

AGENDA
INTERCITY TRANSIT AUTHORITY
November 7, 2018
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **15 min.**
 - A. **Operators - Class 18-03** (*Cameron Crass*)
Randi Jones; Peter Doane; Stacey Johnson

- 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:** October 3, 2018, Regular Meeting.

 - B. **Payroll - October 2018:** \$2,455,476.82.

 - C. **Accounts Payable:** Warrants dated October 5, 2018, numbers 25863-25912 in the amount of \$106,250.04; Warrants dated October 11, 2018, numbers 25965-25966, in the amount of \$4,957.42; Warrants dated October 12, 2018, numbers 25913-25967, in the amount of \$317,053.27; Warrants dated October 19, 2018, numbers 26000-26031, in the amount of \$810,798.57; Warrant dated October 23, 2018, number 26032, in the amount of \$473.44; Warrants dated October 26, 2018, numbers 26146-26201, in the amount of \$931,248.11; Warrants dated October 30, 2018, numbers 26202-26208, in the amount of \$165,900.24; Automated Clearing House Transfers for October 2018 in the amount of \$16,333.05 for a monthly total of \$2,353,014.14.

 - D. **Cancel December 19, 2018, Authority Meeting.**

- 5) **PUBLIC HEARING** **10 min.**
 - A. **2019-2024 Draft Strategic Plan** (*Ann Freeman-Manzanares*)

- 6) **NEW BUSINESS**
 - A. **Adopt Intercity Transit Short & Long Range Plan** 30 min.
(Eric Phillips, Jason Robertson and Thomas Wittmann)
 - B. **Adopt 2019 Budget** *(Suzanne Coit)* 5 min.
 - C. **Design Services for Traffic Signal and Frontage Improvements** 10 min.
(Steve Krueger)
 - D. **Interlocal Agreement for Martin Way Corridor Study** *(Eric Phillips)* 5 min.
- 7) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Nov 2)** *(Karen Messmer)* 5 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
October 3, 2018

CALL TO ORDER

Chair Sullivan called the October 3, 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; and Citizen Representative Don Melnick.

Members Not Present: County Commissioner Bud Blake; and Labor Relations Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; David Dudek; Jessica Gould; Dave Kolar; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Rena Shawver.

Others Present: Community Advisory Committee Member, Carla Dawson; and Legal Counsel, Julie Carignan.

APPROVAL OF AGENDA

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

INTRODUCTIONS

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** September 5, 2018, Regular Meeting and September 19, 2018, Joint Meeting.

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 2 of 6

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

NEW BUSINESS

A. Olympia Transit Center Expansion Project Construction Contract. Procurement Capital Projects Manager, Steve Krueger, presented for approval an amendment to the Interagency Agreement (IAA) with the Department of Enterprise Services (DES) to complete the construction of the Olympia Transit Center (OTC) Expansion Project.

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.

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 3 of 6

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.

Councilmember Gilman asked for a description of the contingency that is built into the contract and is there a risk for a lot of change orders. Krueger responded the amount being requested is the complete construction cost; however, assuming there are no unforeseeable issues no one could anticipate. This will be the complete amount for construction, and there are contingencies for the owner and the GCCM of about 5%.

It was M/S/A by Citizen Representative Melnick and Vice Chair Warner to 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.

B. Discounted Bus Pass Program. Freeman-Manzanares said the Discounted Bus Pass Grant program is in its seventh year, and she shared the list of current recipients of the program. In January 2018, the Authority adopted Resolution 01-2018 directing the General Manager to implement the program up to \$400,000 to qualifying government and non-profit organizations. The program timeline is:

- Applications out to agencies October 8, 2018
- Applications due November 16, 2018
- Present grant awards to the Authority December 5, 2018
- 2019 Program begins January 1, 2018

To date for 2018, Intercity Transit distributed \$323,432 in discounted bus passes to non-profit and governmental agencies throughout Thurston County. The Authority directed staff to proceed with the program.

C. Surplus Van Grant Program. Freeman-Manzanares said the Surplus Van Grant Program is in its 14th year and kicks off October 8, 2018. The program makes up-to-four surplus vanpool vehicles available to non-profit groups within Intercity Transit's service area on an annual basis.

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 4 of 6

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 plus many more.

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.

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. IT will host open houses on October 29 (4 pm-5 pm) and November 8 (5:30 pm-6:30 pm) to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December 5, 2018, ITA meeting.

D. Schedule Public Hearing for 2019-2024 Strategic Plan. Freeman-Manzanares said the strategic planning process is different this year and noted several months ago, the policy statements and goals were reviewed. The short/long-range plan will be finalized soon which is a culmination of a two-year process. Freeman-Manzanares recommended that rather than spend time in this 30-day period to put together the status quo budget numbers, she would like to release primarily the information that is not fixed-route and Dial-A-Lift related, and point to the short/long-range plan that's coming out soon. She wants to make sure to identify the Authority's preferences for the other programs IT has and identify those through the strategic plan, and will combine that with the short/long-range plan that addresses fixed-route service and ADA service.

Freeman-Manzanares would like to move forward with approval for a public hearing to be held at the November 7 Authority meeting.

It was M/S/A by Vice Chair Warner and Councilmember Cox to schedule a public hearing to receive comment on the 2019-2024 Strategic Plan for 5:30 p.m., Wednesday, November 7, 2018.

COMMITTEE REPORTS - None.

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 5 of 6

GENERAL MANAGER'S REPORT

The Community Advisory Committee recruitment is underway. Four CAC members' terms are up for renewal and all but one has expressed a desire to return. Applications were released on October 1, and are due October 30. Interviews will be held November 14 from 3 p.m. to 6 p.m. *The Authority members who will participate on the interview panel are Carolyn Cox, Karen Messmer and Clark Gilman; Ryan Warner and Don Melnick will serve as alternates.*

The lease on the Youth Education building downtown begins November 1, 2018.

Intercity Transit received a \$9.7M grant from the Bus and Bus Facilities Program. IT is one of the highest grantees in the nation. This money was originally slated to complete the rehabilitation on the maintenance facility, build out the north lot and vanpool super center, as well as rehab the Pattison building. However, construction costs have increased and staff is working with the master planning group, Stantec, to figure out how to proceed.

Messmer said staff should think about staging on how to use the funding that needs to be used without getting too deep into the expensive construction phase, and make sure funds are used by their required deadline. She would like to hear more about this at future meetings about how that thinking might be going.

The mailer for the Proposition 1 ballot measure was completed today and will be sent out to the mail house.

International Walk to School Day is Wednesday, October 10. An email will be sent out providing all of the dates, times, and participating schools.

There is an article in the "Voice" published by the Thurston County Chamber indicating their support of Intercity Transit's Proposition 1.

Everyone is invited to the 2018 Holiday Banquet being held on Friday, December 14 from 10 a.m. to 4 p.m.

Messmer asked for a status on the service change. Freeman-Manzanares said generally, positive comments have been coming in, especially from Operators. There were a few areas that needed a connection adjustment like Routes 68 and 13. Many Operators were well prepared for the changes.

AUTHORITY ISSUES

Intercity Transit Authority Regular Meeting

October 3, 2018

Page 6 of 6

Messmer said she appreciated not stopping at the Lacey Transit Center on her way back from Tacoma.

Gilman shared that on two different occasions the past week, while riding the bus he encountered two transit-dependent riders who were pleased with the service transition.

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: November 7, 2018.

