to-exceed \$130,000.

UPDATE ON FEDERAL ADVOCACY ACTIVITY. Intercity Transit's Federal Advocate, Dale Learn, from Gordon Thomas Honeywell Governmental Affairs (GTHGA), provided an update on the main federal issues and activities affecting public transportation in Washington D. C.

Learn continues to work closely with Intercity Transit staff, including attending the Annual APTA conference held in D. C. where they work well in framing the issues to the legislators and the Administration officials.

Learn noted that K. Jane Williams is the Acting Administrator of the Federal Transit Association, and Thelma Drake, a Norfolk-area transportation official was nominated by President Trump to lead the Federal Transit Administration, the agency that provides funding and policy to local public transit systems, including buses, subways, light rail and ferries. Drake will still have to go through a confirmation process - the FTA has not had a confirmed administrator since January 2014. The administrator oversees \$12 billion budget and 550 employees.

Learn said, overall, Congress is doing well on Appropriations, with likely nine bills in the Senate by Sept 1st and six in the House, including the transportation bill out of committee in both chambers.

Gordon Thomas Honeywell continues to work closely and engage with the Trade Associations:

- APTA
- Bus Coalition - Now over 155 members in 43 states, 15 in WA.
- Congressional Delegation & Committees of Jurisdiction
- USDOT/FTA - No Administrator yet, but they continue to get to know the Trump USDOT folks

When Freeman-Manzanares and Board Members attended the APTA conference in D. C., GTHGA connected Intercity Transit up with Mark Bathrick, who manages the two most important funding accounts (5339 and BUILD/TIGER). He shared good information indicating that at least in this fiscal year one will likely not get awards in multiple 5339 accounts, and if you win you likely get the lower request.

The number one issue remains transit funding. Currently, GTHGA is working with the FAST Act through 2020. Prior to 2012 - SAFETEA-LU (FY05-12) competed well for Bus and Bus Facilities dollars, and the program funded about 80% of bus replacements.

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In 2012 under MAP-21 (FY13-15) Congress replaced the BBF account – which was \$984M for competitive grants in 2012 with a formula bus program that was half the size (\$422m/year) and geared toward rural systems. For four years we were shut out of even competing for bus money. Systems like Intercity Transit mobilized and were a big part of that in D. C. and this became a motivation to start the Bus Coalition. Today we are in little better place than in 2012 but still have a lot to fight in terms of funding to get to where we need to be.

In the FAST Act (FY16-20) we were able to reinstate the BBF discretionary account, but at much more modest numbers than 2012. They also retained the BBF Formula, still favoring rural systems. Authorized in FY16 at \$268m has slowly risen every year to \$344M in FY20. These numbers include a subcategory for No/Low Emission Buses of \$55M/year. Therefore, the available funding for systems like Intercity Transit would be, less than 30% of what it was in 2012 nationwide. Again, there is a focus on rural systems. There is continual chatter of removing the program again entirely.

The Appropriations Committee have honored FAST Act funding levels for BBF and very recently added some extra funding:

- **FY 18** - BBF Discretionary is \$160M above the FAST Act, (\$461.5M total). Take out the No/Low subcategory (\$84.5M), then \$377M is available (compared to just \$213M in FY17).
- **FY19** - Is currently going through the legislative process. House bill is \$300M above the FAST Act (\$622.1m total). Take out the No/Low subcategory (\$105M), then \$517.1M would be available – This is still only about half of what was available in 2012. The Senate bill has similar plus ups to FY18, so with the gradual rise in the authorization, then \$397.1M would be available, which is still on 40% of the 2012 number. Ultimately, none of these numbers may be adopted.
- We favor the House proposal and have let our allies know, including our delegation's appropriators, Senator Murray, and Representatives Herrera Beutler, Kilmer, and Newhouse.
- **Formula funding remains** – FY18 for ITC. We were allocated \$3.3M for Section 5307 Urbanized Area Formula & \$808,000 for Small Transit Intensive Cities – Small increases from FY17.
- **BUILD/TIGER** – Increases to \$1.5B in FY18; In FY19 \$1B in Senate and \$750M in the House. We'll see what is approved. These dollars have rarely gone to transit projects. It costs a lot to submit a project for this funding source.
- We have applied in the past and look at it every year. It is very competitive, and you need professional grant writing help to be competitive.
- This program is a product of Appropriations (Murray).
- As in the previous Administration the USDOT opposes all of these plus ups.

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- **New Infrastructure Package** – Where is it going and what will be in it? Administration has said more P3s and streamlining. Many congressional leaders have already provided ideas, including Cantwell.
- Chairman Shuster put out a concept document asking for an increase of 15 cents on the federal gas tax. We have asked for \$2.85 billion in any new package – This would be on top of the FAST Act funding. We've have signed letters asking for that amount to our delegation, to the relevant committees, and to the Administration and have done direct advocacy with the Bus Coalition. Important to note USDOT has identified a \$90 billion bus capital backlog nationally.

It continues to be all about the budget process, water resources, trade, more tax issues, foreign policy, start work on infrastructure, etc. Mass Transit Account remains a target in DC and not well liked by this Administration. The FAST Act is chugging along but a new authorization has started to be discussed in a preliminary fashion, and an infrastructure package as previously mentioned is still very much "live." GTHGA will continue to work with the trade associations, committees, and a powerful delegation to push transit and Intercity Transit priorities.

FAST Act Grants - No/Low recent increases (\$84.45M in FY18). We've looked and have deferred for right now, but always an option. 5339 Competitive continues to slowly increase under FAST, and recent bumps from \$283M just two years ago and the House is talking about \$622M for FY19 has us all hopeful. It is important to note we requested \$12M for Pattison and received a \$1.375M grant for Pattison, which was tied for the highest from Washington. Our application scored very well as all six criteria got "highly recommended" and there were \$124M requested from Washington, but only \$13M awarded for 10 projects. There was a current FY18 grant application submitted on August 6th, which we applied for. We hit on all six major criteria in F17, so we are hopeful. We are working on congressional support for our request as well.

BUILD/TIGER should remain, but it too is highly competitive and costs to submit. We will continue to aggressively lobby for our needs in D. C. and with our trade associations.

Chair Sullivan recessed the meeting for five minutes to allow SRG to set up their presentation.

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OTC DESIGN AND PROJECT UPDATE. Intercity Transit's Architect, Tim Richey of SRG Partnership, Inc. provided an update on the expansion plans for the Olympia Transit Center.

Over the last year, the SRG Design Team has collaborated with stakeholders in designing the OTC expansion facility that not only satisfies Intercity Transit's programming needs and City of Olympia's design standards but also stays true to our budgetary constraints. A construction contract is anticipated to come before the Authority for approval at the September 5, 2018, meeting.

Richey said they are getting close to the start of construction, and have selected Graham Construction as the General Contractor from a list of three finalists. SRG is currently in the bidding phase of the project and that means the work of the architects is complete as are the documents, which were given to the General Contractor and they have sent them out in packages to the sub-contractor community. After August 29, Graham Construction will know the final total construction costs. SRG will return to address the Authority on September 5 to share those final costs and ask for final approval, and construction would start in September. It should be noted that the construction market is incredibly strong and bid numbers are coming in high. We will adjust as necessary.

The drawings have been submitted to the City of Olympia for permitting and land use applications. SRG received the initial comments from the City on the building and engineering permit. SRG will submit response, clarifications and revisions next week. On August 23, SRG will have their second and final meeting in front of the designer review board, and expect approval. The building permit should be available the middle of September.

The total project budget is \$8.4M. Richey referred to a site plan showing the existing transit center and the new project. He continued to review a 3-dimensional presentation of the new building providing specific details.

Richey answered questions.

GENERAL MANAGER'S REPORT

The State Auditors are onsite until the end of August. Chair Sullivan represented the Authority at the entrance conference. Information will be shared regarding the closing conference in the event the Authority would be able to attend.

The FTA 5339 Grant Application for the Pattison Street Rehab and Expansion Project was submitted on Monday, August 6, 2018.

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All Ballot Measure information was submitted to the County Auditor's Office by the August 7 deadline. It was approved by the Prosecutor's office and certified by the County Auditor.

The Gillig Bus Build Team returned from their meeting where they meticulously went over the specifications for the next eight buses. Buses are scheduled to be delivered in six months.

Freeman-Manzanares will provide the City of Lacey with a presentation on the ballot measure on August 16, 2018.

The Authority Planning Session is Friday, August 17, 2018.

The Operations and Maintenance Roadeo Team are headed for the Washington State Roadeo Competition being held in Kennewick, WA.

The Washington State Transportation Conference begins August 18, 2018, through August 22, 2018.

On Thursday, August 23, the Olympia Transit Center Project will go before the City of Olympia review board. It remains hopeful that there will be a construction contract come September.

Freeman-Manzanares reminded the Authority that Intercity Transit is a member of MRSC and they are a terrific resource for information for staff and Authority members. You can access their website at <http://mrsc.org/Home.aspx>.

AUTHORITY ISSUES

Delancy said he's keeping an eye on the Operator scheduling for the new service change package. He's seen movement going in the right direction, and he's confident it will continue in a positive direction.

Cox invites all to the City of Lacey Council meeting on Thursday, August 16 at 7 p.m. to show support. Freeman-Manzanares is giving a presentation on the ballot measure.

Messmer would like to be informed of upcoming meetings and presentations so the Authority can provide support.

Messmer thanked Sullivan for attending the Audit entrance conference. She believes it's important for the members to attend those and she would like staff to send out a notification.

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Warner said he'll be giving a presentation at the State Conference on mobility management performance measures. He'll highlight Intercity Transit's mission and vision and mobility management (travel training).

Sullivan thanked staff for putting on a successful Transit Appreciation Day.

ADJOURNMENT

It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 7:51 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: September 5, 2018.

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

DRAFT

0		07/22/18 - 08/04/18			PAYDATE		8/10/2018		PERIOD DATES:			08/06/18 - 08/18/18			PAYDATE		8/24/2018	
		CODES		PAY PERIOD	1ST CHECK	1ST TRANSFER					PAY PERIOD	2ND CHECK	2ND TRANSFER					
				CHECK NO.	AMOUNT	AMOUNT					CHECK NO.	AMOUNT	AMOUNT					
IRS	FIT		EFT		69,644.95				IRS	FIT		EFT	71,030.88					
	MT		EFT		23,212.81	92,857.76				MT Medicare		EFT	23,438.85	94,469.73				
					0.00	0.00							0.00	0.00				
INS	D3/DI	Disability Ins			2,411.53	0.00			INS	D3/DI	Disability Ins		2,417.73	0.00				
HEALTH	HE/H/SP/TB	Health In1stN2ND			177,500.50	0.00			HEALTH	HE/H/SP/TB	Health In1stN2ND		177,566.99	0.00				
GARNISHMENT	GN/08	Garnish	CHECK last		401.96				GARNISHMENT	GN/08	Garnish	CHECK last	731.16					
CHILD SUPPORT	CS/09	DSHS	EFT		2,544.66	0.00			CHILD SUPPORT	CS/09	Child Support	EFT	2,544.66	2,544.66				
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every		11,065.46	11,065.46			DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	11,177.95	11,177.95				
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every		12,128.08	12,128.08			DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	12,118.52	12,118.52				
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		45,476.23				401K	DC/97	Vgrd EE	Wire	46,355.11					
VANGUARD	DC/22	Vgrd ER	Wire		31,605.62	76,981.75			VANGUARD	DC/22	Vgrd ER	Wire	32,158.57	78,613.68				
LOAN	L2/29	401k Ln#2	Wire		5,164.68				LOAN	L2/29	401k Ln#2	Wire	5,164.68					
LOAN	LN/29	401k Ln #1	Wire		8,322.20	13,476.88			LOAN	LN/29	401k Ln #1	Wire	8,220.93	13,375.61				
	TTL VNGRD				90,458.63					TTL VNGRD			91,889.29					
LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly		30,551.39				LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	30,483.83					
MACHINISTS	MD/51/M2	Mch.UnDues	Check last		1,556.96				MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,556.29					
UNION DUES	MI/52	Mac.Infltn	Check last		-181.50				UNION DUES	MI/52	Mac.Infltn	Check last	0.00					
	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	160.00	0.00				
PROJECT ASSIST	PA/66	Proj.Assist	Check last		456.00				PROJECT ASSIST	PA/66	Proj.Assist	Check last	458.00					
PENSION	PN/04	PERS EE	EFT		60,526.66	0.00			PENSION	PN/04	PERS EE	EFT	60,710.76	0.00				
STATE	PN/04	PERS ER	EFT		104,236.95	164,763.60			STATE	PN/04	PERS ER	EFT	104,609.31	165,320.07				
PERS	TTL PERS				164,763.60				PERS	TTL PERS			165,320.07					
ICMA LOAN	R3/20	ICMA Ln#2	WIRE		328.03	0.00			ICMA LOAN	R3/20	ICMA Ln#2	WIRE	328.03	0.00				
ICMA	RC/24	ICMA EE	WIRE		5,386.95				ICMA	RC/24	ICMA EE	WIRE	5,449.77					
ICMA ROTH	RI/23	ICMA Roth	WIRE		150.00	150.00			ICMA ROTH	RI/23	ICMA Roth	WIRE	150.00	150.00				
ICMA LON	RL/21	ICMA Ln#1	WIRE		1,092.94	1,420.97			ICMA LON	RL/21	ICMA Ln#1	WIRE	1,092.94	1,420.97				
ICMA	RR/25	ICMA ER	WIRE		3,268.49	8,655.44			ICMA	RR/25	ICMA ER	WIRE	3,319.59	8,769.36				
	TTL ICMA				10,076.41	10,226.41				TTL ICMA			10,190.33	10,340.33				
457 STATE	SD/26	457 ST EE	EFT		15,723.13				457 STATE	SD/26	457 ST EE	EFT	15,718.34					
DEFERRED	SR/27	457 ST ER	EFT		8,778.70	24,501.83			DEFERRED	SR/27	457 ST ER	EFT	8,807.58	24,526.92				
AFLAC	ST/67/SS68	AFLAC POST/PRE	EFT		4,779.03	4,779.03			AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	4,777.14	4,777.14				
ATU	UC/45	Un COPE	Check 1st		231.00				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	576.00					
	UD/42	Un Dues	Check last		8,349.66					UD/42	Un Dues-BOTH PP	Check last	5,832.26					
	UI/41	Un Infltn	Check last		0.00					UI/41	Un Infltn- 100.00 PEREE	Check last	0.00					
	UT/43	Un Tax	Check last		3,024.00					UT/43	Un Tax IST PP	Check last	0.00					
UNITED WAY	UW/62	United Way	Check last		320.50				UNITED WAY	UW/62	United Way	Check last	302.50					
WELLNESS	WF/64	Wellness	Check last		323.50				WELLNESS	WF/64	Wellness	Check last	324.50					
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every			519,154.81	519,154.81			DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every	529,583.06	529,583.06				
LIVE CHECKS	Paychecks				4,725.40				LIVE CHECKS	Paychecks - LIVE CHECKS			3,931.13					
	TOTAL TRANSFER (file to Treasurer Notifications)					930,200.61				TOTAL TRANSFER (file to Treasurer Notifications)				947,011.67				
	TOTAL PAYROLL*:				519,154.81	1,162,465.17				TOTAL PAYROLL*:			529,583.06	1,171,402.06				
GROSS WAGE	GROSS EARNINGS:				825,734.91				GROSS WAGE	GROSS EARNINGS:			833,801.65					
ER AMOUNT	EMPR MISC DED:				325,123.56				ER AMOUNT	EMPR MISC DED:			325,880.69					
MEDICARE TAX	EMPR MEDICARE TAX:				11,606.70				MEDICARE TAX	EMPR MEDICARE TAX:			11,719.72					
						1,162,465.17							0.00					
										TOTAL PAYROLL*:				1,171,402.06				
										TOTAL							2,333,867.23	
DIRECT DEP.	ACH WIRE TOTAL				542,613.35				DIRECT DEP.	ACH WIRE TOTAL			553,144.53					

