

AGENDA
INTERCITY TRANSIT AUTHORITY
October 3, 2018
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **15 min.**
 - A. **Operators - Class 18-02** (*Cameron Crass*)
*Jane Denicola; Robert Hood; Benny Sandberg; Marc Strickler;
Ted Depoe; Drake Stevens; Anthony "Jay" Lirette; Kraig Scherz; Aaron Clay;
Ron Parker; Matthew Parker*

- 3) **PUBLIC COMMENT** **10 min.**

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

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

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** September 5, 2018, Regular Meeting and September 19, 2018, Joint Meeting.

 - B. **Payroll - September 2018:** \$2,429,235.07.

 - C. **Accounts Payable:** Warrants dated September 7, 2018, numbers 25654-25695 in the amount of \$110,914.80; Warrants dated September 13, 2018, numbers 25696-25742, in the amount of \$567,951.52; Warrants dated September 21, 2018, numbers 25776-25813, in the amount of \$133,566.41; Warrants dated September 28, 2018, numbers 25814-25859, in the amount of \$678,985.00; Automated Clearing House Transfers for September 2018 in the amount of \$9,562.61 for a monthly total of \$1,500,980.34.

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

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

- | | | |
|-----|--|----------------|
| 6) | NEW BUSINESS | |
| | A. OTC Construction Contract (<i>Steve Krueger</i>) | 10 min. |
| | B. 2019 Discounted Bus Pass Program (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| | C. 2019 Surplus Van Grant Program (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| | D. 2019-2024 Draft Strategic Plan / Establish a Public Hearing
(<i>Ann Freeman-Manzanares</i>) | 10 min. |
| 7) | COMMITTEE REPORTS - None. | 0 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

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

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

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

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
September 5, 2018

CALL TO ORDER

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

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

Members Not Present: County Commissioner Bud Blake; and Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; David Dudek; Tammy Ferris; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Jeff Peterson; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Sue Pierce; and Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Laurie Knox, Accounting Specialist (*Suzanne Coit*)

Councilmember Carmody arrived.

RECOGNITION

Freeman-Manzanares recognized the 2018 Excellence in Transit Winners (*Thomas Van Nuys, IS Manager; Reuben Lamberson, Operations Supervisor; Steve Krueger, Procurement Manager; and Procurement Coordinators Katie Cunningham, Tammy Ferris and Jeff Peterson*).

Freeman-Manzanares recognized the 2018 Washington State Public Transportation Rodeo Grand Champions. This is the fourth year Intercity Transit won the Washington

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State Grand Champion Award which is a combination of Operations and Maintenance scores.

The Maintenance Team took First Place: Coach Technicians *Joe Bell, James Bush and Grant Swidecki*. Also recognized - Maintenance Supervisor, William Snyder who provided support and coaching for the team and Paul Koleber, Maintenance Director.

And our Operators, in three individual competitions each took Second Place: Body-on-Chassis Operator *Dan Savage*; 35' Coach Operator *Rob Wood*; 40' Coach and Pre-Trip Inspection Award Coach Operator *David Randall*. Freeman-Manzanares recognized the great job of the team coaches David Dudek and Bill Miller. She thanked Dudek for his energy and organization in planning the State Rodeo competitions and thanked the entire team for their efforts supporting the Intercity Transit Local Rodeo to focus on enhancing our skills but also for inviting other properties to participate as well.

Chair Sullivan recessed the meeting for refreshments and to congratulate the participants and coaches at 5:40 p.m. for twenty minutes.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- 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.

COMMITTEE REPORTS

- A. Community Advisory Committee.** Sue Pierce reported the CAC met August 27, 2018. The CAC received a presentation about the ballot measure campaign procedures which promoted a lot of ideas and plenty of questions. They also

received an updated presentation about the design of the Olympia Transit Center; and received a Long Range Plan update.

NEW BUSINESS

- A. Adoption of the 2017 Annual Report & 2018-2023 Transit Development Plan.** Planning Manager, Rob LaFontaine, presented the final 2017 Annual Report and 2018-2023 Transit Development Plan for adoption.

It was M/S/A by Vice Chair Warner and Citizen Representative Messmer to adopt the 2017 Annual Report and 2018-2023 Transit Development Plan as presented.

- B. Annual ACS Maintenance Contract Extension and Invoice.** Procurement Coordinator, Jeff Peterson, presented for consideration an extension of a maintenance contract and payment for the Orbital CAD/AVL radio system.

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.

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.

It was M/S/A by Councilmembers Gilman and Carmody to 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.

- C. State Legislative Advocacy Services.** Procurement Coordinator, Katie Cunningham, presented for consideration a one-year contract extension with Foster Government Relations for State Legislative Advocacy Services.

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.

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.

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 extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.

- D. Federal Advocacy Services.** Freeman-Manzanares presented for consideration a one-year contract award to Gordon Thomas Honeywell Governmental Affairs for federal advocacy services.

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.

It was M/S/A by Councilmembers Carmody and Cox to 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.

- E. Citizen Representative Reappointment/Recruitment.** Freeman-Manzanares presented whether to reappoint Citizen Representative Don Melnick to a second three-year term, or conduct recruitment for the position which expires December 31,

2018. Melnick is eligible for another three-year term and has expressed a desire to remain on the Authority.

Messmer said Melnick really does his homework, has good participation and attendance and she values his contributions to the Authority.

Sullivan said Melnick provides a valued perspective on behalf of the senior community.

Cox said Melnick goes out of his way to champion for Intercity Transit whenever he can.

Carmody said Melnick is a great representative of a geographic area within Panorama.

It was M/S/A by Citizen Representative Messmer and Councilmember Cox to reappoint Citizen Representative Don Melnick to a second three-year term of the Intercity Transit Authority, effective January 1, 2019.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares said staff continues to meet with the jurisdictions and others to provide information about the ballot measure.
- The State Auditors completed their audit and will conduct their exit conference on September 19.
- United Way's Day of Caring is Friday, September 28 and there's still time to join Intercity Transit's team. Russell Gilsdorf from Customer Service is coordinating the event.
- Freeman-Manzanares brought an issue to the Authority's attention in which she asked for direction from the Authority related to the construction of the Olympia Transit Center Project (OTC). She said staff has been working diligently with the architect, contractor and project manager, with the intent to bring the construction contract before the Authority at the September 19 meeting. However, a series of bids were received and they are all \$1M over budget for the project for a variety of reasons.

Construction costs are running high for many projects throughout the region, especially in Tacoma and many school projects in Centralia, which suggests the labor market is stretched. The design team recognized the bids are higher than the value of the construction, and that's happening everywhere.

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Freeman-Manzanares reviewed options and their risks:

Option 1: Do not move forward with this project.

Risks: Lose all time, effort, dollars spent to date; pay back the federal dollars already expended and return grant dollars not expended yet.

Option 2: Pause the project and hope the market gets better. Permits are good for about 18 months.

Risks: Grant funding will be in jeopardy.

Option 3: Redesign the project to reduce scope.

Risks: It will take four months to redesign and will cost more to do that; the market could get worse during that time; and would have to go through the entire permitting process.

Option 4: Eliminate the scope.

Risks: Eliminate 20 bike enclosures and the trash enclosure and build later when there is funding. Would need to get buy-in from the city to remove the trash enclosure which would require additional people power to haul trash offsite.

Option 5: Dedicate funds, go through Scope Clarification and Value Engineering with the subcontractors and maybe see a reduction of \$100K to \$200K. The benefit of the GCCM process is that we can negotiate with the subs as opposed to a hard bid.

