

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

CALL TO ORDER

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

- 2) **INTRODUCTIONS & RECOGNITIONS** **15 min.**
 - A. **Proclamation and Recognition:**
Thurston County Commissioner Bud Blake (*Chair Sullivan*)

- 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 17, 2018, and November 7, 2018, Regular Meeting.

 - B. **Payroll - November 2018:** \$3,479,810.29.

 - C. **Accounts Payable:** Warrants dated November 2, 2018, numbers 26215-26242 in the amount of \$47,933.82; Warrants dated November 9, 2018, numbers 26243-26286, in the amount of \$263,769.54; Warrants dated November 16, 2018, numbers 26287-26339, in the amount of \$436,726.12; Warrants dated November 23, 2018, numbers 26340-26358, in the amount of \$23,554.48; Warrants dated November 30, 2018, number 26361-26408 in the amount of \$593,238.19; Automated Clearing House Transfers for November 2018 in the amount of \$10,068.05 for a monthly total of \$1,375,290.20.

 - D. **Cancel December 19, 2018, Authority Meeting.** Cancel the December 19, 2018, Intercity Transit Authority regular meeting. (*Ann Freeman-Manzanares*)

- 5) **NEW BUSINESS**
 - A. **TRPC Recap Climate Adaptation Plan** (*Mike Burnham*) **25 min.**
 - B. **Vanpool Vehicle Purchase** (*Katie Cunningham*) **5 min.**
 - C. **Security Services Contract Amendment** (*Katie Cunningham*) **5 min.**

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| D. DAL Vehicle Purchase (<i>Katie Cunningham</i>) | 5 min. |
| E. Replacement Coach Purchase (<i>Katie Cunningham</i>) | 5 min. |
| F. RouteMatch Mobile Tablets (<i>Jeff Peterson</i>) | 5 min. |
| G. Surplus Van Grant Recommendations (<i>Carolyn Newsome</i>) | 5 min. |
| H. Rules of Conduct Policy Update (<i>Emily Bergkamp</i>) | 30 min. |
| I. Adopt 2019-2024 Strategic Plan (<i>Ann Freeman-Manzanares</i>) | 5 min. |
| J. CAC Appointments (<i>Ann Freeman-Manzanares</i>) | 5 min. |
| K. Discounted Bus Pass Program 2019 Recipients
(<i>Ann Freeman-Manzanares</i>) | 5 min. |
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| 6) COMMITTEE REPORTS | |
| A. Transportation Policy Board (Nov 14) (<i>Don Melnick</i>) | 5 min. |
| B. Community Advisory Committee (Nov 19) (<i>Michael Van Gelder</i>) | 5 min. |
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| 7) GENERAL MANAGER'S REPORT | 10 min. |
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| 8) AUTHORITY ISSUES | 10 min. |
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| 9) 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 17, 2018

CALL TO ORDER

Chair Sullivan called the October 17, 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; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; Labor Representative Art Delancy.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nicky Upson

Others Present: Community Advisory Committee Member Linda Vail.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

PUBLIC HEARING 2019 DRAFT BUDGET

Finance Manager, Suzanne Coit reviewed changes made to the 2019 Budget since it was last presented to the Authority in September. The following changes were noted:

- \$22,000 to Information Systems to cover maintenance contracts
- \$34,000 for the New Family/Medical Leave Tax effective January 2019
- \$10,000 for the PERS rate increase
- \$18,150 for 2 Americorps Stipends
- \$113,000 for Operator Overtime
- \$1,569,257 for Olympia Transit Center Expansion
- \$125,000 for Facilities Service Contracts (landscaping & custodial)

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Freeman-Manzanares reviewed the following changes:

- \$180,000 for Satisfaction Survey – a compilation of fixed-route and Dial-a-Lift satisfaction survey that is done periodically as well as market segmentation and vanpool study.
- \$550,000 Vanpool Promotion (RMG) – this is grant dependent. There is a pilot project that is utilizing funds set aside by the state legislature to promote the vanpool program.
- \$5,775,000 for High Performance Corridor demo project (RMG) is a study in implementation; there are vehicles in that grant and regional mobility funds.

Messmer referred to the High Performance Corridor project and said from an informational perspective it would be helpful to note somewhere this is grant dependent to give the public a better understanding of the process.

Messmer referred to Operator Overtime and asked if IT had a strategy to deal with overtime. Freeman-Manzanares said maintaining an appropriate level of operators has always been a tough balancing act generally with attrition, absences and other factors. This year the service change also had an impact on overtime. Service hours/span of service and how we schedule those hours has an impact as well. Staff is focused on defining that equalization point regarding the use of overtime versus adding staff and the benefits that go along with that added staff.

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

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

APPROVAL OF CONSENT AGENDA ITEMS

- A. Surplus Property:** Declared the property listed on Exhibit A as surplus to our needs. *(Katie Cunningham)*
- B. Operations Uniform Contract Extension** *(Katie Cunningham)*

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

EXTERNAL FUNDING OVERVIEW

Development Director, Eric Phillips, provided an external funding overview.

Messmer stated that she was appreciative of the review recognizing the very difficult and complex set of rules around funding. She expressed her support and continued

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interest in how staff continued to serve the community in new and creative ways with the funding available in support of our strategic direction.

Carmody suggested the potential of partnering with big companies that have resources.

Melnick suggested the agency continue to push the system forward with funding and technology as it becomes available.

Councilmember Gilman arrived.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said TRPC met October 5, at the Rainier Senior Center in Rainier. She said some people in Rainier are promoting to change the name of the Tenino/Yelm Trail to the TRY Trail.

Messmer said TRPC received a report on the Chehalis River Basin Flood Authority. They heard a report from the Thurston Community Economic Alliance, and there was a conversation about the 2019 Legislative Session Preparation; and the new Thurston County Bicycle Map - 6th Edition is available. It's also accessible online. She noted the map is a great walking map for trails and different access to urban areas and county like how to get to the trail and where to park

- B. Transportation Policy Board.** Don Melnick said the TPB met October 10. The TBP received an update on the Tumwater Pavement Project; reviewed the new Bicycle Map; and received an update on the Economic Alliance Sustainable Thurston.

- C. Community Advisory Committee.** Linda Vail reported the CAC met on October 15. The CAC agreed to cancel the December 17 meeting; they received an update on the Discounted Bus Pass Program and the Surplus Van Grant program; received a report by Planning Manager, Rob LaFontaine, on the recent service changes, in which the members had a full discussion about why the changes were made, and discussed how the changes affected them personally. LaFontaine said the areas needing tweaking is the website and the way it works with the new changes; and also Tumwater Square needs some change.

GENERAL MANAGER'S REPORT

Staff continues to educate the community regarding Intercity Transit's Proposition 1 ballot initiative. Freeman-Manzanares and ITA member Cox met with the Lacey Chamber Government Affairs, the Jubilee community, the Board of the Thurston

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County Food Bank. Upcoming presentations include the Unitarian Universalist/League of Women Voters, Multiple Listing Group, various Rotary clubs and Kiwanis club.

Proposition 1 goes is in the November 6 election, and Intercity Transit's information should be in mailboxes this week, as well as ballots.

Wednesday, October 10, 2018, was declared International Walk to School Day by the Cities of Olympia, Lacey and Tumwater. Over 900 students participated.

The current class of 11 Operators will graduate and be on the road the beginning of November. A new class of 4 Operators begins October 22 and will be on the road beginning in December.

Messmer said the Chamber issues a joint agenda in which the Mayors attend, but she wonders about the policy expectations the Intercity Transit Board that determines how they relate to that process. Does that mean the IT Board endorses that entire agenda? She said it's a great idea for the Chamber and the jurisdiction government bodies, but do they adopt and endorse the entire agenda. She said the ITA needs to have further discussion and would like to see it as a future ITA meeting agenda item.

AUTHORITY ISSUES

Melnick said Jason Robertson is involved with the Port of Olympia Vision 2050. He urges the Board to have some connection with that effort. And he reiterated his interest in engaging with the transit agencies to the north.

Gilman said he saw a presentation from the Office of Financial Management at the Transportation Policy Network that was about building a modern work environment, by Governor's Executive Order and it's an OFM team looking at mobile workforce commute trip reduction. It's reducing greenhouse gas emissions by a whole community of state workers and as the transit agency serving the Capitol campus, IT should see if there's a way to have a voice in those conversations.

Messmer has concerns about how much IT should get involved in the ferry situation because it could turn into a giant sinkhole where effort and money could go.

Messmer said one of her concerns about the Olympia Transit Center is sidewalks get closed for a long time due to construction projects. She hopes IT can tighten up when and how the sidewalks are obstructed during the construction at the new site. She wants to be sure we think safety and comfort for allowing the public get around. Freeman-Manzanares said staff is working with the contractor to keep the sidewalks open as much as possible.

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Messmer said the County is having conversations about a new location for the courthouse and she has concerns about locating it in the far west. And it's also about people using the I-5 interchange to get that courthouse.

Carmody sits on the committee to relocate the courthouse. She said numerous studies have been conducted, looking at the 100-year flood plan and sea level rise; along with walkability and bus ability. The Harrison location would be hard to get to; the Plum Street location is a better location, and she's pushing for that site.

Carmody said Yelm is moving to a bi-annual budget starting 2019 to be matched up with the state budget process.

Cox said the Lacey City Council is meeting with North Thurston Public School Board and one of the topics is about homeless students and the efforts to address that issue. She said transportation could have an interest in that.

Sullivan is attending a fundraiser for the Tumwater School District Principal Emergency Fund Breakfast, which is a fundraiser breakfast to provide principals with funds to quickly meet emergent needs of students and families, helping to remove barriers so low-income students can maximize their potential.

ADJOURNMENT

It was M/S/A by Councilmembers Carmody and Cox to adjourn the meeting at 6:54 p.m.

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: December 5, 2018.

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 7, 2018

CALL TO ORDER

Chair Sullivan called the November 7, 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; and Labor Relations Representative Art Delancy.

Members Not Present: County Commissioner Bud Blake.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Suzanne Coit; David Dudek; Jessica Gould; Dave Kolar; Steve Krueger; Rob LaFontaine; Pat Messmer; Brian Nagel; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Steve Swan; Nancy Trail.

Others Present: Community Advisory Committee Member, Justin Belk; Legal Counsel, Julie Carignan, Jason Robertson of JRO +Co, and Thomas Wittmann of Nelson Nygaard.

APPROVAL OF AGENDA

Chair Sullivan proposed including a brief recess of the meeting after the public hearing and before new business to announce the outcome of the November 6 ballot measure.

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

INTRODUCTIONS

A. Fixed Route Manager, Cameron Crass introduced Operators - Class 18-03 - *Randi Jones; Peter Doane; Stacey Johnson*

PUBLIC COMMENT

Heath Reynolds, Olympia. Mr. Reynolds requested an on-street schedule at the bus stop he uses on Yelm Highway at Parkside Dr. (westbound).

APPROVAL OF CONSENT AGENDA ITEMS

Chair Sullivan announced the consent agenda was amended to remove agenda item 4-D Canceling the December 19, 2018, Authority meeting.

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

- 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.

PUBLIC HEARING

- A. 2019-2024 Draft Strategic Plan -** Freeman-Manzanares shared this Strategic Plan is different from years prior in that it was developed concurrently with the Short and Long Range Plan and Community Conversation/IT Road Trip effort. The Authority addressed agency goals and updated twenty policy statements to develop an interim budget pending the outcome of the November 2018 election.

Chair Sullivan opened the public hearing for the 2019-2024 Draft Strategic Plan at 5:36 p.m.

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

ELECTION RESULTS

Freeman-Manzanares announced the voting results for Intercity Transit Proposition 1 Sales and Use Tax Ballot Measure as of 8 p.m. November 6 to be at 64.75% in favor of the measure. Votes are still being counted and the election is anticipated to be certified November 27, 2018. The passing of this measure shows the trust the community has in Intercity Transit and our ability to fulfill promises made. Intercity Transit has a lot to

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deliver in the short and long term and once the election is certified, the Authority can expect to see issues and purchase requests almost immediately which will move us forward and allow us to meet the proposed schedule. The implementation is complex and impacts our fleet, physical space, staffing, workflow, budget, and culture. We have a lot to accomplish and are so thankful to our community for their vote of confidence and thankful to have a supportive board focused on the needs of our community and our ability to deliver service.

Chair Sullivan thanked everyone involved for their hard work and dedication.

Chair Sullivan recessed the meeting at 5:45 p.m. for 15-minutes for refreshments.

Chair Sullivan reconvened the meeting at 6 p.m.

NEW BUSINESS

A. Adoption of the Intercity Transit Short / Long Range Plan. Development Director, Eric Phillips, presented for adoption the Intercity Transit Short and Long Range Plan incorporating, by reference, the “IT Road Trip” public involvement process, surveys and public comments.

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.

Jason Robertson of JRO+Co, who led the Public Involvement process which was branded as the “IT Road Trip” thanked the Authority for their willingness to take the problem statement to the community allowing them to speak and lead the response.

Thomas Wittmann of Nelson Nygaard, who led the technical portion of the work, provided an overview of what is coming next.

This is the link to the Intercity Transit website where you can view the Short and Long Range Plan.

<https://www.intercitytransit.com/agency/plans-publications-fact-sheets>.

It was M/S/A by Councilmember Cox and Vice Chair Citizen Representative Warner to adopt the Intercity Transit Short and Long Range plan as recommended.

- B. 2019 Budget Adoption.** Suzanne Coit, Finance Manager, presented Resolution 03-2018 to adopt the 2019 Budget.

It was M/S/A by Citizen Representatives Messmer and Melnick to adopt Resolution 03-2018 establishing the 2019 Budget.

- C. Design Services for Traffic Signal and Frontage Improvements.** Procurement Manager, Steve Krueger, presented for approval the authorization 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 and frontage improvements associated with the north parcel.

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.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to 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.

- D. Interlocal Agreement for Martin Way Corridor Study.** Development Director, Eric Phillips, presented for consideration 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.

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 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.

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.

It was M/S/A by Councilmembers Carmody and Gilman to authorize the General Manager to enter into an Interlocal Agreement with Thurston County, the City of Lacey, the City of Olympia, Thurston Regional Planning Council and Intercity Transit, supporting the Martin Way Corridor Study.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council** – Messmer said the TRPC met November 2. She said the TRPC failed to reach a quorum for almost the entire meeting. However, there was a call-in from a County Commissioner whereby they were able to adopt the consent calendar in order to pay the bills, but left important items for next month. Messmer noted that Councilmember Sullivan will attend the December meeting in her place.

Messmer noted the TRPC did receive an update from Marc Daily regarding two important efforts in relation to I-5 corridor. The first being WSDOT's planning work intended to result in a comprehensive plan for I-5 from Marysville through Tumwater; the second being WSDOT led effort to identify and evaluate short, mid, and long term solutions for the I-5 corridor to improve system performance and habitat function in the Nisqually River delta. She asked that Intercity Transit staff keep up-to-date on the local process.

There was also a discussion on the Ruckelshaus Center Workshops. They are tasked with working on a Road Map to Washington's Future (an assessment of the Washington Growth Management Act) and are holding workshops for the Thurston Region to get input on how the Growth Management Act is working and what needs to be improved. Councilmembers discuss among themselves their perceptions of the workshops and outcomes and any feedback that TRPC staff can ensure gets to the Ruckelshaus staff.

GENERAL MANAGER'S REPORT

- A class of 11 new Operators graduated on November 2, 2018.
- There were 113 applicants for the most recent Operator recruitment. Of those, 24% were from employee referrals.
- Last week, the Youth Education staff took occupancy of their new site located in downtown Olympia across from the OTC. Office furniture was purchased through the State Surplus, and on Saturday, November 3, 2018, several staff members painted the floor of the building. An Open House is anticipated in January 2019.

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- Graham Construction, the contractor for the Olympia Transit Center Expansion Project, began work along State Street.
- Staff is working closely with the City of Olympia regarding issues downtown with staff being assaulted. In the near future, staff will bring before the Authority a request for additional security on site to insure customer and staff safety.
- Freeman-Manzanares is scheduling meetings with state legislators to discuss continued funding for DASH, the Pattison Street Facility, the need for HOV lanes as well as our request for grant funds.

AUTHORITY ISSUES

Carmody said the Nisqually River Council (NRC) and its Citizen Advisory Committee, associated non-profit and member organizations promote a sustainable Nisqually Watershed community and environment, everywhere from Eatonville, Roy, Thurston and Pierce Counties are discussing whether to get politically active endorsing certain issues, specifically concerned with the I-5 corridor because it's location to the Nisqually River and it's destroying the delta which in turn destroys the salmon run, etc. Their involvement could result in a big push for HOV lanes.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:01 p.m.

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: December 5, 2018.

