AGENDA
INTERCITY TRANSIT AUTHORITY
February 20, 2019
5:30 P.M.

CALL TO ORDER

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

2) **INTRODUCTIONS** **15 min.**
   A. Hannah Toulme, HR Administrative Assistant *(Heather Stafford Smith)*

3) **PUBLIC COMMENT** **10 min.**
   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.* <u>*Citizens testifying are asked to limit testimony to three minutes.*</u>

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

5) **NEW BUSINESS**
   A. DAL, Travel Training, Bus Buddy Program Update *(Kevin Karkoski)* **30 min.**
   B. Pattison Street Master Plan *(Steve Krueger & Stantec)* **60 min.**

6) **COMMITTEE REPORTS**
   A. Transportation Policy Board (Feb. 13) *(Don Melnick)* **3 min.**

7) **GENERAL MANAGER'S REPORT** **10 min.**

8) **AUTHORITY ISSUES** **10 min.**

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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: February 20, 2019

FOR: **Intercity Transit Authority**

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

SUBJECT: **Surplus Property**

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1) **The Issue:** Whether or not to declare property surplus.

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2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.

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3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.

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4) **Background:** Staff is requesting the Authority declare the list of Information Systems and Facilities Maintenance items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at $9,387.

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5) **Alternatives:**
   A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
   B. Declare a portion of the items surplus.
   C. Defer action. Storage availability on-site and off-site storage costs are an issue.
   D. Retain all items. Storage availability and off-site storage costs are an issue.

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6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.

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7) **Goal Reference:** Not specifically identified in the goals.

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8) **References:** Exhibit A Surplus Property – February 2019.

EXHIBIT A
SURPLUS PROPERTY – FEBRUARY 2019

INFORMATION SYSTEMS					
ITEM	**DESCRIPTION**	**MODEL / SERIAL #**	**QTY**	**UNIT VALUE**	**TOTAL VALUE**
1	Dell Optiplex 780 mini	3X3GHK1	1	$15.00	$15.00
2	Dell Optiplex 780 mini (Bad Power supply)	3X3SGK1	1	$1.00	$1.00
3	Dell Optiplex 780 mini	3X48GK1	1	$15.00	$15.00
4	Dell Optiplex 780 tower	33CYDQ1	1	$40.00	$40.00
5	Dell Optiplex 780 tower	33JXDQ1	1	$40.00	$40.00
6	Dell Optiplex 780 tower	33HXDQ1	1	$40.00	$40.00
7	Dell Optiplex 780 tower	339YDQ1	1	$40.00	$40.00
8	Dell Optiplex 780 tower	33JZDQ1	1	$40.00	$40.00
9	Dell Optiplex 780 tower	33KZDQ1	1	$40.00	$40.00
10	Dell Optiplex 780 tower	33L0FQ1	1	$40.00	$40.00
11	Dell Optiplex 790 tower	GM728V1	1	$60.00	$60.00
12	Dell Optiplex 790 tower	GM4X7V1	1	$60.00	$60.00
13	Dell Optiplex 790 tower	GM8Z7V1	1	$60.00	$60.00
14	Dell Optiplex 790 tower	GM418V1	1	$60.00	$60.00
15	Dell Optiplex 790 tower	GM808V1	1	$60.00	$60.00
16	Dell Optiplex 790 tower	GM328V1	1	$60.00	$60.00
17	Dell Optiplex 790 tower	GM648V1	1	$60.00	$60.00
18	Dell Optiplex 790 tower	GM268V1	1	$60.00	$60.00
19	Dell Optiplex 790 tower	GM3Y7V1	1	$60.00	$60.00
20	Dell Optiplex 790 tower	GM368V1	1	$60.00	$60.00
21	Dell Optiplex 790 tower	GM568V1	1	$60.00	$60.00
22	Dell Optiplex 7010 tower	GY6VSW1	1	$65.00	$65.00
23	Dell Optiplex 7010 tower	GY9WSW1	1	$65.00	$65.00
24	Dell Optiplex 7010 tower	GY8TSW1	1	$65.00	$65.00
25	Dell Optiplex 7010 tower	GY9VSW1	1	$65.00	$65.00
26	Dell Optiplex 7010 tower	GY9SSW1	1	$65.00	$65.00
27	Dell Optiplex 7010 tower	GYBWSW1	1	$65.00	$65.00
28	Dell Optiplex 7010 tower	GYCSSW1	1	$65.00	$65.00
29	Dell Optiplex 7010 tower	GY7TSW1	1	$65.00	$65.00
30	Dell Optiplex 7010 tower	GYDVSW1	1	$65.00	$65.00
31	Dell Optiplex 7010 tower	GY6WSW1	1	$65.00	$65.00
32	Dell Optiplex 7010 tower	GYDSSW1	1	$65.00	$65.00
33	Dell Optiplex 7010 tower	GY8SSW1	1	$65.00	$65.00
34	Dell Inspiron 15 3521 laptop (NO pow/sup)	FZCR0X1	1	$25.00	$25.00
35	Dell Inspiron 15 3521 laptop (NO pow/sup)	JTFV0X1	1	$25.00	$25.00
36	Dell Inspiron 15 3521 laptop (NO pow/sup)	6HXT0X1	1	$25.00	$25.00
37	Dell PowerEdge R520 server (NO HDs)	BQHCBZ1	1	$500.00	$500.00
38	Dell PowerEdge R520 server (NO HDs)	B0NDWW1	1	$500.00	$500.00
39	Dell PowerEdge R520 server (NO HDs)	D0NDWW1	1	$500.00	$500.00