The underground storage tank project finished about \$1.4M less than anticipated and staff was hoping to use those dollars for Pattison. We could use those funds for the OTC.

The Authority discussed the options and directed staff to move forward without eliminating key amenities. Reasons cited were:

- Public perception of a transit agency depends a lot on location, and how it looks and feels. Skimping on the construction could make it look like the community doesn't care about transit.
- The permits are ready, and this location is not an "easy" site and a number of elements were difficult to manage within the codes and requirements.
- Keep the bicycle parking. There's a large cycling group who use the system.
- The trash enclosure could potentially be eliminated but it would add operational expense and inconvenience. It has become complex and expensive, and it's also front and center on State Street. Other businesses in the area discussed joining in

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with the City of Olympia and using their trash compactor which will be located across the street from the OTC. Staff would need to look at the operational expense and the safety of carting trash across the street.

Freeman-Manzanares said staff would go through a scoping and value engineering exercise to see if there were dollars to be saved and what the trade-offs might be. Staff will likely present a construction award on October 3.

AUTHORITY ISSUES

- Gilman said the City of Olympia will consider a resolution supporting Intercity Transit's Proposition 1 at their October meeting.
- Gilman said Development Director, Eric Phillips, joined him in a podcast with The Olympia Standard to explain factual details about the proposition. Podcast link: <http://www.olympiapoprocks.com/theolympiastandard/>
- Carmody said Freeman-Manzanares presented the Yelm work session with a thorough presentation of facts about the ballot measure.
- Carmody asked if Committee Reports could be moved towards the end of the Authority meeting agenda.
- Cox said the City of Lacey General Government and Public Safety Committee received a presentation on August 28, 2018, about the Intercity Transit ballot initiative and a request for Lacey City Council to pass a resolution in support of Proposition 1.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:41 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: October 3, 2018.

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

**MINUTES
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
SEPTEMBER 19, 2018**

CALL TO ORDER

Chair Sullivan called the September 19, 2018, Joint Meeting of the Intercity Transit Authority and Community Advisory Committee to order at 5:35 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; Thurston County Commissioner Bud Blake (via teleconference); Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative Art Delancy.

Members Excused: City of Yelm Councilmember Molly Carmody.

CAC Members Present: Sue Pierce (Chair); Justin Belk; Jan Burt; Billie Clark; Carla Dawson; Peter Diedrick; Tim Horton; Marie Lewis; Joan O'Connell; Scott Paris; Marilyn Scott; Walter Smit; Linda Vail; Victor VanderDoes; Michael VanGelder.

Members Excused: Denise Clark; Jonah Cummings; Ursula Euler; Austin Wright; Lin Zenki.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; David Dudek; Tammy Ferris; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Eric Phillips; Nancy Trail.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Heath thanked Intercity Transit Authority for their service and appreciates the new service changes.

Kathy Balcom, Lacey. Ms. Balcom asked the Authority to consider extending the boundaries to include Greenview Drive in the Hawks Prairie area near Jubilee. Ms. Balcom's mother is wheel-chair bound and by extending the boundaries, her mother

would be able to use Dial-A-Lift. There are many others who would benefit from this service who live in that area.

INTRODUCTIONS

The Authority, CAC members and staff provided self-introductions.

REVISED CONTRACT AMOUNT BUS STOP PAD CONSTRUCTION AND IMPROVEMENT PROJECT

Procurement Coordinator, Tammy Ferris, presented for consideration the approval of a revised contract amount for Propel Construction Company to complete bus stop pad construction and improvements.

On April 4, 2018, the Authority authorized award of the Bus Stop Pad Construction and Improvements project to Propel Construction Company for \$199,286. Construction began June 11, 2018. Change Order No. 1 was a “no cost change” to the project providing Propel Construction Company the updated Federal Wage Rates.

Change Order No. 2, in the amount of \$35,092.73 provides for the construction of twelve cement concrete bus stop pads, landscaping, and irrigation restoration to support the new service change that goes into effect on September 23, 2018. With the addition of Change Order No. 2, the total revised contract amount is \$234,378.73, approximately 17.6% of the original contract award amount. Any additional change orders necessary to complete the project will be considered in accordance with procurement policies. The overall project is scheduled to be completed this fall and is currently under budget.

It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager to approve Change Order No. 2 and revise the total construction contract amount with Propel Construction Company to \$234,378.73.

CAC SELF-ASSESSMENT

The Chair of the Community Advisory Committee, Sue Pierce, led the discussion in reviewing the results of the CAC’s annual Self-Assessment survey. Highlights and comments include:

- Out of 20 CAC members, 13 members responded to the survey (65%).
- Melnick said he commends the CAC for the depth in which they take on various issues, and he appreciates reading their comments in the monthly minutes.
- O’Connell referred to the “comment” portion of the survey, and agrees that more CAC members could be riding the bus. She suggests looking at the make-up of

the committee in terms of their ridership. For example what encourages/discourages them from riding.

- Messmer responded to question 4: “We add value to the Transit Authority’s decisions.” She reads all of the CAC minutes and that helps her prepare for the Authority meetings. The CAC discussion about topics influences how staff is going to present it to the Authority. Between their notes and feedback, the CAC adds value and dimension to the Authority’s conversation.
- Smit said he would like to see better chronology in regards to the timing of the meetings as they relate to the Authority meetings. The CAC needs to discuss topics before they go before the Authority in order for the feedback to have value.
- Horton would like the Authority’s feedback to be passed along to the CAC in a more timely manner.
- O’Connell said she’s noticed consistently during her 9 years on the CAC that the question about whether the CAC brings value and do they talk too much keeps coming up. She thinks good conversation on particular topics is important, while at the same time being sensitive to running over meeting timeframe, perhaps other agenda items could be tabled for another meeting.
- O’Connell referred to the survey comments about having full agendas making it difficult for members to discuss other ideas/topics they have. Perhaps topics can be presented ahead of time in a different format (i.e. lists or notes, roundtable discussions, etc.).
- Horton said one way to address meeting run-over, especially for members who ride DAL could be to provide a separate dedicated Dial-A-Lift bus with a flexible schedule to provide a ride to those members needing a ride. He’s worked with other transit agencies that do this.
- Responding to the question 7 about members being prepared for meetings, Messmer asked if there was something that would help the CAC prepare for their meetings. She suggested making notes on agendas for discussion at the meeting; or do research in advance of the meeting.
- O’Connell said it helps her to know the Authority is reading the CAC minutes, and it makes her want to share useful comments.
- Melnick said it could take more than one meeting to get a handle on a topic.
- O’Connell said the Authority could provide the CAC with a topic or issue and the CAC provide feedback based around that.
- Melnick said a question could be added to the self-assessment survey asking if there is anything the Authority or CAC leadership could do to make new members feel more comfortable.
- VanderDoes asked if yearly comparisons of the self-assessment surveys could be provided to track any trends.
- Pierce said CAC members are welcome to attend all of the Authority meetings – not only those they are assigned to attend.

Councilmember Gilman left the meeting.

2019 DRAFT BUDGET

Finance Manager, Suzanne Coit, presented the draft budget and reviewed the timeline:

- October 3 – Address questions the Authority may have
- October 17 – Public Hearing
- November 7 – Adopt the budget

Coit said this is a status quo budget and includes IAM and ATU wage increases. A supplemental budget will be presented after the November election. Coit and Freeman-Manzanares continued with a review of the line item budget items (New Capital Projects; Capital Rollover Projects; New FTE's). The budget includes 11 new operators, bringing the total operators FTE to 202 (coach, extra board and Dial-A-Lift); two new customer service positions were added to accommodate the new facility downtown when it opens in the fall.