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

PERIOD DATES: 10/14/18-10/27/18				PAYDATE: 11/2/2018		PERIOD DATES: 10/28/18-11/07/18				PAYDATE: 11/6/2018		PERIOD DATES: 11/11/18-11/24/18				PAYDATE: 11/30/2018	
IRIS	FIT	EFT	76,398.86	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT	IRIS	FIT	EFT	76,398.08	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT	IRIS	FIT	EFT	76,636.13	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
	MT	EFT	24,788.24		101,187.09		MT	EFT	24,646.46		100,163.64		MT	EFT	24,629.68		101,164.71
			0.00	0.00					0.00	0.00					0.00	0.00	0.00
INS HEALTH	D3/DI	Disability Ins	2,489.67	0.00		INS HEALTH	D3/DI	Disability Ins	2,427.99	0.00		INS HEALTH	D3/DI	Disability Ins	0.00	0.00	0.00
	HE/HSP/PTB	Health in 1st N2ND	179,984.00	0.00			HE/HSP/PTB	Health in 1st N2ND	179,934.00	0.00			HE/HSP/PTB	Health in 1st N2ND	0.00	0.00	0.00
GARNISHMENT	GN	Garnish	321.66			GARNISHMENT	GN	Garnish	321.66			GARNISHMENT	GN	Garnish	397.84		
CHILD SUPPORT	CS	DSHS	2,281.62	0.00		CHILD SUPPORT	CS	Child Support	2,281.62	2,281.62	0.00	CHILD SUPPORT	CS	Child Support	2,042.23	2,042.23	0.00
DIRECT DEPOSIT	D1	D.Dep. #1	11,076.12	11,076.12		DIRECT DEPOSIT	D1	D.Dep. #1	11,067.04	11,067.04		DIRECT DEPOSIT	D1	D.Dep. #1	11,144.01	11,144.01	
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	12,618.62	12,618.62		DIRECT DEPOSIT	D2	D.Dep. #2 & #3	12,610.48	12,610.48		DIRECT DEPOSIT	D2	D.Dep. #2 & #3	11,968.23	11,968.23	
GET	GT	G.Ed.Tult	60.00			GET	GT	G.Ed.Tult	60.00			GET	GT	G.Ed.Tult	60.00		
HEALTH SAVING	HS	Health Svgs	265.00	265.00		HEALTH SAVING	HS	Health Svgs	265.00	265.00		HEALTH SAVING	HS	Health Svgs	265.00	265.00	
401K VANGUARD	DC	Vgrd EE	46,967.13			401K VANGUARD	DC	Vgrd EE	47,790.21			401K VANGUARD	DC	Vgrd EE	45,988.28		
LOAN	DC	Vgrd ER	32,811.78	79,768.91		LOAN	DC	Vgrd ER	33,436.79	81,226.00		LOAN	DC	Vgrd ER	32,119.47	78,107.76	
LOAN	L2	401k Ln#2	5,422.37			LOAN	L2	401k Ln#2	5,422.37			LOAN	L2	401k Ln#2	6,299.34		
LOAN	LN	401k Ln #1	8,077.64	13,600.01		LOAN	LN	401k Ln #1	8,077.64	13,600.01		LOAN	LN	401k Ln #1	7,735.00	13,034.34	
	TTL VNGRD		93,268.92				TTL VNGRD		94,726.01				TTL VNGRD		91,142.09		
LABOR INS	L1&LA	L&I	38,877.43			LABOR INS	L1&LA	L&I-LA +LI +ER	32,937.31			LABOR INS	L1&LA	L&I-LA +LI +ER	28,997.44		
MACHINISTS UNION DUES	MD/M2	Mch.UnDues	1,626.71			MACHINISTS UNION DUES	MD	Mch.UnDues-164 PEREE	1,622.91			MACHINISTS UNION DUES	MD	Mch.UnDues-164 PEREE	0.00		
	MI	Mac.Milith	0.00				MI	Mac.Milith	0.00				MI	Mac.Milith	0.00		
	MS	Payroll Corr check	0.00				MS	Payroll Corr check	0.00				MS	Payroll Corr check	0.00		
	TF	Tx Fr Benefit	35.00	0.00			TF	Tx Fr Benefit	80.00	0.00			TF	Tx Fr Benefit	10,725.00	0.00	
PROJECT ASSIST	PA	ProjAssist	466.00			PROJECT ASSIST	PA	ProjAssist	469.00			PROJECT ASSIST	PA	ProjAssist	469.00		
PENSION STATE PERS	PN	PERS EE	63,881.16	0.00		PENSION STATE PERS	PN	PERS EE	63,632.02	0.00		PENSION STATE PERS	PN	PERS EE	60,147.21	0.00	
	PN	PERS ER	110,436.97	174,018.13			PN	PERS ER	108,877.75	172,209.77			PN	PERS ER	106,230.87	166,378.08	
	TTL PERS		174,018.13				TTL PERS		172,209.77				TTL PERS		166,378.08		
ICMA LOAN	R3	ICMA Ln#2	328.03	0.00		ICMA LOAN	R3	ICMA Ln#2	328.03	0.00		ICMA LOAN	R3	ICMA Ln#2	328.03	0.00	
ICMA	RC	ICMA EE	6,029.16			ICMA	RC	ICMA EE	5,818.99			ICMA	RC	ICMA EE	6,431.97		
ICMA ROTH	RI	ICMA Roth	150.00	150.00		ICMA ROTH	RI	ICMA Roth	150.00	150.00		ICMA ROTH	RI	ICMA Roth	150.00	150.00	
ICMA LOAN	RL	ICMA Ln#1	1,124.61	1,462.64		ICMA LOAN	RL	ICMA Ln#1	1,124.61	1,462.64		ICMA LOAN	RL	ICMA Ln#1	1,124.61	1,462.64	
ICMA	RR	ICMA ER	3,717.18	9,746.34		ICMA	RR	ICMA ER	3,866.17	9,376.16		ICMA	RR	ICMA ER	3,194.39	8,626.36	
	TTL ICMA		11,198.98	11,348.98			TTL ICMA		10,827.80	10,977.80			TTL ICMA		10,079.00	10,229.00	
457 STATE DEFERRED	SD	457 ST EE	17,266.42			457 STATE DEFERRED	SD	457 ST EE	16,478.66			457 STATE DEFERRED	SD	457 ST EE	15,803.82		
AFLAC	SR	457 ST ER	9,478.14	26,734.66		AFLAC	SR	457 ST ER	9,012.26	26,490.91		AFLAC	SR	457 ST ER	8,678.77	24,482.29	
	ST&SS	ShtTrnDisab-AFLAC	4,738.76	4,738.76			ST&SS	ShtTrnDisab-AFLAC	4,738.76	4,738.76			ST&SS	ShtTrnDisab-AFLAC	0.00	0.00	
ATU UNION DUES	UC	Un COPE	206.00			ATU UNION DUES	UC	Un COPE	-			ATU UNION DUES	UC	Un COPE	-		
	UA	Un Assess	0.00				UA	Un Assess-2ND PP	588.00				UA	Un Assess-2ND PP	0.00		
	UD	Un Dues	5,677.86				UD	Un Dues-BOTH PP	5,941.01				UD	Un Dues-BOTH PP	0.00		
	UI	Un Initiatn	0.00				UI	Un Initiatn-100.00 PEREE	90.00				UI	Un Initiatn-100.00 PEREE	90.00		
	UT	Un Tax	2,961.00				UT	Un Tax IST PP	0.00				UT	Un Tax IST PP	0.00		
UNITED WAY	UW	United Way	320.60			UNITED WAY	UW	United Way	302.60			UNITED WAY	UW	United Way	294.60		
WELLNESS	WF	Wellness	321.60			WELLNESS	WF	Wellness	321.60			WELLNESS	WF	Wellness	326.60		
DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos ACH Wire every)	564,162.30	564,162.30		DIRECT DEP. LIVE CHECKS	NP	Psychchecks - LIVE CHECKS	561,310.71	561,310.71		DIRECT DEP. LIVE CHECKS	NP	Psychchecks - LIVE CHECKS	568,016.31	568,016.31	
		TOTAL TRANSFER (file to Treasurer Notifications)	7,897.07	999,408.37				TOTAL TRANSFER (file to Treasurer Notifications)	0.00	996,831.63				TOTAL TRANSFER (file to Treasurer Notifications)	3,069.36	996,821.96	
		TOTAL PAYROLL*	\$1,227,803.29					TOTAL PAYROLL*	\$1,220,777.41					TOTAL PAYROLL*	\$1,031,229.59		
GROSS WAGE ER AMOUNT		GROSS EARNINGS:	876,983.69			GROSS WAGE ER AMOUNT		GROSS EARNINGS:	872,639.93			GROSS WAGE ER AMOUNT		GROSS EARNINGS:	834,362.90		
MEDICARE TAX		EMPR MISC DED.	336,326.48			MEDICARE TAX		EMPR MISC DED.	336,614.76			MEDICARE TAX		EMPR MISC DED.	184,651.90		
		EMPR MEDICARE TAX:	12,394.12					EMPR MEDICARE TAX:	12,322.73					EMPR MEDICARE TAX:	12,314.79		
		PP22 Total		\$1,227,803.29				PP23 Total		\$1,220,777.41				PP24		\$1,031,229.59	
DIRECT DEP. ACH WIRE TOTAL			578,111.94			DIRECT DEP. ACH WIRE TOTAL			568,263.23			DIRECT DEP. ACH WIRE TOTAL			591,383.66		

Pers/DCP EFT Notification over by .09 due to pay period crossing months and rounding.

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/2/2018

Thru Date: 11/2/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26215	11/2/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$206.00	
26216	11/2/2018	02060	AMERISAFE	\$112.71	
26217	11/2/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$191.64	
26218	11/2/2018	02580	ASSOCIATED PETROLEUM	\$1,485.51	
26219	11/2/2018	02825	AUTO PLUS - OLYMPIA 10364	\$363.44	
26220	11/2/2018	04100	BUENAVISTA SERVICES INC.	\$10,652.28	
26221	11/2/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$920.80	
26222	11/2/2018	05962	CHEHALIS COLLISION CENTER	\$2,093.89	
26223	11/2/2018	06120	CITY OF OLYMPIA UTILITIES	\$7,619.33	
26224	11/2/2018	06501	COLLINS LIAM	\$4.00	
26225	11/2/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,129.26	
26226	11/2/2018	07220	CUMMINS NORTHWEST INC	\$1,305.86	
26227	11/2/2018	10660	GILLIG LLC	\$5,136.50	
26228	11/2/2018	10759	GORDON TRUCK CENTERS INC	\$349.16	
26229	11/2/2018	11905	JANEK CORPORATION	\$234.14	
26230	11/2/2018	12875	KPFF CONSULTING ENGINEERS INC	\$6,385.30	
26231	11/2/2018	13485	LEMAY MOBILE SHREDDING	\$64.90	
26232	11/2/2018	14590	MOHAWK MFG & SUPPLY	\$2,071.32	
26233	11/2/2018	14750	MULLINAX FORD	\$306.60	
26234	11/2/2018	16841	PIONEER FIRE & SECURITY INC	\$165.15	
26235	11/2/2018	17420	R&R TIRE COMPANY INC.	\$2,121.33	
26236	11/2/2018	17505	RAINIER DODGE INC	\$400.91	
26237	11/2/2018	17900	SCHETKY NW SALES INC	\$596.63	
26238	11/2/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,096.48	
26239	11/2/2018	18530	STANDARD PARTS CORP	\$403.35	
26240	11/2/2018	18669	STRUCTURED COMMUNICATION SYSTEMS IN	\$1,900.17	
26241	11/2/2018	21950	TITUS-WILL CHEVROLET	\$567.16	
26242	11/2/2018	24750	WA ST GET PROGRAM	\$50.00	
Total:				\$47,933.82	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/9/2018

Thru Date: 11/9/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26243	11/9/2018	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
26244	11/9/2018	02060	AMERISAFE	\$425.50	
26245	11/9/2018	02380	ARAMARK UNIFORM SERVICES	\$997.19	
26246	11/9/2018	02425	ARONSON SECURITY GROUP INC	\$5,508.68	
26247	11/9/2018	05610	CAYAN LLC	\$177.23	
26248	11/9/2018	05740	CED	\$51.20	
26249	11/9/2018	06120	CITY OF OLYMPIA UTILITIES	\$430.00	
26250	11/9/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$486.04	
26251	11/9/2018	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$17,729.62	
26252	11/9/2018	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$10.62	
26253	11/9/2018	09662	FERRELLGAS	\$4,947.90	
26254	11/9/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26255	11/9/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26256	11/9/2018	10477	GALLS LLC	\$4,175.85	
26257	11/9/2018	10605	GENFARE	\$80.63	
26258	11/9/2018	10607	GENUINE AUTO GLASS OF LACEY	\$515.10	
26259	11/9/2018	10660	GILLIG LLC	\$9,204.38	
26260	11/9/2018	10759	GORDON TRUCK CENTERS INC	\$238.76	
26261	11/9/2018	11765	IT PETTY CASH	\$642.00	
26262	11/9/2018	11892	J ROBERTSON AND COMPANY	\$1,050.00	
26263	11/9/2018	11905	JANEK CORPORATION	\$1,415.30	
26264	11/9/2018	12845	KNIGHT FIRE PROTECTION	\$218.56	
26265	11/9/2018	13750	MAILBOX OF OLYMPIA	\$800.00	
26266	11/9/2018	14590	MOHAWK MFG & SUPPLY	\$80.10	
26267	11/9/2018	14750	MULLINAX FORD	\$469.01	
26268	11/9/2018	15140	NISQUALLY TOWING SERVICE	\$472.50	
26269	11/9/2018	15535	OLYMPIA COLLISION REPAIR	\$2,971.84	
26270	11/9/2018	16695	PATTISON WATER COMPANY	\$91.16	
26271	11/9/2018	16820	PIERCE COUNTY SECURITY	\$35,029.85	
26272	11/9/2018	16888	REXEL USA INC	\$377.36	
26273	11/9/2018	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
26274	11/9/2018	17560	RE AUTO ELECTRIC INC	\$1,319.48	
26275	11/9/2018	17792	ROUSH CLEANTECH LLC	\$858.70	
26276	11/9/2018	17900	SCHETKY NW SALES INC	\$138,058.00	
26277	11/9/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,169.64	
26278	11/9/2018	18052	SHEA CARR & JEWELL INC	\$1,941.25	
26279	11/9/2018	18210	SME SOLUTIONS	\$1,201.87	
26280	11/9/2018	18530	STANDARD PARTS CORP	\$764.05	
26281	11/9/2018	21930	TIRES INC	\$10,591.22	
26282	11/9/2018	21950	TITUS-WILL CHEVROLET	\$162.73	
26283	11/9/2018	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$83.77	
26284	11/9/2018	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$3,989.09	
26285	11/9/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$136.13	
26286	11/9/2018	26861	WESTERN GRAPHICS INC.	\$9,720.19	
Total:				\$263,769.54	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/16/2018

Thru Date: 11/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
				Total:	\$436,726.12

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/16/2018

Thru Date: 11/16/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26287	11/16/2018	01895	ECOLUBE RECOVERY LLC	\$136.13	
26288	11/16/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$170.34	
26289	11/16/2018	02580	ASSOCIATED PETROLEUM	\$72,820.82	
26290	11/16/2018	05740	CED	\$115.49	
26291	11/16/2018	05940	CENTURYLINK COMMUNICATIONS LLC	\$1,712.84	
26292	11/16/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$417.25	
26293	11/16/2018	06741	COMMUNITY YOUTH SERVICES	\$825.00	
26294	11/16/2018	07220	CUMMINS NORTHWEST INC	\$22,050.65	
26295	11/16/2018	07619	DAVID S FOSTER	\$1,750.00	
26296	11/16/2018	09660	FERGUSON ENTERPRISES INC	\$23.78	
26297	11/16/2018	09885	FMNA LLC	\$2,809.32	
26298	11/16/2018	10477	GALLS LLC	\$411.61	
26299	11/16/2018	10607	GENUINE AUTO GLASS OF LACEY	\$435.60	
26300	11/16/2018	10660	GILLIG LLC	\$12,536.99	
26301	11/16/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
26302	11/16/2018	10759	GORDON TRUCK CENTERS INC	\$612.71	
26303	11/16/2018	11048	HARGIS ENGINEERS INC	\$5,875.00	
26304	11/16/2018	11865	ISLAND SUPERIOR AIR FILTER	\$559.05	
26305	11/16/2018	11909	JAYRAY ADS & PR INC	\$4,421.25	
26306	11/16/2018	11943	JOANNA GRIST	\$1,750.00	
26307	11/16/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$765.85	
26308	11/16/2018	13485	LEMAY MOBILE SHREDDING	\$65.90	
26309	11/16/2018	13661	LOOMIS	\$3,040.87	
26310	11/16/2018	15140	NISQUALLY TOWING SERVICE	\$828.01	
26311	11/16/2018	15203	NORTHWEST CASCADE INC	\$16,894.14	
26312	11/16/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$361.27	
26313	11/16/2018	15535	OLYMPIA COLLISION REPAIR	\$2,478.14	
26314	11/16/2018	16490	PACIFIC DISPOSAL INC	\$680.49	
26315	11/16/2018	16888	REXEL USA INC	\$94.34	
26316	11/16/2018	16966	POINT & PAY	\$1,395.09	
26317	11/16/2018	17290	PUGET SOUND ENERGY	\$15,346.76	
26318	11/16/2018	17505	RAINIER DODGE INC	\$62.86	
26319	11/16/2018	17560	RE AUTO ELECTRIC INC	\$518.10	
26320	11/16/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$1,763.91	
26321	11/16/2018	18470	SPORTWORKS NORTHWEST INC	\$48.10	
26322	11/16/2018	18510	SRG PARTNERSHIP INC.	\$82,194.96	
26323	11/16/2018	18530	STANDARD PARTS CORP	\$45.31	
26324	11/16/2018	18648	STORAGELAND LLC	\$4,015.00	
26325	11/16/2018	18705	SUNBELT RENTALS	\$587.95	
26326	11/16/2018	21660	THERMO KING NORTHWEST	\$2,616.04	
26327	11/16/2018	21930	TIRES INC	\$7,870.74	
26328	11/16/2018	21950	TITUS-WILL CHEVROLET	\$2,145.59	
26329	11/16/2018	21991	TOWNZEN & ASSOCIATES INC.	\$625.00	
26330	11/16/2018	22010	TOYOTA OF OLYMPIA	\$231.70	
26331	11/16/2018	22100	TRANSIT SOLUTIONS LLC	\$457.49	
26332	11/16/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
26333	11/16/2018	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$72,008.89	
26334	11/16/2018	23410	U S BANK VOYAGER FLEET SYSTEMS	\$42,403.27	
26335	11/16/2018	24000	W W GRAINGER INC	\$1,686.99	
26336	11/16/2018	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$20,203.61	
26337	11/16/2018	25380	WASHINGTON GARDENS	\$315.52	
26338	11/16/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$100.00	
26339	11/16/2018	26861	WESTERN GRAPHICS INC.	\$19,440.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/23/2018

Thru Date: 11/23/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26340	11/23/2018	03250	BATTERY SYSTEMS INC	\$1,354.97	
26341	11/23/2018	05945	CENTURYLINK COMMUNICATIONS LLC	\$90.06	
26342	11/23/2018	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
26343	11/23/2018	10477	GALLS LLC	\$204.70	
26344	11/23/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26345	11/23/2018	10660	GILLIG LLC	\$9,269.94	
26346	11/23/2018	14275	MCP INDUSTRIES	\$800.00	
26347	11/23/2018	15675	OLYMPIA SCHOOL DISTRICT #111	\$17.04	
26348	11/23/2018	17900	SCHETKY NW SALES INC	\$545.60	
26349	11/23/2018	21950	TITUS-WILL CHEVROLET	\$2,502.19	
26350	11/23/2018	22325	TTL PARTNERS LLC	\$3,363.00	
26351	11/23/2018	24750	WA ST GET PROGRAM	\$50.00	
26352	11/23/2018	25858	WESTCARE CLINIC LLC PS	\$425.00	
26353	11/23/2018	02380	ARAMARK UNIFORM SERVICES	\$1,044.69	
26354	11/23/2018	06120	CITY OF OLYMPIA UTILITIES	\$1,275.49	
26355	11/23/2018	17290	PUGET SOUND ENERGY	\$301.17	
26356	11/23/2018	18705	SUNBELT RENTALS	\$1,247.32	
26357	11/23/2018	18711	SUNSET AIR INC	\$726.31	
26358	11/23/2018	21830	THURSTON COUNTY SOLID WASTE	\$62.00	
Total:				\$23,554.48	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/30/2018

Thru Date: 11/30/2018

Check #	Check Date	Ref #	Name	Amount	Voided
26361	11/30/2018	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
26362	11/30/2018	01895	ECOLUBE RECOVERY LLC	\$435.60	
26363	11/30/2018	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$179.81	
26364	11/30/2018	02580	ASSOCIATED PETROLEUM	\$96,863.92	
26365	11/30/2018	02990	B&B SIGN COMPANY LLC	\$116.53	
26366	11/30/2018	04100	BUENAVISTA SERVICES INC.	\$10,652.28	
26367	11/30/2018	05740	CED	\$133.48	
26368	11/30/2018	06120	CITY OF OLYMPIA UTILITIES	\$3,319.87	
26369	11/30/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$164.44	
26370	11/30/2018	06741	COMMUNITY YOUTH SERVICES	\$825.00	
26371	11/30/2018	07220	CUMMINS NORTHWEST INC	\$7,759.58	
26372	11/30/2018	08060	DON SMALL AND SONS OIL	\$2,474.43	
26373	11/30/2018	08621	EDUCATIONAL SERVICE DISTRICT 113	\$709.95	
26374	11/30/2018	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$820.89	
26375	11/30/2018	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$3,109.29	
26376	11/30/2018	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26377	11/30/2018	10477	GALLS LLC	\$1,892.66	
26378	11/30/2018	10607	GENUINE AUTO GLASS OF LACEY	\$416.78	
26379	11/30/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26380	11/30/2018	10660	GILLIG LLC	\$9,792.15	
26381	11/30/2018	10759	GORDON TRUCK CENTERS INC	\$1,129.54	
26382	11/30/2018	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$35,326.00	
26383	11/30/2018	10863	GRAYS HARBOR TRANSIT	\$211.00	
26384	11/30/2018	11250	HERITAGE - CRYSTAL CLEAN LLC	\$331.47	
26385	11/30/2018	11702	INSPECTORATE AMERICA CORPORATION	\$2,472.23	
26386	11/30/2018	11936	JMB CONTRACTING INC.	\$11,368.91	
26387	11/30/2018	12202	JUSTIN CHRISTENSEN-TAYLOR	\$1,250.00	
26388	11/30/2018	12474	KBA INC	\$2,868.62	
26389	11/30/2018	12875	KPFF CONSULTING ENGINEERS INC	\$1,087.29	
26390	11/30/2018	13850	MASON TRANSIT AUTHORITY	\$399.00	
26391	11/30/2018	14160	MCMASTER-CARR SUPPLY CO.	\$73.40	
26392	11/30/2018	14590	MOHAWK MFG & SUPPLY	\$823.69	
26393	11/30/2018	14750	MULLINAX FORD	\$279.84	
26394	11/30/2018	17420	R&R TIRE COMPANY INC.	\$3,437.81	
26395	11/30/2018	17505	RAINIER DODGE INC	\$56.98	
26396	11/30/2018	17560	RE AUTO ELECTRIC INC	\$915.71	
26397	11/30/2018	17580	RECARO NORTH AMERICA INC	\$107.17	
26398	11/30/2018	17900	SCHETKY NW SALES INC	\$111.36	
26399	11/30/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,338.55	
26400	11/30/2018	18530	STANDARD PARTS CORP	\$193.24	
26401	11/30/2018	21660	THERMO KING NORTHWEST	\$187.31	
26402	11/30/2018	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
26403	11/30/2018	21930	TIRES INC	\$4,702.79	
26404	11/30/2018	21950	TITUS-WILL CHEVROLET	\$849.33	
26405	11/30/2018	23576	UNG CHAE	\$2,700.00	
26406	11/30/2018	24755	WA ST HEALTH CARE AUTHORITY	\$364,835.66	
26407	11/30/2018	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$140.00	
26408	11/30/2018	26861	WESTERN GRAPHICS INC.	\$11,340.23	
Total:				\$593,238.19	

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	12/03-12/04 ADV TRVL	DI	11/30/2018			88.00	88.00	88.00		88.00
07153 CROW TOM										
00	12/03-12/04 ADV TRVL	DI	11/30/2018			88.00	88.00	88.00		176.00
13719 MACMILLAN DAN										
00	12/03-12/04 ADV TRVL	DI	11/30/2018			88.00	88.00	88.00		264.00
14875 Nagel Brian										
00	12/03-12/04 ADV TRVL	DI	11/30/2018			99.00	99.00	99.00		363.00
18072 SHOULTZ CHRISTOPHER D										
00	12/03-12/04 ADV TRVL	DI	11/30/2018			88.00	88.00	88.00		451.00
18218 SMITH HEATHER										
00	11/12/18 REIMB.	DI	11/30/2018			60.82	60.82	60.82		511.82

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
17700 RHODES DAN										
00	11/13-11/16 TRAVEL	DI	11/23/2018			86.25	86.25	86.25		86.25
26063 Wilson Kerri										
00	FURNITURE REIMB	DI	11/23/2018			939.78	939.78	939.78		1,026.03

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
02161 ANDERSON BREANNE R.										
00	10/14-10/16 TRAVEL	DI	11/16/2018			70.00	70.00	70.00		70.00
10755 GONZALES GILBERT										
00	10/25/18 TRAVEL	DI	11/16/2018			16.67	16.67	16.67		86.67
00	11/01-11/02 TRAVEL	DI	11/16/2018			209.50	209.50	226.17		296.17
10873 GREEN CLAUDIA										
00	10/23-10/26 TRAVEL	DI	11/16/2018			1,219.55	1,219.55	1,219.55		1,515.72
11750 IT EXEC IMPREST ACCOUNT										
00	2018OCT/NOV GFT CR	DI	11/16/2018			2,405.00	2,405.00	2,405.00		3,920.72
13341 LAFFEY RANDY										
00	12/03-12/04 ADV TRVL	DI	11/16/2018			99.00	99.00	99.00		4,019.72
16757 PETERSON LEE										
00	12/03-12/04 ADV TRVL	DI	11/16/2018			99.00	99.00	99.00		4,118.72
18042 SHAMBURGER ANGIE										
00	12/03-12/04 ADV TRVL	DI	11/16/2018			99.00	99.00	99.00		4,217.72

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
07706 DEBE PATRICE										
00	10/23-10/26 TRAVEL	DI	11/9/2018			658.36	658.36	658.36		658.36
08430 DUDEK DAVID										
00	10/24-10/26 TRAVEL	DI	11/9/2018			90.03	90.03	90.03		748.39
22055 TRAIL NANCY										
00	10/25/18 TRAVEL	DI	11/9/2018			30.74	30.74	30.74		779.13

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 TRAVEL	DI	11/2/2018			4.00	4.00	4.00		4.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018NOVEMBER	DI	11/2/2018			1,525.71	1,525.71	1,525.71		1,529.71
00	2018NOVEMBER02	DI	11/2/2018			1,526.04	1,526.04	3,051.75		3,055.75
14385 MESSMER PAT										
00	10/21-10/23 TRAVEL	DI	11/2/2018			477.60	477.60	477.60		3,533.35

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel December 19, 2018, Authority Meeting

1) **The Issue:** Whether to cancel the December 19, 2018, Authority meeting.