40	Dell PowerEdge R710 server (NO HDs)	8182XQ1	1	$500.00	$500.00
41	Misc Dell server rails	N/A		$20.00	$20.00
42	Data Domain Storage Unit DD630 (NO HDs)	1SN9ZZZ0ST4	1	$200.00	$200.00
43	Data Domain Storage Unit DD160 (NO HDs)	1SN9ZZZ0001	1	$200.00	$200.00
44	Stealth Touch S-line POS machine	5M46284	1	$50.00	$50.00
45	Stealth Touch S-line POS machine	5M46285	1	$50.00	$50.00
46	Stealth Touch S-line POS machine	5M46287	1	$50.00	$50.00
47	Stealth Touch S-line POS machine	5M46286	1	$50.00	$50.00
48	Stealth Touch S-line POS machine	5M46283	1	$50.00	$50.00
49	Stealth Touch S-line POS machine	5M44833	1	$50.00	$50.00
50	Brother copy/fax/scan MFC-8890DW	U62267J1J851565	1	$80.00	$80.00
51	Brother copy/fax IntelliFax 4100e	U61639C1J264919	1	$10.00	$10.00
52	Brother HL-5470DW Printer	U63080D4N690565	1	$20.00	$20.00
53	Seagate BlackArmor NAS (NO pow/sup)	2GG10VP5	1	$40.00	$40.00
54	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-46634-72L-28YL	1	$10.00	$10.00
55	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-46634-72C-2DDS	1	$10.00	$10.00
56	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2E1L	1	$10.00	$10.00
57	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GWL	1	$10.00	$10.00
58	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2K6L	1	$10.00	$10.00
59	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2EOL	1	$10.00	$10.00
60	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GRL	1	$10.00	$10.00
61	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GNL	1	$10.00	$10.00
62	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-295L	1	$10.00	$10.00
63	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2E7L	1	$10.00	$10.00
64	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GJL	1	$10.00	$10.00
65	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GYL	1	$10.00	$10.00
66	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-3WRL	1	$10.00	$10.00
67	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-116L	1	$10.00	$10.00
68	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-11EL	1	$10.00	$10.00
69	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-35JL	1	$10.00	$10.00