Coit then asked for approval to schedule a public hearing on October 17, 2018.

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to set the public hearing for the 2019 draft budget for Wednesday, October 17, 2018.

FLEET TECHNOLOGY OVERVIEW

Maintenance Director, Paul Koleber provided an overview of current, new and future fleet technology. The purchase and maintenance of vehicles is a major expense significantly impacting the budget. The technology type purchased is at the discretion of the Authority. Koleber's presentation offered an opportunity to learn more about Intercity Transit's current fleet and associated technological advances, get an overview of the most recent Dial-A-Lift and bus purchases as well as get an update on new technology.

Paris, Diedrick, Dawson, Vail, Lewis left the meeting.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council** – Messmer reported the TRPC met September 7. Members received an Intercity Transit update on the Road Trip (Moving Forward Together). Messmer said TRPC discussed the key decision to take on the role of Lead Entity Fiscal Agent for the Deschutes Watershed.

- B. Transportation Policy Board** – Melnick reported the TPB met September 12. Members reviewed and discussed the draft 2019-2022 Regional Transportation Improvement Program which is going to TRPC for adoption in October. Intercity Transit's items were listed. TPB also received Intercity Transit's Road Trip Update, and Melnick noted Development Director Eric Phillips did a superb job of presenting. Members were also briefed about the 2019 Legislative Session Preparation, which covers fixing the congestion on I-5 through various ways.

GENERAL MANAGER'S REPORT

- Intercity Transit welcomed a class of 11 new operators on September 10, 2018.
- The State Auditor's exit interview was held September 19, 2018, and they presented no findings.
- At the September 5, 2018, Authority meeting, Freeman-Manzanares brought an issue to the Authority's attention in which she asked the Authority if they wish to move forward with the construction of the Olympia Transit Center Project (OTC).

Bids were received and they were over budget for the project for a variety of reasons, likely due to construction costs are running high for many projects throughout the region. Staff met again with the architects, SRG, and Graham Construction and the Department of Enterprise Services and learned the combined tax liability, contingency, and project oversight along with the construction costs, even after going through all of the data and trying to save as much money as possible, the project is about \$1.5M over what was originally budgeted in the 2018 budget. Trying to eliminate the additional \$500,000 means going back to the City of Olympia for improvement and design review which could take up to 12 months and construction costs are likely to increase during that time.

The Authority directed staff to move forward with the project.

AUTHORITY/CAC ISSUES

- VanderDoes appreciates the transition to the new service changes.
- Melnick said he is concerned about owning buses for 10 or 12 years when technology continues to advance, and IT needs to begin thinking about this.
- Pierce said she's getting feedback from other bus riders about the Olympia Express route with concerns about timing; and thanked staff for putting the new schedule online.
- Freeman-Manzanares said people can go onto the IT Trip Planner and put a trip in for today, and next week and it will show the schedule.

Intercity Transit Authority/Community Advisory Committee Joint Meeting

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- Warner said as he was driving down Yelm Highway he noticed there are some attractive bus pads along that way.
- Smit asked if IT can do anything about improving crosswalks. He said along Yelm Highway on the 68 there is no crosswalk. Freeman-Manzanares suggested he contact the city or jurisdiction.
- Cox invited everyone to the September 27 Lacey City Council meeting where they will be voting on a resolution in support of the Proposition 1 ballot measure.

ADJOURNMENT

It was M/S/A by Vice Chair Warner and Councilmember Cox to adjourn the meeting at 8:08 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: October 3, 2018.

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

0		8/19/18-9/1/18			PAYDATE		9/7/2018		PERIOD DATES:			9/2/18-9/15/18		PAYDATE		9/21/2018	
		CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT			CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	1ST TRANSFER AMOUNT				
IRS	FIT			EFT	70,160.28				IRS	FIT			EFT	82,023.27			
	MT			EFT	23,394.51	93,854.79				MT Medicare			EFT	25,666.96	107,690.23		
					0.00	0.00								0.00	0.00		
INS	D3/DI	Disability Ins			2,415.87	0.00			INS	D3/DI	Disability Ins			2,407.24	0.00		
HEALTH	HE/HI/SP/TB	Health In1stN2ND			177,437.57	0.00			HEALTH	HE/HI/SP/TB	Health In1stN2ND			175,381.43	0.00		
GARNISHMENT	GN/08	Garnish		CHECK last	806.00				GARNISHMENT	GN/08	Garnish			468.43			
CHILD SUPPORT	CS/09	DSHS		EFT	2,544.66	0.00			CHILD SUPPORT	CS/09	Child Support			2,544.66	0.00		
					0.00	0.00								0.00	0.00		
DIRECT DEPOSIT	D1/98	D.Dep. #1		ACH WIRE every	11,231.53	11,231.53			DIRECT DEPOSIT	D1/98	D.Dep. #1			10,447.48	10,447.48		
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3		ACH WIRE every	12,610.48	12,610.48			DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3			11,975.17	11,975.17		
GET	GT/63	G.Ed.Tult		Check every	50.00				GET	GT/63	G.Ed.Tult			50.00			
HEALTH SAVING	HS/59	Health Svgs		ACH Wire every	265.00	265.00			HEALTH SAVING	HS/59	Health Svgs			265.00	265.00		
401K	DC/97	Vgrd EE		Wire	45,913.66				401K	DC/97	Vgrd EE			57,593.86			
VANGUARD	DC/22	Vgrd ER		Wire	31,829.70	77,743.36			VANGUARD	DC/22	Vgrd ER			35,703.06	93,296.91		
LOAN	L2/29	401k Ln#2		Wire	5,154.68				LOAN	L2/29	401k Ln#2			5,422.37			
LOAN	LN/29	401k Ln #1		Wire	7,720.93	12,875.61			LOAN	LN/29	401k Ln #1			8,070.13	13,492.50		
		TTL VNGRD			90,618.97						TTL VNGRD			106,789.41			
LABOR INS	LI/02	L&I		EFT Quarterly	30,783.40				LABOR INS	LI/02	L&I -LA +LI +ER			30,033.28			
MACHINISTS	MD/51	Mch.UnDues		Check last	1,655.96				MACHINISTS	MDM/51	Mch.UnDues- 164 PEREE			1,526.04			
UNION DUES	MI/52	Mac.Initltn		Check last	0.00				UNION DUES	MI/52	Mac.Initltn			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			125.00	0.00		
PROJECT ASSIST	PA/66	Proj.Assist		Check last	460.00				PROJECT ASSIST	PA/66	Proj.Assist			460.00			
PENSION	PN/04	PERS EE		EFT	61,010.37	0.00			PENSION	PN/04	PERS EE			65,073.91	0.00		
STATE	PN/04	PERS ER		EFT	105,211.43	166,221.80			STATE	PN/04	PERS ER			112,677.23	177,751.14		
PERS		TTL PERS			166,221.80				PERS		TTL PERS			177,751.14			
ICMA LOAN	R3/20	ICMA Ln#2		WIRE	328.03	0.00			ICMA LOAN	R3/20	ICMA Ln#2			328.03	0.00		
ICMA	RC/24	ICMA EE		WIRE	5,512.87				ICMA	RC/24	ICMA EE			5,836.92			
ICMA ROTH	RI/23	ICMA Roth		WIRE	150.00	150.00			ICMA ROTH	RI/23	ICMA Roth			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			1,092.94	1,420.97		
ICMA	RR/25	ICMA ER		WIRE	3,372.76	8,885.63			ICMA	RR/25	ICMA ER			3,640.77	9,477.69		
		TTL ICMA			10,306.60	10,456.60					TTL ICMA			10,898.66	11,048.66		
457 STATE	SD/26	457 ST EE		EFT	15,923.55				457 STATE	SD/26	457 ST EE			16,044.39			
DEFERRED	SR/27	457 ST ER		EFT	8,792.83	24,716.38			DEFERRED	SR/27	457 ST ER			8,753.51	24,797.90		
AFLAC	ST/67/SS68	AFLAC POST/PRE		EFT	4,762.41	4,762.41			AFLAC	ST/67 & SS	ShTrm Disab-AFLAC			4,738.75	4,738.75		
ATU	UC/45	Un COPE		Check 1st	231.00				ATU	UC/45	Un COPE						
UNION DUES	UA/44	Un Assess		Check last	0.00				UNION DUES	UA/44	Un Assess -2ND PP			567.00			
	UD/42	Un Dues		Check last	5,825.16					UD/42	Un Dues-BOTH PP			5,684.66			
	UI/41	Un Initltn		Check last	0.00					UI/41	Un Initltn- 100.00 PEREE						
	UT/43	Un Tax		Check last	3,024.00					UT/43	Un Tax IST PP			0.00			
UNITED WAY	UW/62	United Way		Check last	320.50				UNITED WAY	UW/62	United Way			302.50			
WELLNESS	WF/64	Wellness		Check last	321.50				WELLNESS	WF/64	Wellness			319.50			
DIRECT DEP.	NET PAY (dir. Deposit)			ACH Wire every	524,854.87	524,854.87			DIRECT DEP.	NET PAY (dir. Deposit)			ACH Wire every	563,066.47	563,066.47		
LIVE CHECKS	Paychecks				5,363.84				LIVE CHECKS	Paychecks - LIVE CHECKS				20,362.83			
	TOTAL TRANSFER (tie to Treasurer Notifications)					939,292.83				TOTAL TRANSFER (tie to Treasurer Notifications)					1,018,570.21		
	TOTAL PAYROLL*:				1,170,432.29					TOTAL PAYROLL*:				1,258,802.78			
GROSS WAGE	GROSS EARNINGS:				832,459.41				GROSS WAGE	GROSS EARNINGS:				910,450.41			
ER AMOUNT	EMPR MISC DED:				326,275.28				ER AMOUNT	EMPR MISC DED:				335,518.89			
MEDICARE TAX	EMPR MEDICARE TAX:				11,697.60				MEDICARE TAX	EMPR MEDICARE TAX:				12,833.48			
	PP18 Total					1,170,432.29				PP18 Total				0.00			1,258,802.78
	Total Payroll Setpember 2018									Total Payroll Setpember 2018							2,429,235.07
DIRECT DEP.	ACH WIRE TOTAL				548,961.88				DIRECT DEP.	ACH WIRE TOTAL				585,764.12			