***.59 to be added for B Bowels making it 94,470.32
23,439.44

\$0.00

\$0.00

EE&ER PERS. Rounding Issues. Actual amount sent to DRS
EE \$60,526.71
ER \$104,237.03
0.14 cents difference

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/3/2018

Thru Date: 8/3/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25410	8/3/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$20,473.87	
25411	8/3/2018	01960	AMERICAN SEATING COMPANY	\$248.90	
25412	8/3/2018	02380	ARAMARK UNIFORM SERVICES	\$979.86	
25413	8/3/2018	02580	ASSOCIATED PETROLEUM	\$67,269.50	
25414	8/3/2018	02990	B&B SIGN COMPANY LLC	\$332.15	
25415	8/3/2018	06120	CITY OF OLYMPIA UTILITIES	\$11,198.72	
25416	8/3/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$684.89	
25417	8/3/2018	07220	CUMMINS NORTHWEST INC	\$6,678.32	
25418	8/3/2018	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$206.86	
25419	8/3/2018	10607	GENUINE AUTO GLASS OF LACEY	\$598.62	
25420	8/3/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25421	8/3/2018	10660	GILLIG LLC	\$14,203.08	
25422	8/3/2018	10759	GORDON TRUCK CENTERS INC	\$3,445.66	
25423	8/3/2018	11905	JANEK CORPORATION	\$652.80	
25424	8/3/2018	11930	JERRYS AUTOMOTIVE TOWING	\$4,439.04	
25425	8/3/2018	13366	LANDAU ASSOCIATES INC	\$912.05	
25426	8/3/2018	14275	MCP INDUSTRIES	\$1,360.00	
25427	8/3/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$428.30	
25428	8/3/2018	14750	MULLINAX FORD	\$61.24	
25429	8/3/2018	15140	NISQUALLY TOWING SERVICE	\$320.46	
25430	8/3/2018	15300	OAK HARBOR FREIGHT LINES INC	\$520.07	
25431	8/3/2018	16695	PATTISON WATER COMPANY	\$94.61	
25432	8/3/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
25433	8/3/2018	17505	RAINIER DODGE INC	\$198.01	
25434	8/3/2018	17560	RE AUTO ELECTRIC INC	\$137.28	
25435	8/3/2018	17741	ROGNLIN'S INC	\$208,761.68	
25436	8/3/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
25437	8/3/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,091.32	
25438	8/3/2018	18530	STANDARD PARTS CORP	\$201.11	
25439	8/3/2018	21660	THERMO KING NORTHWEST	\$377.53	
25440	8/3/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
25441	8/3/2018	21930	TIRES INC	\$2,643.32	
25442	8/3/2018	21950	TITUS-WILL CHEVROLET	\$5,186.58	
25443	8/3/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
25444	8/3/2018	22010	TOYOTA OF OLYMPIA	\$152.83	
25445	8/3/2018	22195	TRANSTAR INDUSTRIES, INC.	\$211.37	
25446	8/3/2018	23660	UNITED WAY OF THURSTON COUNTY	\$633.00	
25447	8/3/2018	24000	W W GRAINGER INC	\$209.85	
25448	8/3/2018	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$757.50	
25449	8/3/2018	24750	WA ST GET PROGRAM	\$50.00	
25450	8/3/2018	24755	WA ST HEALTH CARE AUTHORITY	\$360,018.50	
25451	8/3/2018	25858	WESTCARE CLINIC LLC PS	\$869.00	
Total:				\$855,907.83	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/10/2018

Thru Date: 8/10/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25455	8/10/2018	01885	AMERICAN LANDSCAPE SERVICES, LLC	\$85.60	
25456	8/10/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$106.47	
25457	8/10/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,342.44	
25458	8/10/2018	07220	CUMMINS NORTHWEST INC	\$2,800.55	
25459	8/10/2018	09820	FLEET-NET CORP	\$326.70	
25460	8/10/2018	10477	GALLS, LLC	\$653.06	
25461	8/10/2018	10580	GENE'S TOWING INC	\$309.56	
25462	8/10/2018	10621	GERBER - BOYD GROUP U S INC	\$4,150.80	
25463	8/10/2018	10660	GILLIG LLC	\$5,561.08	
25464	8/10/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
25465	8/10/2018	10759	GORDON TRUCK CENTERS INC	\$1,018.79	
25466	8/10/2018	11048	HARGIS ENGINEERS INC	\$290.00	
25467	8/10/2018	11892	J ROBERTSON AND COMPANY	\$5,775.00	
25468	8/10/2018	11895	J&I POWER EQUIPMENT INC	\$28.14	
25469	8/10/2018	11905	JANEK CORPORATION	\$522.24	
25470	8/10/2018	14590	MOHAWK MFG & SUPPLY	\$150.48	
25471	8/10/2018	14750	MULLINAX FORD	\$1,298.16	
25472	8/10/2018	15109	NEW WEST TECHNOLOGIES	\$440.64	
25473	8/10/2018	15140	NISQUALLY TOWING SERVICE	\$632.07	
25474	8/10/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$612.91	
25475	8/10/2018	15300	OAK HARBOR FREIGHT LINES INC	\$520.07	
25476	8/10/2018	16595	PACIFIC POWER GROUP LLC	\$3,562.96	
25477	8/10/2018	16820	PIERCE COUNTY SECURITY	\$17,785.38	
25478	8/10/2018	16976	PONY UP PARKING LOTS, INC.	\$30,327.57	
25479	8/10/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
25480	8/10/2018	17560	RE AUTO ELECTRIC INC	\$392.65	
25481	8/10/2018	17760	ROSS AND WHITE COMPANY	\$550.52	
25482	8/10/2018	17795	ROUTEMATCH SOFTWARE INC	\$1,627.92	
25483	8/10/2018	17900	SCHETKY NW SALES INC	\$258.58	
25484	8/10/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$966.12	
25485	8/10/2018	18052	SHEA, CARR & JEWELL INC	\$3,873.75	
25486	8/10/2018	18470	SPORTWORKS NORTHWEST INC	\$70.65	
25487	8/10/2018	18530	STANDARD PARTS CORP	\$235.26	
25488	8/10/2018	18651	STORMANS (LICENSING)	\$289.00	
25489	8/10/2018	18711	SUNSET AIR INC	\$406.85	
25490	8/10/2018	18940	TENNANT COMPANY	\$3.38	
25491	8/10/2018	21660	THERMO KING NORTHWEST	\$123.90	
25492	8/10/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,985.40	
25493	8/10/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$42,632.69	
25494	8/10/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
25495	8/10/2018	24500	WA ST DEPT OF RETIREMENT SYSTEMS	\$10,727.26	
25496	8/10/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,260.00	
Total:				\$152,686.24	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/17/2018

Thru Date: 8/17/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25497	8/17/2018	01480	AIR FLOW SYSTEMS INC	\$574.18	
25498	8/17/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$231.00	
25499	8/17/2018	02060	AMERISAFE	\$225.86	
25500	8/17/2018	02380	ARAMARK UNIFORM SERVICES	\$1,109.63	
25501	8/17/2018	02580	ASSOCIATED PETROLEUM	\$72,214.24	
25502	8/17/2018	02990	B&B SIGN COMPANY LLC	\$85.05	
25503	8/17/2018	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
25504	8/17/2018	04120	BUILDERS HARDWARE CO	\$282.14	
25505	8/17/2018	05720	CDW GOVERNMENT INC	\$7,107.51	
25506	8/17/2018	05740	CED	\$11.27	
25507	8/17/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$183.22	
25508	8/17/2018	07220	CUMMINS NORTHWEST INC	\$3,380.90	
25509	8/17/2018	07619	DAVID S FOSTER	\$1,750.00	
25510	8/17/2018	08780	EMERALD SERVICES INC	\$147.90	
25511	8/17/2018	09885	FMNA LLC	\$1,952.13	
25512	8/17/2018	10580	GENE'S TOWING INC	\$130.44	
25513	8/17/2018	10607	GENUINE AUTO GLASS OF LACEY	\$1,241.70	
25514	8/17/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25515	8/17/2018	10660	GILLIG LLC	\$9,229.80	
25516	8/17/2018	10759	GORDON TRUCK CENTERS INC	\$615.87	
25517	8/17/2018	10887	GRUBER POWER SERVICES	\$1,374.38	
25518	8/17/2018	11615	INDUSTRIAL HYDRAULICS INC	\$501.54	
25519	8/17/2018	11943	JOANNA GRIST	\$1,750.00	
25520	8/17/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$6,136.65	
25521	8/17/2018	13661	LOOMIS	\$2,488.07	
25522	8/17/2018	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$641.00	
25523	8/17/2018	16490	PACIFIC DISPOSAL INC	\$676.21	
25524	8/17/2018	16966	POINT & PAY	\$1,460.22	
25525	8/17/2018	17290	PUGET SOUND ENERGY	\$11,023.01	
25526	8/17/2018	17420	R&R TIRE COMPANY, INC.	\$1,675.52	
25527	8/17/2018	17505	RAINIER DODGE INC	\$138.19	
25528	8/17/2018	17560	RE AUTO ELECTRIC INC	\$1,143.08	
25529	8/17/2018	17900	SCHETKY NW SALES INC	\$26,144.52	
25530	8/17/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,155.37	
25531	8/17/2018	18145	SIX ROBBLEES INC	\$153.76	
25532	8/17/2018	18470	SPORTWORKS NORTHWEST INC	\$52.40	
25533	8/17/2018	18530	STANDARD PARTS CORP	\$246.85	
25534	8/17/2018	21830	THURSTON COUNTY SOLID WASTE	\$158.72	
25535	8/17/2018	21930	TIRES INC	\$18,283.14	
25536	8/17/2018	21950	TITUS-WILL CHEVROLET	\$153.08	
25537	8/17/2018	22100	TRANSIT SOLUTIONS, LLC	\$446.24	
25538	8/17/2018	22325	TTL PARTNERS LLC	\$3,363.00	
25539	8/17/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
25540	8/17/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$81,001.22	
25541	8/17/2018	23715	URBAN SOLAR CORPORATION	\$56,736.90	
25542	8/17/2018	23770	VANNER, INC.	\$8,765.24	
25543	8/17/2018	24750	WA ST GET PROGRAM	\$100.00	
25544	8/17/2018	25380	WASHINGTON GARDENS	\$315.52	
25545	8/17/2018	26700	ZEIGLER'S WELDING	\$1,593.85	
Total:				\$339,802.80	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/24/2018

Thru Date: 8/24/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25549	8/24/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$17,781.92	
25550	8/24/2018	01805	AMB TOOLS AND EQUIPMENT CO INC	\$472.95	
25551	8/24/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$85.07	
25552	8/24/2018	02580	ASSOCIATED PETROLEUM	\$4,096.77	
25553	8/24/2018	05610	CAYAN LLC	\$170.64	
25554	8/24/2018	05680	CCH INCORPORATED	\$456.73	
25555	8/24/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$277.97	
25556	8/24/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$325.83	
25557	8/24/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,115.44	
25558	8/24/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,265.39	
25559	8/24/2018	07220	CUMMINS NORTHWEST INC	\$1,199.12	
25560	8/24/2018	08780	EMERALD SERVICES INC	\$58.00	
25561	8/24/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$53.51	
25562	8/24/2018	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$15.57	
25563	8/24/2018	10477	GALLS, LLC	\$1,048.71	
25564	8/24/2018	10580	GENE'S TOWING INC	\$519.08	
25565	8/24/2018	10607	GENUINE AUTO GLASS OF LACEY	\$441.74	
25566	8/24/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
25567	8/24/2018	10660	GILLIG LLC	\$7,307.73	
25568	8/24/2018	10759	GORDON TRUCK CENTERS INC	\$1,480.14	
25569	8/24/2018	10863	GRAYS HARBOR TRANSIT	\$162.00	
25570	8/24/2018	11793	INTERNATIONAL BUSINESS MACHINES CORP	\$692.52	
25571	8/24/2018	11905	JANEK CORPORATION	\$233.92	
25572	8/24/2018	11936	JMB CONTRACTING INC.	\$114,768.55	
25573	8/24/2018	13850	MASON TRANSIT AUTHORITY	\$306.00	
25574	8/24/2018	14405	MICHAEL G MALAIER, TRUSTEE	\$428.30	
25575	8/24/2018	15140	NISQUALLY TOWING SERVICE	\$379.58	
25576	8/24/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$593.30	
25577	8/24/2018	17560	RE AUTO ELECTRIC INC	\$424.79	
25578	8/24/2018	17580	RECARO NORTH AMERICA INC	\$1,072.00	
25579	8/24/2018	17795	ROUTEMATCH SOFTWARE INC	\$309.40	
25580	8/24/2018	17900	SCHETKY NW SALES INC	\$414,174.00	
25581	8/24/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$743.54	
25582	8/24/2018	18052	SHEA, CARR & JEWELL INC	\$5,380.00	
25583	8/24/2018	18420	SOUTHGATE FENCE INC	\$4,427.88	
25584	8/24/2018	18470	SPORTWORKS NORTHWEST INC	\$285.44	
25585	8/24/2018	18530	STANDARD PARTS CORP	\$175.43	
25586	8/24/2018	18651	STORMANS (LICENSING)	\$436.50	
25587	8/24/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
25588	8/24/2018	21950	TITUS-WILL CHEVROLET	\$420.10	
25589	8/24/2018	22010	TOYOTA OF OLYMPIA	\$221.25	
25590	8/24/2018	23621	UPS FREIGHT	\$264.39	
25591	8/24/2018	23660	UNITED WAY OF THURSTON COUNTY	\$623.00	
25592	8/24/2018	23770	VANNER, INC.	\$3,743.30	
25593	8/24/2018	24030	WA ST AUDITORS OFFICE	\$3,613.80	
25594	8/24/2018	24100	WA ST DEPT OF ECOLOGY 1	\$1,791.00	
25595	8/24/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$7,329.54	
25596	8/24/2018	24750	WA ST GET PROGRAM	\$50.00	
Total:				\$601,335.84	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 8/31/2018