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

DRAFT

0		9/16/18-9/29/18			PAYDATE		10/5/2018		PERIOD DATES:			9/30/18-10/13/18			PAYDATE		10/19/2018	
		CODES	PAY PERIOD	PAYMENT	1ST CHECK	1ST TRANSFER			CODES	PAY PERIOD	PAYMENT	2ND CHECK	1ST TRANSFER					
			CHECK NO.	AMOUNT	AMOUNT	AMOUNT				CHECK NO.	AMOUNT	AMOUNT	AMOUNT					
IRS	FIT		EFT	75,523.68					IRS	FIT		EFT	76,628.37					
	MT		EFT	24,661.94	100,175.62				MT Medicare			EFT	24,839.40	101,467.77				
				0.00	0.00								0.00					
INS	D3/DI	Disability Ins		2,457.61	0.00				INS	D3/DI	Disability Ins		2,448.93	0.00				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		179,491.50	0.00				HEALTH	HE/HI/SP/TB	Health In1stN2ND		178,514.00	0.00				
GARNISHMENT	GN/08	Garnish	CHECK last	495.14					GARNISHMENT	GN/08	Garnish	CHECK last	412.79					
CHILD SUPPORT	CS/09	DSHS	EFT	2,281.62	0.00				CHILD SUPPORT	CS/09	Child Support	EFT	2,281.62	0.00				
					0.00								0.00					
DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	11,068.77					DIRECT DEPOSIT	D1/98	D.Dep. #1	ACH WIRE every	11,128.08	11,128.08				
DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	11,959.52					DIRECT DEPOSIT	D2/97	D.Dep. #2 & #3	ACH WIRE every	12,609.70	12,609.70				
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	48,527.01					401K	DC/97	Vgrd EE	Wire	48,100.71					
VANGUARD	DC/22	Vgrd ER	Wire	33,315.13	81,842.14				VANGUARD	DC/22	Vgrd ER	Wire	33,640.20	81,740.91				
LOAN	L2/29	401k Ln#2	Wire	5,422.37					LOAN	L2/29	401k Ln#2	Wire	5,422.37					
LOAN	LN/29	401k Ln #1	Wire	8,034.90	13,457.27				LOAN	LN/29	401k Ln #1	Wire	8,077.64	13,500.01				
		TTL VNGRD		95,299.41							TTL VNGRD		95,240.92					
LABOR INS	LI/02	L&I	EFT Quarterly	33,219.60					LABOR INS	LI/02	L&I -LA +LI +ER	EFT Quarterly	33,962.91					
MACHINISTS	MD/51	Mch.UnDues	Check last	1,525.71					MACHINISTS	MD/M2/51	Mch.UnDues- 164 PEREE	Check last	1,526.04					
UNION DUES	MI/52	Mac.Initlon	Check last	0.00					UNION DUES	MI/52	Mac.Initlon	Check last						
	MS/60	Payroll Corr check		0.00						MS/60	Payroll Corr check							
	TF/	Tx.Fr.Benefit	Employer	483.00	0.00					TF/	Tx.Fr.Benefit	Employer	50.00	0.00				
PROJECT ASSIST	PA/66	Proj.Assist	Check last	455.00					PROJECT ASSIST	PA/66	Proj.Assist	Check last	452.00					
PENSION	PN/04	PERS EE	EFT	63,742.53	0.00				PENSION	PN/04	PERS EE	EFT	64,227.65	0.00				
STATE	PN/04	PERS ER	EFT	110,643.13	174,385.66				STATE	PN/04	PERS ER	EFT	111,526.47	175,754.12				
PERS		TTL PERS		174,385.66					PERS		TTL PERS		175,754.12					
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	5,945.31					ICMA	RC/24	ICMA EE	WIRE	6,157.35					
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	3,740.63	9,685.94				ICMA	RR/25	ICMA ER	WIRE	3,849.31	10,006.66				
		TTL ICMA		11,106.91	11,256.91						TTL ICMA		11,427.63	11,577.63				
457 STATE	SD/26	457 ST EE	EFT	15,944.56					457 STATE	SD/26	457 ST EE	EFT	16,696.89					
DEFERRED	SR/27	457 ST ER	EFT	8,916.18	24,860.74				DEFERRED	SR/27	457 ST ER	EFT	9,067.24	25,764.13				
AFLAC	ST67/SS68	AFLAC POST/PRE	EFT	4,738.75	4,738.75				AFLAC	ST/67 & SS	ShTrmDisab-AFLAC	EFT	4,738.75	4,738.75				
ATU	UC/45	Un COPE	Check 1st	231.00					ATU	UC/45	Un COPE	Check 1st						
UNION DUES	UA/44	Un Assess	Check last						UNION DUES	UA/44	Un Assess -2ND PP	Check last	588.00					
	UD/42	Un Dues	Check last	5,678.57						UD/42	Un Dues-BOTH PP	Check last	5,686.15					
	UI/41	Un Initiatn	Check last							UI/41	Un Initiatn- 100.00 PEREE	Check last						
	UT/43	Un Tax	Check last	2,945.25						UT/43	Un Tax IST PP	Check last						
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	319.50					WELLNESS	WF/64	Wellness	Check last	318.50					
DIRECT DEP.	NET PAY (dir. Deposit)	ACH Wire every		554,878.02	554,878.02				DIRECT DEP.	NP	NET PAY (dir. Deposit)	ACH Wire every	565,416.05	565,416.05				
LIVE CHECKS	Paychecks			6,118.83					LIVE CHECKS	Paychecks - LIVE CHECKS								
	TOTAL TRANSFER (tie to Treasurer Notifications)				965,860.11					TOTAL TRANSFER (tie to Treasurer Notifications)				1,003,962.16				
	TOTAL PAYROLL*:			1,224,951.23						TOTAL PAYROLL*:			1,230,525.59					
GROSS WAGE	GROSS EARNINGS:			874,577.14					GROSS WAGE	GROSS EARNINGS:			879,372.73					
ER AMOUNT	EMPR MISC DED:			338,048.12					ER AMOUNT	EMPR MISC DED:			338,733.16					
MEDICARE TAX	EMPR MEDICARE TAX:			12,325.97					MEDICARE TAX	EMPR MEDICARE TAX:			12,419.70					
	PP20 Total				1,224,951.23					PP21 Total				1,230,525.59				
										Total Payroll October 2018					2,455,476.82			
DIRECT DEP.	ACH WIRE TOTAL			578,161.31					DIRECT DEP.	ACH WIRE TOTAL			589,418.83					

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/5/2018

Thru Date: 10/5/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25863	10/5/2018	02060	AMERISAFE	\$112.71	
25864	10/5/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$85.07	
25865	10/5/2018	02580	ASSOCIATED PETROLEUM	\$569.35	
25866	10/5/2018	02825	AUTO PLUS - OLYMPIA 10364	\$44.78	
25867	10/5/2018	02990	B&B SIGN COMPANY LLC	\$49.01	
25868	10/5/2018	05205	CAPITAL BUSINESS MACHINES	\$952.14	
25869	10/5/2018	05305	CAPITOL ALARM INC	\$303.92	
25870	10/5/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$920.80	
25871	10/5/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$44.68	
25872	10/5/2018	06120	CITY OF OLYMPIA UTILITIES	\$10,898.40	
25873	10/5/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$372.00	
25874	10/5/2018	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$293.83	
25875	10/5/2018	07220	CUMMINS NORTHWEST INC	\$0.00	<input checked="" type="checkbox"/>
25876	10/5/2018	07220	CUMMINS NORTHWEST INC	\$10,889.73	
25877	10/5/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$7,281.21	
25878	10/5/2018	09820	FLEET-NET CORP	\$5,880.60	
25879	10/5/2018	10477	GALLS LLC	\$697.92	
25880	10/5/2018	10605	GENFARE	\$87.13	
25881	10/5/2018	10607	GENUINE AUTO GLASS OF LACEY	\$618.88	
25882	10/5/2018	10621	GERBER - BOYD GROUP U S INC	\$1,290.79	
25883	10/5/2018	10660	GILLIG LLC	\$8,068.71	
25884	10/5/2018	10759	GORDON TRUCK CENTERS INC	\$1,397.65	
25885	10/5/2018	11615	INDUSTRIAL HYDRAULICS INC	\$320.88	
25886	10/5/2018	11892	J ROBERTSON AND COMPANY	\$5,250.00	
25887	10/5/2018	11905	JANEK CORPORATION	\$1,294.72	
25888	10/5/2018	12875	KPFF CONSULTING ENGINEERS INC	\$11,811.72	
25889	10/5/2018	14160	MCMASTER-CARR SUPPLY CO.	\$19.87	
25890	10/5/2018	14750	MULLINAX FORD	\$706.80	
25891	10/5/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$6,860.05	
25892	10/5/2018	15109	NEW WEST TECHNOLOGIES	\$864.96	
25893	10/5/2018	15140	NISQUALLY TOWING SERVICE	\$337.51	
25894	10/5/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$360.84	
25895	10/5/2018	15535	OLYMPIA COLLISION REPAIR	\$369.99	
25896	10/5/2018	16595	PACIFIC POWER GROUP LLC	\$2,832.91	
25897	10/5/2018	16695	PATTISON WATER COMPANY	\$88.97	
25898	10/5/2018	16841	PIONEER FIRE & SECURITY INC	\$213.00	
25899	10/5/2018	17420	R&R TIRE COMPANY INC.	\$4,209.74	
25900	10/5/2018	17505	RAINIER DODGE INC	\$357.15	
25901	10/5/2018	17560	RE AUTO ELECTRIC INC	\$13.08	
25902	10/5/2018	17900	SCHETKY NW SALES INC	\$226.72	
25903	10/5/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,152.53	
25904	10/5/2018	18052	SHEA CARR & JEWELL INC	\$3,300.00	
25905	10/5/2018	18530	STANDARD PARTS CORP	\$274.87	
25906	10/5/2018	18610	STEPHAN J PARROTT	\$1,250.00	
25907	10/5/2018	21660	THERMO KING NORTHWEST	\$165.11	
25908	10/5/2018	21930	TIRES INC	\$2,928.09	
25909	10/5/2018	21950	TITUS-WILL CHEVROLET	\$3,166.81	
25910	10/5/2018	22010	TOYOTA OF OLYMPIA	\$147.86	
25911	10/5/2018	23770	VANNER INC.	\$5,290.18	
25912	10/5/2018	26496	YANSANE ISSAK	\$576.37	
Total:				\$106,250.04	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/11/2018