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/7/2018

Thru Date: 9/7/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25654	9/7/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$231.00	
25655	9/7/2018	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
25656	9/7/2018	01895	ECOLUBE RECOVERY, LLC	\$1,007.40	
25657	9/7/2018	02580	ASSOCIATED PETROLEUM	\$553.07	
25658	9/7/2018	02825	ADVANCE AUTO PARTS	\$133.04	
25659	9/7/2018	02990	B&B SIGN COMPANY LLC	\$57.17	
25660	9/7/2018	04120	BUILDERS HARDWARE CO	\$774.44	
25661	9/7/2018	05740	CED	\$93.04	
25662	9/7/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,354.08	
25663	9/7/2018	06060	CITY OF OLYMPIA	\$202.00	
25664	9/7/2018	06501	COLLINS LIAM	\$56.00	
25665	9/7/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$373.53	
25666	9/7/2018	07220	CUMMINS NORTHWEST INC	\$5,792.96	
25667	9/7/2018	07619	DAVID S FOSTER	\$1,750.00	
25668	9/7/2018	10477	GALLS LLC	\$983.36	
25669	9/7/2018	10607	GENUINE AUTO GLASS OF LACEY	\$411.74	
25670	9/7/2018	10660	GILLIG LLC	\$3,688.73	
25671	9/7/2018	10759	GORDON TRUCK CENTERS INC	\$412.77	
25672	9/7/2018	10887	GRUBER POWER SERVICES	\$3,054.65	
25673	9/7/2018	11142	HAWK ENVIRONMETAL SERVICES	\$770.00	
25674	9/7/2018	11865	ISLAND SUPERIOR AIR FILTER	\$727.80	
25675	9/7/2018	11909	JAYRAY ADS & PR INC	\$18,358.30	
25676	9/7/2018	11943	JOANNA GRIST	\$1,750.00	
25677	9/7/2018	14750	MULLINAX FORD	\$978.21	
25678	9/7/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$29,175.15	
25679	9/7/2018	15140	NISQUALLY TOWING SERVICE	\$784.94	
25680	9/7/2018	16595	PACIFIC POWER GROUP LLC	\$877.97	
25681	9/7/2018	16695	PATTISON WATER COMPANY	\$95.18	
25682	9/7/2018	17420	R&R TIRE COMPANY INC.	\$1,992.56	
25683	9/7/2018	17505	RAINIER DODGE INC	\$21.04	
25684	9/7/2018	17560	RE AUTO ELECTRIC INC	\$125.16	
25685	9/7/2018	17900	SCHETKY NW SALES INC	\$21,507.75	
25686	9/7/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$571.33	
25687	9/7/2018	18530	STANDARD PARTS CORP	\$126.67	
25688	9/7/2018	21930	TIRES INC	\$3,909.66	
25689	9/7/2018	21950	TITUS-WILL CHEVROLET	\$141.27	
25690	9/7/2018	22010	TOYOTA OF OLYMPIA	\$170.90	
25691	9/7/2018	23740	USSC LLC	\$1,281.01	
25692	9/7/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$145.00	
25693	9/7/2018	24750	WA ST GET PROGRAM	\$50.00	
25694	9/7/2018	25380	WASHINGTON GARDENS	\$315.52	
25695	9/7/2018	25858	WESTCARE CLINIC LLC PS	\$1,190.00	
			Total:	\$110,914.80	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/13/2018