ITEM	DESCRIPTION	MODEL/SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
70	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-356L	1	$10.00	$10.00
71	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-10AL	1	$10.00	$10.00
72	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-118L	1	$10.00	$10.00
73	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-11HL	1	$10.00	$10.00
74	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-10JL	1	$10.00	$10.00
75	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C592M-72875-19K-158L	1	$10.00	$10.00
76	Dell UltaSharp 2007FPb Flat Panel monitor	MX-0C592M-72875-19K-15GL	1	$10.00	$10.00
77	Dell UltraSharp U2412Mb monitor (has issues)	CN-0M2GCR-74261-28H-2P4L	1	$1.00	$1.00
78	3 boxes misc small parts keyboards, mice, etc.	N/A	All 3	$50.00	$50.00
79	2 boxes TN-650 toner	N/A	Pair	$75.00	$75.00
80	2 boxes TN-460 toner	N/A	Pair	$10.00	$10.00
81	1 OKI fuser unit (for C5500/C5600/C5700/etc)	N/A	1	$75.00	$75.00
				INFORMATION SYSTEMS TOTAL	**$5,137.00**

FACILITIES MAINTENANCE

ITEM	DESCRIPTION	MODEL/SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	2008 Chevy Colorado 4x4	1GCDT33E188215255	1	$1,000.00	$1,000.00
2	Ace Aluminum Full Size Bus Shelters (not complete)	NA	6	$500.00	$3,000.00
3	Champion air compressor (eng has excess blow-by)	CAERSA21, HGR7-3K	1	$250.00	$250.00
				FACILITIES MAINTENANCE TOTAL	**$4,250.00**
				TOTAL SURPLUS VALUE	**$9,387.00**

FOR: **Intercity Transit Authority**

FROM: **Kevin Karkoski, Dial-A-Lift Manager, 236-5044**

SUBJECT: **Dial-A-Lift, Travel Training & Bus Buddy Program Update**

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1) **The Issue:** Provide the Authority an update on Dial-A-Lift (DAL) service, Travel Training and the Bus Buddy Program.

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2) **Recommended Action:** Information only.

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3) **Policy Analysis:** The DAL Manager will provide updates to the Authority at least twice per year, and more often as requested.

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4) **Background:** DAL, Travel Training and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

   DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

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

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

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7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #3**: *"Maintain a safe and secure operating system."* **Goal #4**: *"Provide responsive transportation options within financial limitations."*

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

FOR: **Intercity Transit Authority**

FROM: **Steve Krueger, 705-5833**

SUBJECT: **Pattison Base Expansion/Rehabilitation Update**

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1)   **The Issue:**   Staff, along with the design team from Stantec, will provide an update on the Pattison Base Expansion/Rehabilitation Project Master Planning process.

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2)   **Recommended Action:** For information only.

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3)   **Policy:** Keep the Authority informed.

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4)   **Background:** The updated Pattison Base Master Plan is nearing completion.   The Authority has approved the final design contract for the north site elements. We are currently in the process of seeking clarification from the City of Olympia on the site permitting requirement. The frontage improvements portion is currently out to bid with most of the approvals obtained. Staff and the Stantec Team will provide an overview of the phasing work and the master planning process.

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

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

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7)   **Goal Reference:** Meets all of the Authority goals.

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

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, March 1, 2019

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

Consent Calendar   **ACTION**
These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.
    a. Approval of Minutes – February 1, 2019
    b. Approval of Vouchers – February 2019

Federal Funds Reprogramming and STIP Amendment   **PRESENTATION**
To review the City of Tumwater's request to reprogram $657,000 federal Surface Transportation Program (STP) grant funds from the Old Hwy 99/79th Avenue Roundabout Project to two separate projects: $389,250 to the Old Hwy 99 Corridor Study; and $267,750 to the Citywide NHS Resurfacing Project.

Sustainable Thurston Results   **PRESENTATION & COUNCIL DISCUSSION**
TRPC staff will present a report that assesses the implementation status of the Sustainable Thurston plan's 350-plus actions.

EXECUTIVE SESSION   **ACTION**
This item provides for the annual review and evaluation of the Executive Director's position.

2019 Legislative Session   **UPDATE**
March 1 marks the second session cutoff – the last day to read in committee reports from both program and fiscal committees in the house of origin. Staff will provide an update on issues of interest to the region.

Report from Outside Committee Assignments   **INFORMATION**
Member Check In   **DISCUSSION**
Executive Director's Report   **INFORMATION**