2) **Recommended Action:** Cancel the Wednesday, December 19, 2018, Authority meeting.

3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.

4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 19, 2018, meeting. Given the lack of agenda items, staff recommends canceling the meeting.

If approved, staff will provide appropriate legal notice to the public.

5) **Alternatives:**

- A. Cancel the December 19, 2018, Authority meeting.
- B. Maintain the schedule as it stands, and meet on December 19, 2018.

6) **Budget Notes:** N/A.

7) **Goal Reference:** N/A.

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

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

FOR: Intercity Transit Authority

FROM: Michael Burnham, Senior Planner, TRPC

SUBJECT: Climate Adaptation and Mitigation Plan

-
- 1) **The Issue:** Staff from the Thurston Regional Planning Council (TRPC) will present information on the Climate Adaptation and Mitigation Plan.
-
- 2) **Recommended Action:** Presentation and discussion.
-
- 3) **Policy Analysis:** Gain a better understanding of the work our partners at TRPC have been pursuing on behalf of local jurisdictions.
-
- 4) **Background:** Thurston Regional Planning Council received grant funding to develop a plan to help the region prepare and cope with climate impacts. The plan includes 91 actions within six themes and identifies 25 priority actions based on risk. Michael Burnham from TRPC will provide an overview of the Climate Adaptation and Mitigation Plan.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *Provide responsive transportation options within financial limitations.”* **Goal #5:** *Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community.”* **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:** Power Point - Regional Climate Change Planning.



Regional Climate Change Planning

Dec. 5, 2018



THURSTON
CLIMATE
ADAPTATION
PLAN

Overview

Funds:

- ▶ \$250K grant from U.S. EPA (2015)

Purpose:

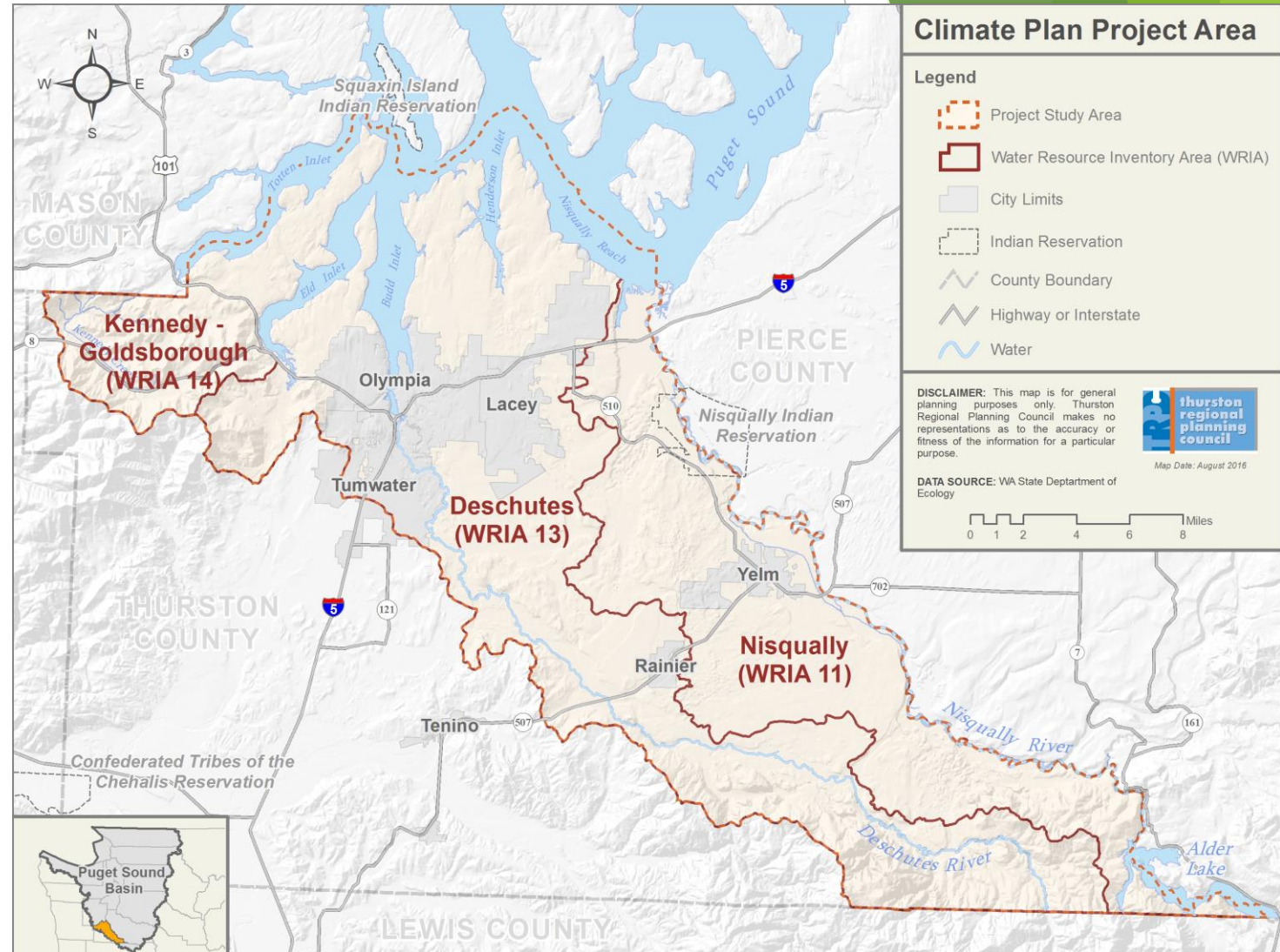
- ▶ Develop plan to help the region prepare for and cope with climate impacts (“adaptation”)

Project Area:

- ▶ South Puget Sound watersheds in Thurston County, WA

Policies:

- ▶ Recommends **91 actions** for local municipalities, tribes, businesses, neighborhoods, etc.
 - ▶ Actions could be taken throughout South Puget Sound ... and beyond



Plan Organization

- ▶ **Integrates stakeholder input:**
 - ▶ Project vision, goals & guiding principles
- ▶ **Summarizes deliverables:**
 - ▶ Science Summary
 - ▶ Vulnerability Assessment
 - ▶ Risk Assessment
 - ▶ Action Evaluation & Prioritization
- ▶ **Includes 91 actions within 6 themes:**
 - ▶ General
 - ▶ Drought & Water Quality
 - ▶ Flood & Erosion
 - ▶ Plants & Animals
 - ▶ Transportation & Energy
 - ▶ Wildfire & Extreme Heat



Climate Impacts

► Outlook:

- Region's average annual air temperature continues to rise over 21st century
 - Generally, **warmer, wetter winters** and **hotter, drier summers**
- Changes anticipated to worsen existing hazards (floods, landslides, wildfires) and introduce threats (invasive plants and insects, infectious diseases).

► Risks & Impacts:

- Shrinking snowpack = Changes runoff timing and streamflow volume
- Changing oceans = Threatens local fisheries (acidification and temp.)
- Rising sea levels = Exacerbates coastal flooding and erosion
- Warmer waters = Threatens water quality for humans, salmon, etc.
- Bigger storms = Damages infrastructure, endangers people
- Deeper droughts = Spurs water shortages, wildfires, crop losses

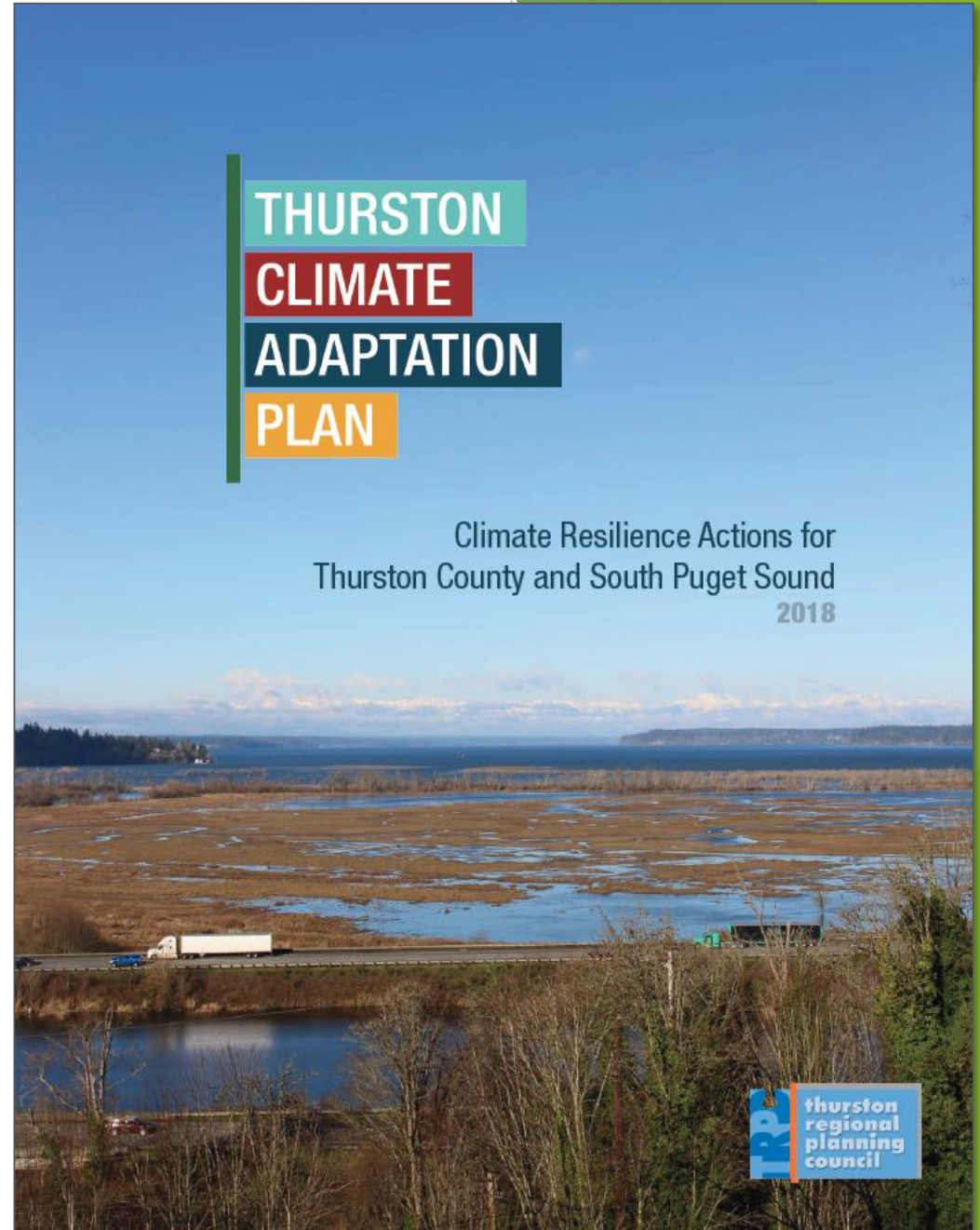


Plan Actions

- ▶ Selected **25 priority actions** based on risk assessment
- ▶ Identified a lead, partners, and timeframe

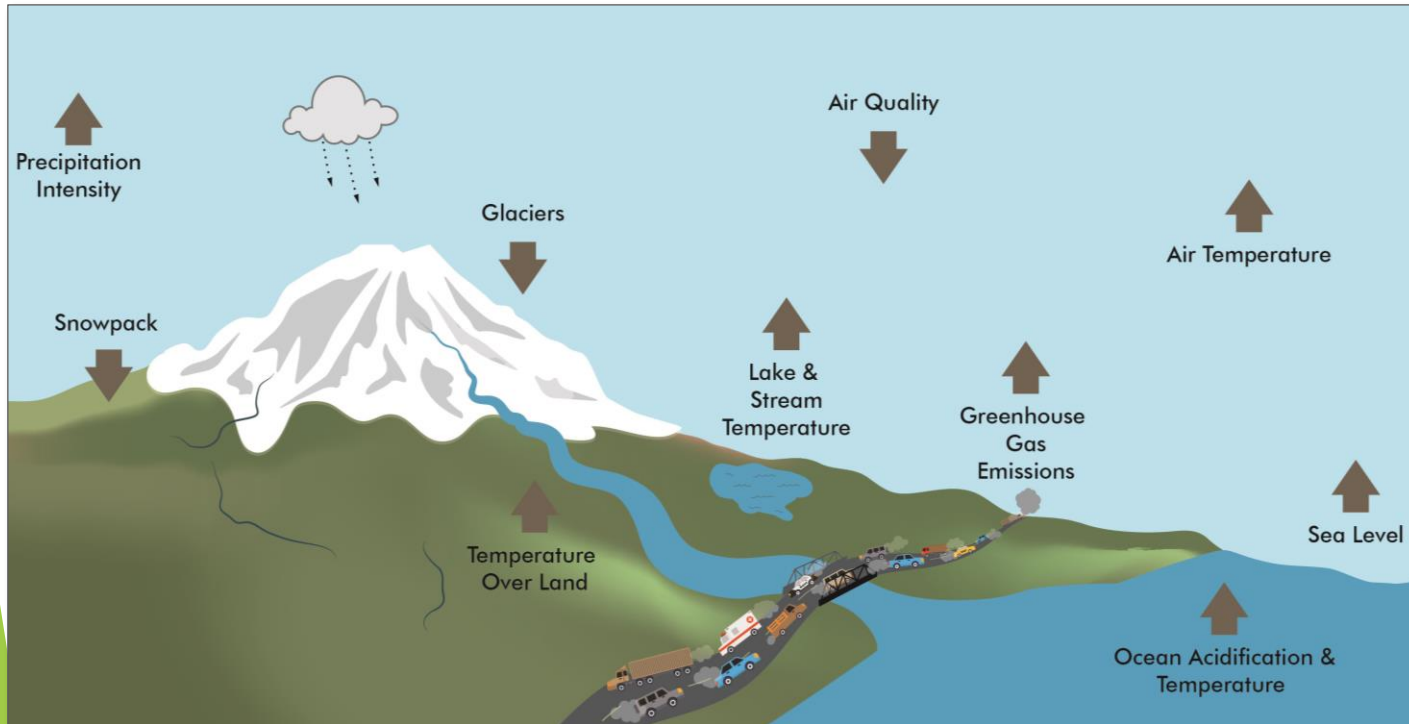
Examples:

- ▶ **Action G-01:** Create hazard recovery plans and prioritize the restoration of vital public safety facilities and other essential community assets (e.g., hospitals and bridges).
- ▶ **Action F-05:** Build floodwalls or other protective structures around critical facilities located in areas vulnerable to flooding as a result of sea-level rise and heavy precipitation.
- ▶ **Action T-05:** Map transportation infrastructure that is vulnerable to repeated floods and/or landslides, and designate alternative travel routes for critical transportation corridors when roads must be closed because of natural hazards.



Plan Design

- ▶ Online: www.trpc.org/climate
- ▶ Explains complex information simply
- ▶ Enhances text with maps, photos, and graphics
- ▶ Includes technical information in appendices



Freshwater Ecosystems

Streamflow: A shift to more rain-dominant conditions across Thurston County watersheds is projected to result in higher runoff and streamflow during cooler months but the opposite during warmer months.

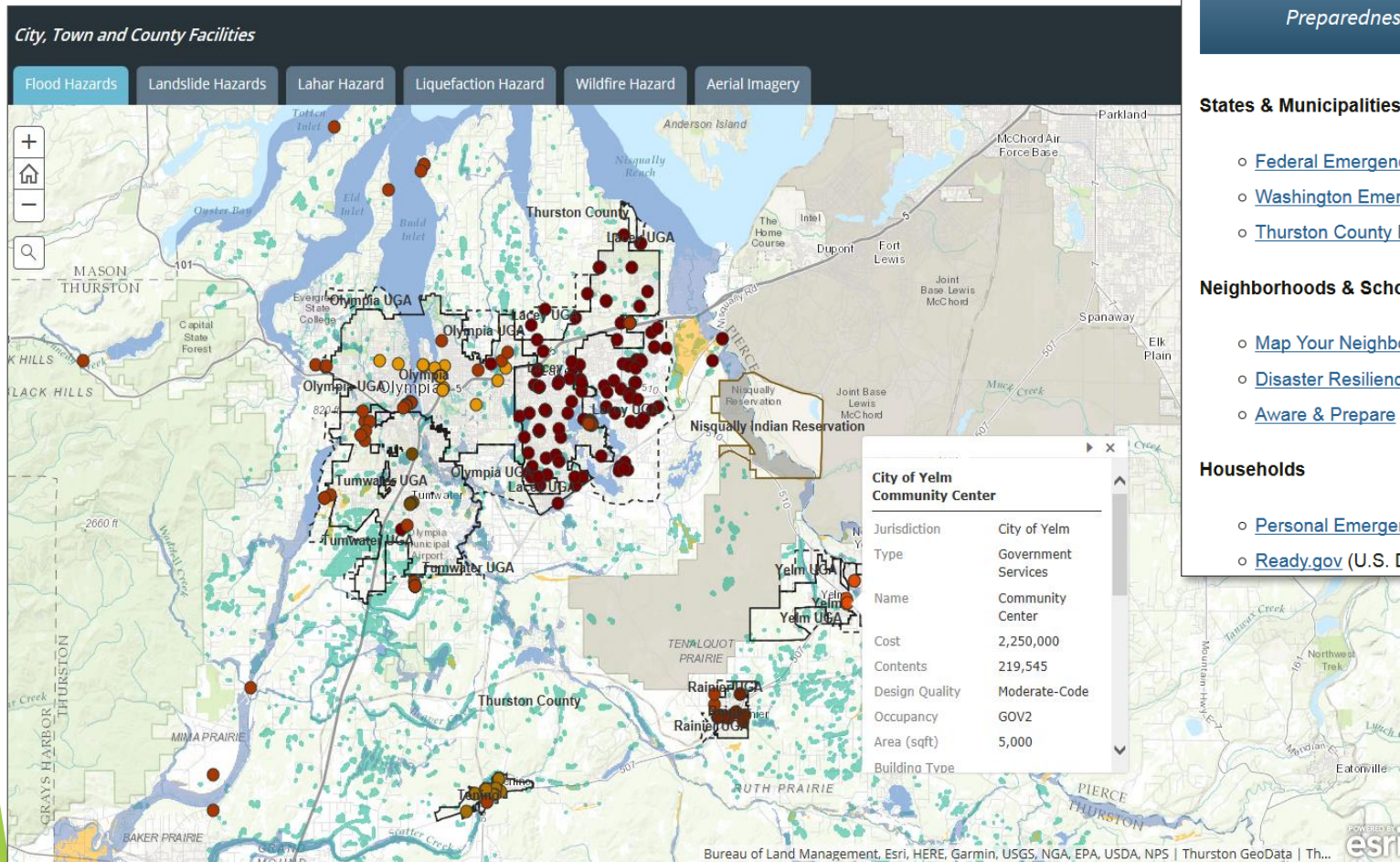
Within the Nisqually and Deschutes watersheds, the higher-elevation headwater areas are projected to experience the biggest changes in snowpack and runoff [See Figure 07], which affect streamflow timing and volume. Fish and other species that have evolved around predictable peak flows would be vulnerable to die-offs and degraded habitat.