Thru Date: 8/31/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25597	8/31/2018	01405	ADVANCE GLASS INC	\$572.81	
25598	8/31/2018	02380	ARAMARK UNIFORM SERVICES	\$1,008.42	
25599	8/31/2018	02580	ASSOCIATED PETROLEUM	\$75,842.66	
25600	8/31/2018	02990	B&B SIGN COMPANY LLC	\$193.02	
25601	8/31/2018	03841	BREUNIG, GRETCHEN	\$20.00	
25602	8/31/2018	05954	CHAN, JUSTIN	\$190.00	
25603	8/31/2018	06120	CITY OF OLYMPIA UTILITIES	\$5,655.62	
25604	8/31/2018	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$35,635.85	
25605	8/31/2018	07220	CUMMINS NORTHWEST INC	\$14,236.15	
25606	8/31/2018	08051	DONLIN, MICHAEL	\$210.00	
25607	8/31/2018	08606	EDISON, DAVID	\$170.00	
25608	8/31/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$0.10	
25609	8/31/2018	10605	GENFARE	\$37.09	
25610	8/31/2018	10660	GILLIG LLC	\$5,237.31	
25611	8/31/2018	10706	GLENN, BONNIE	\$110.00	
25612	8/31/2018	10759	GORDON TRUCK CENTERS INC	\$3,907.68	
25613	8/31/2018	10801	GOWDA, SUJITH	\$70.00	
25614	8/31/2018	11250	HERITAGE - CRYSTAL CLEAN LLC	\$307.02	
25615	8/31/2018	11306	HOFFMAN, SUSAN	\$300.00	
25616	8/31/2018	11310	HOGAN MFG INC	\$226.48	
25617	8/31/2018	11615	INDUSTRIAL HYDRAULICS INC	\$411.74	
25618	8/31/2018	12116	JONES, NATHANIEL	\$298.34	
25619	8/31/2018	12474	KBA INC	\$1,449.28	
25620	8/31/2018	12829	KITSAP COUNTY TRAINING SERVICES	\$50.00	
25621	8/31/2018	12875	KPFF CONSULTING ENGINEERS INC	\$8,717.27	
25622	8/31/2018	14750	MULLINAX FORD	\$131.25	
25623	8/31/2018	14876	NANDIVADA, VIJAY	\$20.00	
25624	8/31/2018	15109	NEW WEST TECHNOLOGIES	\$435.20	
25625	8/31/2018	15134	NGUYEN-DAVIS, MIMI	\$510.00	
25626	8/31/2018	15535	OLYMPIA COLLISION REPAIR	\$4,172.70	
25627	8/31/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$1,594.42	
25628	8/31/2018	16595	PACIFIC POWER GROUP LLC	\$6,020.02	
25629	8/31/2018	17532	RATHORE, TARIQ	\$180.00	
25630	8/31/2018	17560	RE AUTO ELECTRIC INC	\$852.63	
25631	8/31/2018	17760	ROSS AND WHITE COMPANY	\$702.19	
25632	8/31/2018	17795	ROUTEMATCH SOFTWARE INC	\$3,272.50	
25633	8/31/2018	17900	SCHETKY NW SALES INC	\$514.16	
25634	8/31/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,200.84	
25635	8/31/2018	18075	SIEGEL OIL COMPANY	\$116.06	
25636	8/31/2018	18219	SMITH, KELLY	\$510.00	
25637	8/31/2018	18641	STILLWELL, SUZANNE	\$60.00	
25638	8/31/2018	18681	SUKHATANKAR, SATYAJIT	\$170.00	
25639	8/31/2018	21621	THAKKAR, JITU	\$30.00	
25640	8/31/2018	21660	THERMO KING NORTHWEST	\$2,549.12	
25641	8/31/2018	21950	TITUS-WILL CHEVROLET	\$4,839.11	
25642	8/31/2018	23740	USSC LLC	\$1,061.95	
25643	8/31/2018	23749	VAITHYAM, NAGESHBABU	\$320.00	
25644	8/31/2018	23756	VAN CISE, RICK	\$70.00	
25645	8/31/2018	24000	W W GRAINGER INC	\$239.85	
25646	8/31/2018	24755	WA ST HEALTH CARE AUTHORITY	\$359,896.75	
25647	8/31/2018	25858	WESTCARE CLINIC LLC PS	\$74.00	
25648	8/31/2018	26005	WILCOX AND FLEGEL	\$3,576.93	
Total:				\$547,976.52	

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
03141 BARRY, SEAN										
00	07/31-08/03 ADV TRVL	DI	8/3/2018			223.00	223.00	223.00		223.00
04232 BUSH, JAMES L										
00	08/17-08/20 ADV TRVL	DI	8/3/2018			126.00	126.00	126.00		349.00
06270 CLAUS-SHARWARK, DIANA										
00	07/23/18 TRAVEL	DI	8/3/2018			21.00	21.00	21.00		370.00
07110 Crass, Cameron										
00	08/17-08/22 ADV TRVL	DI	8/3/2018			454.50	454.50	454.50		824.50
08430 DUDEK, DAVID										
00	8/14-8/22 ADV TRVL	DI	8/3/2018			438.00	438.00	438.00		1,262.50
10873 GREEN, CLAUDIA										
00	07/16-07/19 TRAVEL	DI	8/3/2018			218.00	218.00	218.00		1,480.50
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018JULY	DI	8/3/2018			914.00	914.00	914.00		2,394.50
11775 INTERCITY TRANSIT WELLNESS										
00	2018JULY	DI	8/3/2018			667.00	667.00	667.00		3,061.50
13664 LOOMIS, CHRISTINA										
00	07/23/18 TRAVEL	DI	8/3/2018			21.00	21.00	21.00		3,082.50
00	07/25/2018 TRAVEL	DI	8/3/2018			23.00	23.00	44.00		3,105.50
00	08/07-08/10 ADV TRVL	DI	8/3/2018			195.00	195.00	239.00		3,300.50
14455 MIDSTOKKE, MICHAEL										
00	07/31-08/03 ADV TRVL	DI	8/3/2018			223.00	223.00	223.00		3,523.50
14497 MILLER, WILLIAM										
00	08/14-08/22 ADV TRVL	DI	8/3/2018			670.50	670.50	670.50		4,194.00
17528 RANDALL, DAVID										
00	08/17-08/20 ADV TRVL	DI	8/3/2018			388.50	388.50	388.50		4,582.50
17700 RHODES, DAN										
00	08/21-08/23 ADV TRVL	DI	8/3/2018			188.00	188.00	188.00		4,770.50
17878 SAVAGE, DANIEL										
00	8/17-8/20 ADV TRVL	DI	8/3/2018			388.50	388.50	388.50		5,159.00
18072 SHOULTZ CHRISTOPHER D										
00	08/17-08/20 ADV TRVL	DI	8/3/2018			141.00	141.00	141.00		5,300.00
18749 SWIDECKI GRANT										
00	08/17-08/20 ADV TRVL	DI	8/3/2018			126.00	126.00	126.00		5,426.00
26206 WOOD, ROBERT D.										
00	08/17-08/20 ADV TRVL	DI	8/3/2018			388.50	388.50	388.50		5,814.50

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03345 BELL JOE										
00	08/17-08/20 ADV TRVL	DI	8/10/2018			126.00	126.00	126.00		126.00
06487 COIT, SUZANNE										
00	08/26-08/28 ADV TRVL	DI	8/10/2018			161.00	161.00	161.00		287.00
09667 FERRIS, TAMMY										
00	08/18-08/22 ADV TRVL	DI	8/10/2018			309.59	309.59	309.59		596.59
11397 HUEY, TYLER										
00	08/26-08/28 ADV TRVL	DI	8/10/2018			161.00	161.00	161.00		757.59
14292 MEADOR, STEPHANIE C.										
00	07/16-07/19 TRAVEL	DI	8/10/2018			539.87	539.87	539.87		1,297.46
16756 PETERSON, JEFF										
00	08/18-08/22 ADV TRVL	DI	8/10/2018			283.59	283.59	283.59		1,581.05

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
06908 COPPLEY, DAVID										
00	09/16-09/20 ADV TRVL	DI	8/17/2018			163.59	163.59	163.59		163.59
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018AUGUST	DI	8/17/2018			3,082.00	3,082.00	3,082.00		3,245.59
13664 LOOMIS, CHRISTINA										
00	08/07-08/10 TRAVEL	DI	8/17/2018			55.59	55.59	55.59		3,301.18
15120 NEWSOME CAROLYN										
00	07/27-08/01 TRAVEL	DI	8/17/2018			668.26	668.26	668.26		3,969.44
16756 PETERSON, JEFF										
00	ADDL. AUG ADV TRAV	DI	8/17/2018			26.00	26.00	26.00		3,995.44
26063 Wilson, Kerri										
00	09/16-09/20 ADV TRVL	DI	8/17/2018			163.59	163.59	163.59		4,159.03

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03345 BELL JOE										
00	09/16-09/21 ADV TRVL	DI	8/24/2018			277.00	277.00	277.00		277.00
08555 ECMC										
00	654520180824RG8	DI	8/24/2018			329.20	329.20	329.20		606.20
11770 INTERCITY TRANSIT PROJECT ASSISTANCE										
00	2018AUGUST	DI	8/24/2018			914.00	914.00	914.00		1,520.20
11775 INTERCITY TRANSIT WELLNESS										
00	2018AUGUST	DI	8/24/2018			648.00	648.00	648.00		2,168.20
13664 LOOMIS, CHRISTINA										
00	08/16/18 TRAVEL	DI	8/24/2018			23.00	23.00	23.00		2,191.20
17531 RANGEL, CELSO										
00	08/10/18 MED RE-CER	DI	8/24/2018			85.00	85.00	85.00		2,276.20
17734 ROGERS KYLE										
00	09/16-09/21 ADV TRVL	DI	8/24/2018			277.00	277.00	277.00		2,553.20
18072 SHOULTZ CHRISTOPHER D										
00	08/17-08/20 TRAVEL	DI	8/24/2018			77.17	77.17	77.17		2,630.37

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
09667 FERRIS, TAMMY										
00	08/18-08/22 TRAVEL	DI	8/31/2018			19.03	19.03	19.03		19.03
10140 FRANSON, GLEN										
00	08/21 REIMB MED CER	DI	8/31/2018			85.00	85.00	85.00		104.03
13664 LOOMIS, CHRISTINA										
00	08/23/18 TRAVEL	DI	8/31/2018			17.00	17.00	17.00		121.03
16785 PHILLIPS, ERIC										
00	08/18-08/22 TRAVEL	DI	8/31/2018			118.00	118.00	118.00		239.03

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Leslie Huff

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
E.J. Zita

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, September 7, 2018

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

Consent Calendar

ACTION

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

- a. Approval of Minutes – July 6, 2018
- b. Approval of Vouchers – July and August 2018
- c. Approval of Mid-Year Financials
- d. Approval of Federal Transportation Performance Measures
- e. Approval of Federal Transportation Grant Award – Yelm Fort Stevens Elementary Pedestrian Improvements

Building a Modern Work Place

PRESENTATION

The Modern Work Environment initiative, directed by Governor Inslee through Executive Order 16-07 and led by the Office of Financial Management (OFM), aims to help agencies explore how, when and where people do their best work and provide them with the necessary options and tools. OFM staff will provide an overview of this effort, including how such strategies can save money for Washington residents, provide more efficient and effective service, attract and retain employees, and reduce greenhouse gas emissions and energy consumption in buildings.

Intercity Transit – Road Trip Update - Moving Forward Together

PRESENTATION

With over 10,000 Road Trip comments in hand, Intercity Transit received a clear message from the community: new and expanded service; increased frequency on major routes; later/earlier/weekend service; and more vanpools and Dial-a-Lift service. Intercity Transit staff will provide an overview of the findings and recent Authority action.

Draft 2019-2022 Regional Transportation Improvement Program

1st REVIEW

The Regional Transportation Improvement Program (RTIP) is a four-year plan that is updated annually. The RTIP provides a regional overview of funding secured and planned transportation projects, based on the local Transportation Improvement Programs (TIPs) developed by each jurisdiction. TRPC will be asked to take action to adopt the updated RTIP in October.

Deschutes Lead Entity Fiscal Agent

PRESENTATION

Under an agreement with the state Recreation and Conservation Office (RCO), the Lead Entity for Salmon Recovery provides administrative support to the Citizens Committee who develops and prioritizes habitat improvement projects for the Deschutes Watershed (WRIA 13). These projects compete for funding through the Salmon Recovery Funding Board. The WRIA 13 founding members – the Squaxin Island Tribe, Thurston County, and cities of Lacey, Olympia, Tumwater, and Rainier – have asked TRPC to consider serving as Lead Entity. To ensure that the Deschutes River Watershed does not lose 2018 salmon recovery funding, RCO needs to know the fiscal agent for the Lead Entity by mid-September.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-A
MEETING DATE: September 5, 2018

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Adoption of the 2017 Annual Report & 2018-2023 Transit Development Plan

-
- 1) **The Issue:** The annual update of the system's Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.
-
- 2) **Recommended Action:** Adopt the 2017 Annual Report and 2018 - 2023 Transit Development Plan as presented.
-
- 3) **Policy Analysis:** Washington State requires the local transit's governing body prepare an annual report and update to the agency's six year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website, onboard buses (*July Rider News*), and a formal Public Hearing was properly noticed and held during the Transit Authorities' August 15, 2018, regular meeting.
-
- 4) **Background:** A public hearing was conducted on August 15, 2018, on the Draft 2017 Annual Report and 2018 - 2023 Transit Development Plan (TDP).
- Under RCW Section 35.58.2795, the State requires each public transit system to submit the Report and Plan during September of each year. While this year's update is consistent with past procedural reviews, staff anticipates continued discussion over the next several months on elements needed to update the system's separate Strategic Plan, including budget considerations for 2019.
- As presented, this year's update to the Transit Development Plan is intended to be consistent with State, regional and locally adopted comprehensive plans and capital programs as required by statute.
- Copies of the approved TDP will be distributed to WSDOT, local jurisdictions and other appropriate organizations and businesses throughout Thurston County.