Thru Date: 9/13/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25696	9/13/2018	01820	AMERICAN DRIVING RECORDS INC	\$472.12	
25697	9/13/2018	01895	ECOLUBE RECOVERY, LLC	\$353.93	
25698	9/13/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$142.09	
25699	9/13/2018	02380	ARAMARK UNIFORM SERVICES	\$1,010.71	
25700	9/13/2018	02580	ASSOCIATED PETROLEUM	\$47,996.05	
25701	9/13/2018	03250	BATTERY SYSTEMS INC	\$1,346.91	
25702	9/13/2018	04100	BUENAVISTA SERVICES INC.	\$10,652.28	
25703	9/13/2018	05230	CAPITAL HEATING & COOLING	\$69,130.74	
25704	9/13/2018	05610	CAYAN LLC	\$172.71	
25705	9/13/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$272.14	
25706	9/13/2018	07220	CUMMINS NORTHWEST INC	\$5,188.22	
25707	9/13/2018	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$730.99	
25708	9/13/2018	09662	FERRELLGAS	\$1,586.43	
25709	9/13/2018	09805	FLEET PRIDE	\$338.97	
25710	9/13/2018	10580	GENE'S TOWING INC	\$167.24	
25711	9/13/2018	10660	GILLIG LLC	\$11,228.93	
25712	9/13/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
25713	9/13/2018	10759	GORDON TRUCK CENTERS INC	\$2,561.17	
25714	9/13/2018	11048	HARGIS ENGINEERS INC	\$2,900.00	
25715	9/13/2018	11366	HORTON TIM	\$623.50	
25716	9/13/2018	11892	J ROBERTSON AND COMPANY	\$12,667.81	
25717	9/13/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$4,140.80	
25718	9/13/2018	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$875.00	
25719	9/13/2018	13740	MAGELLAN BEHAVIORAL HEALTH	\$1,852.20	
25720	9/13/2018	14590	MOHAWK MFG & SUPPLY	\$81.84	
25721	9/13/2018	15140	NISQUALLY TOWING SERVICE	\$828.01	
25722	9/13/2018	16595	PACIFIC POWER GROUP LLC	\$1,085.87	
25723	9/13/2018	16820	PIERCE COUNTY SECURITY	\$18,069.73	
25724	9/13/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
25725	9/13/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
25726	9/13/2018	17505	RAINIER DODGE INC	\$96.02	
25727	9/13/2018	17560	RE AUTO ELECTRIC INC	\$830.81	
25728	9/13/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
25729	9/13/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$969.18	
25730	9/13/2018	18510	SRG PARTNERSHIP INC.	\$53,615.23	
25731	9/13/2018	18530	STANDARD PARTS CORP	\$245.19	
25732	9/13/2018	18610	STEPHAN J PARROTT	\$725.00	
25733	9/13/2018	21660	THERMO KING NORTHWEST	\$1,888.51	
25734	9/13/2018	21930	TIRES INC	\$4,081.31	
25735	9/13/2018	21950	TITUS-WILL CHEVROLET	\$1,599.89	
25736	9/13/2018	22325	TTL PARTNERS LLC	\$3,363.00	
25737	9/13/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
25738	9/13/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$88,368.11	
25739	9/13/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
25740	9/13/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$25,068.74	
25741	9/13/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$42,521.03	
25742	9/13/2018	26005	WILCOX AND FLEGEL	\$1,788.47	
Total:				\$567,951.52	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/21/2018

Thru Date: 9/21/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25776	9/21/2018	01895	ECOLUBE RECOVERY, LLC	\$119.79	
25777	9/21/2018	02825	AUTO PLUS - OLYMPIA 10364	\$785.12	
25778	9/21/2018	04120	BUILDERS HARDWARE CO	\$205.22	
25779	9/21/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$256.35	
25780	9/21/2018	07220	CUMMINS NORTHWEST INC	\$27,042.22	
25781	9/21/2018	08060	DON SMALL AND SONS OIL	\$6,989.10	
25782	9/21/2018	08780	EMERALD SERVICES INC	\$556.48	
25783	9/21/2018	10477	GALLS LLC	\$1,261.21	
25784	9/21/2018	10580	GENE'S TOWING INC	\$338.34	
25785	9/21/2018	10605	GENFARE	\$85.38	
25786	9/21/2018	10607	GENUINE AUTO GLASS OF LACEY	\$1,309.87	
25787	9/21/2018	10621	GERBER - BOYD GROUP U S INC	\$1,347.09	
25788	9/21/2018	10660	GILLIG LLC	\$8,324.97	
25789	9/21/2018	10759	GORDON TRUCK CENTERS INC	\$999.23	
25790	9/21/2018	11615	INDUSTRIAL HYDRAULICS INC	\$481.30	
25791	9/21/2018	11905	JANEK CORPORATION	\$631.44	
25792	9/21/2018	12474	KBA INC	\$685.19	
25793	9/21/2018	13661	LOOMIS	\$3,120.78	
25794	9/21/2018	14750	MULLINAX FORD	\$452.14	
25795	9/21/2018	15140	NISQUALLY TOWING SERVICE	\$540.19	
25796	9/21/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$1,218.49	
25797	9/21/2018	16490	PACIFIC DISPOSAL INC	\$676.21	
25798	9/21/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$8,605.12	
25799	9/21/2018	16966	POINT & PAY	\$1,446.72	
25800	9/21/2018	17290	PUGET SOUND ENERGY	\$10,867.80	
25801	9/21/2018	17420	R&R TIRE COMPANY INC.	\$1,436.16	
25802	9/21/2018	17560	RE AUTO ELECTRIC INC	\$597.43	
25803	9/21/2018	17860	SAMEDAY INC.	\$190.58	
25804	9/21/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,691.08	
25805	9/21/2018	18530	STANDARD PARTS CORP	\$341.04	
25806	9/21/2018	21930	TIRES INC	\$6,056.46	
25807	9/21/2018	21950	TITUS-WILL CHEVROLET	\$225.76	
25808	9/21/2018	23621	UPS FREIGHT	\$221.79	
25809	9/21/2018	23771	VEHICLE SERVICE GROUP LLC	\$19,331.56	
25810	9/21/2018	24030	WA ST AUDITORS OFFICE	\$22,919.10	
25811	9/21/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
25812	9/21/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$145.00	
25813	9/21/2018	24240	WA ST DEPT OF L & I ELEVATOR SECTION	\$339.70	
Total:				\$133,566.41	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/28/2018

Thru Date: 9/28/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25814	9/28/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$15,100.82	
25815	9/28/2018	02060	AMERISAFE	\$50.64	
25816	9/28/2018	02380	ARAMARK UNIFORM SERVICES	\$991.30	
25817	9/28/2018	02580	ASSOCIATED PETROLEUM	\$99,484.56	
25818	9/28/2018	04120	BUILDERS HARDWARE CO	\$116.98	
25819	9/28/2018	06120	CITY OF OLYMPIA UTILITIES	\$866.06	
25820	9/28/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$313.07	
25821	9/28/2018	07220	CUMMINS NORTHWEST INC	\$1,888.24	
25822	9/28/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
25823	9/28/2018	10607	GENUINE AUTO GLASS OF LACEY	\$875.97	
25824	9/28/2018	10660	GILLIG LLC	\$11,425.43	
25825	9/28/2018	10759	GORDON TRUCK CENTERS INC	\$581.58	
25826	9/28/2018	10863	GRAYS HARBOR TRANSIT	\$254.00	
25827	9/28/2018	11615	INDUSTRIAL HYDRAULICS INC	\$98.67	
25828	9/28/2018	11702	INSPECTORATE AMERICA CORPORATION	\$2,381.78	
25829	9/28/2018	11765	IT PETTY CASH	\$248.36	
25830	9/28/2018	11909	JAYRAY ADS & PR INC	\$12,759.25	
25831	9/28/2018	13850	MASON TRANSIT AUTHORITY	\$428.00	
25832	9/28/2018	14405	MICHAEL G MALAIER TRUSTEE	\$428.30	
25833	9/28/2018	14750	MULLINAX FORD	\$1,416.71	
25834	9/28/2018	15140	NISQUALLY TOWING SERVICE	\$552.00	
25835	9/28/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$206.39	
25836	9/28/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$119.75	
25837	9/28/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
25838	9/28/2018	16888	REXEL USA INC	\$188.68	
25839	9/28/2018	17505	RAINIER DODGE INC	\$750.17	
25840	9/28/2018	17900	SCHETKY NW SALES INC	\$138,317.80	
25841	9/28/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,075.67	
25842	9/28/2018	18470	SPORTWORKS NORTHWEST INC	\$521.88	
25843	9/28/2018	18530	STANDARD PARTS CORP	\$336.67	
25844	9/28/2018	18651	STORMANS (LICENSING)	\$72.75	
25845	9/28/2018	18705	SUNBELT RENTALS	\$1,475.80	
25846	9/28/2018	21830	THURSTON COUNTY SOLID WASTE	\$60.00	
25847	9/28/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
25848	9/28/2018	21930	TIRES INC	\$4,534.93	
25849	9/28/2018	21950	TITUS-WILL CHEVROLET	\$9,269.61	
25850	9/28/2018	21985	TOTAL FILTRATION SERVICES	\$601.18	
25851	9/28/2018	22010	TOYOTA OF OLYMPIA	\$421.16	
25852	9/28/2018	23660	UNITED WAY OF THURSTON COUNTY	\$623.00	
25853	9/28/2018	24000	W W GRAINGER INC	\$3,470.23	
25854	9/28/2018	24750	WA ST GET PROGRAM	\$50.00	
25855	9/28/2018	24755	WA ST HEALTH CARE AUTHORITY	\$355,641.86	
25856	9/28/2018	25540	WASHINGTON STATE RIDESHARING ORG	\$1,051.50	
25857	9/28/2018	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
25858	9/28/2018	25858	WESTCARE CLINIC LLC PS	\$1,615.00	
25859	9/28/2018	26800	ZUMAR INDUSTRIES INC	\$5,930.25	
Total:				\$678,985.00	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06487 COIT SUZANNE										
00	09/17-09/19 TRAVEL	DI	9/28/2018			221.90	221.90	221.90		221.90
10873 GREEN CLAUDIA										
00	09/21/18 TRAVEL	DI	9/28/2018			18.00	18.00	18.00		239.90
11770 IT PROJECT ASSISTANCE										
00	2018SEPTEMBER	DI	9/28/2018			920.00	920.00	920.00		1,159.90
11775 IT WELLNESS										
00	2018SEPTEMBER	DI	9/28/2018			641.00	641.00	641.00		1,800.90
15120 NEWSOME CAROLYN										
00	08/18-08/22 TRAVEL	DI	9/28/2018			454.40	454.40	454.40		2,255.30
26063 Wilson Kerri										
00	09/16-09/20 TRAVEL	DI	9/28/2018			100.28	100.28	100.28		2,355.58