The Deschutes River overtops its banks at Tumwater Falls Park after a record-breaking storm in December 2015. Source: TRPC

Plan Resources

- ▶ Created **Resilience Toolkit** with links to TRPC's Hazards Vulnerability map (*below*), climate data, emergency preparedness resources:

▶ www.trpc.org/climate



Resilience Toolkit

The following literacy, preparedness, and planning and data resources were curated to enhance climate resilience in Thurston County and beyond.

Preparedness

Planning & Data

Maps

Literacy

States & Municipalities

- [Federal Emergency Management Agency \(FEMA\)](#)
- [Washington Emergency Information & Resources \(State\)](#)
- [Thurston County Emergency Management \(Thurston County\)](#)

Neighborhoods & Schools

- [Map Your Neighborhood \(Thurston County\)](#)
- [Disaster Resilience Program for Schools \(Thurston County\)](#)
- [Aware & Prepare \(Santa Barbara County, Calif.\)](#)

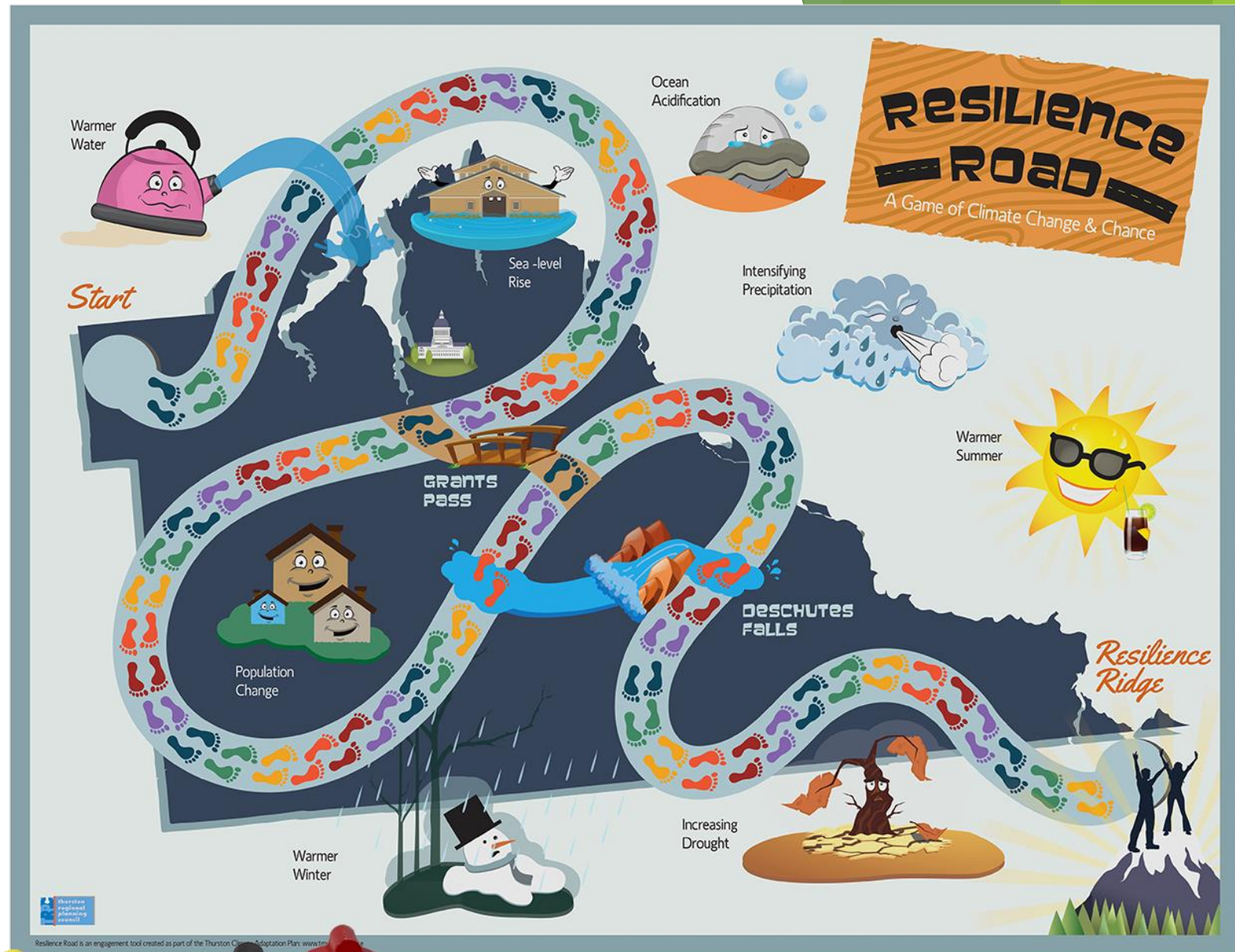
Households

- [Personal Emergency Preparedness \(Thurston County\)](#)
- [Ready.gov \(U.S. Department of Homeland Security\)](#)

Public Engagement

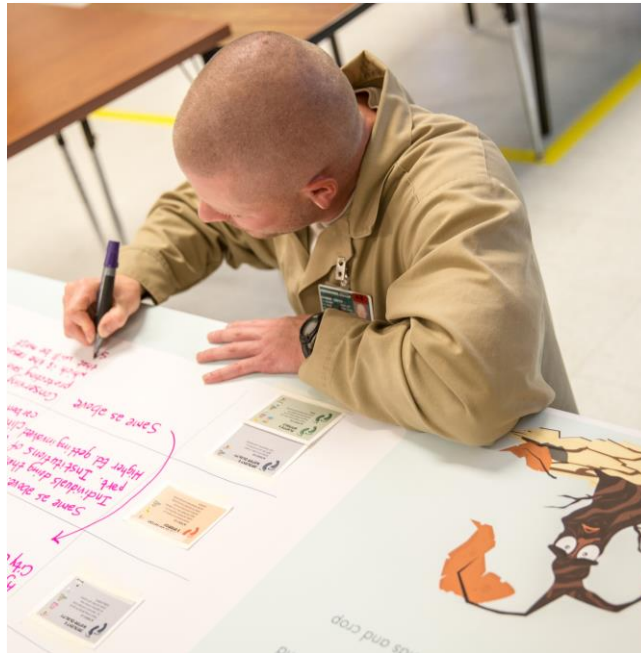
► Multimedia Tools:

- Meetings with 20+ groups
- Newspaper editorial
- E-mail messages
- Social media posts
- Online video and surveys
- Community forums
- Board game (*right*)



Taking the Show on the Road

- ▶ Hosted “*Art of Change*” event during Arts Walk (*top right*)
 - ▶ Pop-up library with climate books, plankton acidification mural, draft plan
- ▶ Presented “*Resilience Road*” board game and poster at Northwest Climate Conference in Seattle (*bottom left*)
- ▶ Presented project and facilitated interactive game at TESC Sustainability in Prisons Project climate symposium (*bottom right*)



Implementation & Awards

► Implementation:

- TRPC adopted plan in January 2018
- Olympia, Port of Olympia and LOTT integrated actions into a sea-level rise response strategy for downtown Olympia
- Thurston County integrated actions into its draft comprehensive plan
- Squaxin Island Tribe considering actions and analysis to integrate into its tribal planning work

► Awards:

- American Planning Association – Sustainability Division
- National Association of County Planners / APA County Division
- Planning Association of Washington / APA-Washington Chapter



Regional Climate Mitigation Plan

Overview

Phase 1 Overview

- ▶ Thurston County, Olympia, Lacey, Tumwater, and TRPC agreed in April to complete Phase 1 of a plan to reduce regional emissions that contribute to global climate change.

- ▶ **Phase 1 of entailed:**

- Assessing each jurisdiction's climate goal or target.
- Adopting a common emissions baseline and targets.
- Assessing actions each jurisdiction has adopted or implemented.
- Approving an interlocal agreement and scope of work for Phase 2.



Emissions Targets

▶ The Target:

- ▶ Reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050.

▶ The Baseline:

- ▶ Reflects a 2015 inventory of countywide emissions – about 2.84 million metric tons of CO₂ equivalent – which provides a reliable figure from which we can measure and manage future emissions.
- ▶ Incorporates real energy, solid waste, agricultural, and transportation data from PSE, TRPC, and other sources.

▶ The Upshot:

- ▶ Ensures our region does its part to keep the global average temperature from rising more than 2° C above pre-industrial levels (*Paris Agreement*) by 2100 and avoids severe climate impacts

45 x 30

&

85 x 50

Phase 2 Overview

► Steps:

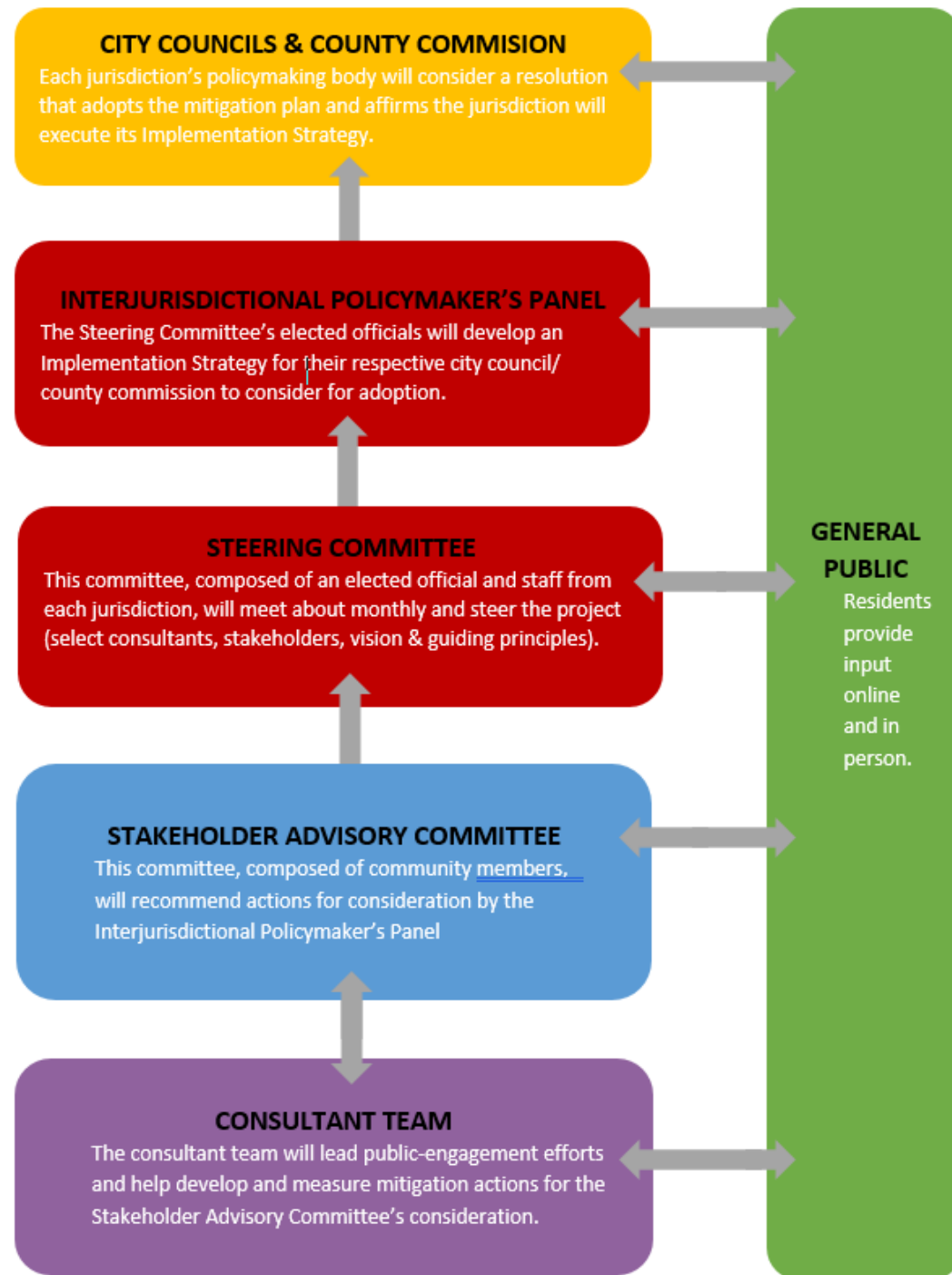
- Drafting mitigation actions and eliciting public input
- Assessing actions' cumulative impact quantitatively
- Identifying leads, partners, and funding sources for actions
- Creating an implementation strategy for each jurisdiction (shared and individual actions)
- Seeking adoption and implementation

► Action Examples:

- Boosting building energy efficiency
- Boosting wind, solar and other “clean” power
- Creating local green jobs
- Increasing transportation alternatives (transit, EVs, etc.)



Project Diagram





Questions?



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

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Vanpool Vehicle Purchase

1) **The Issue:** Consideration of the purchase of twenty (20) replacement vanpool vehicles.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$629,780 to purchase twenty (20) new seven-passenger Toyota Sienna minivans.

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

4) **Background:** Intercity Transit seeks to replace twelve-passenger vans that have reached their useful life, with the purchase of twenty (20) new seven-passenger Toyota Sienna minivans using Washington State Department of Enterprise Services (DES) Contract 05916. DES competitively bid this vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class, and Toyota of Yakima was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. Additional research has also indicated that the Toyota Sienna's meet all FTA requirements for purchase and can be acquired through DES Contract 05916 utilizing federal funds.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of

\$629,780 to purchase twenty (20) new seven-passenger Toyota Sienna minivans.

B. Defer action. To remain in alignment with the VIP grant, vehicles must be received by June 30, 2019.

6) **Budget Notes:** Intercity Transit received a state Vanpool Investment Program (VIP) grant award of \$885,000 to purchase a minimum of 40 replacement vanpool vehicles by June 30, 2019. Intercity Transit already purchased 25 grant-funded replacement vanpool vehicles in 2018, and intends to purchase 20 more vehicles to be received by June 30, 2019. The VIP grant will provide 65% funding up to \$22,125 per vehicle.

Intercity Transit's proposed 2019 budget includes funds to provide the 35% match through use of existing federal funds designated for vanpool replacements. The VIP (state funding) grant is eligible to be used as the match to the existing federal funds.

The total cost of this purchase for 20 replacement vanpool vehicles is \$629,780, of which the VIP grant will fund \$409,357. The remaining \$220,423 is anticipated to come from existing federal funds allocated under an existing PSRC earned share project. (Note: Vanpool vehicles are exempt from sales tax.)

7) **Goal Reference:** **Goal # 4:** *"Provide responsive transportation options within financial limitations."*

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

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

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Security Services Contract Amendment

1) **The Issue:** Consideration of a contract amendment with Pierce County Security to increase security services at the Olympia Transit Center (OTC) for the remainder of the current contract term through May 31, 2019.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Pierce County Security to increase security services at the Olympia Transit Center for the remainder of the current contract term through May 31, 2019 in the amount of \$56,389.

3) **Policy Analysis:** The Procurement policy states the Authority must approve any expenditure over \$100,000. The cumulative value of this contract exceeds \$100,000.

4) **Background:** Pierce County Security has provided contracted security services at Intercity Transit's Lacey and Olympia Transit Centers since May 2015. Historically, one (1) security officer provides services at each location during designated timeframes Sunday through Saturday, and on operating holidays.

After declaring homelessness a public health emergency in July of 2018, followed by the City of Olympia's decision to open a designated camp site adjacent to the OTC, the volume of pedestrian traffic and interactions with OTC security officers has increased to the point that additional security personnel is needed. In addition Pierce County Security personnel currently under contract, and the full-time Operations Supervisor dedicated to the OTC, Pierce County Security will provide one (1) additional security officer during the same days and hours.

	<u>Olympia Transit Center</u>
Weekdays	6:00AM - 12:00AM
Saturdays	8:00AM - 12:00AM
Sundays	8:00AM - 9:00PM
Memorial Day	9:00AM - 9:00PM

Rates under this amendment would remain the same as the current rates, which market research indicates are fair and reasonable. Based on the Contractor's record of performance, staff remains confident that Pierce County Security will continue to enhance and maintain a professional security presence and customer service at the Olympia Transit Centers, and therefore recommends the amendment be approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with Pierce County Security to increase security services at the Olympia Transit Center for the remainder of the current contract term through May 31, 2019 in the amount of \$56,389.
- B. Defer action. This alternative would result in the same level of security guard coverage at Olympia Transit Centers.

6) **Budget Notes:** Intercity Transit allocated \$208,790 in the 2018 budget and \$280,000 in the 2019 budget for security services. The contracted amount of the current contract term from June 1, 2018 through May 31, 2019 is \$208,922. The cost of the additional security services under this amendment is \$56,389. This increase in services will not result in an overage to the 2018 or 2019 budget. The 2020 security services budget allocation will be adjusted to accommodate the increase.

7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

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

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Dial-A-Lift Vehicle Purchase

1) **The Issue:** Consideration of the purchase of seven (7) expansion Dial-A-Lift vehicles.

2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 04115, to purchase seven (7) expansion Dial-A-Lift vehicles from Schetky Northwest in an amount not to exceed \$1,005,063. There is no sales tax on Dial-A-Lift Vehicles.

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

4) **Background:** In order to support increasing service demands, Intercity Transit seeks to expand its Dial-A-Lift fleet with the purchase of seven (7) new Propane Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles utilizing the Washington State Department of Enterprise Services (DES) Contract 04115. DES competitively bid this vehicle contract awarding to the lowest responsive and responsible bidder for each vehicle class, and Schetky Northwest (Schetky) was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit concurs with DES's assessment regarding fair and reasonable pricing, and Schetky's ability to perform. Based on our past experience with Schetky and their provided cutaway vehicles, staff is confident these vehicles are mechanically sound and will serve our customers and Intercity Transit well.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 04115, to purchase seven (7) expansion Dial-A-Lift Vehicles from Schetky Northwest in an amount not to exceed \$1,005,063.

B. Defer action. Deferring order placement would result in a delay in vehicle production and delivery, and lack of service demand support.

6) **Budget Notes:** The estimated cost to purchase seven (7) expansion Dial-A-Lift vehicles is \$1,005,063. This estimate includes a contingency of 4% to allow for any 2019 pricing changes under DES Contract 04115.

7) **Goal Reference: Goal #2:** *“Provide outstanding customer service”* and **Goal #3:** *“Maintain a safe and secure operating system.”*

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

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

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Replacement Coach Purchase

-
- 1) **The Issue:** Consideration of the purchase of eleven (11) replacement and up to fifteen (15) expansion 35-foot and 40-foot clean diesel low-floor buses.
-
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 09214, to issue purchase orders to Gillig, LLC in an amount not-to-exceed \$15,381,530 to purchase eleven (11) replacement and up to fifteen (15) expansion 35-foot and 40-foot diesel low-floor buses.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The replacement cycle for heavy-duty buses, as determined by the Federal Transit Administration, is 12 years. Due to lack of funds, the organization has focused on keeping older vehicles in service longer than optimal. The passage of IT Proposition 1, and the fulfillment of our proposed long range plan, promises more intense use of these vehicles by increasing our span of service delivery in 2019. Proposition 1 also included increasing frequency and adding service to NE Lacey in 2020 which requires additional buses. The bus manufacturer is currently scheduling build and delivery dates for 2020 and 2021. To ensure our ability to keep vehicles on the road, and deliver the new service our community is expecting in a timely fashion, we need to refresh and expand our fleet as quickly as possible. Getting on the manufacturers production schedule as soon as possible is imperative.

This purchase request includes replacing eleven (11) 2005 series coaches which will be in their 15th year upon delivery. The request also includes the purchase of up to fifteen (15) expansion buses. The purchase of four of these expansion buses is contingent upon grant funding for a pilot Bus Rapid Transit project. Intercity Transit intends to utilize Washington State Department of Enterprise Services (DES) Contract 09214 for heavy-duty mass transit vehicles. The total purchase price of each bus, including sales tax, is estimated at \$586,399 for a 35-foot coach

and \$591,598 for a 40-foot coach. These prices include an estimated 3% contingency to allow for any pricing changes under DES Contract 09214.

DES competitively awarded its heavy-duty mass transit vehicle contract awarding to the lowest, responsive and responsible bidders by vehicle category, and Gillig, LLC was selected for this replacement purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Gillig, LLC's ability to perform. Based on our past experience with Gillig buses, staff is confident these vehicles are mechanically sound and will serve our staff and customers well for many years to come.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 09214, to issue purchase orders to Gillig, LLC in amounts not-to-exceed \$15,381,530 to purchase eleven (11) replacement and up to fifteen (15) expansion 35-foot and 40-foot diesel low-floor buses.

B. Defer action. If we choose not to purchase buses at this time, the buses scheduled to be replaced will exceed their useful life and may be more prone to failure. In addition, the fleet could not support any expansion until late 2020. The current vehicle delivery schedule is approximately 18 months. That could change based on the number of successful transit measures nationwide.

6) **Budget Notes:** The estimated not-to-exceed cost to purchase eleven (11) replacement and up to fifteen (15) expansion buses is \$15,381,530, including sales tax. This estimated cost is based on the estimated 40-foot coach cost, with a 3% contingency to allow for any 2019 pricing changes under DES Contract 09214.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: RouteMatch Mobile Tablets

1) **The Issue:** Consider a three-year contract to lease RouteMatch Mobile tablets for the Dial-A-Lift fleet.