-
- 5) **Alternatives:**
A. Adopt plan as recommended by staff.
B. Delay adoption to a later date. Any date past September would require notification to the State requesting additional time.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community.”*
This is achieved by providing clear and comprehensive information related to the transportation needs of our community.
-
- 8) **References:** *“Final Draft”* of the Transit Development Plan as presented at the August 15, 2018, public hearing including minor corrections.

Intercity Transit

2017 Annual Report &
2018-2023 Transit Development Plan

Intercity Transit Authority:

Debbie Sullivan - Chair - City of Tumwater
Ryan Warner - Vice Chair - Citizen Representative
Bud Blake - Thurston County
Molly Carmody- City of Yelm
Carolyn Cox - City of Lacey
Art Delancy - Labor Representative
Clark Gilman - City of Olympia
Don Melnick - Citizen Representative
Karen Messmer - Citizen Representative

Ann Freeman-Manzanares - General Manager:

Intercity Transit
526 Pattison SE
PO Box 659
Olympia, WA 98507
360-786-8585

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.

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Introduction to Intercity Transit's 2017 Annual Report & 2018 - 2023 Transit Development Plan

In accordance with RCW 35.58.2795, Intercity Transit has prepared and submitted this Annual Report for 2017 and a subsequent Transit Development Plan (TDP) for years 2018 through 2023. The purpose of the Annual Report is to summarize the major or significant events that effected delivery of transit services in the Thurston County Public Transportation Benefit Area. Additionally, this document illustrates projected changes in local transit services in the next five years based on known facts and forecasted trends. Described in this plan are the methods and strategies proposed by Intercity Transit staff and endorsed by the Authority Board of Directors necessary to fulfill the provisions contained in our Mission and Vision statements.

Mission Statement

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision Statement

To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Public Hearing

Public comment is encouraged with each annual update of the TDP. This year's public hearing occurred on Wednesday, August 15, 2018, 5:30 PM at the Transit Authority meeting, 526 Pattison St SE, Olympia, Washington. Following adoption, this Plan will be available at www.intercitytransit.com and will be distributed to the Washington State Department of Transportation, the Washington State Transportation Improvement Board, the Thurston Regional Planning Council, Thurston County, and the cities of Lacey, Olympia, Tumwater and Yelm.

Strategic Plan

This Transit Development Plan is a complementary document to a separate Strategic Plan which considers future service designs, capital facilities, equipment, agency policies and other key business strategies. Intercity Transit involves the public, agency staff, our Community Advisory Committee (CAC) and Transit Authority in annually reviewing and updating our Strategic Plan in a similar but separate process. The Strategic Plan contains components of the TDP, but provides the more in-depth analysis and discussions for developing the annual budget (2019) and provides guidance for the future direction of the agency.

Section 1: Organization

Intercity Transit is the business name for the Thurston County Public Transportation Benefit Area (PTBA) which was established in September 1980 as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a local sales tax of 0.3% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred and Thurston County voters outside the urbanized area approved the 0.3% sales tax to support the expansion of the PTBA to include all of Thurston County. The expansion included the several south county cities and towns as well as the rural areas of unincorporated Thurston County.

1995 - 1999: Local sales tax revenue slowed which resulted in the gradual reduction of bus service as a way of balancing operating costs with available revenues. In March 1999 a local ballot measure failed to pass which proposed a 0.2% increase in the transit sales tax necessary to preserve service as well as a modest expansion; the result was an 8% reduction in existing bus service. Moreover, the passage of statewide Initiative No. 695 in November 1999, removed Motor Vehicle Excise Tax (MVET) revenue was from transit use.

2000 - 2002: The loss of MVET funding resulted in a decrease of 40% in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the local jurisdictions in Thurston County; the Conference resulted in the establishment of the current service boundary which contains the urbanized areas of Olympia, Lacey, Tumwater and Yelm. In September 2002, voters within the new boundary approved a 0.3% increase to the local transit sales tax raising the rate to 0.6%; the new rate took effect in January 2003.

2003 - 2005: Incremental service increases began over three phases. Both Phase 1 (February 2003) and Phase 2 (September 2004) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in 2004. During 2005 the focus shifted to rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops and completing market research and ridership studies.

2006 - 2007: A three phase increase of service hours was implemented exceeding 15% in expansion. A new circulator route called "Dash" began operating between the Capitol Campus and downtown Olympia. A fixed route Short and Long Range Service Plan was completed in 2006 and 26 expansion vanpools were acquired. The installation of a communications system with advanced digital radio, AVL tracking, stop announcements and auto-passenger counters were completed in 2007 as well as a new multi-year service plan. A small increase in service hours was implemented as well as upgrades to the fleet including 23 new buses (5 expansion), 3 Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in 2007 increased 12% above 2006. Intercity Transit completed a state-funded Trip Reduction program with state offices in Tumwater. Outreach efforts engaged over 1,000 participants in the annual Bicycle Commuter Contest and a new education program, "Smart Moves," for middle and high school students was launched.

2008 - 2009: An 11% increase in service hours brought new local service enhancements and introduced 15 minute service on major corridors. Expansion of the Martin Way Park & Ride Lot

(Lacey) began and installation of on-board security camera for the fleet was completed. System wide ridership rose to new records exceeding 5.1 million boardings in 2008 as fuel prices nationwide climbed to an average \$3.50 per gallon. Intercity Transit received two national awards in 2009: APTA's "Outstanding Public Transportation System" for medium sized systems and FTA's "Success in Enhancing Transit Ridership." The Martin Way P&R expansion was completed (138 to 319 stalls) as well as major market research and ridership studies. During this time a master site plan for the expansion of the operations base, as well as an updated plan for the Olympia Transit Center (OTC) expansion were completed. Grants were received to construct a 300 stall Park & Ride lot on the Thurston County Waste and Recovery Center, and a 'Safe Routes to Schools' funded program for bicycling youth was introduced at several local schools. The base fare was increased from \$.75 to \$1.00 during this time period.

2010 - 2011: In 2010 the agency acquired 6 new hybrid-electric replacement buses and local voters approved a 0.2% increase in local transit sales tax raising the rate to the current 0.8%. A discounted bus pass pilot program began intending to help local non-profit and human service agencies with their client's transportation needs. Commute Trip Reduction (CTR) law changes significantly increased the number of affected worksites in Thurston County and Intercity Transit celebrated its 30th anniversary in 2011. The agency was selected by the Federal Transit Administration (FTA) to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training which resulted in a new ESMS program. Major capital facility projects for the Olympia Transit Center (OTC), Operations Base as well as the Hawks Prairie P&R Lot were continued. A Dial-a-Lift (paratransit) client survey was completed and the agency hit a record 5.3 million boardings, including fixed-route ridership of 4.5 million. An online trip planner, as well as a regional application for 'next bus' information were implemented.

2012: Intercity Transit became the first transit system in the country to be awarded 'Gold Level' APTA Sustainability Commitment status. Innovative programs were continued including Smart Moves youth outreach and Bike PARTners, a program that supports healthy commutes to schools. Bicycle Commuter Contest celebrated their 25th anniversary and passenger fare increased 25% on fixed route service (for adults) as well as a 10% increase on vanpool fares. The discounted pass program, which began in 2010, was approved for future years, however new federal legislation under MAP-21 removed important discretionary funding for buses and bus facilities.

2013: The Authority Board selects a new General Manager (Ann Freeman-Manzanares) and local base fare increased from \$1.00 to \$1.25. The new 332 stall Hawks Prairie Park & Ride Lot officially opened in NE Lacey and received the American Public Works Association "Project of the Year" for Washington state. The agency earned ISO 14001 Certification for Sustainability and Environmental practices and at the time was one of only nine transit systems in the country to have received the award. Two grant funded demonstration Express routes were implemented to offer commuter service between Tumwater/Lakewood as well as limited *Sound Transit* peak service between Olympia/Seattle.

2014: A new youth outreach program called 'Walk N Roll' along with Bike PARTners continued to grow and was present in every school district within the service area. Computer servers were relocated a state agency in Olympia as part of a technology enhancement project, which significantly reduced safety issues and on-site remodeling needs. Intercity Transit received the Thurston County Chamber of Commerce 'Green Business of the Year Award' and ridership growth began to stabilize—recording a modest 1% annual increase in fixed route ridership which became the agency's 3rd highest ridership year.

2015: The 'Walk N Roll' program continued to grow; four bus shelters were installed and 30 bus stops received ADA enhancements. Travel Trainers assisted 72 individuals, coaching them to use

bus service safely and confidently and Intercity Transit was awarded the first-ever statewide Grand Champion honor in State Public Transportation Roadeo competition.

2016-2017: In partnership with the City of Tumwater, Intercity Transit received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. In 2016 the 29th annual Bicycle Commuter Contest, sponsored by Intercity Transit, set a record of over 107,990 miles traveled by 1,853 registrants and 112 teams – an estimated 54 tons of CO2 prevention. The Sustainability program was recertified and met the ISO 14001 - 2015 Standards, remaining one of a few public transit systems in the country to do so.

Governing Board

Intercity Transit is governed by a nine member Authority Board who collectively provide financial oversight and policy guidance to staff through an appointed General Manager. The Authority is organized pursuant to RCW 36.57A.050 and is composed of five locally elected officials representing the jurisdictions of Thurston County, Lacey, Olympia, Tumwater, and Yelm, plus three citizen representatives appointed by the Transit Authority; in 2010 the board expanded to nine members following the addition of a non-voting position representing organized labor. Elected officials are appointed by their respective jurisdictions and citizen representatives on the Authority serve staggered three-year terms – Intercity Transit is the only system in Washington State with citizen members serving on its governing board. A 20 member Citizens Advisory Committee was established in April 2000 to provide additional recommendations to the Authority on local issues affecting public transportation.

Table of Organization

At the end of December 2017, Intercity Transit had 325.5 full-time equivalent staff positions (see table below for FTE's and Appendix A for organization chart).

Department	2017	2018
Executive	4.0	4.0
Development	18.5	19.5
<i>Development & Grants Administration</i>	2.0	3.0
<i>Planning</i>	4.0	4.0
<i>Procurement & Inventory</i>	7.0	7.0
<i>Marketing & Communications</i>	5.5	5.5
Administration	18.0	17.0
<i>Finance</i>	5.0	4.0
<i>Information Systems</i>	5.0	5.0
<i>Human Resources</i>	8.0	8.0
Operations:	235.0	236.0
<i>Customer Service</i>	8.0	8.0
<i>Dial-a-Lift</i>	13.0	13.0
<i>Operations</i>	3.0	2.0
<i>Transportation</i>	203.0	205.0
<i>Vanpool</i>	6.0	6.0
<i>Village Vans</i>	2.0	2.0
Maintenance	50.0	51.0
<i>Vehicle Maintenance</i>	42.0	43.0
<i>Facilities Maintenance</i>	8.0	8.0
Total Employees	325.0	327.5

Section 2: Physical Plant

Intercity Transit owns several facilities including the Olympia Transit Center (OTC), the Lacey Transit Center (LTC), Centennial [Amtrak] Station and the main base facility located at 526 Pattison Street SE in Olympia. All maintenance, administration and dispatch functions are performed from the Pattison Base. In 2005 Intercity Transit purchased adjacent property to the Pattison Base with the intent of expanding the facility to better accommodate agency growth. In 2012 nearby office space was leased to provide necessary workspace relief and in 2017 the expansion project began with final design and replacement of existing underground fuel storage tanks. Intercity Transit has received State/Federal funding for elements of the project but continues to seek funding for the remaining estimated amount.

Section 3: Service Characteristics - 2017

During 2017 Intercity Transit provided a variety of transportation services benefiting the residents and visitors of Thurston County (See Appendix for service area district maps):

Fixed Route Service

During 2017, 25 fixed routes as well as ADA paratransit (Dial-A-Lift) service were provided. Days of service on weekdays was generally 5:40 a.m. – 11:55 p.m.; Saturdays, generally 8:15 a.m. – 11:55 p.m.; and Sundays between 8:30 a.m. – 9:00 p.m. No service was provided on three national holidays (New Year’s Day, Thanksgiving, Christmas).

Fares: 11.7% of operating expenses for Local service were recovered through fare collection and 9.1% for Express service was recovered.

Total Boardings: In 2017 Intercity Transit recorded 3,924,162 fixed route boardings which is a decrease of 4.6% when compared to 2016.

ADA Complementary Paratransit Service

“Dial-A-Lift” is the brand name of Intercity Transit’s complementary ADA Paratransit program, which provides door-to-door service for people with eligible limitations preventing reasonable access to the fixed route bus service. Dial-A-Lift hours of operation reflect all Fixed Route service – which includes no service on three national holidays.

Fares: Recovered about 2.9% of operating costs.

Total Boardings: 175,596, an increase of 5.6% above 2016.

2017 Fare Structure for Fixed Route and Dial-A-Lift Service

Local Service				Express Service	
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6 -17 yrs) [Under 5 ride free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$.50	\$1.00	\$15.00	\$1.25	\$37.50
Dial-A-Lift Reduced*	\$1.00	\$2.00	\$36.00 \$15.00*	NA	NA

* Reduced Fare Permit required. Eligibility based on age, disability or possession of a Medicare card.

Vanpool Services Operation

At the end of 2017 there were 178 Intercity Transit commuter vanpools in operation throughout the Puget Sound region; an increase of 1 compared to the year prior.

Intercity Transit staff promote the vanpool program to employers and individuals as well as facilitate group formation and provide defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis and operate the vehicles independent of other Intercity Transit services; vans and are generally in service weekdays, from 5 a.m. – 6:30 p.m.

Fares: 87.2% of the operating costs were recovered in 2017.

Total Boardings: 550,202 trips were recorded in 2017 which was a decrease of 8.3% from 2016.

Ridematching: Intercity Transit is a member of the Washington/Oregon Rideshare network that provides a computerized database of individuals interested in carpooling and vanpooling. Rideshare online is a free service to the user that was established in 1997 which allows commuters the ability to make contacts throughout the region either through a toll free call, over the internet or with a local transit system.

Village Vans

In 2002 Intercity Transit began a new grant-funded service to operate four vans intended to help meet work-related transportation challenges for low income families. In 2017 the program provided employment support transportation totaling 4,882 rides which was a 25% decrease compared to 2016. The program allows vans to be driven by eligible job seekers participating in the Customized Job Skills Training Program, volunteering a total of 3,609 hours in 2017. During 2017 nineteen volunteer drivers secured employment as did dozens of passengers. Village Vans is an innovative program that includes representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council and other local service agencies whose programs are intended to help job seekers or low income families.