Thru Date: 10/11/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25965	10/11/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$1,594.42	
25966	10/11/2018	22325	TTL PARTNERS LLC	\$3,363.00	
			Total:	\$4,957.42	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/12/2018

Thru Date: 10/12/2018

Check #	Check Date	Ref #	Name	Amount	Voided
25913	10/12/2018	01683	ALLENBAUGH & ASSOCIATES INC	\$582.00	
25914	10/12/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$231.00	
25915	10/12/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$258.16	
25916	10/12/2018	02380	ARAMARK UNIFORM SERVICES	\$1,110.62	
25917	10/12/2018	02425	ARONSON SECURITY GROUP INC	\$23,864.13	
25918	10/12/2018	02827	AUTOMOTIVE TRAINING AUTHORITY	\$1,045.00	
25919	10/12/2018	02990	B&B SIGN COMPANY LLC	\$2,737.31	
25920	10/12/2018	03250	BATTERY SYSTEMS INC	\$4,289.61	
25921	10/12/2018	04120	BUILDERS HARDWARE CO	\$302.49	
25922	10/12/2018	05610	CAYAN LLC	\$108.62	
25923	10/12/2018	05720	CDW GOVERNMENT INC	\$7,269.55	
25924	10/12/2018	05962	CHEHALIS COLLISION CENTER	\$3,806.58	
25925	10/12/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$78.80	
25926	10/12/2018	06741	COMMUNITY YOUTH SERVICES	\$825.00	
25927	10/12/2018	06830	CONSOLIDATED PRESS	\$12,603.01	
25928	10/12/2018	07220	CUMMINS NORTHWEST INC	\$7,758.86	
25929	10/12/2018	07619	DAVID S FOSTER	\$1,750.00	
25930	10/12/2018	07780	DELL MARKETING LP	\$63,403.51	
25931	10/12/2018	09662	FERRELLGAS	\$4,543.27	
25932	10/12/2018	09885	FMNA LLC	\$56.01	
25933	10/12/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
25934	10/12/2018	10477	GALLS LLC	\$3,083.88	
25935	10/12/2018	10605	GENFARE	\$112.76	
25936	10/12/2018	10660	GILLIG LLC	\$6,133.61	
25937	10/12/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
25938	10/12/2018	10759	GORDON TRUCK CENTERS INC	\$2,057.92	
25939	10/12/2018	11048	HARGIS ENGINEERS INC	\$2,320.00	
25940	10/12/2018	11905	JANEK CORPORATION	\$326.40	
25941	10/12/2018	11943	JOANNA GRIST	\$1,750.00	
25942	10/12/2018	14750	MULLINAX FORD	\$202.33	
25943	10/12/2018	14760	MUNCIE TRANSIT SUPPLY	\$359.81	
25944	10/12/2018	16841	PIONEER FIRE & SECURITY INC	\$299.48	
25945	10/12/2018	17391	QUALITY MUFFLER & BRAKE	\$444.99	
25946	10/12/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
25947	10/12/2018	17810	RR DONNELLEY COMPANY	\$647.73	
25948	10/12/2018	17900	SCHETKY NW SALES INC	\$310.59	
25949	10/12/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$333.13	
25950	10/12/2018	18295	SOLARWINDS.NET INC	\$244.80	
25951	10/12/2018	18470	SPORTWORKS NORTHWEST INC	\$1,146.65	
25952	10/12/2018	21660	THERMO KING NORTHWEST	\$104.71	
25953	10/12/2018	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,703.50	
25954	10/12/2018	21930	TIRES INC	\$11,344.65	
25955	10/12/2018	22100	TRANSIT SOLUTIONS LLC	\$2,090.44	
25956	10/12/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
25957	10/12/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$79,881.19	
25958	10/12/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$2,557.40	
25959	10/12/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$34,948.09	
25960	10/12/2018	23621	UPS FREIGHT	\$222.32	
25961	10/12/2018	24000	W W GRAINGER INC	\$119.92	
25962	10/12/2018	24750	WA ST GET PROGRAM	\$50.00	
25963	10/12/2018	25380	WASHINGTON GARDENS	\$315.52	
25964	10/12/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$110.00	
25967	10/12/2018	05320	CAPITOL CITY PRESS INC	\$11,951.28	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/12/2018

Thru Date: 10/12/2018

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$317,053.27

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/19/2018

Thru Date: 10/19/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26000	10/19/2018	01885	AMERICAN LANDSCAPE SERVICES LLC	\$5,491.12	
26001	10/19/2018	01895	ECOLUBE RECOVERY, LLC	\$517.28	
26002	10/19/2018	02580	ASSOCIATED PETROLEUM	\$49,026.03	
26003	10/19/2018	06060	CITY OF OLYMPIA	\$40,509.28	
26004	10/19/2018	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$199,205.00	
26005	10/19/2018	07220	CUMMINS NORTHWEST INC	\$2,954.61	
26006	10/19/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
26007	10/19/2018	10580	GENE'S TOWING INC	\$179.37	
26008	10/19/2018	10607	GENUINE AUTO GLASS OF LACEY	\$932.16	
26009	10/19/2018	10608	GEOENGINEERS INC	\$21,420.13	
26010	10/19/2018	10660	GILLIG LLC	\$12,255.24	
26011	10/19/2018	10759	GORDON TRUCK CENTERS INC	\$2,517.98	
26012	10/19/2018	11936	JMB CONTRACTING INC.	\$108,113.98	
26013	10/19/2018	15140	NISQUALLY TOWING SERVICE	\$552.00	
26014	10/19/2018	16490	PACIFIC DISPOSAL INC	\$676.21	
26015	10/19/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$225.02	
26016	10/19/2018	16595	PACIFIC POWER GROUP LLC	\$1,073.93	
26017	10/19/2018	16966	POINT & PAY	\$1,416.18	
26018	10/19/2018	17290	PUGET SOUND ENERGY	\$11,688.88	
26019	10/19/2018	17391	QUALITY MUFFLER & BRAKE	\$838.53	
26020	10/19/2018	17505	RAINIER DODGE INC	\$928.51	
26021	10/19/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
26022	10/19/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,691.05	
26023	10/19/2018	18530	STANDARD PARTS CORP	\$652.26	
26024	10/19/2018	18540	Stantec Consulting Services Inc	\$180,000.00	
26025	10/19/2018	21660	THERMO KING NORTHWEST	\$1,017.32	
26026	10/19/2018	21750	THURSTON COUNTY CHAMBER	\$1,600.00	
26027	10/19/2018	21950	TITUS-WILL CHEVROLET	\$351.14	
26028	10/19/2018	22010	TOYOTA OF OLYMPIA	\$241.97	
26029	10/19/2018	24000	W W GRAINGER INC	\$1,520.95	
26030	10/19/2018	24030	WA ST AUDITORS OFFICE	\$7,370.25	
26031	10/19/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$17,499.19	
Total:				\$810,798.57	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/23/2018

Thru Date: 10/23/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26032	10/23/2018	11765	IT PETTY CASH	\$473.44	
				Total:	\$473.44