2) **Recommended Action:** Authorize the General Manager to enter into a three-year contract with RouteMatch to lease mobile tablets for the Dial-A-Lift fleet. The value of the contract is \$205,115.40, including tax.

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

4) **Background:** In 2015, our Dial-A-Lift fleet incorporated a mobile tablet interface with our RouteMatch software program. The tablets yielded significant time savings for staff through an improved driver interface.

However, the current tablets have reached the end of their useful life and are having structural failures. The replacement tablets will include a no questions asked return warranty to minimize impact on operations. The enhanced solution also offers an improved data plan that will support online navigation with real time traffic and Mobile Device Management.

Intercity Transit has an existing contract with RouteMatch, which supports the mobile tablet lease program and technical support services. RouteMatch references who utilize this program were contacted and provided positive feedback. The monthly lease is \$5,697.65. The recommendation is to enter into a three-year agreement with RouteMatch for the vehicle hardware, software, and technical support for tablets.

5) **Alternatives:**

A. Authorize the General Manager to enter into a three-year contract with RouteMatch to lease mobile tablets for the Dial-A-Lift fleet. The value of the contract is \$205,115.40, including tax.

B. Deferred action will result continued operations of our existing tablets on a month-to-month agreement. Tablets that fail will be taken out of service and Operations may have to go back to less efficient paper scheduling manifests and dated paper map books.

6) **Budget Notes:** This project is included in the 2019 Information Systems division budget. Future budgets are anticipated to include continued funding for this project for additional years.

7) **Goal Reference:** Goal #2: Provide outstanding customer service. Goal #3: Maintain a safe and secure operating system.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: December 5, 2017

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705 5829

SUBJECT: Surplus Van Grant Program

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- 1) **The Issue:** Whether to authorize the General Manager to grant seven surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).
-
- 2) **Recommended Action:** Authorize the General Manager to grant surplus vanpool vehicles to Behavioral Health Services, Catholic Community Services, Community Youth Services, Senior Services for South Sound, Family Education & Support, Kokua, and Nature Nurtures.
-
- 3) **Policy Analysis:** The Surplus Van Grant program supports the Strategic Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet transportation needs. Resolution 07-03 dedicates up to four surplus vanpool vehicles for this use. The Authority has exercised the opportunity to award to additional applicants based on the availability of vehicles and community need.
-
- 4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 55 vans to community groups since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, Food Bank Executive Director, Robert Coit, Vanpool Manager Carolyn Newsome, and Vanpool Coordinator Dave Kolar evaluated 16 applications received by the November 16 deadline. Utilizing selection criteria including; community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to the Behavioral Health Services, Catholic Community Services, Community Youth Services, and Senior Services for South Sound. In addition, if the Authority is inclined to award all seven available surplus vehicles, the review team recommends three additional grantees: Family Education and Support, Kokua, and Nature Nurtures. All have worthy programs, demonstrate community benefits and have the ability to comply with the requirements of the grant.

-
- 5) **Alternatives:**
- A) Grant seven (7) surplus vanpool vehicles to the Behavioral Health Services, Catholic Community Services, Community Youth Services, Senior Services for South Sound, Family Education and Support, Kokua, and Nature Nurtures.
 - B) Grant four (4) surplus vanpool vehicles to Behavioral Health Services, Catholic Community Services, Community Youth Services and Senior Services for South Sound.
 - C) Don't make surplus vans available for the program in 2018.
 - D) Delay action until a future date.
-
- 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 \$10,000 per vehicle or a total of \$70,000 for seven vehicles.
-
- 7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations. Goal #7: "Build partnerships to address and jointly find solutions to mobility needs and demands in our community."*
-
- 8) **References:** Proposed 2019 Van Grant Recipients and Van Grant Recipients 2004-2018.

Proposed 2019 Van Grant Recipients

Behavioral Health Services, responding to opioid epidemic, will be opening a drug and alcohol treatment facility for pregnant and parenting women January 2, 2019. This allows for the development of healthy parenting skills while acquiring skills to needed to stay clean and sober. Van will provide transportation to the facility and as part of their case management; appointments in the community including methadone treatment, prenatal appointments, pediatric and wellness checks and court-required meetings.

Catholic Community Services (CCS) will utilize their van for two programs. First for Drexel House; providing support for and housing to shelter Olympia's most vulnerable homeless adults, over 50% of those served are veterans. Secondly, CCS is partnering with Olympia Police Department to start a new program, "Familiar Faces." Program will provide Peer Navigators who will work with the 20 individuals in downtown Olympia who have the most contacts with law enforcement.

Community Youth Services works with low income and at-risk youth, aged 12-24, to overcome impact of abuse, abandonment and the stigma of poverty and homelessness. Van will provide reliable transportation for Rosie's Place; an engagement center, overnight shelter and street outreach program for homeless youth and young adults.

Senior Services for South Sound transports seniors to activities such as the Senior Nutrition Program, Services to at Risk Seniors (STARS) and Adult Day Care and Respite Programs. Senior nutrition program provides over 110,000 warm, nutritious meals while having a social connection with other seniors in our community. Senior Services for South Sound's Inclusion Program provides seniors with developmental disabilities custom designed activities including arts and crafts, bingo and field trips.

Family Education and Support Services supports families by offering intensive classes for families impacted by trauma; including addiction, domestic violence, incarceration or separation due to deployment, divorce or deportation. Their prevention based parent training supports women who have acknowledged using drugs or alcohol during pregnancy. Family Education and Support Services assist adults caring for children impacted by trauma with Kinship and Foster parent support.

Kokua Services' mission is to provide individuals with disabilities the support they need to lead full and meaningful lives. Kokua hopes to provide two new services; Community Guide and Engagement Services and Respite Care. All services incorporate getting individuals out into our community to help build a sense of self-value through engagement with other community members in inclusive activities.

Nature Nurtures Farm hope to transport children who live at Family Support Center's Pear Blossom Shelter to their farm so they may participate in Farm Start outdoor pre-school program, expanding childcare offerings and increasing student population from 55 to 163. Nature Nurtures is leasing office space on the West Side of Olympia, reserving nearly 50% for students accessing care via ECEAP or Washington's Working Connections Childcare subsidy through DSHS.

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. 5-H
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, Operations Director, 360-705-5889

SUBJECT: Updating Intercity Transit's Rules of Conduct, Transit Exclusion Policy and Regulation of Communication Activities

-
- 1) **The Issue:** Intercity Transit's Rules of Conduct Policy EX-0003 will be updated to align with Washington State Transit Insurance Pool's (WSTIP) most current best practice resource document.
-
- 2) **Recommended Action:** Review proposed policy update and adopt.
-
- 3) **Policy Analysis:** WSTIP developed and continually updates a Best Practice Resource Document for Transit Agency Rules of Conduct, Transit Exclusion and Regulation of Communication Activities. Intercity Transit maintains adherence to WSTIP's Best Practices and updates its policies accordingly to match WSTIP's most current guidance.
-
- 4) **Background:** Intercity Transit Rules of Conduct, Transit Exclusion and Regulation of Communication Activities policy provides:
- a baseline for appropriate passenger conduct, focusing on individual behaviors that disturb the orderly, safe, secure, comfortable, and convenient transportation Intercity Transit provides to the public,
 - the basis for an effective Transit Exclusion policy;
 - governance on how a passenger would be excluded from service if they violate appropriate passenger conduct;
 - provisions for the basis of exclusion, a notice procedure, constructive receipt, immediate exclusion or removal, length of exclusion, and a method of appeal;
 - regulations of public communications on Intercity Transit's premises, containing provisions for purpose and scope of the policy, a statement regarding Intercity Transit's legitimate interests, what facilities and/or vehicles that are governed by the policy, and how Public Communication activities are regulated;

- Regulation of public communications in regards to permitting (application, approval, revocation, appeal, availability) and a hold harmless provision.

5) Alternatives:

- A) Accept the updated Rules of Conduct, Transit Exclusion and Regulation of Communication Activities policy.
- B) Direct staff to revise the updated Rules of Conduct, Transit Exclusion and Regulation of Communication Activities policy and adopt the policy as revised.
- C) Direct staff to revise the proposed updated Rules of Conduct, Transit Exclusion and Regulation of Communication Activities policy and bring the revised policy back to the Authority.

6) Budget Notes: N/A.

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 #6:** *“Encourage use of services.”*

8) References: Intercity Transit’s updated Rules of Conduct, Transit Exclusion and Regulation of Communication Activities policy document.

**INTERCITY TRANSIT
RULES OF CONDUCT (INCLUDING SERVICE EXCLUSIONS)
AND REGULATION OF COMMUNICATION ACTIVITIES**

ARTICLE I. INTRODUCTION

Intercity Transit vehicles, facilities, and properties are intended to provide services for the benefit of the general public. Pursuant to RCW 36.57A.080, and in order to maintain public transportation services that are orderly, safe, secure, comfortable, and convenient, Intercity Transit has enacted the following Rules of Conduct. The Rules of Conduct are intended to regulate conduct occurring with Transit employees, on Intercity Transit vehicles, within or upon Intercity Transit facilities and properties, and in connection with Intercity Transit's provision of public transportation services.

The Rules of Conduct consist of four separate articles, which include the following: Article I – Introduction; Article II – Definitions; Article III – Regulation of Conduct; and Article IV – Public Communication Activities. Unless otherwise provided herein, reference to the phrase “Rules of Conduct” shall collectively include Articles I through IV.

If any one or more of the provision(s) in the Rules of Conduct shall be declared by any court of competent jurisdiction to be contrary to law, then such provision(s) shall be null and void and shall be deemed separable from the remaining provisions in the Rules of Conduct and shall in no way affect the validity of the other provisions of the Rules of Conduct.

ARTICLE II. DEFINITIONS

As used in these Rules of Conduct, the words herein shall have the meaning provided in this Article II. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Words imparting the singular number shall include the plural numbers and vice-versa, unless the context shall otherwise dictate.

- A. “Bus shelter” shall mean those structures located in transit vehicle loading zones that provide cover for the general public to board and alight from transit vehicles.
- B. “Commercial activity or activities” shall mean any enterprise or venture by groups or individuals for the purpose of promoting or selling products or services to Intercity Transit employees or the general public whether for profit or not.
- C. “General public” shall mean any person or group of persons, including Intercity Transit employees not acting in an official capacity at the time.

- D. "News racks" shall mean any stand, box, structure, rack, or other device, which is designed and used for the sale of and/or distribution of newspapers, periodicals, magazines, or other publications or combinations of the same.
- E. "Park-and-ride lots" shall mean locations at which persons park their individual vehicles and transfer to a transit vehicle or car/vanpool vehicles, including all physical improvements and landscaping.
- F. "Permit" shall mean a permit that gives a Permittee authority to conduct public communication activities in a manner consistent with applicable endorsements, limitations, rules, and procedures described in these Rules of Conduct.
- G. "Permittee" shall mean any individual, firm, partnership, corporation, organization, association, or entity of any kind who obtains a Permit as described above.
- H. "Person" shall mean any individual, firm, partnership, corporation, organization, association, or entity of any kind.
- I. "Public communication activity or activities" shall mean the posting or distributing of flyers, pamphlets, brochures, books, or other written, printed, or graphic material; collecting petition signatures; political campaigning; demonstrating; displaying signs; picketing; unscheduled playing of musical instruments or other performances; public speaking; conducting surveys; soliciting or receiving of funds or contributions of any kind for any purpose; or otherwise communicating or attempting to communicate to the general public.
- J. "Public transportation services" shall include the definition of public transportation services in RCW 36.57A.010(10), together with vanpools and fixed route and paratransit services, whether operated by Intercity Transit or any governmental agency, private person, firm, or corporation contracting with Intercity Transit pursuant to chapter 36.57A RCW.
- K. "Intercity Transit" shall mean the Intercity Transit Authority, a Washington municipal corporation and Public Transportation Benefit Area organized and operating under and by virtue of the laws of the State of Washington.
- L. "Intercity Transit employee" shall mean any part-time or full-time, temporary or regular, exempt or non-exempt, represented or non-represented person, including an intern or contracted party, who is compensated by Intercity Transit for services by wages, salary, or other remuneration.
- M. "Intercity Transit facilities and properties" shall mean all facilities, structures, schedule

and news racks, kiosks, fare vending machines, bulletin and information boards, bus stop signs, lands, interest in lands, air rights over lands, and rights of way of all kinds that are owned, leased, held, or used by Intercity Transit for the purpose of providing public transportation services, including, but not limited to, park and ride lots, transit centers, bus shelters, and public streets and sidewalks that are used by the general public to board and alighting from transit vehicles.

- N. "Intercity Transit vehicle" shall mean a municipal transit vehicle defined in RCW 46.04.355. It also includes any Intercity Transit maintenance or supervisor vehicle.
- O. "Transit centers" shall mean locations where transit routes have a common terminus and facilities are provided to facilitate general public boarding and alighting from transit vehicles, including all physical improvement and landscaping.
- P. "Transit-related activities" shall mean activities associated with the provision or support of Intercity Transit public transportation services, the use of those services by the general public, or Intercity Transit sales, promotion, and maintenance activities in support of Intercity Transit public transportation services.

ARTICLE III. REGULATION OF CONDUCT

A. Prohibited Conduct

The following conduct is prohibited on Intercity Transit vehicles, within or upon Intercity Transit facilities or property, and in connection Intercity Transit's provision of public transportation services.

1. Engaging in any conduct prohibited by RCW 9.91.025 or prohibited by any federal, state, or municipal civil or criminal law;
2. Except in a designated place, the use of chewing tobacco or smoking or carrying a lighted or smoldering pipe, cigar, or cigarette; or e-cigarettes;
3. Discarding litter other than in designated receptacles;
4. Dumping or discarding any materials on transit property, including but not limited to hazardous substances and automotive fluids;
5. Playing any radio, recorder, or other sound-production equipment, except that nothing herein shall prohibit the use of such equipment when connected to earphones that limit the sound to individual listeners or the use of communication devices by Intercity Transit employees, Intercity Transit contractors, or public safety officers in the line of duty, or the use of private communication devices used to summon, notify, or communication with other individuals (e.g., pagers, beepers, or cellular telephones);
6. Spitting, urinating, or defecating, except in the appropriate plumbing fixtures

- in restroom facilities;
7. Failure to maintain a reasonable level of personal hygiene. It is not Intercity Transit's objective to enforce personal hygiene standards on the public, but in order to maintain a clean and safe environment to all who use Intercity Transit's vehicles and property, passengers who may contaminate an area due to blood, urine, fecal matter, or other body fluids will be refused transportation. This includes those whose body odor is so offensive that others would complain and vacate the immediate area;
 8. Carrying any flammable liquid, explosive, acid, or other article or material likely to cause harm to others except that nothing herein shall prevent a person from carrying a cigarette, cigar, or pipe lighter or carrying a firearm or ammunition in a way that is not otherwise prohibited by law or these Rules of Conduct;
 9. Obstructing or impeding the flow of Intercity Transit's vehicles or passenger traffic or hindering or preventing access to Intercity Transit vehicles, facilities, or property. This includes causing unreasonable delays in boarding or alighting, blocking or partially blocking an aisle or stairway with a package or object, reclining in more than one seat, or otherwise unlawfully interfering with the provision or use of public transportation services;
 10. Disturbing others by engaging in loud, raucous, unruly, harmful, aggressive, violent, or harassing behavior (flashing gang signs or displaying gang colors is considered harassing behavior);
 11. Destroying, defacing, or otherwise damaging Intercity Transit property;
 12. Possessing any open beverage container holding alcohol or possessing controlled substances, unless otherwise authorized by law;
 13. Carrying, exhibiting, displaying, or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons, unless otherwise authorized by law;
 14. Throwing an object at Intercity Transit vehicles, facilities, or property, or throwing an object at any person on Intercity Transit property;
 15. Allowing any animal to occupy a seat on transit property, to run at large, to unreasonably disturb others, to leave waste matter on Intercity Transit property, to board transit vehicles unless secured in an approved pet container, or to interfere with transit-related activities. Exceptions will be made for service animals;
 16. Engages in other conduct that is inconsistent with the intended purpose of the transit facility, transit station, or transit vehicle and refuses to obey the lawful commands of an agent of the transit authority or a law enforcement officer to cease such conduct;
 17. Roller-skating, rollerblading, or skateboarding;

18. Riding bicycles, unicycles, mopeds, or other motorcycles, except where public vehicle travel and access is permitted;
19. Eating on Intercity Transit vehicles or in prohibited areas of Intercity Transit facilities and properties;
20. Drinking, except from a spill-proof covered container, on Intercity Transit vehicles or in prohibited areas of Intercity Transit facilities and properties;
21. Using a public address system, loudspeaker, or other sound-amplifying device, except as authorized by Intercity Transit or its designee;
22. Using Intercity Transit property for residential or commercial parking purposes except as authorized by Intercity Transit or its designee;
23. Operating, stopping, standing, or parking a vehicle in any roadway or location restricted for use only by Intercity Transit vehicles or otherwise restricted;
24. Sitting or lying on floors of Intercity Transit vehicles or floors, sidewalks, asphalt, or other ground covering in or on Intercity Transit facilities and properties;
25. Sleeping, camping, or storing personal property on benches or floors on or within Intercity Transit's vehicles, facilities, properties, unless otherwise authorized by law;
26. Entering or remaining upon any nonpublic areas of Intercity Transit facilities or properties, including, but not limited to, staging areas, work areas, and equipment rooms, except when authorized by Intercity Transit or its designee;
27. Sitting or remaining in an area marked as reserved for senior citizens or paratransit customers;
28. Entering Intercity Transit vehicles, facilities, or properties without wearing a shirt or shoes unless medical accommodation is pre-authorized by the Intercity Transit to allow for coverings other than shoes;
29. Engaging in commercial activities, except when such activities are authorized by Intercity Transit or its designee in a written permit, license, concession contract, lease, or other written authorization;
30. Engaging in public communication activities, except as such activities are authorized by Articles IV;
31. Engaging in any civic, cultural, or other special event, not included in the definitions of commercial or public communication activities in Article II herein, except as such activities are authorized by Intercity Transit or its designee in a written permit, license, concession contract, lease, or other written authorization;
32. Committing any act which tends to create or incite, or creates or incites, an immediate breach of peace, including, but not limited to,
 - (a) fighting,
 - (b) racing,

- (c) obscene language and noisy or boisterous conduct tending to cause a breach of the peace, and
 - (d) personally abusive epithets or words or language of an offensive, disgusting, or insulting nature, which epithets, words, or language when addressed to the ordinary citizen are, as a matter of common knowledge, inherently likely to provoke a violent reaction of fear, anger, or apprehension;
33. Engaging in sexual activity with self or others while riding or accessing Intercity Transit vehicles, facilities, or properties;
 34. Displaying or reading pornographic material where others may see it;
 35. Engaging in gambling or any game of chance for the winning of money or anything of value;
 36. Using Intercity Transit vehicles, facilities, or properties for nontransit-related activities, except as authorized by Intercity Transit or its designee;
 37. Entering Intercity Transit vehicles, facilities, or properties when lacking the ability to care for oneself because of illness, intoxication, or medication(s);
 38. Extending an object or a portion of one's body through the door or window of an Intercity Transit vehicle;
 39. Hanging or swinging on bars or stanchions with feet off the floor while on transit property or hanging onto or otherwise attaching oneself to the exterior of a transit vehicle or other transit property;
 40. Engaging in any physical sport activity on transit property;
 41. Loitering or "hanging out" (customers are expected to board the next scheduled transit vehicle traveling in the direction of their destination);
 42. Refusing to allow proper securement of a wheelchair on Intercity Transit vehicles;
 43. Failure to pay the appropriate fare as required by Transit Authority; or falsely representing oneself as eligible for a special or reduced fare or obtaining any permit or pass related to the Intercity Transit transit system by making a false representation;
 44. Falsely claiming to be a transit operator or other transit employee or volunteer, or, through words, actions and/or the use of clothes, insignia, or equipment resembling department-issued uniforms and equipment, creating a false impression that one is a transit operator or other transit employee or volunteer;
 45. Interfering or tampering with mobile data computers, fare boxes, or any other equipment on Intercity Transit vehicles or properties;
 46. Laying hands or verbally intimidating a transit operator or transit employee, including spitting on them.
 47. Exceeding the number of no-shows allowed under the paratransit procedures, provided that trips missed for reasons beyond the customer's control shall not be counted as no-shows;
 48. Impeding paratransit service through non-compliance with the paratransit

- procedures; and
49. Violating an exclusion order issued under these Rules of Conduct.