Section 4: Service Connections

In 2017 Intercity Transit provided connections with five other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

Grays Harbor Transit	Service between Aberdeen and Olympia’s Capital Mall, Greyhound terminal and the Olympia Transit Center.
Mason Transit Authority	Service connections between Shelton and Olympia’s Capital Mall and Olympia Transit Center.
Pierce Transit (PT)	IT’s Express service connects with PT’s local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma.
Sound Transit (ST)	Until July 1, 2017 Intercity Transit funded a limited weekday service extension of ST Route 592 between Olympia and DuPont; the route provides regular service between DuPont and Seattle. In 2017 IT’s Express routes also connected with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to stations between Lakewood and Seattle.
AMTRAK	Intercity Transit Routes 64 and 94 provide half hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station location which offer access to 10 passenger rail trips each day.
Greyhound	Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
Rural Transportation (South Thurston Co. Tumwater/Olympia)	R/T is a south Thurston County system funded by a WSDOT grant that provides regional connections with Intercity Transit routes in a number of locations within IT’s service district including Tumwater Square.
Park & Ride Lots (P&R)	Fixed route service is available at three park & ride lots: Martin Way P&R (Local & Express) Hawks Prairie P&R (Express) Centennial [Amtrak] rail station (Local)
Educational Facilities	Fixed route service is available to many public and private schools throughout the service district. Of four school districts that exist within Intercity Transit’s service area, 43 of the 50 public schools are served by local transit routes. A number of the routes maintain schedules that coincide with the school’s opening and closing hours of operation. Intercity Transit provides service to the Olympia and Lacey campuses of South Puget Sound Community College and The Evergreen State College. The colleges participate in local Commute Trip Reduction incentives and have transit pass programs for students, faculty and staff. Service is also available to Saint Martin’s University which also has a student pass program for undergraduates.

Section 5: Activities in 2017

Fixed route ridership recorded 3.9 million boardings which is a decrease of 4.6% from the year prior; Vanpool also recorded a 8.3% decrease however Dial-a-Lift recorded a 5.6% increase in trips. Total system boardings were 4.65 million which is a 5% decrease when compared to 2016. Significant agency activity during the year continued with on-going capital facility project reviews and work on environmental sustainable goals. The effort to limit agency use of non-renewable resources, reducing waste and pollution, promoting public stewardship and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff. This year Intercity Transit recertified the Environmental and Sustainability Management System to meet the ISO 14001:2015 Standards. Intercity Transit continues to be one of a few agencies in the nation with this certification.

Capital projects involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and on-going efforts to secure additional funds for at the development of the Pattison Street operations base. Highlights of other agency efforts during the year included:

New Fleet Vehicles: Vanpool – acquired 33 replacement vehicles.

Transit Service: Service hours increased slightly (0.1%) with the extension of Route 42 to serve the Thurston County’s Accountability and Restitution Center in Tumwater.

New Shelters and Amenities: 10 shelters were retrofitted with interior solar lighting and accessibility improvements were added to 40 existing bus stops, which included 4 through private developer improvements, 3 through local road improvements and 2 through sidewalk projects.

Service Planning: Intercity Transit is one of a number of local agencies involved in reviewing local land use permitting requests. Staff works with local community development and public works departments, Planning Commissions, as well as public and private developers to include access to public transportation through effective land use planning and urban design. During 2017 staff received and reviewed development notices and commented on several applications requesting specific transit amenities including a new bus stop, shelter or improved ADA access to an existing stop. There remains on-going participation with local jurisdictions on road improvement projects including regional projects for I-5 (JBLM, various interchanges) and SR 101. The “Smart Corridor” transit signal priority demonstration project is also on-going, with testing of 6 intersections.

Village Van: Village Vans service began in 2002, helping meet work-related transportation challenges for individuals of low incomes who are seeking or sustaining employment. The focus of the Program is to assist in transitioning these individuals from public assistance to financial independence where transportation is a common barrier. Village Vans operates with three vans, provided 4882 trips in 2017 and traveled 47,668 miles. 40 eligible drivers volunteered 3,609 hours to provide this service as they participated in the Customized Job Skills Training program. Most volunteer drivers are seeking employment as they gain skills and experience in the transit industry. 19 of 40 volunteers were successfully employed in 2017. The participating passengers and volunteer drivers are frequently referred to Village Vans from community partners such as Pacific Mountain WorkForce Development Council, DSHS, Department of Vocational Rehab, and South Puget Sound Community College.

Vanpool Program: Groups increased from 177 in 2016 to 178. The 550,202 passenger trips recorded during 2017 was a decrease of 8.3% from the previous year. Vans operate throughout a five county region with certified and trained volunteer drivers and remove hundreds of vehicles from congested roadways each weekday.

Innovative Programs: Intercity Transit continued the growth of its “Walk N Roll” youth education program throughout the year reaching an estimated 4,194 students in 17 schools. This was done through 26 field trips by bus, 23 classroom presentations on active transportation, and special events like, “Bike and Walk to School Days.” The program also included after school Earn-A-Bike classes where students received 8 hours of bike maintenance and safe riding instruction. Students completing the class earned a functional bike, helmet, lock and lights. 60 students graduated from the classes in 2016 and 80 bicycles were built with the majority of the work being done by volunteers who contributed a total of 847 hours to working on bikes.

Intercity Transit continues to provide online trip planning for fixed route service and participation in regional smart phone applications using “One Bus Away” for real-time bus arrival information and trip planning. The *Travel Training* and *Bus Buddy* program also work with individuals to transition from paratransit service to fixed route, or assist people with becoming comfortable riding a bus independently.

Section 6: Proposed Action Strategies 2018 - 2023

The Washington State Department of Transportation (WSDOT) requires transit agencies report how they are accomplishing the state’s public transportation objectives as identified in Transportation System Policy Goals (RCW 47.04.280).

1. ECONOMIC VITALITY

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

**2017
Continued
Effort**

- Invested in public transportation which had a significant multiplier effect in creating jobs, personal wealth and tax revenues.
- Provided reliable transportation and connections to employers and commercial shopping centers.
- As a local employer Intercity Transit provided living-wage jobs and encouraged local spending.
- Supported local business by purchasing many goods and services from within the community and region.

**2018 - 2023
Continuing
Effort**

- Assess the fixed route system for ways to improve on-time-performance and general reliability.
- Identify changes to the fixed route system to reduce total travel time between origins and destinations.
- Explore expanded service to new commercial and residential developments.

2. PRESERVATION

To maintain, preserve and extend the life and utility of prior investments in existing transportation systems and services.

**2017
Continued
Effort**

- Provided regular and reliable bus service in and around the cities of Olympia, Tumwater, Lacey and Yelm.
- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.

**2018-2023
Continuing
Effort**

- Vanpool program had 33 vehicle replacements bringing the fleet total to 265 vans.
 - Installed new underground fuel tanks and completed an expansion of vehicle parking at the Pattison Base facility.
 - Continued master planning for expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).
 - Maintained two WSDOT Regional Mobility Grants for service enhancements of Express bus service on I-5 between Thurston and Pierce Counties; includes weekday service between Tumwater – Lakewood as well as an extension of existing Sound Transit RT 592 (DuPont/Seattle) to Olympia.
- Use existing resources and eligible grants to maintain the same level of service.
 - Continue to participate in eligible grant programs to replace aging fleet vehicles and maintain adequate depth and spare ratio.
 - Continue to work on capital facility projects including the expansion and remodel of the Pattison Maintenance and Operations Base in Olympia.
 - Complete an expansion of the Olympia Transit Center to better serve the community as a transportation hub, including accommodating Greyhound service.
 - Update the fixed route Short and Long Range Service Plan; explore revenue options that result from identified community needs.

3. SAFETY

To provide for and improve the safety and security of transportation customers and the transportation system.

**2017
Made
Progress**

- Safety continues to be the system’s top priority. An internal Safety Committee meets monthly and confers on major events. The Committee reviews monthly safety reports, maintains ongoing safety records, and makes recommendations to the General Manager on issues involving employee and customer safety.
- Maintained an outreach program to local schools for “Bike and Walk to School Days.” Other sponsored programs included classes where students received a recycled bike and learn maintenance and traffic skills as well as PE classes where students learn how to walk and bike to stay healthy and safe.
- Provided regular and on-going training of Operations and Maintenance staff as well as other agency support staff.
- Participated in local and regional efforts to increase safety and improve security components within the service district and improve coordination between agencies, particularly with local emergency services.
- Continued participation in the regional coordination of the *Puget Sound Transportation Recovery Plan* for major disruptions to vital transportation facilities and links at both the local and regional level. Finalized a staff committee-developed *All Hazards Emergency Response Plan*.
- Responded to numerous customer comments, suggestions and complaints.
- Improved several bus stops for accessibility and lighting.

**2018 – 2023
Continuing
Effort**

- The agency will continue to review and develop programs for agency staff intended to improve safety and security.
- Continue to work and make improvements with other public agencies and school districts regarding safety and emergency response on both local and regional level.
- Provide training to ensure understanding and integration of National Incident Management System, All Hazards Emergency Response Plan, and Continuity of an Operations Plan. Implement priorities in Hazards Mitigation Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.
- Replace aging office equipment and continue to invest in adequate network security protections.

4. MOBILITY

To improve the predictable movement of goods and people throughout Washington state, including congestion relief and improved freight mobility.

**2017
Made
Progress**

- Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single occupant vehicles. The agency also takes an active role with regional long range transportation planning activities intended to relieve congestion and associated environmental impacts.
- Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.
- Continued fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Van program for qualified low-income recipients.
- Continued fare integration partnerships with public agency employers and colleges that support employees and student use of transit; this included on-going work with WSDOT on state employee’s transit ‘STAR Pass’ program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, The Evergreen State College and St. Martin’s University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia were continued.
- Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state and tribal staff. Over the past year the agency has begun testing, funded with federal CMAQ funds, to make improvements in local traffic control technologies that will incorporate a ‘transit signal priority’ system in Olympia, Lacey and Tumwater.
- Continued two WSDOT Regional Mobility Grants for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

2018 – 2023

- Continue to support health and equity in our service area by providing access and mobility for all people.

Continuing Effort

- Continue to work with local jurisdictions to further integrate transit oriented development intended to enhance transportation options, improve walkability and connections to transit resulting in enhanced access to jobs and housing.
- Continue to work with the other regional transportation providers to maintain and improve existing service connections.
- Additional efforts for updating the agency’s Short and Long Range Plans to include significant “community conversation” outreach efforts.
- Continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.
- Staff will also continue to work with local jurisdictions, state, and tribal organizations in partnership to improve public transportation in the region for services along state roads and federal interstate.
- The agency will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays and other information materials that encourage and promote transportation alternatives.
- Identify under-served areas and explore coordination between other contemporary ride sharing services to leverage access to public transportation.

5. ENVIRONMENT

To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

2017 Made Progress

- Provided several million trips that may have otherwise been taken in a single occupant vehicle.
- Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools (over 4,194 students). And staff coordinates annual county-wide bicycle commuting challenge (May of each year).
- Intercity Transit continued to use biodiesel fuel of a 5 - 20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water quality standards including recycling antifreeze, engine oil, office paper, cardboard and printer inks.
- In-house Environmental and Sustainability Management Committee continued to review and analyze existing conditions, made recommendations for improving the agency’s sustainability efforts, continued to provide in-house training of agency staff, and recertified the agency to the ISO 14001:2015 Standards.
- Agency staff continued to monitor and track Sustainability Commitment status for Environmental & Sustainability Policies and ISO 14001 certification of meeting those standards. Staff continued to coordinate in-house efforts for training, monitoring and improving agency-wide sustainability efforts.

**2018 – 2023
Continuing
Effort**

- On-going effort to coordinate and implement sustainability practices into a variety of transportation related programs and projects around our service district and region including on-going participation with *Sustainable Thurston County* and *Thurston Thrives* activities
- Continue to provide and promote ride-sharing services that help produce significant environmental benefits.
- Agency core staff will continue work on *Environmental and Sustainability Management Systems* as a certified agency. Continue the audit and reporting process that “analyzes controls and reduces the environmental impact of the agency’s activities, products and services and to operate with greater efficiency and control.”
- On-going review and consideration of better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses.
- Intercity Transit will continue to use biodiesel and ultra-low sulfur diesel as well as test synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage.
- Continue growth of the “Walk & Roll” youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit.
- Support healthy choices year-round of biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.
- Engage in land use and development decisions that promote higher density and facilitate safe and convenient access to public transportation.

6. STEWARDSHIP

To continuously improve the quality, effectiveness, and efficiency of the transportation system.

**2017
Continued
Effort**

- Staff participated in local jurisdictional land use reviews, development of community design components (land and roads) and commented on transportation/transit integration and ADA accessibility.
- Intercity Transit worked with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts.
- Active in local and regional partnerships that regularly review, plan, coordinate and implement improvements to the local transportation network of roads, technology and services.
- Transit staff regularly attended community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network.
- Actively participated in a coordination network of human service organizations to improve mobility for those challenged by income, age and/or disabilities.
- Actively participated in on-going efforts of the regional Sustainability Plan which include housing and transportation choices.

**2018 - 2023
Continuing
Effort**

- Intercity Transit will update a performance measurement reports that provides summaries to the public of the attributes, costs and use of the existing system services.
- Staff will continue to work with and participate in community based efforts to improve transportation efficiency in both the technical and service fields.
- Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including updates of local Comprehensive Plans, Joint Base Lewis McChord/I-5 impacts, Inter-change Justification Reports (I-5), and Regional Transportation Plan updates.
- Staff will continue to work proactively on a range of transportation planning activities on the local and state level, in particular the projected population growth for Thurston County over the next 20 years.