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
13557 LIGHT JON										
00	10/07-10/09 ADV TRVL	DI	9/21/2018			62.00	62.00	62.00		62.00
13719 MACMILLAN DAN										
00	10/08-10/09 ADV TRVL	DI	9/21/2018			210.57	210.57	210.57		272.57
18875 TAYLOR DEAN										
00	10/07-10/09 ADV TRVL	DI	9/21/2018			62.00	62.00	62.00		334.57

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06487 COIT SUZANNE										
00	08/26-08/28 TRAVEL	DI	9/14/2018			20.00	20.00	20.00		20.00
07706 DEBE PATRICE										
00	08/15/18 TRAVEL	DI	9/14/2018			64.11	64.11	64.11		84.11
10205 FREEMAN-MANZANARES ANN										
00	08/18-08/22 TRAVEL	DI	9/14/2018			978.17	978.17	978.17		1,062.28
00	JAN-SEPT EXPENSES	DI	9/14/2018			190.17	190.17	1,168.34		1,252.45
12913 KRUEGER STEVEN J										
00	08/18-08/23 TRAVEL	DI	9/14/2018			2,066.56	2,066.56	2,066.56		3,319.01

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	10/06-10/07 ADV TRVL	DI	9/7/2018			56.00	56.00	56.00		56.00
08555 ECMC										
00	654520180907RG8	DI	9/7/2018			329.20	329.20	329.20		385.20
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018SEPT	DI	9/7/2018			3,112.25	3,112.25	3,112.25		3,497.45
26063 Wilson Kerri										
00	10/06-10/07 ADV TRVL	DI	9/7/2018			56.00	56.00	56.00		3,553.45

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: October 3, 2018

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Property - Vanpool Vehicles

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be offered for direct purchase by other public agencies. Vehicles not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$220,107.00.
-
- 5) **Alternatives:**
A. Declare the vehicles surplus. Staff determined there is no longer a need to retain these vehicles.
B. Declare a portion of the vehicles surplus.
C. Defer action. Storage availability on-site and off-site storage costs are an issue.
D. Retain all vehicles. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account. None of the vanpool vehicles attached in Exhibit A were purchased using federal funds.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A, Surplus Property - October 2018.

EXHIBIT A
SURPLUS PROPERTY - OCTOBER 2018

VANPOOL VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	1910	2008	Chevy Uplander	7	111044	\$3,443.00
2	2001	2009	Toyota Sienna	7	185885	\$4,768.00
3	2004	2009	Toyota Sienna	7	161617	\$5,249.00
4	2008	2009	Toyota Sienna	7	129673	\$6,041.00
5	2033	2009	Toyota Sienna	7	118630	Totaled
6	2034	2009	Toyota Sienna	7	140817	\$5,719.00
7	2035	2009	Toyota Sienna	7	200464	\$4,535.00
8	2100	2010	Dodge Caravan	7	100119	\$6,650.00
9	2102	2010	Dodge Caravan	7	121015	\$5,905.00
10	2116	2011	Dodge Caravan	7	96969	\$7,485.00
11	2119	2011	Dodge Caravan	7	108971	\$6,951.00
12	2120	2011	Dodge Caravan	7	86911	\$7,967.00
13	2122	2011	Dodge Caravan	7	86936	\$7,967.00
14	2128	2011	Dodge Caravan	7	92856	\$7,674.00
15	2130	2011	Dodge Caravan	7	93783	\$7,626.00
16	2131	2011	Dodge Caravan	7	98018	\$7,367.00
17	2202	2012	Dodge Caravan	7	111536	\$7,219.00
18	2207	2012	Dodge Caravan	7	106166	\$7,111.00
19	2210	2012	Dodge Caravan	7	91466	\$8,169.00
20	2211	2012	Dodge Caravan	7	100289	\$7,701.00
21	2220	2012	Chevy Express	12	91913	\$9,522.00
22	2221	2012	Chevy Express	12	100619	\$8,857.00
23	2226	2012	Chevy Express	12	108577	\$8,304.00
24	2229	2012	Chevy Express	12	104127	\$8,576.00
25	2303	2013	Dodge Caravan	7	115139	\$7,170.00
26	2304	2013	Dodge Caravan	7	127756	\$6,664.00
27	2307	2013	Dodge Caravan	7	125939	\$6,742.00
28	2308	2013	Dodge Caravan	7	106117	\$7,550.00
29	2309	2013	Dodge Caravan	7	119306	\$6,991.00
30	2310	2013	Dodge Caravan	7	98362	\$7,958.00
31	2312	2013	Dodge Caravan	7	100706	\$7,853.00
32	2324	2013	Ford Econ	12	104842	\$8,373.00
					TOTAL VALUE	\$220,107.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: October 3, 2018

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Olympia Transit Center Expansion Project
Construction Contract

1) **The Issue:** Whether to amend our Interagency Agreement (IAA) with the Department of Enterprise Services (DES) to complete the construction of the Olympia Transit Center (OTC) Expansion Project.

2) **Recommended Actions:** Authorize the General Manager to execute an amendment to the existing IAA to include all funding to complete the construction of the OTC Expansion Project in an amount not to exceed \$8,664,671.

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

4) **Background:** In June of 2017, Intercity Transit entered into an Interagency Agreement with DES to provide Project Management Services for the OTC Expansion Project. This contract is inclusive of project administration, design and pre-construction services for DES, our design firm SRG Partnership and our GCCM Contractor Graham Construction & Management Inc.