B. Enforcement

1. Exclusion from Service.

- (a) **Basis for Exclusion.** Any person engaging in prohibited conduct under these provisions of Article III, Section A, may be refused entrance upon, ordered to leave, or otherwise restricted in the use of Intercity Transit vehicles, facilities, or properties by a commissioned law enforcement official, Intercity Transit personnel, or authorized personnel of an Intercity Transit contracted service provider. Failure to immediately comply with such a removal or exclusion order may be grounds for prosecution for criminal trespass and/or unlawful transit conduct.
- (b) **Immediate Exclusion or Removal.** An Intercity Transit employee may immediately reseal, refuse transportation, or remove from Intercity Transit vehicles, facilities, or properties without prior written notice a person who has engaged in prohibited conduct under Article III, Section A, which, in the Intercity Transit employee's discretion, poses a safety or security risk, interferes with or impinges on the rights of others, impedes the free flow of the general public, or impedes the orderly and efficient use of Intercity Transit vehicles, facilities, or properties. If an individual who is immediately excluded or removed is also excluded from future access to Intercity Transit vehicles, facilities, or properties, Intercity Transit should, to the extent possible, give notice to that individual of the future exclusion pursuant to section (B) (c).
- (c) **Notice Procedure.** Intercity Transit may give a person to be excluded from Intercity Transit vehicles, facilities, or properties written notice, to the extent possible, by personal delivery or by U.S. Postal Service Priority Mail, delivery confirmation requested, addressed to the person's last known address. The notice shall specify the reason or reasons for exclusion, identify the scope, duration, and effective date of the exclusion, and explain the appeal process. The exclusion notice is effective upon actual or constructive receipt.
- (d) **Constructive Receipt.** Receipt of an exclusion notice is construed to have occurred if the person knew or reasonably should have known from the circumstances that he or she is excluded from Intercity Transit vehicles, facilities, or properties. Receipt of an exclusion notice is also presumed to have been accomplished three calendar days after the notice has been placed in the U.S. Mail to the person's last known mailing address.

- (e) Length of Exclusion. The following suggested exclusion lengths are guidelines to be used by Intercity Transit in determining the duration of a particular exclusion under the provisions of Article III. The actual exclusion period imposed may be shorter or longer depending on the circumstances of each case. Circumstances that Intercity Transit may consider in determining the length of exclusion include, but are not limited to, the circumstances of the incident and the individual's history of documented prior conduct/incidents while using or accessing Intercity Transit vehicles, facilities, or properties.
- Permanent exclusion may be appropriate under certain circumstances.**
- (1) If the person being excluded has had no policy violations, including exclusions or removals, in the prior 12 months, and
 - a. The prohibited conduct would constitute a misdemeanor in Washington State or prohibited by RCW 9.91.025, the duration of the exclusion should not exceed 30 days.
 - b. The prohibited conduct would constitute a felony in Washington State, the exclusion should not exceed 90 days.
 - (2) If the person being excluded has had one prior policy violation, including exclusions or removals, in the prior 12 months, and
 - a. The prohibited conduct would constitute a misdemeanor in Washington State or prohibited by RCW 9.91.025, the duration of the exclusion should not exceed 60 days.
 - b. The prohibited conduct would constitute a felony in Washington State; the exclusion should not exceed 90 days.
 - (3) If the person being excluded has had two or more prior policy violations, including exclusions or removals, in the prior 12 months, and
 - a. The prohibited conduct would constitute a misdemeanor in Washington State or prohibited by RCW 9.91.025, the duration of the exclusion should not exceed 90 days.
 - b. The prohibited conduct would constitute a felony in Washington State; the exclusion should not exceed 120 days.
 - (4) If the prohibited conduct is identified as a crime against a person or involves a firearm or other dangerous weapon, the duration of the exclusion could range from 365 days to permanent.
- (f) Appeal Procedure. Not later than 15 calendar days after an exclusion

notice becomes effective, an excluded person may appeal in writing or by phone to the Intercity Transit Director of Operations for a review of the exclusion. The appellant may request a hearing, or the appellant may request review without a hearing based on a written statement setting forth the reasons why the appellant believes exclusion is invalid or improper. If the appellant is unable to respond in writing, Intercity Transit will make reasonable accommodations. If no hearing is requested, the Intercity Transit Director of Operations, or his or her designee, shall render a written decision within 20 calendar days after Intercity Transit's receipt of the appeal.

- (g) Hearing. If the appellant does request a hearing, the hearing shall be held within 30 calendar days after Intercity Transit's receipt of the appeal, and the hearing may be recorded (see consent form). The Intercity Transit Director of Operations, or his or her designee, shall render a written decision within 20 calendar days after the hearing. The appellant may be represented by counsel and may present witnesses to testify upon oath or affirmation in support of the appeal. The Director of Operations may also hear from witnesses who testify upon oath or affirmation, and he or she may examine evidence during the appeal hearing. The exclusion shall remain in effect during the appeal process.

2. Other Laws Not Limited.

The enforcement of Article III herein is not intended to limit, in any manner, the enforcement of any applicable federal, state, or municipal laws, provided that Intercity Transit employees and volunteers are not authorized to assist in enforcing a court order prohibiting or restricting contact with any other person other than to notify appropriate law enforcement personnel via Intercity Transit's dispatcher or Intercity Transit Security.

C. Liability

Nothing in Article III herein shall create a duty to any person on the part of Intercity Transit or form any basis for liability on the part of Intercity Transit, its officers, agents, employees, or volunteers. The obligation to comply with Article III is solely that of any person entering and using Intercity Transit's vehicles, facilities, and properties, and Intercity Transit's enforcement of Article III is discretionary not mandatory.

ARTICLE IV. PUBLIC COMMUNICATION ACTIVITIES

A. Purpose and Scope

1. Non-Public Forum

As a provider of public transportation services, Transit Agency makes a variety of transit vehicles, facilities, and properties available to persons who use such public transportation services. Although these transit vehicles, facilities, and properties may be accessed by the general public, they are not open public forums either by nature or by designation. They are intended to be used solely for transit-related activities and provide little, if any, space for other nontransit-related activities.

2. Intercity Transit's Legitimate Interests

Most public communication activities are prohibited on Intercity Transit vehicles and within or upon Intercity Transit facilities and properties regardless of the viewpoint expressed, because they are incompatible with Intercity Transit's legitimate interests. These legitimate interests include, but are not limited, to the following:

- (a) securing the use of scarce parking spaces and bus shelter space for persons who are using public transportation services;
- (b) maintaining safe, clean, and secure transit vehicles, facilities, and properties to retain existing, and attract new, users of public transportation services;
- (c) reducing litter pick-up and other maintenance or administrative expenses so as to maximize the provision of public transportation services; and
- (d) preventing delays and inconvenience to the general public by minimizing congestion and expediting boarding, transferring, and alighting from Intercity Transit vehicles.

3. Purpose of Article IV and Intercity Transit Vehicles, Facilities, and Properties

Transit Agency vehicles, facilities, and properties are first and foremost intended for Intercity Transit public transportation services and the use of those services by the general public. Safe and efficient movement of Intercity Transit vehicles and customers within and upon facilities and properties is paramount to achieving safety, security, maintenance, and operation objectives and meeting general public expectations concerning the Intercity Transit's provision of public transportation services. Intercity Transit's intent and desire is to allow members of the general public to engage in

public communication activities on Intercity Transit vehicles or within or upon Intercity Transit's facilities and properties to the extent that such activities are compatible with Intercity Transit's legitimate proprietary functions and interests.

Accordingly, Intercity Transit is, within reasonable limits, authorized to regulate the time, place, and manner in which persons engage in public communication activities. Without regard to content, individuals, or groups involved, some activities might be denied altogether, made subject to the Rules of Conduct, or limited by scope, location, or duration. Such activities would include, but are not necessarily limited to, those that are inconsistent with the intended purpose of a given area; pose safety or security risks; interfere with or impinge on the rights of others; impede the free flow of the general public; affect the orderly and efficient use of transit vehicles, facilities, or properties; or otherwise interfere with Intercity Transit's public transportation services, operations, or maintenance activities.

Intercity Transit expressly does not hereby designate its transit vehicles, facilities, or properties as public forums. It is the purpose of Article IV to describe the limited extent to which the general public is allowed to engage in public communication activities on Intercity Transit vehicles and within or upon Intercity Transit facilities and properties.

Article IV does not apply to Intercity Transit employees engaged in authorized activities in the course of their employment or to events or commercial activities previously authorized by Intercity Transit.

4. Facilities Governed by Article IV.

All Intercity Transit vehicles, facilities, and properties are governed by Article IV herein.

B. Regulation of Public Communication Activities

1. Limitations

Public communication activities, which are otherwise lawful, are permitted on Intercity Transit vehicles and within or upon Intercity Transit facilities and properties, subject to the following exceptions and limitations:

- (a) Posting, projecting or affixing flyers, pamphlets, brochures, leaflets, displays, or any other written, printed, or graphic materials of any kind is prohibited.
- (b) Selling or offering for sale or donation books, pamphlets, or any other written, printed, or graphic material is prohibited.
- (c) Soliciting funds is prohibited.
- (d) Signs, banners, structures, displays, or other paraphernalia may not be affixed to, projected on, or erected on Intercity Transit vehicles or within or upon Intercity Transit facilities or properties, except as authorized by Intercity Transit or law.
- (e) Signs carried by or on a person are permitted, provided that the signs are not constructed of a size or material that could inadvertently or intentionally cause injury to a person or property, and provided that the signs are not permitted on Intercity Transit vehicles. Signs may not be of a size that obstructs the free flow of the general public and may not exceed 32 inches by 32 inches. A "sandwich board" sign may not extend beyond the carrier's shoulders or, if used by a Permittee, beyond the permitted area.
- (f) Public communication activities will not be permitted in parking areas or roadways. Public communication activities may not block any loading zone, signage, stairway, escalator, elevator, customer service counter, ticket or automatic teller machine, authorized commercial activity, fire safety system component, telephone, information board, or the normal general public paths to and from such areas.
- (g) Public communication activities otherwise permitted under Article IV are prohibited if the number of person engaged in the activities, their location, or the manner of conducting the activities creates safety or security problems; interferes with the free flow of persons onto Intercity Transit vehicles or into, within, or from Intercity Transit facilities or properties; or interferes with the operation of such transit vehicles, facilities, or properties, or Intercity Transit's

provision of public transportation services.

- (h) Persons engaged in public communication activities within or upon Intercity Transit facilities and properties shall not use any parking spaces provided at such facilities or properties unless they are also using Intercity Transit's public transportation services.

C. Permitting Procedures

1. Permit. No person shall engage in public communication activities permitted under Article IV without first obtaining a Permit in accordance with the rules and procedures set forth herein.
2. Application for Permit. Any person that desires to obtain a Permit shall submit an application ("Application") to Intercity Transit's Director of Operations or his or her designee. A copy of the form of this Application is attached hereto as Appendix 1. Applications may be obtained in person from Intercity Transit's Business Office located at 526 Pattison Street SE in Olympia during business hours (8 a.m. and 5 p.m., Monday through Friday). Applications may also be requested by mail or by calling 360-786-8585 during Business Office hours of operation.
3. Issuance of Permit.
 - (a) Within a period of no longer than five calendar days of receipt of a completed Application, a Permit shall be issued by Intercity Transit's Director of Operations or his or her designee, or the applicant shall be furnished a written statement setting forth the reason why the Application for a Permit had been denied. A Permit will not ordinarily be issued more than 14 calendar days prior to the commencement of intended use and will be valid only for the specific dates, times, and designated areas identified in the Permit. A Permit shall be effective for a period of no longer than seven calendar days and will be limited to the normal hours and days that the designated areas identified in the Permit are open for public access. Applications shall be processed in the order of their receipt.
 - (b) A Permit may be renewed prior to its expiration for up to seven additional calendar days by filing with Intercity Transit's Director of Operations or his or her designee a notice that the Permittee intends to continue the activity, together with any amendments necessary to keep the information required by the Application current and accurate. A Permit shall not be renewed if the notice and information herein required are not timely filed or if the continued presence of the Permittee cannot be accommodated under these rules and

- procedures.
- (c) Permittees are required to have the Permit on their person (or with the group) when engaged in the permitted activity and to present the Permit to Intercity Transit and security personnel upon request. A copy of the form of the Permit is attached hereto as Appendix 3.
4. Denial of Permit. If a Permit is denied, Intercity Transit's Director of Operations or his or her designee shall serve on the applicant personally or by US Postal Service Priority Mail, delivery confirmation requested, a written statement of reasons for the denial. A Permit shall not be denied unless:
- (a) The applicant has not furnished the information required by the Application, or the applicant has failed to agree to the conditions of the Permit;
 - (b) Conditions exist which make the applicant's proposed activity at the date, time, or location proposed by the applicant incompatible with Intercity Transit's operational function or is otherwise limited or prohibited under Article IV;
 - (c) The nature of the activity that the applicant wishes to conduct constitutes a commercial activity subject to other requirements of Intercity Transit described in Article III herein;
 - (d) There has been within the previous 12 months: (i) an exclusion order issued to the applicant or participant pursuant to Article III herein; (ii) a revocation of a previous Permit issued to the applicant; or (iii) a failure to comply with the terms and conditions of a Permit previously issued to the applicant; or
 - (e) One or more applicants have requested Permits for the same date, time, or location; Intercity Transit cannot reasonably accommodate additional public communication activities at that same date, time, or location; and the current applicant is not entitled to priority in accordance with these rules and procedures.
5. Revocation of Permit. A Permit may be revoked immediately by Intercity Transit's Director of Operations or his or her designee, when evidence exists that:
- (a) A Permittee has violated the provisions of the Permit or these Rules of Conduct, or
 - (b) The activity has attracted a crowd of sufficient size so as to begin to adversely impact the safety, security, or rights of others; the free flow of the general public; or the normal operation requirements of the transit vehicle, facility, or property.

Before revoking a Permit, the Director of Operations or his or her designee may, but is not required to, give Permittees verbal warnings of any violations of the Permit or these Rules of Conduct or return a Permit after adverse conditions that existed at the time of revocation are no longer present.

6. Notice of Revocation.

- (a) Notice of revocation shall be in writing, supported by a statement of facts and a list of witnesses to the facts stated, and be personally served upon the Permittee or mailed to the Permittee by US Postal Service Priority Mail, delivery confirmation requested. A notice of revocation need not be in writing if immediate conditions exist that pose safety or security risks; interfere with or impinge on the rights of others; impede the free flow of the general public; affect the orderly and efficient use of the transit facility; or otherwise interfere with Intercity Transit's public transportation services, operations, or maintenance activities. If written notice of revocation is not given because of such immediate conditions, the Intercity Transit Director of Operations or his or her designee shall, within three calendar days from the date of revocation, prepare a written notice of revocation as required above.
- (b) Once a Permit has been revoked, a person shall not continue their activity until another Permit has been obtained or the revoked Permit returned. If the Permit has been revoked on a permanent basis, all materials involved in the terminated activity must be removed immediately by the individual(s) involved.

7. Appeal from Denial or Revocation.

- (a) Upon notification of the denial of a Permit or revocation thereof, an applicant or Permittee may file with Intercity Transit's General Manager a notice of appeal.
- (b) Upon Intercity Transit's receipt of the notice of appeal, the matter shall be set for a hearing before Intercity Transit's General Manager within fifteen calendar days. The General Manager or his or her designee shall issue a notice of hearing which shall be sent by certified mail, return receipt requested, to the applicant or Permittee, and which shall contain the date, time, and place of the hearing.
- (c) At the hearing, the applicant or Permittee may be represented by legal counsel. Testimony shall be taken upon oath or affirmation first of witnesses in support of the denial or revocation. The applicant or Permittee may then testify and present witnesses on his or her behalf. A record shall be made of the proceeding and kept on file with Intercity Transit for at least three years.

- (d) The General Manager's findings and order shall, within seven calendar days of the conclusion of the hearing, be sent to the applicant or Permittee by US Postal Service Priority Mail, delivery confirmation requested.
8. Availability of and Limit Upon Permits.
- (a) Permits will be issued on a first-come, first-served basis, subject to availability, provided that Intercity Transit may give preference to an applicant or applicants who have had the least opportunity during the preceding 30 calendar days to conduct public communication activities. Permits shall be issued without regard to the identity of the person or cause for which the Permit is being requested.
- (b) For safety and security reasons; to ensure that the free flow of the general public and the intended transportation functions of the transit vehicles, facilities, and properties are met; and to accommodate other activities competing for the limited available space; a maximum of four (4) individuals representing the same groups or causes will be allowed to engage in public communication activities at any given time.
9. Transferability. Upon written approval by Intercity Transit's Director of Operations, a Permit may be transferred to another person engaged in the same activity, provided that the receiving party complies with the conditions of the Permit and retains it on her or her person during the activity.
10. Reproduction. Permits may not be reproduced or altered in any manner. Reproduced or altered Permits will be considered invalid and confiscated. The holder of the invalid Permit will be required to cease their activity until a valid Permit is obtained.
11. Signs, Banners, Literature, Etc. Signs, banner, literature, leaflets, posters, structures, or other paraphernalia may not be affixed to the Intercity Transit vehicles, facilities, or properties or erected in conjunction with an activity, unless space has otherwise been provided for such purpose or under provision stated elsewhere in these rules and procedures. Permittees may offer literature to the general public, but they shall refrain from attempting to distribute literature to any member of the general public who indicates he or she does not desire to receive said literature. Permittees may not distribute or offer to distribute said literature within ten (10) feet of persons in queue lines, bus exits or entrances, or permanent waiting fixtures, unless invited closer by a transit patron.
12. Responsibility for Clean-up. Permittees shall be responsible for cleaning up litter that

- they personally (or as a group) generate in the course of their activity. If, at the end of the Permittee's activity, the Permittee fails to clean up such litter, Intercity Transit shall cause the clean-up of the Permittee's litter and the Permittee shall reimburse Intercity Transit for all costs incurred therefore.
13. Unattended Distribution and Storage of Materials. No Permittee shall leave unattended distribution or storage of materials, placards, boxes, or other supplies used in support of public communication activities.
 14. Hold Harmless. Any Permittee, including Permittee's personal representatives, successors in interest, and assigns, shall, as a precondition to the issuance of any Permit, agree to indemnify, defend and hold harmless Intercity Transit and its officers, agents, and employees from all suits, claims, actions, and damages of whatsoever kind or nature arising out of or resulting from Permittee's use of the premises, except to the extent caused by the negligence of Intercity Transit and its officers, agents, and employees. Any Permittee shall further covenant and agree to specifically assume potential liability for actions brought by Permittee's own employees against Intercity Transit and its officers, agents, and employees and, for that purpose only, Permittee specifically waives any immunity under workers' compensation act, Title 51 RCW, provided, however, that said waiver shall not apply to such actions in which Permittee's employee alleges that the claim arises through no fault of Permittee, unless the fault of Permittee is established through discovery or at trial.
 15. Interaction with the General Public. Intercity Transit and its officers, agents, and employees, shall not unnecessarily interfere with any consensual conversation between Permittees and members of the general public. Permittees shall forthwith terminate any conversation with any member of the general public when requested to do so by the addressee. No person, while engaged in public communication activities, shall physically touch or contact a member of the general public, unless the person has previously consented to the contact or unless the person has previously agreed to contribute to the Permittee or the organization that he or she represents.
 16. Misrepresentation. No person, while engaging in solicitation of funds, shall misrepresent the true purposes for which the resources obtained will be utilized by the person. In the solicitation of funds, the person shall inform the person being solicited of the true intent of the organization for which said funds are solicited. No false, fraudulent, or misleading statements or representations shall be made.
 17. Permits and Licenses. The Permittee shall be responsible for obtaining all necessary permits and licenses from any other regulatory agencies required for the Permittee's use of transit vehicles, facilities, or properties. Permittee shall provide copies of said permits to Intercity Transit upon its request.

18. Compliance with the Rules of Conduct and Laws. Permittees shall abide by the Rules of Conduct and all applicable federal, state, and municipal criminal and civil laws.

D. General

1. **Liability for Clean-up**
Any person engaged in public communication activities and found responsible for litter, damages, or destruction of property, whether by accident or intent, shall be responsible for the clean-up and/or liable for the cost of repairing or replacing the damaged or destroyed property.
2. **Liability of Intercity Transit**
Nothing in Article IV or in the permission of public communications activities on Intercity Transit vehicles or within or upon Intercity Transit facilities or properties shall create a duty to any person on the part of Intercity Transit or form any basis for liability on the part of Intercity Transit or its agents or employees. The obligation to comply with the requirements of Article IV is solely that of any persons engaging in public communication activities and Intercity Transit's enforcement of Article IV is discretionary, not mandatory.
3. **Non-Intercity Transit Uses**
Notwithstanding the limitations and prohibitions contained in Article IV, Intercity Transit reserves the right to enter into leases or other use agreements permitting non-Intercity Transit uses of Intercity Transit vehicles, facilities, or properties that are found to be compatible with Intercity Transit's proprietary functions and interests.

Appendices

- Appendix 1 Intercity Transit Exclusion Order
- Appendix 2 Application to Engage in Public Communication Activities
- Appendix 3 Permit to Engage in Public Communication Activities
- Appendix 4 Consent to Record Appeal Hearing
- Appendix 5 RCW 9.91.025



**INTERCITY TRANSIT
EXCLUSION ORDER**

DATE:

TO:

This letter shall serve as a Notice of Exclusion.

This exclusion is effective _____ for 30/60/90/180/365 days. Throughout this period you are barred from contact with any Intercity Transit employee or entering in or onto:

The Olympia Transit Center, Lacey Transit Center and surrounding property.

All Intercity Transit vehicles, facilities, and properties.

Failure to comply with this Exclusion Order shall be grounds for criminal prosecution for trespass.

This action is being taken because:

If you wish to appeal this decision, you need to contact the Director of Operations, in writing at the address below, or by phone at the number listed below, within 15 calendar days of the effective date of this Exclusion Order. You may request a hearing or a review without a hearing based on a written statement why you believe this exclusion is invalid or improper. **This exclusion will remain in effect throughout the appeal process.**

Operations Supervisor

NOTES:

Intercity Transit, P.O. Box 659, Olympia, WA 98507-0659 • 360-786-8585

Distribution: White - Customer

Yellow - Supervisor

Pink - Security

Gold - Director of Operations

Rules of Conduct, Appendix 1, Exclusion Order

Office Use Only

Permit #

INTERCITY TRANSIT APPLICATION

PERMIT TO ENGAGE IN PUBLIC COMMUNICATION ACTIVITIES

*Please fill out form and attach all requested information.
Incomplete applications will not be considered.*

1. Applicant Information:

Name

Address

#/Street

City

State

Zip

Contact Number(s)

2. Sponsor/Promoter/Organizer Information (if different than above):

Name

Address

#/Street

City

State

Zip

Contact Number(s)

3. Give a short description of the nature of the activity and its purpose:

Description:

Purpose:

4. Activity Information:

Location requested: (check one)

Olympia Transit Center

Amtrak Depot

Lacey Transit Center

Other

Dates/Times requested:

Start Date:

End Date:

Daily Start Time:

Daily End Time:

5. Participant Information:

Total number of people who will be participating:

Name and current address is required for **each** participant. Use additional sheets if necessary.

Name

Address

#/Street

City

State

Zip

Name

Address

#/Street

City

State

Zip

Name

Address

#/Street

City

State

Zip

6. Attach a copy of any literature the applicant intends to display or distribute and contents of any signs or other visual displays the applicant intends to utilize.

7. Please indicate your preference below regarding issuance of the Permit:

Mail the Permit to the address provided in section 1 above.

Contact me at the phone number listed in section 1 above for pick up at the Business Office,
526 Pattison Street, S.E., Olympia, WA 98501.

Applicant Signature

DATED this

Day

Month

Year

Office Use Only

Date Application Received

Received by: Name & Title

Approved; Permit mailed:

or Applicant contacted:

Denied: Written statement of reasons for denial mailed:



INTERCITY TRANSIT PERMIT

TO ENGAGE IN PUBLIC COMMUNICATION ACTIVITIES

PERMIT Number:

Intercity Transit, 526 Pattison SE, Olympia, WA 98501 hereby authorizes:

(The "Permittee"), to engage in Public Communication Activities under the terms and conditions set forth herein.

The days and hours of use are limited to:

Permittee may conduct Public Communication Activities at:

Restricted to the area designated on the attached diagram.

The following group is the only one permitted to conduct Public Communication Activities:

Permittee shall use the premises for the purpose of:

The Permittees will be required to have this Permit on their person (or with group) when engaged in their activity, and to present the Permit to Intercity Transit and security personnel upon request. This Permit may not be reproduced or altered in any manner. Reproduced or altered permits will be considered invalid and confiscated. The holder of the invalid permit will be required to cease their activity until a valid permit is obtained. Any other use whatsoever is specifically prohibited. Permittee's use shall comply with the Rules of Conduct.

DATED this day of
Intercity Transit

By: Emily Bergkamp, Director of Operations



**INTERCITY TRANSIT
CONSENT TO RECORD APPEAL HEARING**

It is Intercity Transit's routine business practice to make an audio recording of Intercity Transit exclusion appeal hearings. By signing this consent form, you are confirming that you understand that this exclusion appeal is being recorded, and you are confirming that the recording is being made with your consent.

Signature of appellant:

Date:

Printed name of appellant:

Signature of hearing officer

Date:

Printed name of hearing officer:

Date/location of appeal hearing:

* In the event of a telephonic appeal hearing, the hearing officer can read this consent form into the record and request the appellant's oral authorization to record the hearing.



RCW 9.91.025

Unlawful transit conduct.

(1) A person is guilty of unlawful transit conduct if, while on or in a transit vehicle or in or at a transit station, he or she knowingly:

(a) Smokes or carries a lighted or smoldering pipe, cigar, or cigarette, unless he or she is smoking in an area designated and authorized by the transit authority;

(b) Discards litter other than in designated receptacles;

(c) Dumps or discards, or both, any materials on or at a transit facility including, but not limited to, hazardous substances and automotive fluids;

(d) Plays any radio, recorder, or other sound-producing equipment, except that nothing herein prohibits the use of the equipment when connected to earphones or an ear receiver that limits the sound to an individual listener. The use of public address systems or music systems that are authorized by a transit agency is permitted. The use of communications devices by transit employees and designated contractors or public safety officers in the line of duty is permitted, as is the use of private communications devices used to summon, notify, or communicate with other individuals, such as pagers and cellular phones;

(e) Spits, expectorates, urinates, or defecates, except in appropriate plumbing fixtures in restroom facilities;

(f) Carries any flammable liquid, explosive, acid, or other article or material likely to cause harm to others, except that nothing herein prevents a person from carrying a cigarette, cigar, or pipe lighter or carrying a firearm or ammunition in a way that is not otherwise prohibited by law;

(g) Consumes an alcoholic beverage or is in possession of an open alcoholic beverage container, unless authorized by the transit authority and required permits have been obtained;

(h) Obstructs or impedes the flow of transit vehicles or passenger traffic, hinders or prevents access to transit vehicles or stations, or otherwise unlawfully interferes with the provision or use of public transportation services;

(i) Unreasonably disturbs others by engaging in loud, raucous, unruly, harmful, or harassing behavior;

(j) Destroys, defaces, or otherwise damages property in a transit vehicle or at a transit facility;

(k) Throws an object in a transit vehicle, at a transit facility, or at any person at a transit facility with intent to do harm;

(l) Possesses an unissued transfer or fare media or tenders an unissued transfer or fare media as proof of fare payment;

(m) Falsely claims to be a transit operator or other transit employee or through words, actions, or the use of clothes, insignia, or equipment resembling department-issued uniforms and equipment, creates a false impression that he or she is a transit operator or other transit employee;

(n) Engages in gambling or any game of chance for the winning of money or anything of value;

(o) Skates on roller skates or in-line skates, or rides in or upon or by any means a coaster, skateboard, toy vehicle, or any similar device. However, a person may walk while wearing skates or carry a skateboard while on or in a transit vehicle or in or at a transit station if that conduct is not otherwise prohibited by law; or

(p) Engages in other conduct that is inconsistent with the intended use and purpose of the transit facility, transit station, or transit vehicle and refuses to obey the lawful commands of an agent of the transit authority or a peace officer to cease such conduct.

(2) For the purposes of this section:

(a) "Transit station" or "transit facility" means all passenger facilities, structures, stops, shelters, bus zones, properties, and rights-of-way of all kinds that are owned, leased, held, or used by a transit authority for the purpose of providing public transportation services.

(b) "Transit vehicle" means any motor vehicle, street car, train, trolley vehicle, ferry boat, or any other device, vessel, or vehicle that is owned or operated by a transit authority or an entity providing service on behalf of a transit authority that is used for the purpose of carrying passengers on a regular schedule.

(c) "Transit authority" means a city transit system under RCW [35.58.2721](#) or chapter [35.95A](#) RCW, a county transportation authority under chapter 36.57 RCW, a metropolitan municipal corporation transit system under chapter [36.56](#) RCW, a public transportation benefit area under chapter [36.57A](#) RCW, an unincorporated transportation benefit area under RCW [36.57.100](#), a regional transportation authority under chapter [81.112](#) RCW, or any special purpose district formed to operate a public transportation system.

(3) Any person who violates this section is guilty of a misdemeanor.

[2009 c 279 § 3; 2004 c 118 § 1; 1994 c 45 § 4; 1992 c 77 § 1; 1984 c 167 § 1.]

Notes:

Findings -- Declaration -- Severability -- 1994 c 45: See notes following RCW [7.48.140](#).

Drinking in public conveyance: RCW [66.44.250](#).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-I
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Intercity Transit 2019-2024 Strategic Plan

1) **The Issue:** Whether or not to adopt the 2019-2024 Strategic Plan.

2) **Recommended Action:** Adopt the 2019-2024 Strategic Plan.

3) **Policy Analysis:** The Intercity Transit Authority must annually adopt a Budget and the Transportation Improvement Program and Program of Projects. The 2019-2024 Strategic Plan provides the framework for these and maps Intercity Transit's plan over the next six years.

4) **Background:** The 2019-2024 Strategic Plan continues the Authority's practice of annually updating and adopting a Strategic Plan. This practice began with the adoption of the 2002-2008 Strategic Plan in early 2002.

A draft strategic plan was made available to the public for review and comment with a public hearing on November 7, 2018. The Strategic Plan proposes status quo service levels.

The 2019-2023 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past several months. It provides the basis for development of the 2019 Operating and Capital budget.

5) **Alternatives:**

- A. Adopt the 2019-2024 Strategic Plan.
 - B. Direct staff to make changes to the plan for adoption at a future date. There is no legal requirement for the Authority to adopt the Strategic Plan.
-

6) **Budget Notes:** N/A.

7) **Goal Reference:** The 2019-2024 Strategic Plan and 2018 Budget outline how we will address each of the Authority goals and allocate funds to specific projects to accomplish this.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-J
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Community Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc committee for Community Advisory Committee appointments.

2) **Recommended Action:**

- A. Reappoint Joan O'Connell and Jonah Cummings to full three-year terms beginning January 1, 2019.
- B. Appoint Sreerenjini Namboothiri to the youth position beginning January 1, 2019.
- C. Appoint David Bonauto to a full three-year term beginning January 1, 2019.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 14, 2018. The committee consisted of *Carolyn Cox, Karen Messmer, Clark Gilman, Jan Burt, Marilyn Scott and Tim Horton*. Upon conclusion of the interviews, the group discussed applicant qualifications and existing committee attributes. The committee noted there were more well-qualified applicants than available positions and would encourage participants to apply again.

5) **Alternatives:**

- A. Reappoint Joan O'Connell and Jonah Cummings to full three-year terms beginning January 1, 2019.
- B. Appoint Sreerenjini Namboothiri to the youth position beginning January 1, 2019.
- C. Appoint David Bonauto to a full three-year term beginning January 1, 2019.
- D. Recommend other applicants from the pool of candidates be appointed.
- E. Defer appointments.
- F. Recommend staff conduct another recruitment.

6) **Budget Notes:** N/A.

7) **Goal References:** Appointment of new members to the CAC meets **Goal #1:**
"Assess the transportation needs of our community."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-K
MEETING DATE: December 5, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2019 Discounted Monthly Bus Pass Program

1) **The Issue:** The total amount of passes requested for 2019 exceed the program limit.

2) **Recommended Action:** Adopt Resolution 04-2018 increasing the program limit to \$600,000. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.

3) **Policy Analysis:** Resolution 01-2018 directs the General Manager to implement a Discounted Bus Pass Program up to \$400,000 in bus passes each 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. Administratively, if requests received by the deadline exceed available funding, applicants would receive a reduced percentage of requested passes equal to program limits. If funding remains beyond the initial award period, the program has a rolling application process which awards on a first-come, first-serve basis.

Staff issued the application October 8, 2018, with a due date of November 16, 2018. Twenty-four applications were received for a total request of \$507,129.

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

6) **Budget Notes:** The Authority could forego sales of up to \$600,000 in passes and up to \$300,000 in revenue if all passes were purchased. There is some question as to whether these bus passes would be purchased by those receiving assistance through applicant agencies.

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

-
- 8) **References:** 2019 Discounted Pass Program - Potential Grant Recipients;
Resolution 04-2018.

2019 Discounted Bus Pass Program ~ Potential Grant Recipients

Name of Recipient	Contact Name/Phone Number/Email Address	Passes at Discounted Rate	Passes at Full Rate	Pass Type
1 Behavioral Health Resources 3857 Martin Way East Olympia, WA 98506	Tracey Lasley 360-704-7170 tlasley@bhr.org	\$12,960.00	\$25,920.00	Adult
		\$2,430.00	\$4,860.00	Youth
		\$15,390.00	\$30,780.00	
2 Capital Recovery Center 100 Cherry Street SE Olympia, WA 98501	Meta Hogan 360-357-2582 meta@capitalclubhouse.org	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services (CCS) Drexel House 604 Devoe Street SE Olympia, WA 98501	Gabriel Ash 360-753-3340 x124 gabea@ccsww.org	\$7,560.00	\$15,120.00	Adult
4 Catholic Community Services (CCS) Family Behavioral Health 1011 10th Ave SE Olympia, WA 98501	Heidi Williams 360-878-8248 heidwi@ccsww.org	\$1,512.00	\$3,024.00	Adult
		\$900.00	\$1,800.00	Youth
		\$500.00	\$500.00	Summer Youth
		\$2,912.00	\$5,324.00	
5 Community Action Council of Lewis, Mason & Thurston 3020 Willamette Drive NE Lacey, WA 98516	Vallerie Ballew 360-438-1100 x1134 Valerieb@caclmt.org	\$21,600.00	\$43,200.00	Adult
6 Community Youth Services 711 State Avenue NE Olympia, WA 98506	Nicole Bisping 360-918-7874 nbisping@communityyouthservices.org	\$9,900.00	\$19,800.00	Adult
		\$3,262.50	\$6,525.00	Youth
		\$400.00	\$400.00	Summer Youth
		\$13,562.50	\$26,725.00	
7 DSHS Community Services Division Region 3 Olympia Community Service Office 6860 Capital Blvd SE Point Plaza East, Bldg #2 1st Floor Tumwater, WA 98501	Milton Caron 360-725-6530 CaronMD@DSHS.WA.GOV	\$7,560.00	\$15,120.00	Adult
		\$562.50	\$1,125.00	Youth
		\$8,122.50	\$16,245.00	
8 Capital Region ESD 113 - Gravity High School (Lacey) 4315 6th Ave SE Lacey, WA 98503	Silky Russell 360-464-6847 rsrussell@esd113.org	\$2,160.00	\$4,320.00	Adult
		\$4,500.00	\$9,000.00	Youth
		\$6,660.00	\$13,320.00	
9 Capital Region ESD 113 - Gravity High School (Olympia) 906 Columbia Street SW Olympia, WA 98501	Russ Surridge 360-464-6851 rsurridge@esd113.org	\$4,050.00	\$8,100.00	Adult
		\$3,375.00	\$6,750.00	Youth
		\$7,425.00	\$14,850.00	
10 Family Education & Support Services (NEW) 1202 Black Lake Blvd. #B Olympia, WA 98502	Jessica Olson 360-754-7629 JessicaO@familyess.org	\$2,520.00	\$5,040.00	Adult
11 Family Support Center of South Sound PO Box 784 Olympia, WA 98507	Natalie Skovran 360-754-9297 x 218 natalies@fscss.org	\$3,672.00	\$7,344.00	Adult
12 Garden Raised Bounty - GRuB 2016 Elliott Ave NW Olympia, WA 98502	Wade Arnold 360-753-5522 warnold@goodgrub.org	\$420.00	\$840.00	Youth
13 Housing Authority of Thurston County 1206 12th Avenue SE Olympia, WA 98501	Tammie Smith 360-918-5832 tammies@hatc.org	\$2,592.00	\$5,184.00	Adult
		\$810.00	\$1,620.00	Youth
		\$240.00	\$240.00	Summer Youth
		\$3,642.00	\$7,044.00	
14 New Market Skills Center 7299 New Market Street SW Tumwater, WA 98501	Tara Clemmens 360-570-4525 tara.clemmens@newmarketskills.org	\$432.00	\$864.00	Adult
		\$360.00	\$720.00	Youth
		\$792.00	\$1,584.00	
15 North Thurston Public Schools - Special Education 305 College Street NE Lacey, WA 98516	Kevin Gausepohl 360-412-4483 kgausepohl@nthurston.k12.wa.us	\$8,100.00	\$16,200.00	Adult
		\$4,500.00	\$9,000.00	Youth
		\$12,600.00	\$25,200.00	
16 Olympia Union Gospel Mission PO Box 7668	Jerry Gatton 360-584-3505	\$5,184.00	\$10,368.00	Adult
		\$360.00	\$720.00	Youth

2019 Discounted Bus Pass Program ~ Potential Grant Recipients

Name of Recipient	Contact Name/Phone Number/Email Address	Passes at Discounted Rate	Passes at Full Rate	Pass Type
Olympia, WA 98507-7668	jerry@ougm.org	\$5,544.00	\$11,088.00	
17 Pacific Mountain Workforce Development Council 1570 Irving Street SW Tumwater, WA 98512	Corinne Daffern 360-570-4249 corinne@pacmtn.org	\$14,040.00 \$270.00 \$14,310.00	\$28,080.00 \$540.00 \$28,620.00	Adult Youth
18 South Puget Sound Community College (NEW) 2011 Mottman Road SW Olympia, WA 98512	Jennifer Manley 360-596-5305 jmanley@spscc.edu	\$117,000.00	\$234,000.00	Adult
19 Thurston County Public Defense Office 926 24th Way SW Olympia, WA 98502	Mia Pagnotta 360-786-5868 mia.pagnotta@co.thurston.wa.us	\$3,240.00 \$900.00 \$4,140.00	\$6,480.00 \$1,800.00 \$8,280.00	Adult Youth
20 Tumwater School District TOGETHER! 1520-A Irving Street SW Tumwater, WA 98512	Jennifer Gould 360-999-0546 Jennifer.Gould@tumwater.k12.wa.us	\$607.50 \$200.00 \$807.50	\$1,215.00 \$200.00 \$1,415.00	Youth Summer Youth
21 Tumwater FRESH Farm Administered by: New Market Skills Center 7299 New Market Street SW Tumwater, WA 98501	Gabriel Marks 443-786-2149 Gabriel.Marks@tumwater.k12.wa.us	\$360.00	\$720.00	Youth
22 Tumwater School District 621 Linwood Ave SW Tumwater, WA 98512	Lisa Alonzo 360-709-7006 lisa.alonzo@tumwater.k12.wa.us	\$900.00 \$825.00 \$1,725.00	\$1,800.00 \$1,650.00 \$3,450.00	Adult Youth
23 United Way of Thurston County - AmeriCorps VISTA (NEW) 1211 4th Avenue E Suite 101 Olympia, WA 98506	Lindsay Fujimoto 360-943-2773 x122 lfujimoto@unitedway-thurston.org	\$198.00	\$396.00	Adult
24 YWCA Olympia 220 Union Avenue SE Olympia, WA 98501	Heather Penny 360-352-0593 hpenny@ywcaolympia.org	\$1,080.00 \$270.00 \$1,350.00	\$2,160.00 \$540.00 \$2,700.00	Adult Youth
		Adult	\$229,459.50	\$458,919.00
		Youth	\$24,105.00	\$48,210.00
		Total Discounted	\$253,564.50	\$507,129.00
		Summer Youth	\$1,340.00	\$1,340.00
		Total Amount	\$254,904.50	\$508,469.00

Beginning Balance of Grant Fund:	\$400,000.00
Total Amount of <u>Potential</u> Grants Awarded:	(\$507,129.00)
Funds Available to Award:	(\$107,129.00)

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
RESOLUTION NO. 04-2018
Amending the Intercity Transit Discounted Bus Pass Program**

A RESOLUTION amending the Intercity Transit Discounted Bus Pass Program, to increase the amount limit from \$400,000 to \$600,000 which allows qualified organizations and agencies to meet public transportation needs through discounted bus passes.

WHEREAS, Intercity Transit is a public transportation benefit area (PTBA), operating under the authority of Chap. 36.57A RCW. The central purpose and authority of a PTBA is to provide public transportation services within its area. See RCW 36.57A.020 and 080. The area of Intercity Transit includes the cities of Olympia, Lacey, Tumwater and Yelm, most of the urban growth areas around those cities, and a corridor between Lacey and Yelm.

WHEREAS, demand for services provided by non-profit human services agencies in the area served by Intercity Transit has increased.

WHEREAS, federal, state, local and private funding for human service agencies is shrinking, and Medicaid no longer provides monthly passes to clients, but requires instead eligibility certification and approval for a bus ticket for each trip. This increases the effort and cost of certifying trip eligibility, effectively reducing Medicaid funding for transportation. The net result of these deep reductions in funding is that an increased number of human service organizations and their clients cannot afford use of public transportation for many trips.

WHEREAS, many low-income clients of human service organizations depend on public transportation to access education, training, medical assistance and other programs providing essential assistance to them. Without access to public transportation, many would be unable to take advantage of these critical services.

WHEREAS, Intercity Transit can help meet this growing unmet public transportation need by providing reduced fare passes to qualifying human service agencies.

WHEREAS, to ensure this program serves public, not private transportation needs, only government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3), which demonstrate that they provide tangible aid, service or programs to low-income persons, will be eligible to participate. To ensure that the benefits to public transportation are both tangible and accountable, the application shall describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, and how the public transportation needs of the organization are presently met, along with other information set out below. Only those applicants which the General Manager or designee deems to serve an unmet public transportation need will be allowed to participate in the program.

WHEREAS, to further ensure that the program provides tangible benefits to public transportation, Intercity Transit shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include demonstrated community benefit, the applicant's history of providing transportation support

to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.

WHEREAS, this program is not intended to make gifts or donations to any person or organization. The purposes of this program and its selection criteria will ensure that the program supplies tangible and valuable services to Intercity Transit through the provision of public transportation to those with potentially critical unmet public transportation needs in the area served by Intercity Transit. The program will also help meet the unmet public transportation needs of human service agencies providing services to low-income persons in the area served by Intercity Transit.

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

1. The General Manager or designee shall implement a Discounted Bus Pass Program in which Intercity Transit shall provide up to \$600,000 in bus passes to government agencies and private nonprofit organizations qualifying under 26 USC 501(c) (3) which demonstrate that they provide tangible aid, service or programs to low-income persons and which qualify under the selection criteria below. This program shall continue for one year from the date of this Resolution and may be extended by the Intercity Transit Authority.
2. The application form for this program shall require applicants to describe the population to be served, how individual eligibility for the passes would be determined, how the passes will be distributed and accounted for, how the public transportation needs of the organization are presently met, how it coordinates with other community programs, how it coordinates transportation needs with other transportation providers, including Intercity Transit, a description of how it has provided transit passes to clients in the past, an estimate as to the primary trip purposes of trips made by the agency's clients, and a description of how the match for the proposed transportation pass program will be provided, along with a copy of the applicant's current year's budget.
3. The General Manager or designee shall use the selection criteria developed under Resolution 03-2012, which are designed to choose participants which will best serve the unmet public transportation needs described above in the Intercity Transit service area. Selection criteria include the following: demonstrated community benefit, the applicant's history of providing transportation support to clients, the applicant's organization and financial stability, and the importance of transportation to the applicant's provision of services. The General Manager or designee may weight these criteria by importance.
4. Recipient organizations shall pay to Intercity Transit a matching share of 50% of the value of bus passes which they receive.
5. The program shall be restricted to the provision of monthly passes to the recipient organization. The organization shall make the passes available to its clients and participants without charge under its own guidelines.

6. Recipient organizations shall provide information regarding trip purpose, eligibility of clients and number of passes requested, as directed by Intercity Transit.
7. Intercity Transit shall use the monitoring requirements developed under Resolution 03-2012, which are designed to ensure that participants continue to serve the purposes of the program.

Adopted this 5th day of December, 2018.

INTERCITY TRANSIT AUTHORITY

ATTEST

**Debbie Sullivan,
Chair**

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

APPROVED AS TO FORM

**Jeffrey S. Myers
Legal Counsel**

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
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
LG Nelson

 REGIONAL VISION • COOPERATION • INFORMATION	
PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, December 7, 2018	
<p>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.</p>	
Consent Calendar	ACTION
<p>These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.</p> <ul style="list-style-type: none"> a. Approval of Minutes – October 5, 2018 and November 2, 2018 b. Approval of Vouchers – October 2018 and November 2018 	
Recognition & Staff Anniversaries	RECOGNITION
<p>TRPC recognizes staff service anniversaries in five-year increments at the December meeting.</p>	
Subcommittee Appointments: Executive Director Evaluation and Council Biennial Retreat	ACTION
<p>The Chair will ask for volunteers to serve on two committees; the Executive Director Evaluation Committee and the Retreat Planning Committee.</p>	
Deschutes Valley Trail Funding Transfer Request	ACTION
<p>The City of Tumwater is requesting the Council approve the transfer of \$308,601 STP funds from the Tumwater Valley Urban Trail, Phase 1 to the Deschutes Valley Trail: Tumwater Historical Park to Falls Park Project. Tumwater will deobligate the former project concurrent with the transfer. TRPC and Tumwater staff will provide the Council more details about this transfer and will ask the Council will take action.</p>	
Amendment to 2018 Budget	ACTION
<p>Every year staff reviews the budget in the fall to evaluate if it is necessary to make a budget amendment. For 2018, staff is proposing an amendment to account for some new projects and updated estimates of federal revenue. This budget amendment will be presented for approval.</p>	
Pay and Classification Plan	1st REVIEW
<p>Staff have conducted an agency-wide salary survey. Staff will bring an updated Pay and Classification Plan to Council. The Pay and Classification Plan includes a list of job positions, classification, and the range/step table. It applies to all regular and project employees, except the Executive Director.</p>	
Draft 2019 Work Program	ACTION
<p>The Work Program Subcommittee reviewed TRPC's annual work program in October. The work program outlines the programs and projects TRPC will undertake in 2018. Council will review and approve the draft work program.</p>	
Human Services Transportation Plan – Prioritized Project List	ACTION
<p>Every four years, TRPC updates the Human Services Transportation Plan. This Plan focuses on transportation options for people – who because of age, income, ability, or other circumstances – may face mobility challenges. The Plan also contains a Prioritized Project List, used to rank projects that apply for funding under the Washington State Department of Transportation's Consolidated Grant Program. The Prioritized Project List is updated every two years. Council will review and approve the Human Services Transportation Plan – Prioritized Project List.</p>	
2019 Legislative Priorities	PRESENTATION
<p>At the October meeting, the Council agreed to the regional strategies for the 2019 state Legislative Session. Staff will distribute the draft packet for review and discuss any additional issues.</p>	
The 2018 Profile	PRESENTATION
<p>TRPC has updated The Profile for 2018. The compilation of data and statistics is one of the most frequently visited portions of TRPC's website. This brief presentation will highlight some of the data trends in Thurston County.</p>	
Report from Outside Committee Assignments	INFORMATION
Member Check In	DISCUSSION
Executive Director's Report	INFORMATION

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
October 15, 2018

CALL TO ORDER

Chair Pierce called the October 15, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:32 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Tim Horton; Linda Vail; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Victor VanderDoes; Michael Van Gelder; Justin Belk; Jonah Cummings; Scott Paris; and Carla Dawson.

Absent: Lin Zenki; Billie Clark; Peter Diedrick; Denise Clark; Vice-Chair Austin Wright; Joan O'Connell and Walter Smit.

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

APPROVAL OF AGENDA

It was M/S/A by VAN GELDER and BURT to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, DEBBIE SULLIVAN, as the representative attending the meeting.

MEETING ATTENDANCE

- A. October 17, 2018, Work Session - Linda Vail
- B. November 7, 2018, Regular Meeting - Justin Belk
- C. December 5, 2018, Regular Meeting - Michael Van Gelder

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and LEWIS to approve the minutes of the August 27, 2018 meeting with the changes to page 5 regarding the maintenance plan in place to replace non-tapered trees.

A. NOMINATION OF OFFICERS - *(Nancy Trail)* Trail shared that annually the CAC elects a Chair and Vice Chair to preside over the meetings for the coming year. Both Pierce and Wright have each served one year as Chair and Vice-Chair respectively. The Bylaws allow for two consecutive terms for each position. Trail opened the floor for nominations for Chair.

Burt nominated Pierce for Chair. Trail closed the nominations for Chair.

Trail opened the floor for nominations for Vice-Chair.

Pierce nominated Belk for Vice-Chair. Trail closed the nominations for Vice-Chair.

Trail advised elections would occur at the November meeting.

- B. CANCEL DECEMBER 17, 2018 MEETING** (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated the CAC had cancelled their December meetings for the past few years. This allows everyone to have a nice holiday break. Staff can plan future agendas around the meeting cancellation if that is the desire of the CAC.

Freeman-Manzanares answered questions.

Pierce - asked if the committee needed to vote or just a consensus to cancel meeting. The committee agreed to cancel the December 17, 2018 meeting.

- C. DISCOUNTED BUS PASS PROGRAM -** (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated this is the seventh year of the Discounted Bus Pass program (DBP) and that this agenda item was information. The DBP provides half prices monthly bus passes for qualifying governmental and social service entities to serve the unmet transportation needs of low income clients. The Authority has set aside up to \$400k per year in half price monthly passes. Freeman-Manzanares asked the committee to please spread the word to anyone who might be able to use the program. Applications are due on the 16th of November. Last year 25 organizations were served by the program. The Authority will make awards in December and it is a rolling application program so long as it hasn't hit the \$400k mark and agencies can continue to apply as long as there is money left.

- D. SURPLUS VAN GRANT PROGRAM -** (*Ann Freeman-Manzanares*) Freeman-Manzanares stated this was another informational item to share the surplus van grant program. The applications went out last week and they are also due on November 16th. The program serves non-profit agencies within the PTBA that need transportation for their clientele. She asked the committee to share the program with anyone who might be interested in a surplus vanpool vehicle. This program does not have a rolling enrollment. A resolution from the Authority provides up to 4 vehicles and last year there were so many qualified applicants staff recommended an additional 3 vehicle grants and the Authority was supportive of the increase.

Pierce - asked if the committee understood where the vans come from. She shared that staff has a nice presentation of the recipients each year.

- E. SEPTEMBER SERVICE CHANGE CHECK-IN -** (*Rob LaFontaine and Eric Phillips*) Phillips indicated this was an opportunity for staff to check in and for questions concerning the service change process. Staff will provide some highlights and benchmarks and provide some information on the processes if staff can't answer them.

LaFontaine indicated he and his planning team were interested in hearing comments and feedback on the service change. To refresh folks on the service change the process started months ago and included data review, interviews, and public outreach through the IT Road Trip. He reviewed some of the goals to improve on-time performance and reliability of the fixed route system. Schedules were adjusted so that the buses are where the schedule books say they should be. As well as a goal of making some changes to the fixed route network for some new trip options in NE Lacey, west Olympia and for route 68 configuration options along Yelm Highway, West Olympia and SPSCC. Another goal was making the changes as

revenue neutral as possible so it required no new resources or operators to support the change. One of the first discussions was the Olympia Express service. The ridership performance has been below desired performance and the original recommendation was to consider collapsing the service altogether and get out of providing service on I-5. Express service has a grant that goes through June, 2021 and so collapsing the service wasn't the greatest use of that resource. Instead staff decided to make adjustments to the service and try to establish a new ridership market. Flashing forward, the Authority board gave approval for staff to work on implementation plan. It has been quite some time since Intercity Transit has gone through a change like this. LaFontaine added that he was is in his first year with the Agency and so were some of his staff and some of the key marketing staff. Staff learned some good lessons in this process. After the board gave approval and staff finalized design Steve Swan, Senior Planner who is the architect behind the bus blocks and builds the work the bus does. Brian Nagel is the planning scheduler and he had a very busy summer working on the operator run cut which divides the blocks into pieces of work the operators can bid on and it's like a giant puzzle. It is subject to a lot of differing opinions. It was a great exercise for planning staff to go through and everyone learned a lot. There were 492 bus stops affected by this service change. Paul's maintenance crew did an awesome job on the 23 new bus stops constructed as part of the service change. There were just shy of 400 on street schedules that had to be changed to give you an idea of the magnitude of the process. Staff had to make changes to destination signs on the buses, and the stop annunciator had to be rebuilt and ready for the service change. Emily is our in-house voice recorder for those not in the library. A tremendous amount of work went into this service change and staff was able to learn and grow as a planning division. When this all came together it ended up being an increase of about 5.5% in service hours and about a 9% increase in miles. Staff is now interested in feedback and will begin monitoring new and improved data sources, including on-time performance and ridership. There are some challenges and the design wasn't exactly perfect and there is some work to do on connections of routes 68 and 13. There are some frustrations and it isn't going as good as it could and staff has every intention of improving that. He then turned it over to the CAC to provide their feedback.

Van Gelder - shared that there is an ancient saying in service planning that on the day that changes are implemented planners leave town. He had two questions and the first was ongoing issues with Tumwater Square and routes 68/13 connections, and intercounty service timing downtown. He asked for some details on possible resolution.

Phillips - indicated the 68/13 issues are mostly concerning one or two morning trips and some of the afternoon trips when there is a mass exodus of state employee going home for the evening. Planning is working with operations staff to make sure it is really clear that there is a hard hold being requested. The issue has quieted down some and recent feedback indicates it is working better. There has been some unruly traffic issues so on top of service change the agency was crushed with accidents on I-5. At one point service fell down 40 minutes. People were frustrated and it was almost like the perfect storm. September is the worst traffic month for back to school until parents figure out patterns and things settle down. Planning is looking at making changes to schedules mid shake-up to iron out the wrinkles. Tumwater Square has proven frustrating with the shelter installation because the agency can't use federal funds for the shelter so it will come later. People missing connections there with no shelter added insult to injury. Most of the trip times with issues were early morning connecting from route 68 and outbound in the afternoon is still an issue.

Bergkamp – added that Operations put out a memo to hold for those two routes to converge and messages on orbital and those help the little blips and word might still need to trickle down with specific operators. She is hopeful they will hold until connecting buses arrive and they can make the transfer and it would eliminate customers having to ask for a transfer arriving and departing at same time.

Phillips – added that the transit guide was also revised and routes 13/68 are on the same time schedules and need to be offset to make it work. It won't change the current running times for the cycle but will hopefully make the connection a little easier. He indicated that some folks really like the changes to the Express service and others not so much. There are some connection issues coming into town at the Martin Way Park and Ride and St. Pete's with the 62. The frequency was changed to 15 minutes so that should make a difference. Staff is working to target local connection issues and learning from our riders who are being patient with us. Another issue planning struggled with going to downtown versus the Tacoma Dome Station knowing either way about half of the people were going to be frustrated. The northbound employment seekers and further into Tacoma is a harder connection but the offset is the availability of regional service connections at the Tacoma Dome Station. There has been some difficulty with Pierce Transit and on-street signage.

VanderDoes – shared that routes 68 and 12 take his family everywhere they want to go.

Phillips – indicated people can sign up for govdelivery subscription and receive route specific notifications. This is the fastest way to get information during situations when a route is delayed or otherwise effected.

Pierce – added that she was frustrated by the Friday night I-5 traffic delays.

Phillips – indicated getting text notifications with a link to the rider alert is the easiest way to get current information especially with winter weather approaching. A lot of work has gone into making sure there is enough time in the schedules so the public can see that the time is a pretty reliable window. It will allow the agency to market the service more aggressively and hopefully attract new ridership. Staff will begin looking at the data and take out Friday, picking the normal days to see what kind of adjustments need to be made.

Dawson – commented concerning route 47 and some negative comments she'd heard because it no longer goes in front of Capital Medical Center and doesn't go by the Safeway anymore or make stops it used to make and is there anything that can be done to make it back the way it was.

LaFontaine – indicated the short answer is there are no immediate plans to make adjustments. Routes 68/13 have been the primary focus as well as route 62 but that is interesting feedback. He had heard the Safeway piece before and an adjustment to route 68 will provide service to the Safeway on Cooper Point.

Paris – shared that to get to the Safeway he takes the 12 and transfers to the 68 and has to walk down Cooper Point. He has mixed feelings about the expanded 12 service. Sometimes he has appointments at St. Joe's and rides the 609 and it's nice that it has expanded service but he is concerned about getting off at the Tacoma Dome Station and having to catch the

train and then the bus again. He has heard mixed reviews about the Lacey Transit Center and people having to go downtown to transfer to the 62.

Scott - inquired about the stops for routes 47 and 45 for the folks at Affinity because they can't get off at Kaiser. She asked if there would ultimately be one by Phyl's. Affinity residents are having a hard time walking Capital Mall Drive by the hospital.

LaFontaine - indicated there have been issues with a private property owner for a bus stop that staff is working through and will hopefully be resolved soon. He added that they have thought about putting a stop at Phyl's. They will most likely let ridership develop to determine where. This is good feedback due to the lack of a shoulder in some areas on either side of the road.

Belk - inquired about the initial data for express service ridership. He indicated some of the operators had some confusion through Olympia and then noticed that there were a lot of training buses and asked if that was a correction.

Phillips - responded that the training buses were unrelated and part of the new operator classes on the road. The local changes weren't reinforced as a training opportunity. It only happens when you have your CAC member on-board. The overall ridership on express service is really poor. The agency decided to restructure the service to make it more direct and hopefully attract new ridership once it has been refined. Marketing staff will also do some express promotion to hopefully capture some of those riders who walked away from the service years ago, and traffic on I-5 continues to get worse. Most likely they won't see any change for a number of months or maybe the better part of a year.

Paris - inquired about the routes that serve the Safeway on Cooper Point Road. He had another issue with route 609 because it requires people to walk up to the other street at the Tacoma Dome Station and it's dark and not a great area. There is an elevator. Then he has to pay another fare because they don't accept transfers anymore.

LaFontaine - responded that routes 45/48 weekdays and route 49 on Sundays.

Pierce - indicated that Walter couldn't be at the meeting so she shared concerns about moving to the 15 minute frequency and some of those buses having only 3 to 4 people on them. This is concerning because it clearly doesn't meet the minimum ridership requirements. That was also a concern for the 612 but it is safe for a while because of the grant funding. The trek at the Tacoma Dome Station from the bus stop to the link is up and over that has not been fun.

Phillips - stated the 15 minute frequency service needs to be out there long enough for people to understand there is another bus 15 minutes later if they miss it. Hopefully it will catch on and the opportunity for a market is a lot greater. Express will be promoted later this year or early next year. Hopefully that is enough time for it to have a fighting chance.

Belk - added for consideration as the bus comes into Tacoma at East 26th to make a stop there then people would have about a - 4 minutes relatively downhill walk to get to the link sooner instead of hoofing it uphill. It would be a low impact to the existing schedule.

Phillips - indicated that was a good point.

Vail - relayed information she heard at the Boardwalk concerning the lack of service along Kaiser for access to medical facilities and that not everyone qualifies for DAL. She tells everyone to apply. She was amazed at how much more ridership there was on route 45.

Phillips - indicated staff has heard more from the doctor's office on McPhee and many of those facilities are working with folks with mobility issues. He added that *Vail* should encourage people to get that checked out. There is a lot going on up in that area. One of the things about revenue neutral and focusing on on-time performance is it pulls hours out of the system and redeploys them. The new service to NE Lacey is a byproduct of that. There is a similar issue with the new service because it doesn't go both ways and people have to navigate across Martin Way. It is a nice loop and a by-product of trying to fix the schedule. This was a hard change and the plan that was laid out for the Authority is looking at more frequency after the ballot measure. Possibly adding more weekends will be another area.

CONSUMER ISSUES

- *Paris* - sometimes there seems to be an issue with drivers being distracted and missing stops. Two drivers do this frequently and if a person has a hard time getting around this is a problem.

Bergkamp - asked if he pulls the stop request and the drivers don't stop.

Paris - indicated certain drivers tend to do this.

Freeman-Manzanares - added that she appreciates him sharing the information and it is a good opportunity for some refresher training.

Cummings - asked if drivers are notified of a stop request any other way because sometimes it is really loud on the bus.

Bergkamp - indicated there is a light on the dash.

Vail - inquired if some of this may be due to the route changes.

Bergkamp - responded that training classes were provided by the planning department and there were also ride-alongs that drivers could participate in and they could also go out on their own for 4 hours. She added that as with anything new it takes time. One of the most senior drivers did route 62A today and remarked that he really had to pay attention. There was a little bit confusion on the wording as well as right now there is a shortage of drivers. There is a new class of drivers waiting in the wings who will be done on November 2. This will help alleviate some of the long hours other drivers have been working.

Freeman-Manzanares - indicated it's important to note that the agency has not had a service change like this in a long time and while our goal is to implement perfectly, sometimes that doesn't happen. Please be patient as we perfect this service change,

and look towards future service changes to continue to work towards the community's vision.

Phillips - added that generally the operators are mentioning some relief. The general comments are pretty positive system wide but there are a lot of details to work out going forward. This will be good information to use in the future as changes are inevitable. Communicating the route change information to customers is hard.

Pierce - indicated she has seen good signs from drivers despite all the changes that they are pulling through this along with riders. It's been tough on everyone and people need to take a deep breath.

REPORTS

- **September 5, 2018 Regular Meeting** - Pierce provided the report including noise makers were in full force to congratulate the rodeo competitors and they celebrated with cake. IT brought home the plaque for another year.
- **October 3, 2018, Regular Meeting** - Dawson provided the report including information on the OTC construction contract approval and the introduction of new people.
- **General Manager's Report** - Freeman-Manzanares provided the General Manager's report indicating:
 - Intercity Transit is on the November 6 ballot with Proposition 1. The Agency is allowed to mail one educational piece to the community and that went out today so folks should see it in their mailboxes this week. Staff has been working diligently to educate people. The Cities of Olympia and Tumwater have it on their agendas this week and they welcome public comment so please feel free to speak to the council and you can also email them something and they will read it into the record.
 - International Walk to School Day was last week and Lacey had approximately 900 students participate.
 - Currently Intercity Transit has a class of 11 operators graduating in November to join the Agency in delivering service to the community. There is also another recruitment out for another class of operators.
 - The Holiday banquet is on Friday, December 14 and is the winter staff recognition program beginning at 12:04 pm. Staff loves to introduce CAC members in attendance.

NEXT MEETING: November 19, 2018.

ADJOURNMENT

It was M/S/A by Van Gelder and VanderDoes to adjourn the meeting at 6:47 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20181015-1.docx