Section 7: Summary of Proposed Changes 2018 - 2023

In addition to the efforts Intercity Transit will engage in to meet Washington State's *Transportation System Policy Goals*, the following table provides a summary of proposed changes for service, facilities and equipment over the next six years:

<u>2018</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	WSDOT grant-funded Express service thru 6/30/21	No Change
Facilities	Bus stop accessibility, Facility maintenance	Pattison Base
Equipment	Buses: 0 DAL: 0 Vanpools: 40	Buses: 0 DAL: 5 Vanpools: 0
<u>2019</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Improvements to on-time performance	No Change
Facilities	Bus stop accessibility, Facility maintenance	Pattison Base Olympia Transit Center
Equipment	Buses: 8 DAL: 0 Vanpools: 30 Village Vans: 1	Buses: 0 DAL: 1 Vanpools: 0
<u>2020</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Improvements to on-time performance	No Change
Facilities	Bus stop accessibility, Facility maintenance	No Change
Equipment	Buses: 17 DAL: 18 Vanpools: 55	Buses: 0 DAL: 2 Vanpools: 11
<u>2021</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Improvements to on-time performance	No Change
Facilities	Bus stop accessibility Facility maintenance	No Change
Equipment	Buses: 0 DAL: 10 Vanpools: 49 Village Vans: 2	Buses: 0 DAL: 1 Vanpools: 11
<u>2022</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Improvements to on-time performance	No Change
Facilities	Bus stop accessibility Facility maintenance	No Change

Equipment	Buses: 29 DAL: 0 Vanpools: 49	Buses: 0 DAL: 2 Vanpools: 11
<u>2023</u>	<u>Preservation/Maintain</u>	<u>Expansion</u>
Services	Improvements to on-time performance	No Change
Facilities	Bus stop accessibility Facility maintenance	No Change
Equipment	Buses: 0 DAL: 0 Vanpools: 33	Buses: 0 DAL: 1 Vanpools: 11

Section 8: Capital Improvement Program 2016 - 2022

VEHICLE PROJECTIONS	2018	2019	2020	2021	2022	2023
Coaches						
Beg. Yr. # of Vehicles in Fleet	71	71	71	71	71	71
Replacement Cycle (=15 Years)	0	0	0	0	0	0
Replacement Vehicles - New Technology (12)	0	0	11	0	29	0
Replacement Vehicles - Clean Diesel (15)	0	8	6	0	0	0
Expansion Vehicles						
From Contingency Fleet						
End of Yr. Fleet Size	71	71	71	71	71	71
Total Actual Coach Purchases	0	8	17	0	29	0
Dial-A-Lift Vans						
Beg. Yr. # of Vehicles in Fleet	35	40	41	43	44	46
Replacement Vehicles (9 year cycle)	0	0	18	10	0	0
Expansion Vehicles	5	1	2	1	2	1
End of Yr. Fleet Size	40	41	43	44	46	47
Total Actual DAL Van Purchases	5	1	20	11	2	1
Vanpools						
Beg. Yr. # of Vehicles in Fleet	256	256	256	267	278	289
Replacement Vehicles	40	30	55	49	49	33
Expansion Vehicles	0	0	11	11	11	11
End of Yr. Fleet Size	256	256	267	278	289	300
Total Actual Vanpool Purchases	40	30	66	60	60	44
Village Vans						
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3
Replacement Vehicles	0	1	0	2	0	0
Expansion Vehicles						
End of Yr. Fleet Size	3	3	3	3	3	3
Total Actual V/V Van Purchases	0	1	0	2	0	0
Total Vehicles Purchased by Year	45	40	103	73	91	45
Total Revenue Vehicles at Year-end	370	371	384	396	409	421
Expense Summary						
	2018	2019	2020	2021	2022	2023
Revenue Vehicles						
Coaches	\$0	\$5,356,000	\$16,237,510	\$0	\$33,842,710	\$0
Hybrid Mid-Life Rebuilds	\$1,800,000	\$0	\$2,100,000	\$0	\$1,500,000	\$0
Dial-A-Lift Vans	\$780,317	\$161,526	\$3,343,579	\$1,903,332	\$358,173	\$185,354
Vanpools	\$892,500	\$692,803	\$1,577,513	\$1,484,296	\$1,536,246	\$1,166,011
Village Vans	\$0	\$32,830	\$0	\$70,337	\$0	\$0
Non-Revenue Vehicles						
VM Service Trucks	\$0	\$139,800	\$0	\$0	\$0	\$0
Ops Service Vehicles	\$48,000	\$43,100	\$0	\$0	\$47,800	\$49,500
General Staff Vans	\$0	\$0	\$0	\$37,600	\$0	\$0
General Staff Car	\$0	\$36,900	\$0	\$0	\$40,900	\$0
General Staff Car - Electric	\$0	\$0	\$0	\$0	\$56,300	\$0
General Staff Station Wagon	\$28,410	\$0	\$0	\$0	\$0	\$0
Facility Truck	\$0	\$257,063	\$0	\$0	\$71,239	\$0
Facility maintenance trailers	\$24,000	\$0	\$0	\$0	\$0	\$0
Total Expenses for Vehicles	\$3,573,227	\$6,720,022	\$23,258,602	\$3,495,566	\$37,453,368	\$1,400,865

Vehicle Expenses	2018	2019	2020	2021	2022	2023
Coaches						
Vehicle Cost Inflation Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Coach Unit Cost - New Technology	\$799,030	\$823,001	\$1,100,000	\$1,133,000	\$1,166,990	\$1,202,000
Coach Unit Cost - Clean Diesel	\$650,000	\$669,500	\$689,585	\$710,273	\$731,581	\$753,528
Current Year Total - New Technology	\$0	\$0	\$12,100,000	\$0	\$33,842,710	\$0
Current Year Total - Clean Diesel	\$0	\$5,356,000	\$4,137,510	\$0	\$0	\$0
Total Expense	\$0	\$5,356,000	\$16,237,510	\$0	\$33,842,710	\$0
Hybrid Mid-Life Rebuilds						
Battery Unit Cost/Mid Life Rehab	300,000	300,000	300,000	300,000	300,000	300,000
Total Units Purchased	6	0	7	0	5	0
Total Expense	\$1,800,000	\$0	\$2,100,000	\$0	\$1,500,000	\$0
Dial-A-Lift Vans						
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
DAL Van Unit Cost	\$156,063	\$161,526	\$167,179	\$173,030	\$179,086	\$185,354
Total Units Purchased	5	1	20	11	2	1
Total Expense	\$780,317	\$161,526	\$3,343,579	\$1,903,332	\$358,173	\$185,354
Vanpools						
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Vanpool Van Unit Cost	\$22,313	\$23,093	\$23,902	\$24,738	\$25,604	\$26,500
Total Units Purchased	40	30	66	60	60	44
Total Expense	\$892,500	\$692,803	\$1,577,513	\$1,484,296	\$1,536,246	\$1,166,011
Village Vans						
Vehicle Cost Inflation Rate	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Village Vans	\$31,720	\$32,830	\$33,979	\$35,169	\$36,400	\$37,674
Total Units Purchased	0	1	0	2	0	0
Total Expense	\$0	\$32,830	\$0	\$70,337	\$0	\$0

Facilities	2018	2019	2020	2021	2022	2023
Amtrak						
Amtrak HVAC Replacement (15 year)	\$30,000					
Amtrak Barrel Tile Roof Replacement					\$150,000	
Amtrak Carpet		\$5,000				
Amtrak Fire/Security Alarm Replacement					\$25,000	
Amtrak Floor Tile Replacement		\$30,000				
Amtrak Gate Opener	\$25,000					
Amtrak Landscaping (drought tolerant)			\$25,000			
Amtrak tree replacement	\$20,000					
Amtrak Seal Coat/Asphalt Repairs	\$45,000					\$45,000
Amtrak Interior Paint	\$10,000					\$20,000
Exterior Painting LTC, OTC Amtrak	\$125,000	\$100,000				\$250,000
Replace Window & Minor Upgrades/Remodel			\$100,000			
LTC Interior Painting (10 yrs)						
LTC Landscaping (drought tolerant)			\$25,000			
LTC Roof Replacement						
OTC						
OTC Expansion	\$8,492,282					
OTC Carpet Replacement					\$10,000	
OTC Fire/Security Alarm Replacement						
OTC HVAC # 16- 16a Replacement						
OTC HVAC #15 Replacement			\$15,000			
OTC HVAC Replacement	\$90,000					
OTC Interior Painting						
OTC New Office Bldg Exterior Painting						
OTC New Office Bldg Interior Painting						
OTC Tile Replacement/Window/Remodel		\$250,000				
OTC Replace Roof		\$300,000				
New OTC furniture, fixtures, equipment	\$600,000					
Pattison						
Facility Final Design (Master Refresh&Phase)	\$4,100,000					
Facility Phase II (2019-2021) & Phase III (2031)		\$14,250,000	\$14,250,000	\$1,500,000		
UST Tank Replacement/Site Enviro Review	\$6,800,000					
Lighting Upgrade - Admin & Ops			\$300,000			
Fire/Security Alarm Replacement	\$25,000					
HVAC #1 thru #8a Replacement			\$125,000			
HVAC #9-9a Replacement						
HVAC Engineering	\$25,000					
Boiler, Controls, HRU's (Not Prt of larger Project)	\$400,000					
Tire Bay Mezz w/stairs		\$200,000				
Grout Seal & Seal Coat Bus Lot						
Interior Painting (10 yrs) (includes OTC & LTC)	\$280,000					
Exterior Painting	\$200,000	\$200,000				
Exterior Paint consultant	\$38,000					
Additional Fall Protection in maintenance bays	\$115,000					
Auto Bay Lift Replacements		\$300,000				
Carpet Replacement	\$75,000	\$75,000				
Chassis Wash Lift Replacement						
ECO Lift (5 Bays) Replacement						
Landscaping (drought tolerant refresh)				\$30,000		
Rubber Flooring Replacement		\$30,000				
Server HVAC #17-18 Replacement					\$40,000	
Trash Compactor				\$15,000		
Maintenance Lift/Cover Pit						
OPS Dispatch Repairs/Upgrads	\$40,000					
Seal Coat Staff/Visitor Parking Lot						
Safety Beacons at bus wash exits	\$7,500					
Relocate fuel island heaters	\$10,000					
Development - new furniture	\$25,000					
Total Facilities	\$21,577,782	\$15,740,000	\$14,840,000	\$1,545,000	\$225,000	\$315,000

Other Capital and Facilities	2018	2019	2020	2021	2022	2023
MIS & Communication Equipment						
<i>FleetNet Replacement</i>		\$1,500,000				
<i>Data Deduplication System (Single Sys/5 Yr)</i>				\$60,000		
<i>Laptops - Tough Book Type (7/4YR)</i>			\$10,000			
<i>Personal Computers</i>	\$100,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<i>Phone System Replacement</i>						
<i>Plotter (1/5 Yr)</i>				\$15,000		
<i>Projector Equipment OTC conference room</i>						
<i>Projectors-Normal replacements</i>			\$5,500			
<i>ID Printer - OTC</i>			\$12,000			
<i>Voice Recorder</i>			\$15,000			
<i>Security Cameras (Lenel) for Buildings</i>	\$75,000				\$300,000	
<i>Servers - High Performance (8 @ 5 yr)</i>				\$70,000		
<i>Servers - Standard (10 @ 5 yr cycle)</i>		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<i>Storage Area Network (SAN) (1/5YR)</i>	\$50,000		\$90,000	\$12,000		\$12,000
<i>Tremble Unit</i>				\$50,000		
<i>Contingency</i>	\$100,000					
Network Hardware						
<i>Ethernet Switches (14/7 YR)</i>		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<i>Amtrak Info Sys Equipment</i>						
<i>Firewalls (7 Yr)</i>					\$36,000	
<i>Network Wiring (10 year cycle)</i>						\$80,000
<i>OTC new building network equipment</i>						
<i>Wireless access point replacement</i>		\$5,000			\$5,000	
<i>CAMERA ADDS AND UPGRADES</i>		\$300,000				
Software						
<i>ACS Orbital/Radio System Replacement</i>	\$5,500,000					
<i>Analytical Software Used by Development</i>						\$60,000
<i>Adobe Software Upgrades</i>				\$10,000		
<i>Antivirus Software Upgrades</i>	\$25,000				\$6,000	
<i>Backup Software</i>			\$55,000			
<i>FleetNet Additional Moduals</i>						\$15,000
<i>FleetWatch</i>						\$130,000
<i>Microsoft Server Software Upgrades/Repl.</i>	\$100,000					\$130,000
<i>Office Upgrades (130/5yrs)</i>				\$120,000		
<i>OS system updates - VP in 2014 and OTC in 2018</i>						\$60,000
<i>Routematch Replacement</i>						
<i>SharePoint Maintenance/Upgrades</i>				\$60,000		
<i>TMS Replacement</i>						
<i>VMWare Software (8 Units/5 Yrs)</i>				\$25,000		
<i>Windows OS replacement (PC Operating Systems)</i>	\$3,000			\$35,000		
Total IS Hardware & Software	\$5,953,000	\$1,905,000	\$287,500	\$557,000	\$447,000	\$587,000

Intelligent Transportation Systems Projects	2018	2019	2020	2021	2022	2023
<i>Expansion</i>						
<i>Signal Priority Project</i>	\$705,000			\$200,000		
<i>Replacement</i>						
Advanced Communications Systems						
Fare boxes/Smartcards	\$1,500,000					
Total Intelligent Transportation projects	\$2,205,000	\$0	\$0	\$200,000	\$0	\$0
Shop Equipment	2018	2019	2020	2021	2022	2023
<i>Replace Two Bus Washers</i>						\$500,000
<i>Hotsy Parts Washer</i>						
<i>Tire Machine/carousel</i>	\$50,000					
<i>Spin Balancer</i>		\$25,000				
<i>Bead Blaster</i>						
<i>Tennant Floor Scrubber</i>	\$16,000					
<i>One-Man Genie Lift</i>	\$25,000					
<i>Propane tank fuel system</i>	\$10,000	\$100,000				
<i>Articulated Boom Lift</i>						
Total Shop equipment	\$101,000	\$125,000	\$0	\$0	\$0	\$500,000
FACILITIES & LAND	2018	2019	2020	2021	2022	2023
Bus Stop enhancements/replacements	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Bus stop enhancements	\$330,000					
Tumwater Square transfer station improvements	\$290,000					
Total Facilities & Land	\$770,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
TRANSIT CENTERS & PARK and RIDES	2018	2019	2020	2021	2022	2023
Tumwater Park and Ride						
Martin Way park & ride seal coat (7 years)	\$30,000					
Hawkes Prairie Seal Coat (7 years)			\$32,000			
Yelm Park and Ride						
Total Park & Rides	\$30,000	\$0	\$32,000	\$0	\$0	\$0
TOTAL OTHER CAPITAL COSTS	\$30,636,782	\$17,870,000	\$15,259,500	\$2,402,000	\$772,000	\$1,502,000
Total Capital Improvement Program	\$34,210,009	\$24,590,022	\$38,518,102	\$5,897,566	\$38,225,368	\$2,902,865