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/26/2018

Thru Date: 10/26/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26146	10/26/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$14,867.97	
26147	10/26/2018	01905	AMERICAN PRODUCTS LTD	\$1,554.00	
26148	10/26/2018	02060	AMERISAFE	\$82.22	
26149	10/26/2018	02380	ARAMARK UNIFORM SERVICES	\$998.95	
26150	10/26/2018	02580	ASSOCIATED PETROLEUM	\$101,925.05	
26151	10/26/2018	02825	AUTO PLUS - OLYMPIA 10364	\$66.52	
26152	10/26/2018	02990	B&B SIGN COMPANY LLC	\$234.68	
26153	10/26/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$1,707.24	
26154	10/26/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$341.38	
26155	10/26/2018	06060	CITY OF OLYMPIA	\$75,526.46	
26156	10/26/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,449.67	
26157	10/26/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$745.54	
26158	10/26/2018	07220	CUMMINS NORTHWEST INC	\$4,309.30	
26159	10/26/2018	08060	DON SMALL AND SONS OIL	\$2,680.63	
26160	10/26/2018	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$1,110.78	
26161	10/26/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26162	10/26/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26163	10/26/2018	10477	GALLS LLC	\$10,797.10	
26164	10/26/2018	10605	GENFARE	\$156.99	
26165	10/26/2018	10660	GILLIG LLC	\$5,524.95	
26166	10/26/2018	10759	GORDON TRUCK CENTERS INC	\$304.26	
26167	10/26/2018	10863	GRAYS HARBOR TRANSIT	\$198.00	
26168	10/26/2018	11765	IT PETTY CASH	\$490.00	
26169	10/26/2018	11905	JANEK CORPORATION	\$784.08	
26170	10/26/2018	12474	KBA INC	\$1,126.41	
26171	10/26/2018	12620	KEYBANK NATIONAL ASSOCIATION	\$31.77	
26172	10/26/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,772.02	
26173	10/26/2018	13661	LOOMIS	\$2,881.71	
26174	10/26/2018	13850	MASON TRANSIT AUTHORITY	\$445.00	
26175	10/26/2018	14275	MCP INDUSTRIES	\$680.00	
26176	10/26/2018	14405	MICHAEL G MALAIER TRUSTEE	\$428.30	
26177	10/26/2018	14750	MULLINAX FORD	\$494.45	
26178	10/26/2018	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$1,313.84	
26179	10/26/2018	15140	NISQUALLY TOWING SERVICE	\$320.46	
26180	10/26/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$441.05	
26181	10/26/2018	16595	PACIFIC POWER GROUP LLC	\$5,347.28	
26182	10/26/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
26183	10/26/2018	16888	REXEL USA INC	\$401.49	
26184	10/26/2018	17391	QUALITY MUFFLER & BRAKE	\$445.40	
26185	10/26/2018	17560	RE AUTO ELECTRIC INC	\$621.22	
26186	10/26/2018	17741	ROGNLIN'S INC	\$9,228.35	
26187	10/26/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
26188	10/26/2018	17900	SCHETKY NW SALES INC	\$138,267.54	
26189	10/26/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$358.59	
26190	10/26/2018	18530	STANDARD PARTS CORP	\$120.34	
26191	10/26/2018	18651	STORMANS (LICENSING)	\$341.00	
26192	10/26/2018	21930	TIRES INC	\$8,832.83	
26193	10/26/2018	21950	TITUS-WILL CHEVROLET	\$438.01	
26194	10/26/2018	22010	TOYOTA OF OLYMPIA	\$289.31	
26195	10/26/2018	22100	TRANSIT SOLUTIONS LLC	\$549.91	
26196	10/26/2018	23660	UNITED WAY OF THURSTON COUNTY	\$623.00	
26197	10/26/2018	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$25,945.28	
26198	10/26/2018	24750	WA ST GET PROGRAM	\$50.00	
26199	10/26/2018	24755	WA ST HEALTH CARE AUTHORITY	\$363,004.78	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/26/2018

Thru Date: 10/26/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26200	10/26/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$25.00	
26201	10/26/2018	25858	WESTCARE CLINIC LLC PS	\$510.00	
			Total:	\$931,248.11	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/30/2018

Thru Date: 10/30/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26202	10/30/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$341.38	
26203	10/30/2018	11765	IT PETTY CASH	\$489.00	
26204	10/30/2018	11909	JAYRAY ADS & PR INC	\$23,021.86	
26205	10/30/2018	17864	SANCHEZ-NILSEN LUISA	\$290.00	
26206	10/30/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
26207	10/30/2018	18610	STEPHAN J PARROTT	\$1,000.00	
26208	10/30/2018	23576	UNG CHAE	\$2,700.00	
Total:				\$165,900.24	

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	09/16-09/18 TRAVEL	DI	10/5/2018			25.00	25.00	25.00		25.00
07706 DEBE PATRICE										
00	10/23-10/26 ADV TRVL	DI	10/5/2018			462.59	462.59	462.59		487.59
08550 EASY SPEAKERS CLUB										
00	10/01/18-03/31/19	DI	10/5/2018			480.00	480.00	480.00		967.59
17734 ROGERS KYLE										
00	09/16-09/21 TRAVEL	DI	10/5/2018			25.00	25.00	25.00		992.59

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
06236 CLARK KEITH										
00	10/04-10/05 ADV TRVL	DI	10/12/2018			33.00	33.00	33.00		33.00
06487 COIT SUZANNE										
00	03/21 & 09/26 TRVL	DI	10/12/2018			73.33	73.33	73.33		106.33
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018OCTOBER	DI	10/12/2018			3,051.75	3,051.75	3,051.75		3,158.08
12863 KOLAR DAVE										
00	10/04-10/05 ADV TRVL	DI	10/12/2018			33.00	33.00	33.00		3,191.08
14292 MEADOR STEPHANIE C.										
00	09/18-09/21 TRAVEL	DI	10/12/2018			347.01	347.01	347.01		3,538.09
18741 SWAN STEVE										
00	10/10-10/12 ADV TRVL	DI	10/12/2018			153.00	153.00	153.00		3,691.09
23714 UPSON NICOLA J										
00	10/21-10/24 ADV TRVL	DI	10/12/2018			269.59	269.59	269.59		3,960.68

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
	02080 AMMANN KARL									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		72.00
	03370 BERGKAMP EMILY									
00	10/24-10/26 ADV TRVL	DI	10/19/2018			83.00	83.00	83.00		155.00
	04232 BUSH JAMES L									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		227.00
	08430 DUDEK DAVID									
00	10/24-10/26 ADV TRVL	DI	10/19/2018			154.00	154.00	154.00		381.00
	11125 HARTMAN DAVE									
00	10/17/18 ADV TRAVEL	DI	10/19/2018			36.00	36.00	36.00		417.00
	11400 HUG KARL									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		489.00
	13557 LICHT JON									
00	10/07-10/09 TRAVEL	DI	10/19/2018			4.00	4.00	4.00		493.00
	13719 MACMILLAN DAN									
00	10/08-10/09 TRAVEL	DI	10/19/2018			2.00	2.00	2.00		495.00
	16785 PHILLIPS ERIC									
00	10/10-10/12 TRAVEL	DI	10/19/2018			167.00	167.00	167.00		662.00
	17655 REINHARDT BRYCE									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		734.00
	17700 RHODES DAN									
00	11/13-11/16 ADV TRVL	DI	10/19/2018			220.00	220.00	220.00		954.00
	18749 SWIDECKI GRANT									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		1,026.00
	18758 SYKES ZACK									
00	10/17-10/18 ADV TRVL	DI	10/19/2018			72.00	72.00	72.00		1,098.00
	18875 TAYLOR DEAN									
00	10/07-10/09 TRAVEL	DI	10/19/2018			4.00	4.00	4.00		1,102.00
	26063 Wilson Kerri									
00	10/06-10/07 TRAVEL	DI	10/19/2018			4.00	4.00	4.00		1,106.00

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
03345 BELL JOE										
00	10/17-10/18 TRAVEL	DI	10/26/2018			72.00	72.00	72.00		72.00
11740 IT ADVANCED TRAVEL										
00	2018OCTOBER	DI	10/26/2018			1,266.52	1,266.52	1,266.52		1,338.52
11750 IT EXEC IMPREST ACCOUNT										
00	2018 OCT GIFT CARDS	DI	10/26/2018			4,368.00	4,368.00	4,368.00		5,706.52
00	JUNE-SEPT GIFT CAR	DI	10/26/2018			2,550.15	2,550.15	6,918.15		8,256.67
11770 IT PROJECT ASSISTANCE										
00	2018OCTOBER	DI	10/26/2018			907.00	907.00	907.00		9,163.67
11775 IT WELLNESS										
00	2018OCTOBER	DI	10/26/2018			638.00	638.00	638.00		9,801.67
13343 LAFONTAINE ROBERT										
00	10/10-10/12 TRAVEL	DI	10/26/2018			129.00	129.00	129.00		9,930.67
14292 MEADOR STEPHANIE C.										
00	10/17-10/19 TRAVEL	DI	10/26/2018			343.11	343.11	343.11		10,273.78

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 7, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2019-2024 Draft Strategic Plan Public Hearing

-
- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2019-2024 Draft Strategic Plan.
-
- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the 2019-2024 Draft Strategic Plan.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
-
- 4) **Background:** The Draft 2019-2024 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. This 2019-2024 strategic plan addresses our state of flux recognizing that while this is a status quo plan, much of both of strategic plan and our budget are dependent upon the outcome of the November 6, 2018 election. While this strategic plan is abbreviated, future plans will include the outcome of our public engagement and long range planning process.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
-
- 8) **References:** N/A.

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

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5885

SUBJECT: Adoption of the Intercity Transit Short and Long Range Plan

- 1) **The Issue:** Adoption of the Intercity Transit Short and Long Range Plan (S&LRP), and incorporating by reference the “IT Road Trip” public participation process, surveys and public comments.

- 2) **Recommended Action:** Adopt the Intercity Transit *Short and Long Range Plan* incorporating, by reference, the “IT Road Trip” public involvement process, surveys and public comments.

- 3) **Policy Analysis:** The Intercity Transit Short and Long Range Plan provides the framework for both the technical review of current fixed route services but also provides a roadmap for future service enhancements based on the public involvement process (IT Road Trip) that identified community priorities for future transit services. The plan also identifies future capital needs and considers constraints to reliance on future federal funding levels. The adoption of the S&LRP will support annual consideration of service levels, capital planning and updates to the Intercity Transit Strategic Plan which supports the annual budget development.

- 4) **Background:** In late 2016 the Intercity Transit Authority authorized the Short and Long Range planning and public outreach process to help understand the communities desires and Intercity Transit’s capacity to be support the growing and changing mobility needs of our community. The process included the development of the technical analysis and review of routes and service, the development of short term recommendations and a long range plan. The technical portion of the work was led by Thomas Wittmann (Nelson Nygaard) and the Public Involvement process (which was later branded as the “IT Road Trip”) was led by Jason Robertson. The Road Trip process included two survey periods as well as research and analysis completed by Stuart Elway to confirm the pulse of the community as of July 2018. During the second half of the planning process short term recommendations were made and resulted in service changes that were implemented in September 2018. The community was also asked to weigh in on service scenario packages with future cost estimates to identify the preferred long range plan option.

The Plan as presented includes the following elements:

- Part 1 – Existing Conditions Report
- Part 2 – Short Range Plan

- Part – 3 Long Range Plan

The technical documents are supported with three appendices to the full plan including:

- Appendix A – Route Scorecards (profiles)
- Appendix B – Route Maps (ridership profiles)
- Appendix C – Info Sheets (Long Range plan recommendations)

The overall planning process includes the IT Road Trip which is included by reference in this review as part of the Short and Long Range Plan including community surveys, comments and related reports for the public engagement process. The Long Range Plan identifies both the community preferred options for future services but also guidance on the process for potential service reductions if funding isn't secured. For the preferred "Transformational System", the financial plan considers future Federal funding at 50% participation rather than at historic levels for capital support which had been at approximately 80%. In this regard the funding forecasts are constrained by the assumption of continuation of a 50% participation in future capital needs to support the plan projects and services that were identified and prioritized during the second half of the community involvement process during the early summer of 2018. The Intercity Transit Short and Long Range Plan looks beyond current funding and uses direct community input to develop future service priorities.

-
- 5) **Alternatives:**
A. Adopt plan as recommended by staff.
B. Delay adoption to a later date. Provide for additional review and discussion time.
-
- 6) **Budget Notes:** The Short and Long Range Plan is intended to provide guidance in the annual prioritization of Intercity Transit services and capital needs and support the Strategic Plan and annual budget process.
-
- 7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community."* **Goal 4:** *"Provide responsive transportation options within financial limitations."*
Goal 6: *"Encourage use of our services."* **Goal 7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*
-
- 8) **References:** Intercity Transit – Short and Long Range Plan – October 2018, (Nelson Nygaard Consulting). IT Road Trip process including surveys and public comments.

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

FOR: Intercity Transit Authority
FROM: Suzanne Coit, Finance Manager
SUBJECT: 2019 Budget Adoption

-
- 1) **The Issue:** Adopt the 2019 Budget.
-
- 2) **Recommended Action:** Adopt Resolution 03-2018 that establishes the 2019 Budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2019 budget is based on an abbreviated strategic plan and status quo service level. Alterations to the 2019 budget are anticipated as a result of the November 2018 election.
-
- 4) **Background:** The 2019 draft budget has been available to the public on our website since October 10, 2018. A public hearing was held on Wednesday, October 17, 2018.

The proposed operating budget including new projects and positions for 2019 is \$55.4 million. The capital budget for 2019 is proposed at \$62.9 million. The total budget for 2019 is \$118.3 million.

The proposed budget includes 13 new positions; 1 new customer service position, 1 new customer service supervisor position; and 11 new operators. Provision for a general wage increase for non-represented employees and members in the Amalgamated Transit Union (ATU) and the International Association of Machinists (IAM) as per their contracts.

The capital budget, including rollover projects from previous years, is proposed at \$62.9 million, with \$10.7 million in new projects and \$52.2 million in projects from prior years.

-
- 5) **Alternatives:**
- A) Accept the budget as presented and formally adopt the budget for 2019.
 - B) Direct staff to revise the proposed 2019 budget and adopt the budget as revised.
 - C) Direct staff to revise the proposed 2019 budget and bring the revised budget back to the Authority.

6) **Budget Notes:** The 2019 Budget sets the budget for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** Resolution 03-2018 Adopting the 2019 Budget.

**INTERCITY TRANSIT
RESOLUTION NO. 03-2018
ADOPTION OF THE 2019 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2019 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2019 and

WHEREAS, at said public meeting, the 2019 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2019 is hereby adopted:

ESTIMATED RESOURCES

Beginning Estimated Cash Balance	\$ 61,934,290
Estimated Revenues	68,580,735
TOTAL ESTIMATED RESOURCES	\$ <u>130,515,025</u>

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$ 118,274,759
Estimated Ending Cash Balance	12,240,266
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ <u>130,515,025</u>

ADOPTED: This 7th day of November, 2018

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

**Julie Carignan
Legal Counsel**

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

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Design Services for Traffic Signal and Frontage Improvements

1) **The Issue:** Consideration of authorizing the General Manager to have the Department of Enterprise Services (DES) enter into an agreement with Stantec to provide design services for a traffic signal at the intersection of Pattison and Martin Way and frontage improvements associated with the north parcel.

2) **Recommended Action:** Authorize the General Manager to have DES enter into an agreement with Stantec to provide design services for a traffic signal at the intersection of Pattison and Martin Way and the frontage improvements associated with our north parcel for a total amount not-to-exceed \$145,500.

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

4) **Background:** In February 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services related to the Pattison Base Maintenance, Operations, and Administration (MOA) expansion and rehabilitation project. In May, Stantec was awarded the contract to update the Pattison Base MOA Master Plan for a total not-to-exceed amount of \$411,751. Included in the Request for Qualifications (RFQ) was the option to contract with Stantec to provide additional design services specific to this project. In conjunction with the Master Planning work, Intercity Transit seeks to contract with Stantec to design the traffic signal at the Pattison and Martin Way intersection and the north parcel frontage improvements in accordance with our development agreement with the City of Olympia. The total not-to-exceed amount for Stantec's design services for the traffic signal and frontage is \$145,500.

Intercity Transit is working closely with the City of Olympia to expedite this work and staff recommends contracting with Stantec to provide the design services necessary to satisfy our project goals and grant requirements.

5) **Alternatives:**

- A. Authorize the General Manager to have DES to enter into an agreement with Stantec to provide design services for a traffic signal at the intersection of Pattison and Martin Way and the frontage improvements of our north parcel for a total amount not-to-exceed \$145,500.
- B. Defer action. Doing so may impede Intercity Transit's ability to expend the WSDOT Regional Mobility Grant funds by the June 30, 2019 deadline.

6) **Budget Notes:** The Pattison Base MOA Expansion and Rehabilitation Project budget includes \$4.1 million in the 2018 budget for design and related work. Additional State and Federal funds have also been secured for this project. The proposed contract with Stantec for an amount not-to-exceed \$145,500 is well within this scope.

7) **Goal Reference:** **Goal #1:** *"Assess 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."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community."* **Goal #6:** *"Encourage use of our services."*

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

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

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5878

SUBJECT: Interlocal Agreement for Martin Way Corridor Study

1) **The Issue:** Consideration of an Interlocal Agreement between Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit supporting the Martin Way Corridor Study.

2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with Thurston County, the City of Lacey, the City of Olympia, and Thurston Regional Planning Council for the Martin Way Corridor Study.

3) **Policy Analysis:** The Interlocal Cooperation Act (RCW 39.34) provides authority for two or more public agencies governing bodies to enter into an agreement in support of a joint project.

4) **Background:** Interlocal Agreements (ILA's) are an efficient tool to support coordination between local agencies working cooperatively. The ILA between Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit provides for a cooperative approach to coordinate the project oversight and shared funding responsibilities to support the Martin Way Corridor Study. The ILA, to be managed by TRPC, provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with all grant requirements.

Under this agreement the jurisdictions will contract with TRPC to manage the joint project and TRPC will form a Steering Committee with representatives of each of the funding jurisdictions. Funding amounts previously agreed to have been established for the total project and TRPC will act as the CA agency for the overall project including administrative responsibilities associated with federal grant funds. Agency input was received by all parties and the ILA as presented includes staff input and legal review in the final form as presented.

Project History: Project funding was awarded for the project under previously submitted joint applications by the jurisdictions. Funds were awarded in 2018 through TRPC's competitive process. Intercity Transit's share of the grant funding match for this project is \$6,750 total.

Summary: Martin Way, from Pacific Avenue in Olympia to Marvin Road in Lacey (7.5 miles), has been identified as both an urban corridor (land use designation) and strategy corridor (transportation designation) in regional and local plans. Martin Way has frequent transit service and is a prime candidate for increasing land use intensity and walking and biking activity. This former state highway serves as an alternative to I-5 and carries between 9,000 to 35,000 daily vehicles, depending on the roadway section.

The roadway links major urban centers and has been identified as a focal point for more intensive urban development. As an urban corridor, opportunity areas for more intensive development could be identified. Zoning and development regulations along the corridor as it passes through Olympia, Lacey, and Thurston County should be updated to better align with the urban form envisioned for the future of this corridor.

As a strategy corridor, the roadway experiences safety and mobility challenges for all modes of travel. The corridor has been designated as a Smart Corridor, and investments are underway in traffic signal optimization and transit signal prioritization. In addition, Intercity Transit is hoping to begin “express service”, or “bus rapid transit light” service, along the route.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an Interlocal Agreement with Thurston County, the City of Lacey, the City of Olympia, and Thurston Regional Planning Council for the Martin Way Corridor Study.
- B. Defer action. Do not approve ILA. Without an ILA in place the project coordination and certain requirements would be difficult to coordinate between this multijurisdictional project. The project might be delayed or scope need to be modified.

-
- 6) **Budget Notes:** The ILA includes authorization of local matching funds in an amount of \$6,750. Additional resources beyond the hard match include time allocated for staff support and coordination.

-
- 7) **Goal Reference:** **Goal #1:** “Assess 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.” **Goal #4:** “Provide responsive transportation options within financial limitations.” **Goal #7:** “Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”

-
- 8) **References:** Draft ILA and Scope of Work.

Interlocal Agreement

Between Thurston County, the City of Lacey, City of Olympia, Intercity Transit, and Thurston Regional Planning Council

For the Martin Way Corridor Study

THIS AGREEMENT is entered into as of the date of the last signature affixed hereto below between: the City of Lacey, a Washington municipal corporation, (hereinafter "LACEY"); the City of Olympia, a Washington municipal corporation, (hereinafter "OLYMPIA"); Intercity Transit, a Public Transportation Benefit Area Authority, (hereinafter "IT"); Thurston County, a Washington political subdivision, (hereinafter "COUNTY"); and the Thurston Regional Planning Council, a state-designated council of governments and regional transportation planning organization, (hereinafter "TRPC"), collectively referred to as "the Parties."

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, populations, and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, the Parties participated in TRPC's Urban Corridors Task Force; and in 2012 LACEY (Resolution No. 989), OLYMPIA (Resolution No. M-1786), COUNTY (Resolution No. 14801), and the City of Tumwater (Resolution No. R2012-015) signed a joint resolution accepting the recommendations of the Urban Corridors Task Force as a strategy for creating compact, walkable, transit-oriented neighborhoods along the former Highway 99 Corridor (Martin Way, Capitol Way, Capitol Boulevard); and

WHEREAS, the COUNTY and IT were awarded \$193,250 from the Federal Surface Transportation Block Grant program for the Martin Way Corridor Study - East; and

WHEREAS, LACEY was awarded \$86,500 from the Federal Surface Transportation Block Grant program for the Martin Way Corridor Study - East; and

WHEREAS, OLYMPIA was awarded \$173,000 from the Federal Surface Transportation Block Grant program for the Martin Way Corridor Study - West; and

WHEREAS, the COUNTY agreed to provide \$23,410 in local matching funds for the Martin Way Corridor Study - East; and

WHEREAS, IT agreed to provide \$6,750 in local matching funds for the Martin Way Corridor Study - East; and

WHEREAS, TRPC agreed to provide \$13,500 in local matching funds for the Martin Way Corridor Study - East; and

WHEREAS, OLYMPIA agreed to provide \$27,000 in local matching funds for the Martin Way Corridor Study - West; and

WHEREAS, the Parties agreed that combining the Martin Way Corridor Study - East and the Martin Way Corridor Study - West into the Martin Way Corridor Study would make the most efficient use of resources; and

WHEREAS, the Parties agreed to provide in-kind staff support for the Martin Way Corridor Study and participate on the project Steering Committee; and

WHEREAS, the COUNTY, LACEY, OLYMPIA, and IT wish to contract with TRPC to act as the project administrator through the Certification Acceptance (CA) program to obligate and manage federal project funds, and lead and facilitate the Martin Way Corridor Study, given TRPC's mission and staff expertise;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

I. Scope of Work

Working in collaboration with the COUNTY, LACEY, OLYMPIA, and IT, TRPC shall complete the scope of work included as Exhibit A, attached hereto and incorporated herein by reference.

TRPC will act as the CA agency to obligate \$452,750 in Federal Surface Transportation Block Grant program funds through the Washington State Department of Transportation. The COUNTY will pay a share of the required match not to exceed \$23,410 to TRPC. IT will pay a share of the required match not to exceed \$6,750 to TRPC. Olympia will pay a share of the required match not to exceed \$27,000 to TRPC. TRPC will provide a share of the required match not to exceed \$13,500. The total project cost will not exceed \$523,410.

II. Indemnification and Insurance

Each Party agrees to defend, indemnify, and hold the other Parties, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses, or suits including reasonable attorney's fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, and employees.

The Parties agree to maintain liability insurance; this may be fulfilled by a party's membership and coverage in WCIA, a self-insured municipal insurance pool.

III. No Separate Legal Entity Created

This Agreement creates no separate legal entity. No joint organization is created. No common budget is to be established. No personal or real property is to be jointly acquired or held.

IV. Relationship of the Parties

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party. This Agreement is for the benefit of the Parties, and no third-party beneficiary relationship is intended.

V. Duration of Agreement

This Agreement shall be effective on the date of the last signature affixed hereto and shall terminate upon completion of the tasks necessary to accomplish the purpose of the Agreement, unless sooner terminated by the Parties as provided herein.

VI. Dispute Resolution

- a. Step One – Negotiation. In the event of a dispute concerning any matter pertaining to this Agreement, the Parties involved shall attempt to adjust their differences by informal negotiation. The Party perceiving a dispute or disagreement persisting after informal attempts at resolution shall notify the other Parties in writing of the general nature of the issues. The letter shall be identified as a formal request for negotiation and it shall propose a date for representatives of the Parties to meet. The other Parties shall respond in writing within ten (10) business days. The response shall succinctly and directly set out that Party's view of the issues or state that there is no disagreement. The Parties shall accept the date to meet or shall propose an alternate meeting date not more than ten (10) business days later than the date proposed by the Party initiating dispute resolution. The representatives of the Parties shall meet in an effort to resolve the dispute. If a resolution is reached, the resolution shall be memorialized in a memorandum signed by all Parties, which shall become an addendum to this Agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step One expenses. Negotiation under this provision shall not exceed 90 days. If a resolution is not reached within 90 days, the Parties shall proceed to mediation.
- b. Step Two – Mediation. If the dispute has not been resolved by negotiation within ninety (90) days of the initial letter proposing negotiation, any Party may demand mediation. The mediator shall be chosen by agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step Two expenses. The parties to the mediation will share the cost of the mediator. A successful mediation shall

result in a memorandum agreement, which shall become an addendum to this Agreement. Mediation under this provision shall not exceed 90 days. If the mediation is not successful within 90 days, the Parties may proceed to litigation.

- c. Step Three – Litigation. Unless otherwise agreed by the Parties in writing, Step One and Step Two must be exhausted as a condition precedent to filing of any legal action. A Party may initiate an action without exhausting Steps One or Two if the statute of limitations is about to expire and the Parties cannot reach a tolling agreement, or if either Party determines the public health, safety, or welfare is threatened.

VII. Amendments

This Agreement may be amended only by written agreement executed in accordance with chapter 39.34 RCW.

VIII. Termination of Agreement

This Agreement may be terminated upon mutual agreement of the Parties.

IX. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of any provisions shall be the Superior Court of Thurston County.

X. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

XI. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor’s Office or posted upon the Parties’ websites as provided by RCW 39.34.040.

XII. Counterparts

This Agreement may be executed in counterparts, and all such counterparts once so executed shall together be deemed to constitute one final agreement, as if one document had been signed by all Parties, and each such counterpart, upon execution and delivery, shall be deemed a complete original, binding on the Parties. A faxed or email copy of an original signature shall be deemed to have the same force and effect as the original signature.

XIII. **Notice**

Any notice required under this Agreement shall be to the party at the address listed below and it shall become effective three days following the date of deposit with the United States Postal Service.

THURSTON COUNTY

Attn: Jennifer Walker, Public Works Director
Re: Martin Way Corridor Study
9605 Tilley Rd SW
Olympia, WA 98512

CITY OF OLYMPIA

Attn: Rich Hoey, Public Works Director
Re: Martin Way Corridor Study
P.O. Box 1967
Olympia, WA 98507-1967

CITY OF LACEY

Attn: Rick Walk, Director of Community and Economic Development
Re: Martin Way Corridor Study
420 College Street SE
Lacey, WA 98503

INTERCITY TRANSIT

Attn: Ann Freeman-Manzanares, General Manager
Re: Martin Way Corridor Study
P.O. Box 659
Olympia, WA 98507-0659

THURSTON REGIONAL PLANNING COUNCIL

Attn: R. Veena Tabbutt, Deputy Director
Re: Martin Way Corridor Study
2424 Heritage Court SW, Suite A
Olympia, WA 98502

XIV. **Waiver**

A failure by a Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

XV. **Severability**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this

Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

XVI. **Records Retention and Audit**

During the progress of the work and for a period not less than six (6) years from the completion of the tasks set forth herein, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection by any Party and the Federal and State Government and copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 6-year retention period.

[Signatures are affixed to next page.]

This Agreement is hereby entered between the Parties and it shall take effect on the date of the last authorizing signature affixed hereto:

GOVERNMENT AGENCY EXECUTIVE

APPROVED AS TO FORM

<p>CITY OF LACEY 420 College Street SE Lacey, WA 98503</p> <p>_____</p> <p>Scott Spence, City Manager Date: _____</p> <p>CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501</p> <p>_____</p> <p>Steven R. Hall, City Manager Date: _____</p> <p>THURSTON COUNTY 2000 Lakeridge Drive SW Olympia, WA 98502</p> <p>_____</p> <p>Chair, Board of County Commissioners Date: _____</p> <p>INTERCITY TRANSIT 526 Pattison Street SE Olympia, WA 98507</p> <p>_____</p> <p>Ann Freeman-Manzanares, General Manager Date: _____</p> <p>THURSTON REGIONAL PLANNING COUNCIL 2424 Heritage Court SW, Suite A Olympia, WA 98502</p> <p>_____</p> <p>Marc Daily, Executive Director Date: _____</p>	<p>CITY OF LACEY 420 College Street SE Lacey, WA 98503</p> <p>_____</p> <p>David Schneider, City Attorney</p> <p>CITY OF OLYMPIA 601 4th Ave East Olympia, WA 98501</p> <p>_____</p> <p>Mark Barber, City Attorney</p> <p>THURSTON COUNTY Jon Tunheim, Prosecuting Attorney 2000 Lakeridge Drive SW Olympia, WA 98502</p> <p>_____</p> <p>Deputy Prosecuting Attorney</p> <p>LAW, LYMAN, DANIEL, KAMERRER & BOGDANOVICH, P.S. P.O. Box 11880 Olympia, WA 98508-11880</p> <p>_____</p> <p>Julie Kamerrer Carignan</p>
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Exhibit A

SCOPE OF WORK FOR THE MARTIN WAY CORRIDOR STUDY

OVERVIEW

Martin Way, from Pacific Avenue in Olympia to Marvin Road in Lacey (7.5 miles), has been identified as both an urban corridor (land use designation) and strategy corridor (transportation designation) in regional and local plans. Martin Way has frequent transit service and is a prime candidate for increasing land use intensity and walking and biking activity. This former state highway serves as an alternative to I-5 and carries between 9,000 to 35,000 daily vehicles, depending on the roadway section.

The roadway links major urban centers and has been identified as a focal point for more intensive urban development. As an urban corridor, opportunity areas for more intensive development could be identified. Zoning and development regulations along the corridor as it passes through Olympia, Lacey, and Thurston County should be updated to better align with the urban form envisioned for the future of this corridor.

As a strategy corridor, the roadway experiences safety and mobility challenges for all modes of travel. The corridor has been designated as a Smart Corridor, and investments are underway in traffic signal optimization and transit signal prioritization. In addition, Intercity Transit is hoping to begin express service, or bus rapid transit light service, along the route.

The main issues that will be addressed in the study include:

Bicycle and pedestrian facilities

This major arterial has gaps in safe and comfortable bicycle and pedestrian facilities, including facilities to cross the street between major intersections. This study will build on the City of Lacey's Bicycle and Pedestrian Plan (City of Lacey and unincorporated UGA) and the 2013 Martin Way District Study and Transportation Master Plan (City of Olympia) to identify improvements for people who bicycle and walk through the corridor.

Safety

This study will take a systemic (system-wide) approach to addressing safety issues along this major arterial. Issues relating to speed, lighting, transit, transitions between modes (pedestrian to transit) bicycle and pedestrian facilities, and intersections will be examined.

Transit

This corridor is a primary transit corridor for Intercity Transit, with frequent (15 minute) service through much of the corridor, and two transit centers (downtown Olympia and Lacey's Woodland District) and a Park and Ride (Martin Way P&R) anchoring the transit route. Intercity Transit has recently applied for State funding to increase transit service along the corridor to a Bus Rapid Transit "light" route, running from Capital Mall on Olympia's west side to the park and ride at Martin Way and I-5. In addition, transit signal prioritization will be implemented along the corridor to improve transit headways during peak periods. This study will be an opportunity to review existing and consider new facilities to support high performance transit (Bus Rapid Transit "light") service in the corridor.

Land Use

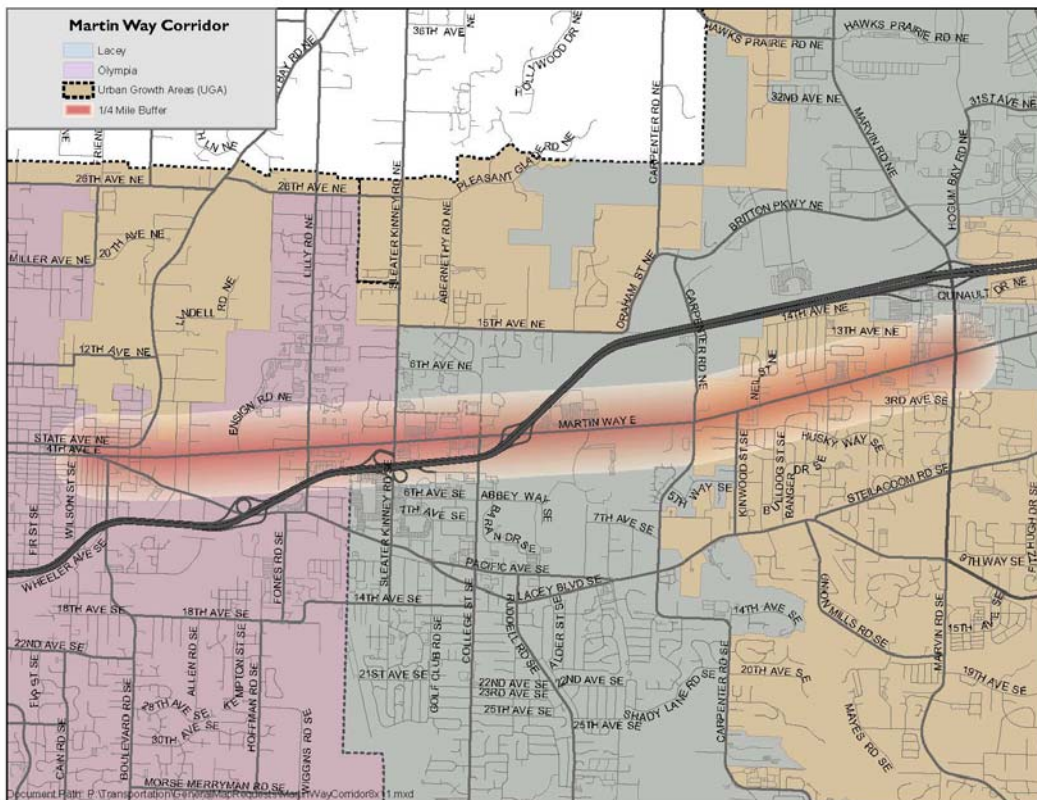
This is a primary urban corridor; however, zoning and development regulations are inconsistent between jurisdictions, and implementation does not always support the urban corridor vision. This study will conduct a land use and development regulation audit to look for areas to reconcile the urban corridor land use vision with zoning and development regulations. This will include looking at the land use immediately adjacent to the corridor, and auditing regulations such as parking requirements, density, setbacks, site and building design. The study will also include convening a current planner stakeholder group to provide input on corridor design, implementation strategies and permitting challenges and opportunities. The study will also include a market study, identification of neighborhood center opportunity areas, and a development/redevelopment feasibility study.

Access Management

Numerous access points along the corridor decrease both safety and mobility. This study will look for ways to manage access, including consolidating driveways, restricting left turns from side streets, and possible median and intersection treatments.

Neighborhood Connectivity

Many of the neighborhoods adjacent to the corridor are not directly connected due to previous land use patterns. This study will look at ways to increase connectivity to the corridor, including opportunities for transit, bicycle and pedestrian connections.



TASKS & DELIVERABLES

Task 1: Project Management

- a. Monthly invoicing
- b. Required reporting
- c. Contracting with two subrecipients
 - i. Thurston County Community Planning
 - ii. Thurston Economic Development Council
- d. Administering the Request for Qualifications/Proposals process for up to two consulting teams
- e. Contracting with up to two consulting teams
- f. Developing a final project report for Washington State Department of Transportation (WSDOT)

Deliverables:

- Monthly invoices to WSDOT
- Invoices to Thurston County, Olympia, and Intercity Transit. Note: invoices will be for a lump sum payment once a Local Agency Agreement between the WSDOT and TRPC is executed
- Final project report to WSDOT

Task 2: Communications and Outreach

- a. Develop a public involvement plan
- b. Create and update project website
- c. Convene monthly Steering Committee meetings. Steering Committee members will consist of up to two representatives from each of the following: Thurston County, City of Olympia, City of Lacey, and Intercity Transit.
- d. Convene current/long range planner meetings. Convene up to three meetings of jurisdictional current and long-range planners to focus on striving for consistency in land use/development standards implementation issues. Meeting invitees will include land use, stormwater, parks, and transportation planners.
- e. Establish Stakeholder Committee and convene meetings
 - Convene a stakeholder group of approximately 12-15 members. Hold up to six stakeholder committee meetings.
- f. Conduct residential corridor survey.
- g. Conduct business outreach. The survey will include corridor-specific questions. The survey will be conducted through a contract with the Thurston Economic Development Council. May also involve city/county participation.
- h. Hold public meetings – four total – two Olympia and two Lacey/UGA

Deliverables:

- Public Involvement Plan

- Project website developed and maintained
- Up to 15 Steering Committee meetings (agendas)
- Up to three current and long-range planner interjurisdictional meetings (agendas)
- Up to six stakeholder meetings (agendas)
- Corridor survey summary
- Business Outreach summary
- Up to four public meetings (agendas)

Task 3: Establish Needs and Goals

- a. Develop a common vision, needs, and goal statement
- b. Identify performance measures

Deliverables:

- Vision, needs, and goal statement
- Identification of performance measures

Task 4: Current Conditions Report

- a. Develop a current conditions report documenting the following:
 - i. Land Use trends (10-year history of development)
 - ii. Parking/development standards/zoning audit to look for areas to work on consistency
 - iii. Bicycle and pedestrian facilities and gaps
 - iv. Safety issues
 - v. Transit headways and facilities
 - vi. Existing land use – buildable lands inventory
 - vii. Driveways/ driveway spacing
 - viii. Intersections and intersection spacing
 - ix. Public issues and perceptions based on stakeholder input, residential survey and business outreach
- b. ¹Conduct a Market Study – The market study will document demand for both residential and commercial activity along the corridor.
- c. ¹Conduct a Feasibility Analysis – The feasibility analysis will include a proforma based evaluation of development potential at representative sites along the corridor, including four to six conceptual visualizations (including street frontage).
- d. ¹Conduct a multimodal safety assessment (This will involve identifying systemic and location-specific safety issues along the corridor).
- e. ¹Conduct a vehicle mobility assessment (This will involve identifying any potential vehicle mobility issues, including intersection delay, and will likely involve a high-level corridor/signal operational analysis.)

Deliverables:

- Current Conditions Report

¹ Contracts with consultants selected through competitive processes.

- Market Study
- Feasibility Analysis
- Multimodal Safety Assessment
- Vehicle mobility assessment.

Task 5: Opportunities and Alternatives Analysis

- a. Develop an Opportunities and Alternatives Analysis report which will include:
 - i. Evaluation of existing land use and properties to redevelop and/or transition to corridor vision.
 - ii. Land use and development standards alternatives that will facilitate corridor transition and consistency along corridor. City and County planners take the lead. City planners provide their services as in-kind support. Contract with Thurston County for County long-range planning support.
 - iii. ²High capacity transportation needs (i.e. bus rapid transit) (IT takes the lead as in-kind project support)
 - iv. Access management options (driveways, medians, intersections)
 - v. A range of bicycle and pedestrian improvements
 - vi. Opportunities to increase street and pathway connectivity
 - vii. Opportunity areas for neighborhood hubs and other urban design and zoning opportunities
 - viii. Other opportunities to improve safety and mobility, and achieve the land use vision, as a result of community outreach and technical analysis
- b. Develop a Preferred Alternative

Deliverables:

- Opportunities and Alternatives Analysis Report
- Preferred Alternative

Task 6: Implementation and Action Plan

- a. Updated drafts of land use and development standards
- b. Develop an Implementation and Action Plan which identifies near-, medium-, and longer-term investments: including the following:
 - i. Updated drafts of land use and development standards
 - ii. Identification of specific bicycle and pedestrian improvements
 - iii. Identification of opportunities to increase transportation connectivity
 - iv. Development of an access management strategy
 - v. Identification of other implementation actions
- c. Develop outreach/education materials, including fact sheets and training, to facilitate implementation of the identified actions.

Deliverables:

² Intercity Transit staff take the lead as in-kind support.

- Implementation and Action Plan

TIMELINE & BUDGET

The project is anticipated to begin in mid-2019, after obligation of the federal funds. It is anticipated to be a two- to three-year process.

Cost Summary by Task

Task:	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Total
	Project Management	Communications & Outreach	Establish Needs & Goals	Current Conditions Report	Opportunities & Alternatives Analysis	Implementation & Action Plan	Contingency	
Salary and Wages								
Director / Deputy Director	\$8,341	\$0	\$0	\$0	\$0	\$0	\$0	\$8,341
Division Director	\$3,914	\$7,827	\$783	\$3,914	\$3,914	\$3,914	\$0	\$24,265
Senior Planner	\$11,803	\$11,803	\$2,361	\$11,803	\$8,853	\$8,853	\$0	\$55,476
Associate Planner	\$0	\$10,792	\$1,619	\$10,792	\$8,094	\$8,094	\$0	\$39,389
Planning Technician	\$0	\$3,937	\$0	\$3,937	\$0	\$0	\$0	\$7,874
Transportation Modelers	\$0	\$0	\$0	\$0	\$6,324	\$0	\$0	\$6,324
GIS and IT	\$0	\$9,244	\$0	\$12,705	\$6,353	\$1,561	\$0	\$29,863
Communications & Outreach	\$0	\$16,659	\$0	\$4,165	\$2,776	\$2,776	\$0	\$26,376
Administrative	\$0	\$7,590	\$0	\$0	\$1,041	\$1,736	\$0	\$10,367
Intern	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Salary and Wages	\$24,058	\$67,852	\$4,762	\$47,316	\$37,354	\$26,933	\$0	\$208,275
Overhead at: 50%	\$12,029	\$33,926	\$2,381	\$23,658	\$18,677	\$13,467	\$0	\$104,138
Direct Costs								
Advertising (legal)	\$2,997	\$0	\$0	\$0	\$0	\$0	\$0	\$2,997
Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facilities Rental	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Printing & Postage	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Professional Services								
Thurston County	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
Economic Development Council	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Economic Consultant	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
Safety/Mobility Consultant	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Recording Secretary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$2,997	\$23,000	\$0	\$110,000	\$25,000	\$0	\$50,000	\$210,997
Total Project Budget	\$39,083	\$124,778	\$7,143	\$180,974	\$81,032	\$40,400	\$50,000	\$523,410