In the summer of 2018, Graham solicited construction bid packages and in late August we learned that construction costs were approximately 18% over budget. This outcome placed completion of the project at \$1,569,263 over budget. The higher than expected pricing has been attributed to the active construction market.

The team spent some time evaluating how to bring this project in under budget. Because the project is so small, other than eliminating both the trash and bicycle enclosure, no meaningful savings opportunities have been identified without sacrificing project goals. Trimming costs by pursuing a scaled back design would likely be offset by redesign costs and related project delays.

Besides serving as our primary transportation hub, the OTC represents our public face to the community. The need to expand the already overburden OTC is long overdue and while all efforts to complete this project have been stifled by both

design and budgetary challenges, it is unlikely that there will be a more optimal time or opportunity to complete the development of the OTC property.

The construction and design team have reviewed the contract bid submittals carefully and have determined that the contractors represent a good market sample for our area, that prices and assumptions about design and materials are consistent with the plans and specifications, and there is no indication that delaying award would result in a different price based on market conditions that are currently very active in our region. Staff's recommendation is to move forward with construction provided the Authority's desire is to complete this project and not risk delay, redesign, or potential funding issues related to the Federal funds being utilized to complete the OTC expansion project.

5) Alternatives:

- A. Authorize the General Manager to execute an amendment to the existing IAA to include all funding to complete the construction of OTC Expansion Project in an amount not to exceed \$8,664,671.
- B. Pursue a scaled back design, eliminating project elements, requiring redesign, additional permit review and the re-soliciting bid resulting in an estimated delay of six to twelve months.

6) Budget Notes: The OTC Expansion Project budget was \$8,492,282. The revised total to complete construction is \$10,061,539. This cost includes sales tax and contingency.

7) Goal References: **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Align best practices and support agency sustainable technologies and activities."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: October 3, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program

- 1) **The Issue:** Provide a timeline for the 2019 application process and share a list of those that benefited from the program in 2018.

- 2) **Recommended Action:** This is an informational item.

- 3) **Policy Analysis:** Resolution 01-2018 directs the General Manager to implement a Discounted Bus Pass Program of up to \$400,000 a year.

- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$400,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the seventh year of the program. A timeline for the program is as follows:

- | | |
|--------------------------------|-------------------|
| ▪ Applications out to agencies | Week of October 8 |
| ▪ Applications due | November 16, 2018 |
| ▪ Present grant awards to ITA | December 5, 2018 |
| ▪ 2019 program begins | January 1, 2019 |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

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

- 6) **Budget Notes:** The Authority could forego sales of up to \$400,000 in passes and up to \$200,000 in revenue if all passes were purchased.

- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community."*
Goal #4: *"Provide responsive transportation options."*

- 8) **References:** 2018 Discounted Bus Pass Program Recipients.

2018 Discounted Pass Program Grant Recipients

Name of Recipient	Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Tracey Lasley 360/704-7170	\$12,960.00	\$25,920.00	Adult
		\$2,430.00	\$4,860.00	Youth
		\$15,390.00	\$30,780.00	
2 Capital High School 2707 Conger Ave NW Olympia WA 98502	Suzanne Bowser 360/596-8010	\$450.00	\$900.00	Youth
3 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Meta Hogan 360/357-2582 - Office	\$2,592.00	\$5,184.00	Adult
4 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Gabriel Ash 360/753-3340 ext. 21	\$17,280.00	\$34,560.00	Adult
5 Catholic Community Services Family Behavioral Health 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/878-8248	\$3,240.00	\$6,480.00	Adult
		\$1,725.00	\$3,450.00	Youth
		\$500.00	\$500.00	Summer Youth
		\$5,465.00	\$10,430.00	
6 Community Action Council of Lewis/Mason Thurston 3020 Willamette Drive NE Lacey WA 98516	Valerie Ballew 360/438-1100 x1136	\$21,600.00	\$43,200.00	Adult
7 Community Youth Services 711 State Ave NE Olympia WA 98506	Kelsey Warren 360-943-0780 ext. 165	\$9,990.00	\$19,980.00	Adult
		\$3,300.00	\$6,600.00	Youth
		\$400.00	\$400.00	Summer Youth
		\$13,690.00	\$26,980.00	
8 Family Support Center of South Sound P O Box 784 Olympia WA 98507-0784	Natalie Skovran 360/754-9297 ext. 211	\$3,888.00	\$7,776.00	Adult
9 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522 x210	\$765.00	\$1,530.00	Youth
10 Gravity High School (Lacey) - ESD 113 4315 6th Ave SE Lacey WA 98503	Nathan Ransley 360/464-6835	\$4,320.00	\$8,640.00	Adult
		\$3,600.00	\$7,200.00	Youth
		\$7,920.00	\$15,840.00	
11 Gravity High School (Olympia) - ESD 113 711 State Avenue NE Olympia WA 98506	Russ Surridge 360/464-6851	\$4,320.00	\$8,640.00	Adult
		\$3,600.00	\$7,200.00	Youth
		\$7,920.00	\$15,840.00	
12 Housing Authority of Thurston County Housing Services Division 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/918-5832	\$4,320.00	\$8,640.00	Adult
		\$1,020.00	\$2,040.00	Youth
		\$340.00	\$340.00	Summer Youth
		\$5,680.00	\$11,020.00	
13 New Market Skill Center 7299 New Market Street Tumwater WA 98501	Jen Sieritis 360/570-4465	\$612.00	\$1,224.00	Adult
		\$480.00	\$960.00	Youth
		\$1,092.00	\$2,184.00	
14 North Thurston Public Schools - Student Support Svcs.	Debi Marmion	\$1,530.00	\$3,060.00	Adult

2018 Discounted Pass Program Grant Recipients

Name of Recipient	Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
305 College St NE Lacey WA 98516	360/412-4466	\$4,725.00 \$3,000.00	\$9,450.00 \$3,000.00	Youth Summer Youth
		\$9,255.00	\$15,510.00	
15 North Thurston Public Schools - Special Education 305 College St NE Lacey WA 98516	Casey Smith 360/412-4482	\$6,804.00 \$5,400.00	\$13,608.00 \$10,800.00	Adult Youth
		\$12,204.00	\$24,408.00	
16 Olympia High School Freedom Farmers 1113 Legion Way SE Olympia WA 98501	Blue Peetz 360/870-6580	\$3,960.00	\$7,920.00	Youth
17 Olympia Union Gospel Mission PO Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/584-3505	\$5,184.00 \$360.00	\$10,368.00 \$720.00	Adult Youth
		\$5,544.00	\$11,088.00	
18 Pacific Mountain Workforce Development Council 1570 Irving Street Tumwater WA 98512	Karen Kalish 360/570-4279	\$11,448.00 \$900.00	\$22,896.00 \$1,800.00	Adult Youth
		\$12,348.00	\$24,696.00	
19 The Salvation Army PO Box 173 Olympia WA 98507	Deborah Lay 360/352-8596 ext 1111	\$5,400.00	\$10,800.00	Adult
20 Thurston County Public Defense 926 24th Way SW Olympia WA 98502	Mia Pagnotta 360/786-5868	\$3,240.00 \$900.00	\$6,480.00 \$1,800.00	Adult Youth
		\$4,140.00	\$8,280.00	
21 Tumwater School District South Sound Parent-to-Parent 621 Linwood Ave SW Tumwater WA 98512	Lisa Alonzo 360/709-7006	\$900.00 \$750.00	\$1,800.00 \$1,500.00	Adult Youth
		\$1,650.00	\$3,300.00	
22 Tumwater School District TOGETHER! 1520-A Irving Street SW Tumwater WA 98512	Jennifer Gould 360/999-0546	\$472.50 \$200.00	\$945.00 \$200.00	Youth Summer Youth
		\$672.50	\$1,145.00	
23 WA ST DSHS Olympia Community Service Office 6860 Capital Blvd SE Point Plaza East, Bldg #2 1st Floor Tumwater WA 98501	Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$7,560.00 \$450.00	\$15,120.00 \$900.00	Adult Youth
		\$8,010.00	\$16,020.00	
24 YWCA - Olympia 220 Union Ave SE Olympia WA 98501	Cherie Reeves-Sperr 360/352-0593	\$648.00 \$202.50 \$180.00	\$1,296.00 \$405.00 \$180.00	Adult Youth Summer Youth
		\$1,030.50	\$1,881.00	
25 New Market Skills Center Tumwater FRESH Farm 7299 New Market Street SW Tumwater WA 98501	Gabriel Marks 443/786-2149	\$0.00 \$390.00 \$0.00	\$0.00 \$780.00 \$0.00	Adult Youth Summer Youth
		\$390.00	\$780.00	