Section 9: Operating Revenues 2017 - 2023

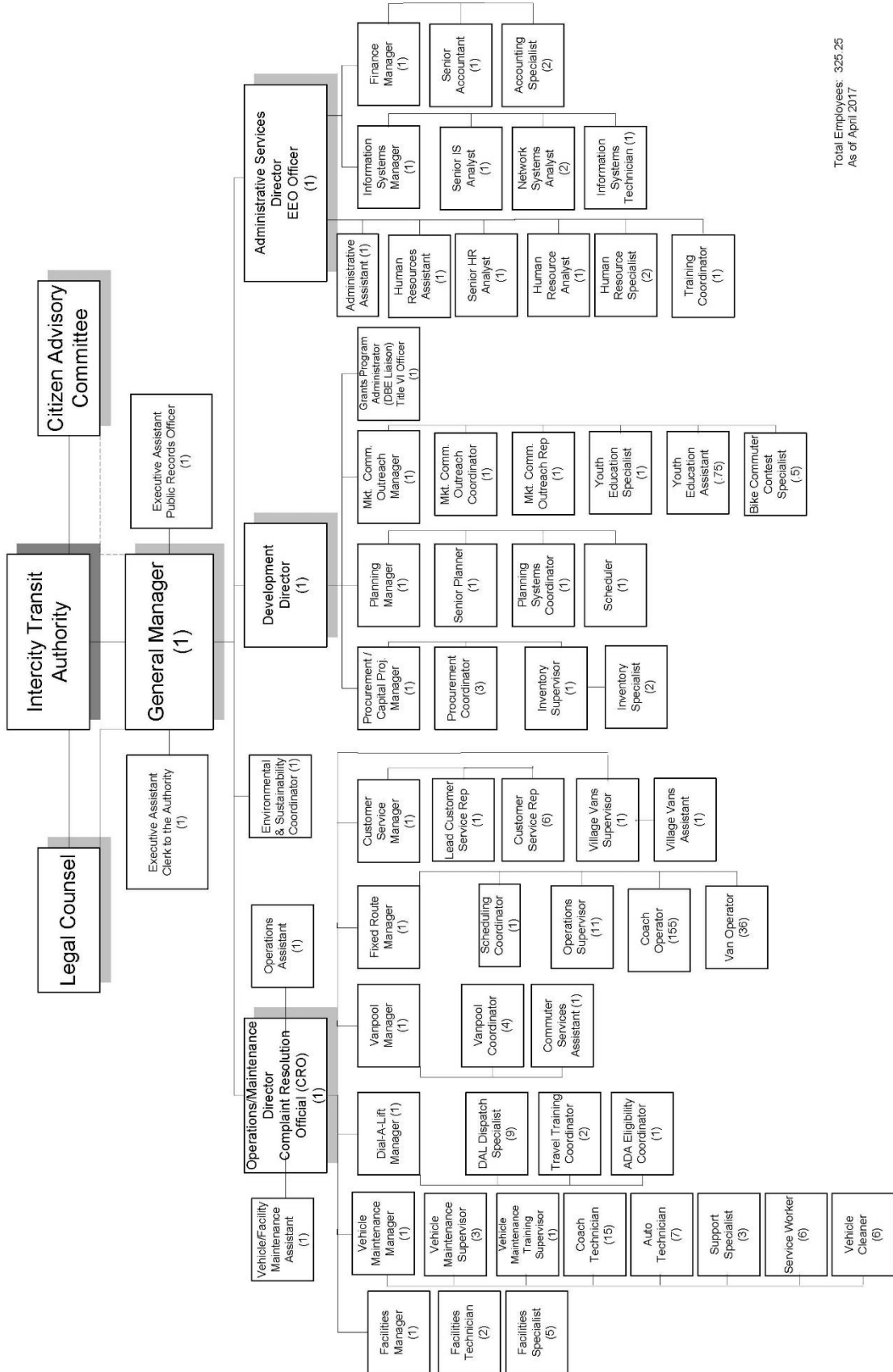
Operating Revenue	2017	2018	2019	2020	2021	2022	2023
FAREBOX REVENUE	1,061,735	1,061,735	1,061,735	1,061,735	1,061,735	1,061,735	1,061,735
PASS AND TICKET REVENUE	1,747,739	1,747,739	1,747,739	1,747,739	1,747,739	1,747,739	1,747,739
OTHER OPERATING REVENUE							
Vanpool	1,434,951	1,434,951	1,434,951	1,434,951	1,434,951	1,434,951	1,434,951
Advertising	390,047	403,699	417,828	432,452	447,588	463,253	479,467
TOTAL OTHER OPERATING REVENUE	\$ 1,824,998	\$ 1,838,650	\$ 1,852,779	\$ 1,867,403	\$ 1,882,539	\$ 1,898,204	\$ 1,914,418
TOTAL OPERATING REVENUE	\$ 4,634,472	\$ 4,648,124	\$ 4,662,253	\$ 4,676,877	\$ 4,692,013	\$ 4,707,678	\$ 4,723,892
NON TRANSPORTATION REVENUE							
Interest	574,044	27,696	19,760	16,990	5,920	7,283	-
Miscellaneous	158,560	158,560	158,560	158,560	158,560	158,560	158,560
TOTAL NON TRANSPORTATION REVE	\$ 732,604	\$ 186,256	\$ 178,320	\$ 175,550	\$ 164,480	\$ 165,843	\$ 158,560
SUBSIDIES							
Sales Tax	38,680,923	39,841,351	41,036,591	42,267,689	43,535,720	44,841,791	46,187,045
Federal/State Operating grants	4,428,014	4,358,201	4,336,201	4,447,171	4,362,514	3,899,291	3,962,072
TOTAL SUBSIDIES	\$43,108,937	\$44,199,552	\$45,372,792	\$46,714,860	\$47,898,234	\$48,741,082	\$50,149,117
TOTAL REVENUE	\$48,476,013	\$49,033,932	\$50,213,365	\$51,567,287	\$52,754,727	\$53,614,603	\$55,031,569

Operating Expenses	2017	2018	2019	2020	2021	2022	2023
<i>Inflation</i>	103.5%	103.5%	103.5%	103.5%	103.5%	103.5%	103.5%
<i>Payroll</i>	28,928,835	30,903,561	32,597,449	34,128,877	35,646,987	37,280,509	38,895,996
<i>Insurance</i>	1,188,907	1,233,491	1,279,747	1,327,737	1,377,528	1,429,185	1,482,779
<i>Fuel</i>	3,710,887	3,906,652	4,031,903	4,088,687	4,316,272	4,362,539	4,615,006
<i>Other</i>	5,677,251	5,875,955	6,081,614	6,294,470	6,514,776	6,742,794	6,978,791
Total Oper Expenses	39,505,880	41,919,659	43,990,713	45,839,771	47,855,562	49,815,026	51,972,573

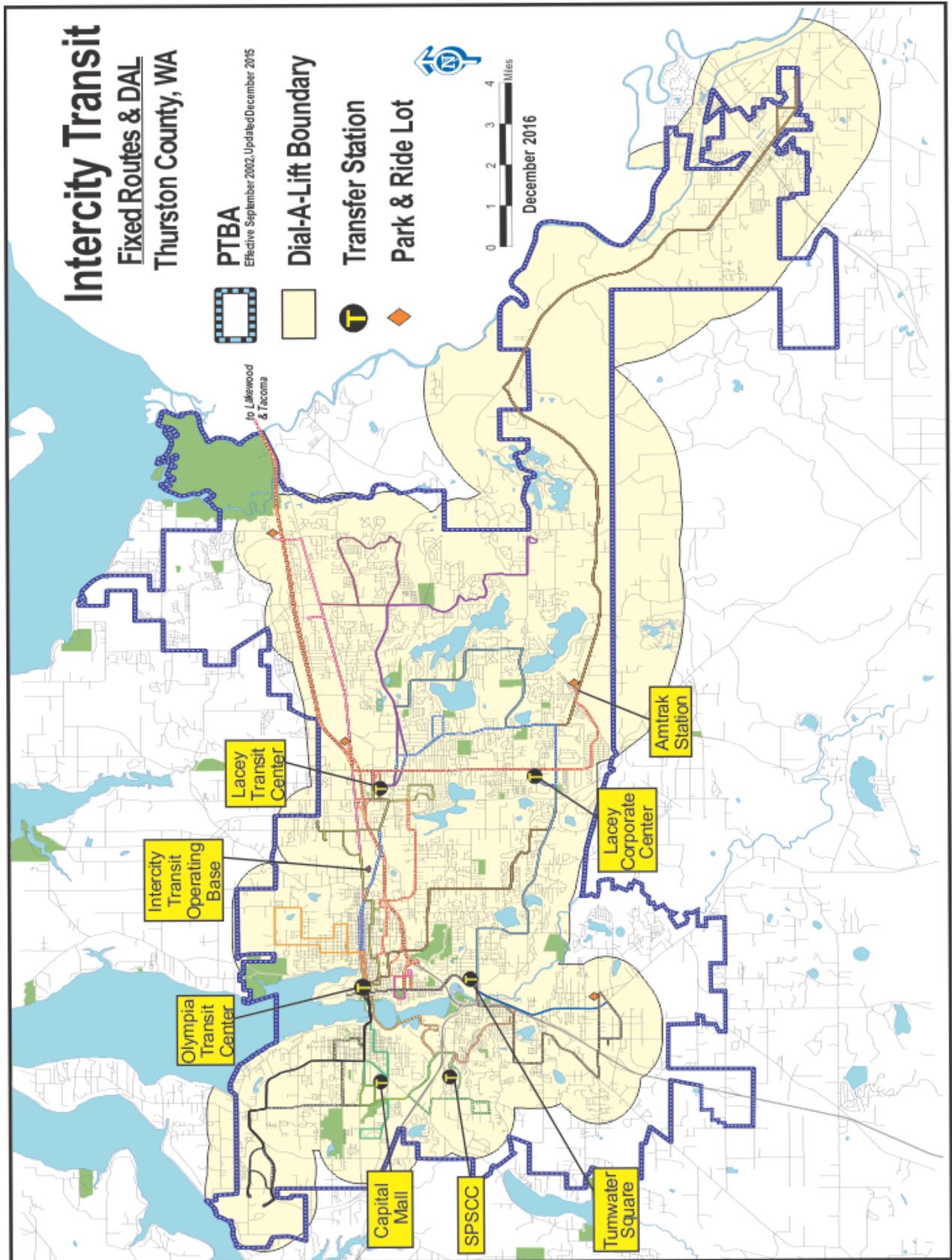
Appendices

Appendix A:	Organizational Chart
Appendix B:	System Map and Service Boundary Map
Appendix C:	Operating Data

Appendix A



Total Employees: 325.25
As of April 2017



Bus Service in 2017

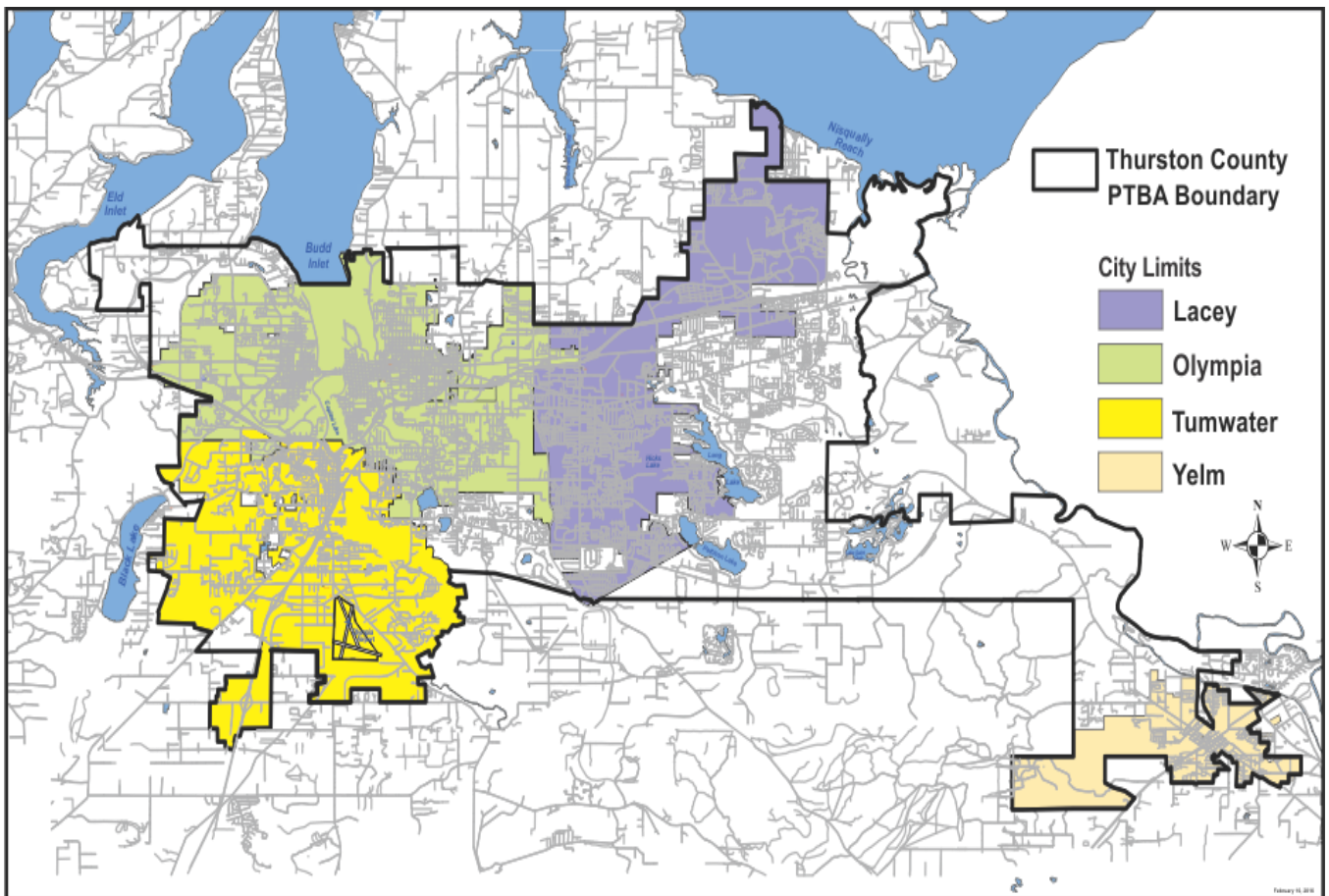
Fixed route service available weekdays on 25 routes, 18 routes operating Saturdays, 15 routes on Sundays. Dial-A-Lift (ADA/paratransit) service available during fixed route service hours. Bus fleet is ADA accessible and all fixed route coaches have two-position bike racks:

- Twenty local routes serving the greater Olympia/Lacey/Tumwater/Yelm area. Connections to Grays Harbor Transit and Mason Transit service (in Olympia) and regional connections to Amtrak and Greyhound service are also available.
- Five inter-county routes provide Express service between Thurston and Pierce Counties with connections to Pierce Transit local service and Sound Transit Express and commuter service in Lakewood and Tacoma. Grant funded contract with Sound Transit for extension of existing route for limited peak trips between Olympia and DuPont with service to Seattle.

Intercity Transit Service Boundary

Approved April 2002, Implemented September 2002,

Updated with City Annexations: 2005 - 2016



Appendix C

2017 Summary of Fixed Route Services

Route	Headways					Revenue Service Hours			Revenue Service Miles		
	Weekday			Sat	Sun	Wkdy	Sat	Sun	Wkdy	Sat	Sun
	Peak	Mid	Night								
12-W. Tumwater	30	60	60	60	60	6,735	740	653	90,576	10,187	9,174
13-E. Tumwater	15	15	60	60	60	12,775	651	633	149,889	7,753	7,326
21-N. Bethel	30	60		60	60	2,593	303	321	33,201	3,869	4,092
41-TESC	15	30	30	30	30	10,237	1,580	1,281	130,586	20,015	16,253
42-Family Court	30	30				1,785			19,508		
43-SPSCC/Tumwater	30	30		60		6,847	543		86,190	7,093	
44-SPSCC/Cap. Mall	30	30	30	30	60	8,135	1,395	655	102,026	17,550	8,250
45-Conger/Cap. Mall	30	60		60		3,782	595		37,970	5,262	
47-Capital Mall/CMC	30	30		60	60	6,932	602	637	61,379	5,418	5,731
48-Capital Mall/TESC	30	30	30	30		7,820	1,395		105,137	18,673	
49-Capital Mall					30			623			6,451
60-Lilly/Panorama	30	60		60	60	7,182	888	903	72,777	9,261	9,438
62A-Martin/Meridian	30	30	60	30	60	11,042	1,629	993	134,589	20,166	13,514
62B-Martin/Meadows	30	30	60	30	60	11,921	1,867	985	151,011	23,972	13,860
64-College/Amtrak	30	60		60	60	10,710	1,289	1,257	121,916	14,622	14,223
66-Ruddell	30	30	60	30	30	11,985	2,081	1,957	152,261	26,634	24,723
67-Tri-Lakes	60	60		60		3,421	559		52,020	8,637	
68-Carpenter/Yelm Hwy	30	60		60	60	10,136	1,235	1,306	159,477	19,032	20,130
94-Yelm	30/ 60	30/ 60		60/ 75	135	11,309	1,250	708	210,758	25,672	14,641
101-Dash	12/ 15	12/ 15		10		6,216	364		50,989	2,650	
411-Nightline			60	60	60	126	126	99	1,734	1,734	1,336
* ST592-Oly/DuPont (Sea)	6 AM/ 6 PM					934			25,190		
603-Olympia/Tacoma	30	90				6,312			145,656		
605-Olympia/Tacoma	30	90				6,332			150,960		
* 609-Tumwater/Lakewood	30	90				3,085			87,385		
612-Lacey/Tacoma	1 AM/ 1 PM					2,799			74,140		
620-Oly/Tacoma Mall				60/ 90	60/ 90		1,140	1,205		28,361	29,997
System Totals						171,151	20,234	14,217	2,407,322	276,562	199,138
2016 Totals						205,602			2,883,022		

* WSDOT "Regional Mobility Grant:" funded through June 2017.

2017 Route Service Summary

Route	Total Boardings	Revenue Hours	Board / Hour	Rating	Comments
Trunk Routes					
13-E. Tumwater	306,702	14,059	21.8	Marginal	
41-TESC	388,801	13,098	29.7	Satisfactory	
44-SPSCC/Cap. Mall	231,006	10,185	22.7	Marginal	
48-Capital Mall/TESC	296,060	9,215	32.1	Satisfactory	Runs weekday & Saturday.
49-Capital Mall	22,399	623	35.9	Satisfactory	Runs Sunday only.
62A-Martin/Meridian	394,388	13,664	28.9	Satisfactory	
62B-Martin/Meadows	357,717	14,774	24.2	Marginal	
66-Ruddell	314,427	16,023	19.6	Unsatisfactory	
Secondary Routes					
12-W. Tumwater	131,638	8,128	16.2	Satisfactory	
21-N. Bethel	70,545	3,217	21.9	Satisfactory	
43-Barnes Blvd	165,565	7,390	22.4	Satisfactory	Runs weekday & Saturday.
45-Conger/Cap. Mall	49,266	4,378	11.3	Marginal	Runs weekday & Saturday.
47-Capital Mall/CMC	178,375	8,171	21.8	Satisfactory	
60-Lilly/Panorama	128,705	8,974	14.3	Marginal	
64-College/Amtrak	197,563	13,255	14.9	Marginal	
67-Tri Lake	34,382	3,980	8.6	Unsatisfactory	Runs weekday & Saturday.
68-Carpenter/Yelm Hwy	217,848	12,678	17.2	Satisfactory	
94-Yelm	181,992	13,267	13.7	Marginal	
Specialized & Shuttle Routes					
42-Family Court	10,975	1,785	6.1	Unsatisfactory	Limited service. Runs only on weekdays during AM/Noon/PM peak.
101-Dash	78,262	6,580	11.9	Marginal	
411-Nightline	4,986	352	14.2	Satisfactory	Operates Fri/Sat/Sun late night during academic year (under contract).
Express Routes					
			Per Trip		
603-Olympia/Tacoma	49,047	6,311	11.3	Marginal	Runs Weekdays only.
605-Olympia/Tacoma	64,149	6,332	14.0	Marginal	Runs Weekdays only.
609-Tumwater/Lkwd	13,024	3,085	4.8	Unsatisfactory	Wkd only. Grant-funded. Ended 6/30.
612-Lacey/Tacoma	18,608	2,799	8.7	Unsatisfactory	Runs Weekdays only.
620-Oly/Tacoma Mall	17,732	2,345	9.2	Unsatisfactory	Runs Sat/Sun only.
ST 592-Oly/DuPont (Sea)	9,450	934	6.2	Unsatisfactory	Wkd only. Oper by ST. Ended 6/30.
EXPRESS TOTALS	172,010	21,806	10.0	Marginal	Passengers per Trip
Fixed Route Totals	3,933,612	205,602	19.1	Change from 2016: Boardings decreased 4.6%, Hours down 0.9%, Boardings per Hour down 3.8%.	

Other Intercity Transit Services					
Dial-A-Lift Service	170,714	--	--	2.7% increase from 2016	
Vanpools	550,202	--	--	8.4% decrease from 2016	

System Total	4,654,528		5.0% decrease from 2016's 4,899,500 Boardings.		
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Performance Standard

Standard	Trunk	Primary	Secondary	Rural	Express
Riders per Hour					Riders per Trip
Exceeds standard	>40	>30	>25	>20	25 or more
Satisfactory	25-40	20-30	15-25	12-20	15.0 to 24.9
Marginal	20-24	15-19	10-14	9-11	10.0 to 14.9
Unsatisfactory	<20	<15	<10	<9	Less than 10

2017 Vehicle Assignment Analysis

Route	High Load*	Interlined Routes	Vehicle Assigned	Comments
Trunk Routes				
13-E. Tumwater	51	12,41,64,66	Large Bus	Runs Mon-Sun.
41-TESC	66	13	Large Bus	Runs Mon-Sun.
44-SPSCC/Cap. Mall	40	62A, 62B	Large Bus	Runs Mon-Sun.
48-Capital Mall/TESC	62	66, 94	Large Bus	Runs Mon-Sat.
49-Capital Mall	29	66	Large Bus	Runs Sunday.
62A-Martin/Meridian	54	43, 44, 62B	Large Bus	Runs Mon-Sun.
62B-Martin/Meadows	60	43, 44, 62A	Large Bus	Runs Mon-Sun.
66-Ruddell Road	60	13, 48, 49	Large Bus	Runs Mon-Sun.
Secondary Routes				
12-W. Tumwater	39	13, 45, 64	Medium Bus	Runs Mon-Sun.
21-N. Bethel	37	47, 60	Small Bus	Runs Mon-Sun.
43-SPSCC/Barnes	45	62A, 62B	Large Bus	Runs Mon-Sat.
45-Conger/Cap. Mall	27	12	Medium Bus	Runs Mon-Sat.
47-Capital Mall/CMC	48	21, 68	Medium Bus	Runs Mon-Sun.
60-Lilly/Panorama	27	21, 47	Small Bus	Runs Mon-Sun.
64-College/Amtrak	54	13	Medium Bus	Runs Mon-Sun.
67-Tri Lake	37	None	Small Bus	Runs Mon-Sat.
68-Carpenter/Yelm Hwy	50	47	Medium Bus	Runs Mon-Sun.
94-Yelm	55	48	Large Bus	Runs Mon-Sun.
Specialized & Shuttle Routes				
42-Family Court	19	None	Small Bus	Runs weekdays during commute hours and noon period.
101-Dash	40	None	Small Bus	Weekdays: Runs all year. Saturdays: Runs Apr-Sep.
411-Nightline	33	None	Large Bus	Runs Fri/Sat/Sun late night during TESC class quarters, by contract.
Express Routes				
603-Olympia/Tacoma	50	605	Large Bus	Runs weekdays only.
605-Olympia/Tacoma	54	603, 612	Large Bus	Runs weekdays only.
609-Tumwater/Lkwd	36	None	Large Bus	Runs weekdays only.
612-Lacey/Tacoma	31	605	Large Bus	Runs weekdays only.
620-Oly/Tacoma Mall	58	None	Large Bus	Runs weekends only.

* High load numbers are derived from doorway Automatic Passenger Counter [APC] data. The numbers represent the highest recorded passenger load during 2017. They do not represent average trip loads.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-B
MEETING DATE: September 5, 2018

FOR: Intercity Transit Authority
FROM: Jeff Peterson, Procurement Coordinator, 705-5878
SUBJECT: Annual ACS Maintenance Contract Extension and Invoice

1) **The Issue:** The consideration of an extension of a maintenance contract and payment for the Orbital CAD/AVL radio system.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year term contract, with eight optional six-month renewal periods, with Conduent Transport Solutions (Conduent) and pay the annual invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$216,934.25, including taxes.

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

4) **Background:** Conduent's proprietary Orbital system provides radio contact between Dispatch and all fixed route and DAL vehicles. It updates the flow of information to their mobile data terminals, provides real-time tracking of their locations, and automatically controls the electronic signs and stop announcement system in each vehicle.

In 2008, Intercity Transit completed installation of the Orbital system and entered into a five-year maintenance agreement. The agreement expires September 25, 2018.

The Orbital system maintenance and support services are crucial to ensuring that it is performing properly at all times and therefore, an extension of the hardware and software maintenance agreement is essential to our operations.

Staff reviewed the price proposed and found it to be more advantageous than what was offered in the past. Historically the agreements called for 3% annual increases but this extension represents a 2% increase.

Based on review of actual maintenance needs for previous years and our current knowledge of the Orbital system, staff believes the cost established within the updated agreement continues to be fair and reasonable.

5) **Alternatives:**

1) Authorize the General Manager to enter into a one-year term contract, with eight optional six-month renewal periods, with Conduent Transport Solutions and pay the annual invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$216,934.25, including taxes.

2) Defer action. Deferred action may increase the costs, delay repairs or create system-wide operational difficulties if the system were to become inoperable.

6) **Budget Notes:** The 2018 budget includes \$364,834 for Information Services related maintenance agreements. This expense was anticipated and is within budget.

7) **Goal Reference:** **Goal #1:** *“Asses the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”*

8) **References:** None.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-C
MEETING DATE: September 5, 2018

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: State Legislative Advocacy Services

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- 1) **The Issue:** Consideration of a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.
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- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** In July 2016 Intercity Transit released a Request for Proposals for State Legislative Advocacy Services, which resulted in a one-year contract award to Foster Government Relations in September 2016. The original contract included four one-year renewal options. This item represents the second one-year renewal. The contracted amount remains as originally proposed.

Intercity Transit has been satisfied with Foster Government Relations' representation of its interests during the first two years of this contract. The firm has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Foster Government Relations is approved.

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- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.

6) **Budget Notes:** The total annual contract value of \$42,000 for State Legislative Advocacy Services falls within the budgeted amount.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service.”* **Goal #4**
“Provide responsive transportation options within financial limitations.”

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-D
MEETING DATE: September 5, 2018

FOR: Intercity Transit Authority

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

SUBJECT: Federal Advocacy Services

1) **The Issue:** Consideration of a one-year contract award to Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

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

4) **Background:** Intercity Transit released a Request for Proposals (RFP) for Federal Advocacy Services on June 26, 2018. The purpose of the RFP was to establish a contract with a qualified and experienced individual or firm ideally positioned to serve as a federal legislative liaison on behalf of Intercity Transit on a year-round basis.

Two (2) proposals were received by the submittal deadline of July 17, 2018. Based on the RFP evaluation process, which consisted of experience and qualification factors, references, and cost proposal factors, Gordon Thomas Honeywell Governmental Affairs was identified as the top-ranked firm that meets all RFP requirements and is the most advantageous to Transit.

Gordon Thomas Honeywell Governmental Affairs has represented Intercity Transit's interests in Washington D.C. for several years, and Intercity Transit staff and Authority members have been highly satisfied with the firm's representation. As federal funding, policy rules, and regulations remain uncertain, the need for Intercity Transit interests to stay engaged in Washington D.C. continues.

Staff is confident that Gordon Thomas Honeywell Governmental Affairs will continue to provide significant valuable services and recommends that the one-year contract award be approved.

5) **Alternatives:**

1. Authorize the General Manager to enter into a one-year contract with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
 2. Defer action. This would delay our ability to prepare for the upcoming legislative session. All monitoring and advocating would be a staff exercise.
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6) **Budget Notes:** The contract amount is in line with the 2018 budget. The remainder will be proposed in the 2019 budget.

7) **Goal Reference:** Securing grant funds supports: **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-E
MEETING DATE: September 5, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Citizen Representative Reappointment/Recruitment

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- 1) **The Issue:** Whether to reappoint Citizen Representative Don Melnick or conduct a recruitment for the position which expires December 31, 2018.
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- 2) **Recommended Action:** Reappoint Citizen Representative Don Melnick or direct staff to conduct a recruitment for the position.
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- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 - Selection - Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
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- 4) **Background:** Citizen Representative Don Melnick's term ends December 31, 2018. He is eligible for reappointment for a second, 3-year term per the Authority bylaws (see Section IV 4.3 Selection - Citizen Representatives as attached).

The Authority options include:

- A. Reappoint the incumbent for an additional three-year term; or
- B. Open the position for the purpose of soliciting and receiving applications from interested citizens.

Staff contacted Citizen Representative Melnick to determine his interest in continuing to serve on the Authority. He expressed a strong desire to serve another 3-year term.

If the Authority should choose to open the position for a full recruitment, staff would advertise immediately using all outlets available including our website, Facebook, Rider Alert, *The Olympian*, Business Examiner, and the *Nisqually Valley News*. We would also contact our CAC members, along with local jurisdictions, to distribute materials to any persons expressing interest.

At the November regular meeting, we would ask the Authority to select candidates for interview and seek appointment at the December 5 meeting.

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- 5) **Alternatives:**
A. Reappoint the incumbent for an additional three-year term.
B. Open the position for the purpose of soliciting and receiving applications from interested citizens.

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- 6) **Budget Notes:** A recruitment process costs approximately \$1,800. Funds are included in the annual budget.

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- 7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.

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- 8) **References:** Authority Bylaw Section IV. AUTHORITY COMPOSITION, 4.3, Selection - Citizen Representatives

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.