	Adult	\$127,836.00	\$255,672.00
	Youth	\$35,880.00	\$71,760.00
Total Discounted		\$163,716.00	\$327,432.00

2018 Discounted Pass Program Grant Recipients

Name of Recipient	Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
	Summer Youth	\$4,620.00	\$4,620.00	
	Total Amount	\$168,336.00	\$332,052.00	

	Beginning Balance of Grant Fund:	\$400,000.00
	Total Amount of Grants Awarded:	(\$327,432.00)
	Funds Available to Award:	\$72,568.00

Path in Share drive: I: Discounted Bus Pass Grant Program\2018

H:\Accounting\Discounted Pass Grant Program\Grant Recipients and Funds Allocation.xlsx

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE October 3, 2018**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 360-705-5838
SUBJECT: Surplus Van Grant Program

-
- 1) **The Issue:** Update the ITA on the Surplus Van Grant program.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.
-
- 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant Program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's services.

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA.

Applications will be available October 8, 2018, and due November 16, 2018. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. We will host open houses on October 29 (4 pm-5pm) and November 8 (5:30 pm-6:30pm) to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December 5, 2018, ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 54 vehicles to organizations such as: Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South

Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services and many others.

The most recent van awards went to City of Lacey Veterans Services HUB, Community Youth Services, Senior Services for South Sound, TOGETHER!, Yelm Senior Center, Thurston County Food Bank, and Wa-Ya Outdoor Institute. Last year, based on need and availability of vans, the Authority elected to award seven vehicles. These and other organizations use their vans for transporting low-income clients; trips to the food bank; medical and social services appointments; transporting seniors to nutrition services; medical appointments and much more.

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

6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle.

6) **Goal Reference:** **Goal #1:** *“Access the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Van Grant Recipients.

Van Grant Recipients

2004:

1. Behavioral Health Resources
2. Bread and Roses
3. Habitat for Humanity
4. Senior Services for South Sound

2005:

1. Behavioral Health Resources
2. Boys and Girls Club of Thurston County
3. Pacific Peaks Girl Scout Council
4. Olympia Union Gospel Mission

2006:

1. Behavioral Health Resources
2. Senior Services for South Sound
3. Morningside
4. Catholic Community Services

2007:

1. Behavioral Health Resources
2. Bread and Roses
3. Senior Services for South Sound
4. Partners in prevention

2009:

1. Thurston County Food Bank
2. Yelm Adult Senior Services
3. Capital Clubhouse
4. Community Youth Services

2010:

1. Early Learning Center
2. Senior Services for South Sound

2011:

1. Olympia Union Gospel Mission
2. Senior Services for South Sound
3. Olympia Christian School

2012:

1. Boys and Girls Club of Thurston County
2. Catholic Community Services
3. Thurston County police Athletic League
4. Wee Love Learning Early Learning Center

2013:

1. Boys and Girls Club of Thurston County
2. G.R.u.B.
3. Panza for Quixote Village
4. Thurston County Food Bank

2014:

1. Boys and Girls Club of Thurston County
2. Community Youth Services
3. Olympia Union Gospel Mission
4. Senior Services for South Sound

2015:

1. Community Youth Services
2. Catholic Community Services
3. YWCA
4. Interfaith Works

2016:

1. Community Youth Services
2. Boys and Girls Club of Thurston County
3. Senior Services for South Sound
4. Community Action Council
5. City Gates Ministries
6. Center for Natural Lands Management

2017:

1. City of lacey veterans Services HUB
2. Community Youth Services
3. Senior Services for South Sound
4. Thurston County Food Bank
5. TOGETHER!
6. Yelm Senior Center
7. WA-YA Outdoor Institute

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: October 3, 2018

FOR: Intercity Transit Authority

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

SUBJECT: Request to Set Public Hearing for the 2019-2024 Strategic Plan

-
- 1) **The Issue:** Set a public hearing to receive comment on the 2019-2024 Strategic Plan.
-
- 2) **Recommended Action:** Set the public hearing for the 2019-2024 Strategic Plan for Wednesday, November 7, 2018.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget and the strategic plan. The Strategic Plan states the Agency's direction for 2019 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2019.
-
- 4) **Background:** Staff will finalize the draft documents with the Authority at the October 17, 2018, ITA meeting, incorporate changes then release for public consideration. Formal comment will be accepted through the November 7, 2018, Authority meeting. Final adoption is proposed for December 5, 2018.
-
- 5) **Alternatives:**
- A) Set the public hearing for the 2019-2024 Strategic Plan for Wednesday, November 7, 2018.
 - B) Direct staff to set the public hearing for a different date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** N/A.

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Leslie Huff

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
E.J. Zita

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, October 5, 2018

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

Consent Calendar

ACTION

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

- Approval of Minutes – September 7, 2018
- Approval of Vouchers – September 2018
- Approval Draft 2019-2022 Regional Transportation Program

City of Rainier

UPDATE

As our Council meeting will be held in Rainier, Council member George Johnson and possibly others will provide an overview of some of the city's current work and priorities for the future.

Chehalis River Basin Flood Authority

PRESENTATION

As almost half of Thurston County drains to the Chehalis River, the work of the Chehalis River Basin Flood Authority is important to the Thurston Region. Scott Boettcher, contractor for the Chehalis River Basin Flood Authority will provide an update on the Authority's work and how their work relates to the Thurston Region.

Thurston Community Economic Alliance

PRESENTATION

Staff from the Thurston Economic Development Council and Experience Olympia will provide an update on this region-wide economic development partnership. The partnership, developed through an intense engagement process, aims to create and sustain a dynamic diversified economy in the Thurston region.

2019 State Legislative Session Preparation

DISCUSSION

Each year, the Council compiles a list of regional priorities that require state remedies, such as funding and policy change. Staff will review the 2018 priorities and discuss emerging and new issues for 2019, including suggestions arising from the Transportation Policy Board's September meeting.

Thurston County Bicycle Map 6th Edition

PRESENTATION

Coming soon to a community near you: the sixth edition Thurston County Bicycle Map! Branded "Ride Thurston County," the map is a free guide to urban and rural bicycling routes for transportation, recreation, and health. The updated map provides the most accurate information about bicycle facilities and services in the region. The map features the new Lacey and Olympia Bicycle Streets, Experience and Olympia & Beyond's Top Attractions, a refresh on the graphic format, and an expansion of mountain bike trails in Capitol State Forest. Staff will provide members an overview of the bike map's contents and the online bike map products.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION