

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**March 6, 2019**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) **APPROVAL OF AGENDA** **1 min.**
  
- 2) **INTRODUCTIONS** **15 min.**
  - A. **Operators - Class 19-02** (*Cameron Crass*)  
*Erik Gregory; James Combs; Sheldon Osborn; Kurtis Broadnax; Tyler Hamilton; Billy Dong; Matthew Terrell; Mark Masson; Chandal Contreras; Cristobal Carranza; Alexis Farmer; Robert Rhoades; Morgan Hagquist; Dwight Monohon; Shawn McClure; Isabel LeMay; Traci Burns*
  
- 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.*

*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:** February 6, 2019, Meeting; February 20, 2019, Meeting.
  
  - B. **Payroll - February 2019:** \$2,566,364.68.
  
  - C. **Accounts Payable:** Warrants dated February 1, 2019, numbers 26818-26858 in the amount of \$970,204.13; Warrants dated February 8, 2019, numbers 26861-26910, in the amount of \$508,819.93; Warrants dated February 14, 2019, numbers 26912-26920, in the amount of \$42,717.80; Warrants dated February 15, 2019, numbers 26921-26970, in the amount of \$263,551.83; Warrants dated February 22, 2019, numbers 26972-27024, in the amount of \$256,706.61; Automated Clearing House Transfers for February 2019 in the amount of \$14,394.40 for a monthly total of \$2,056,394.70.
  
- 5) **PUBLIC HEARING - None** **0 min.**

- 6) **NEW BUSINESS**
  - A. **Vanpool Program Update** (*Carolyn Newsome*) **20 min.**
  - B. **Olympia Transit Center Construction Update** (*Steve Krueger*) **15 min.**
  - C. **Pattison Maintenance, Operations & Administrative Facility Update** (*Eric Phillips & Steve Krueger*) **20 min.**
  - D. **Pattison Facility Frontage Construction & Administrative Services Contract Awards** (*Steve Krueger*) **10 min.**
- 7) **COMMITTEE REPORTS**
  - A. **Thurston Regional Planning Council (Mar. 1)** (*Karen Messmer*) **3 min.**
  - B. **Transportation Policy Board (Feb. 22)** (*Don Melnick*) **3 min.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **ADJOURNMENT**

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

*For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to [TitleVI@intercitytransit.com](mailto: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**  
**February 6, 2019**

**CALL TO ORDER**

Chair Sullivan called the February 6, 2019, 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; Thurston County Commissioner Tye Menser; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative David Claus-Sharwark.

**Members Excused:** City of Yelm Councilmember Molly Carmody.

**Staff Present:** Ann Freeman-Manzanares; Lisa Allison; Emily Bergkamp; Jessica Gould; Steve Krueger; Pat Messmer; Brian Nagel; Jeff Peterson; Eric Phillips; Rena Shawver; Steve Swan; Cheryl Arnett; Rob Rinehart.

**Others Present:** Community Advisory Committee Member, Marilyn Scott.

**APPROVAL OF AGENDA**

*Chair Sullivan announced that Item 2A under Introductions (Hannah Toulme) has been removed from the agenda.*

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

**INTRODUCTIONS**

**A. Paul Bedford and Al Heinemeyer, Operations Supervisors** *(Cameron Crass)*

**B. Operators - Class 19-01** *(Cameron Crass)*

*John Garner; Michael Brock; Chinyere Thompson; Chad Edwards;  
Patricia Camus; Corey Morrison; Leata Roberts; Ricardo Lopez; Heather Dean;  
Mark Cook; Susan Janeway; Andrew Ross; Albert Kuhnie; Hai Hguyen;  
Dennis Byrd; Richard Cameron; John LaMontagne*

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA ITEMS**

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

- A. Approval of Minutes:** January 2, 2019, Meeting; January 16, 2019, Meeting.
- B. Payroll – January 2019:** \$2,425,238.33.
- C. Accounts Payable:** Warrants dated December 31, 2018, numbers 26622-26691 in the amount of \$535,707.41; Warrants dated January 11, 2019, numbers 26692-26695, in the amount of \$1,222,482.45; Warrants dated January 18, 2019, numbers 26696-26744, in the amount of \$146,983.92; Warrants dated January 25, 2019, numbers 26769-26817, in the amount of \$269,479.94 Automated Clearing House Transfers for January 2019 in the amount of \$5,829.25 for a monthly total of \$2,180,482.97.

**NEW BUSINESS**

- A. Pattison Facility Camera and Wireless Communication Project.** Procurement Coordinator, Jeff Peterson, presented for consideration a contract for the purchase and installation of video cameras and wireless communications equipment to provide coverage of the recently completed parking and fueling facilities on the north parcel of the Pattison Maintenance, Operations and Administrative (MOA) facility.

Video camera systems at Intercity Transit facilities and in our vehicles have proved to be invaluable to the agency and our community as a whole. They provide security for passengers and operators, reduce graffiti, improve Transit's ability to respond to false claims, help address passenger complaints, assist local law enforcement in solving crimes, and more.

The recently completed underground storage tank project on the north parcel included pathways for security and wireless access points for future installation. Hargis Engineers designed a solution that would allow security cameras to provide wireless coverage on the north parcel that satisfies our security standards. The Department of Enterprise Services manages Washington State's contract that includes the Aronson Security Group who have been servicing most of our video systems. Accordingly, Intercity Transit solicited a proposal from Aronson Security Group to provide the video equipment and installation for the north parcel.

Staff recommends proceeding with an agreement with Aronson Security Group to purchase and install security cameras and wireless communication equipment as specified.

**It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to enter into an agreement with Aronson Security Group for a total not-to-exceed amount of \$135,784.76, excluding tax.**

- B. 2019 Procurement Project Review.** Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2019 Procurement Projects. The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

When the Authority approves the annual budget, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Krueger referred to and reviewed the 2019 Procurement Projects List containing 43 projects; and responded to the following questions:

Gilman referred to Item #15 and asked if having the back-up servers located in Olympia (WSDOT) poses a problem. Freeman-Manzanares said due to the lack of space at the Pattison facility, the back-up servers are housed by WSDOT, but a lot of technology can now be stored via the "cloud." Rob Rinehart from Information Systems said Intercity Transit does not yet have the capability to run servers in the cloud from here. And it is unlikely that both WSDOT and Intercity Transit's servers would go out at the same time; however, if that were to occur, we could restore from our cloud backup provider, Handy Networks, based out of Colorado.

Melnick referred to Item #3 regarding exterior painting. He asked what caused the last paint job to fail. Phillips said a firm was hired to complete a technical analysis to get to the root of fixing not only the current problem but making sure it doesn't happen again, and to figure out what the proper removal, prep and application should be.

Messmer referred to Item #18 regarding vehicle advertising. She said discussions about the type of advertising going on the buses should take place sooner than later. Freeman-Manzanares said staff can have a conversation about extending the

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contracts to the end of summer, and the Authority can discuss further at a work session. The Authority can decide to continue sales so not to lose income or taper off the advertising that's under contract. Messmer suggested a short discussion during the April planning session to determine what type of questions to ask.

Sullivan referred to Item #19 and asked what the current prevailing wage is for landscaping. Krueger said he's been researching that but doesn't have a response at this time. Sullivan recommended staff should be aware of the current wages because she heard the prevailing wage increased to \$60 per hour. Labor and Industries are working on this issue, and she remains cautious on what wage L & I decided on.

**C. March Service Change and Long Range Plan Update.** Planning Manager, Rob LaFontaine, introduced the Planning Team: **Steve Swan, Senior Planner**, is responsible for constructing the "blocks" and building those individual trips that buses will perform on a day-to-day basis. That work manifests into the published Transit Guide; **Cheryl Arnett, Planning Systems Coordinator**, does a variety of tasks but is mainly responsible for the 1,000 bus stops active in the system; and at any given moment could have something going on such a detour or enhancement, and she also helps with the annunciator and destination times on the buses; **Brian Nagel, Planning Scheduler**, is responsible for the run cuts; he designs all of the pieces of work the Operators bid on four times a year.

LaFontaine provided an update on the service enhancements taking place on March 24, 2019.

### **Progress Report:**

- Road Trip Community Survey is complete
- Proposition 1 is complete
- Adoption of the Long Range Plan (LRP) is complete
- Which brings us to the Implementation of the Plan

LRP catalogs the major concepts that will be implemented over the next several years: Improve Span and Frequency; Provide service to new areas; Enhance commuter service; Bus Rapid Transit; Enhance Capital facilities program; Provide innovative service zones; and Keep buses on time.

### **Implementation Timeline:**

Service changes are typically scheduled twice each year: *March 24, 2019 and September 22, 2019.*

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Year	Recommended Start
2019	<ul style="list-style-type: none"><li>Improve Span of Service</li><li>Keep Buses On Time (Schedule Maintenance)</li></ul>
2020	<ul style="list-style-type: none"><li>Improve Frequency of Service</li><li>Expand Service to NE Lacey</li><li>Enhance Capital Facilities Program</li></ul>
2021	<ul style="list-style-type: none"><li>Innovative Service Zones (first zone)</li><li>Night Owl Service</li></ul>
2022	<ul style="list-style-type: none"><li>Limited Express Service to Yelm</li><li>Enhance Commuter Service</li></ul>
2023	<ul style="list-style-type: none"><li>Innovative Service Zones (second zone)</li></ul>
2026	<ul style="list-style-type: none"><li>Innovative Service Zones (third zone)</li><li>Bus Rapid Transit</li></ul>

## Summary of Changes for March 24:

### **Sunday, Sunday, Sunday!**

- 63% increase to Sunday service
- Includes Routes: 45, 48 & 67 (Route 49)
- Anticipated Dial-a-Lift impact

### **Weekday enhancements**

- Added **early morning trips** to improve connections at the Olympia Transit Center (Routes 21, 42, 45, 47, 48, 60, 62A/B, 64, 66)
- Added **late night trips** to the Routes 13 and 62

### **Saturday enhancements**

- Added morning and late night trips to Routes 62A/B

### **Adjustments to time points (Routes 62, 66, 68 and 612)**

### **Minor alignment adjustment to Route 45 (Capital Mall)**

**Total increase of 7% (15,214 hours) in fixed route revenue service hours**

## Concepts for Sept 2019 and 2020:

### **September 2019**

- Modest increases to Span & Frequency
- Pilot *High-Performance Route* ("BRT Light") - State grant pending

### **March/September 2020**

- Incremental increases to Span & Frequency
- New Route to NE Lacey [tentative] new Route to Yelm

### **Variables**

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- 2019 - 2021 Regional Mobility Grant (State Legislature)
- Delivery of buses
- Hiring/Training of Operators and support staff
- Necessary capital facilities

Messmer said to be cautious about presenting the BRT to the public because it's a new definition of what people might expect. She is curious about how Intercity Transit can go any faster, and what kind of expectation will IT build. If IT calls it "faster" will it actually be faster? She thinks IT needs to educate the community on what to expect versus what IT can actually do.

Cox said two new employers are moving into northwest Lacey - Uline Distribution Center and a Grocery Outlet Bargain Market, and they have an interest in transit services.

Messmer said this is the perfect time for conversations with the planning and development staff in Lacey regarding connectivity before construction begins and employers/employees start asking for transit services.

**D. Annual Authority Reorganizing Activities.** Clerk of the Board, Pat Messmer, led the Authority through the process to nominate/elect a new Chair and Vice Chair. She opened the floor to nominations for Chair.

**Councilmember Gilman nominated City of Tumwater Councilmember Debbie Sullivan.**

Hearing no further nominations, the Clerk closed nominations for Chair.

**By show of hands, there was a unanimous vote of seven in favor to elect Councilmember Sullivan as Chair.**

The Clerk opened the floor to nominations for Vice Chair. **Citizen Representative Melnick nominated Citizen Representative Ryan Warner.**

Hearing no further nominations, the Clerk closed nominations for Vice Chair.

**By show of hands, there was a unanimous vote of seven in favor of electing Citizen Representative Warner as Vice Chair.**

Chair Sullivan lead the Authority in discussion of new committee assignments.



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- Citizen Representative Karen Messmer will be the primary representative for Intercity Transit on the *Thurston Regional Planning Council* and Councilmember Gilman will serve as alternate.
- Citizen Representative Melnick will be the primary representative for Intercity Transit on the *Transportation Policy Board* and Citizen Representative Warner will serve as alternate.
- City of Yelm Councilmember Molly Carmody will serve as representative on Intercity Transit's *Pension Committee*.

### COMMITTEE REPORTS

**A. Thurston Regional Planning Council.** Karen Messmer said the TRPC met February 1, 2019. Annual elections were held and the Council elected Nathaniel Jones as Chair; JW Foster as Vice Chair; and Cynthia Pratt as Secretary. The Public Participation Plan is up for review and that is available on the TRPC website. There is a 45-day public comment period for that plan. There was a presentation on the Sustainable Thurston Plan which included a review of the high-level target and there are measureables that might be proxies for they are doing with the goals in sustainable Thurston.

### GENERAL MANAGER'S REPORT

- Staff came to work on Sunday and at 4 a.m. February 3 and 4, to assess the inclement weather situation and ensure a smooth operation. Staff is preparing for more snow this upcoming week with a lot of prep work. Snow days might provide an opportunity to impress new riders who choose to ride the bus versus drive.
- The Gillig Bus Representative will be on site to visit with staff, particularly the Coach Technicians, to talk about the eight vehicles going into production in March.
- It's post-election and staff is in full planning mode to implement Proposition 1. Freeman-Manzanares thanked the Authority for allowing staff to move forward with contracts and associated work and processes that allow IT to deliver on those promises for better service.
- Staff is working on the master plan for the Pattison Street facility and monitoring the construction at the Olympia Transit Center. HR is working hard on the interview and selection process bringing new employees into the agency.

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- Staff continues to promote and educate the public about vanpools. There is an advertisement and an article in the Thurston County Chamber “Voice” magazine and there is a commercial on the air.
- The Legislature is in session and Freeman-Manzanares is meeting with Representatives and Legislative Committee staff, advocating for DASH funding, funding for the Pattison Street Rehabilitation and Expansion Project and for four Regional Mobility Grant applications that are on the WSDOT list as well as the Governor’s budget.
- Another Operator class is scheduled to begin on February 18, 2019. The current class will graduate on Friday, March 8 with a celebration luncheon. All are welcome to join in that celebration. Information regarding time and location will be shared at a later date.

### AUTHORITY ISSUES

- Melnick asked if it’s possible to place a sign along our property on Martin Way to thank the public for their support and say we’re getting ready to provide better service.
- Melnick asked about the results of the pilot project Pierce Transit conducted on using the Lyft/Uber service. Freeman-Manzanares will look into those results.
- Gilman said the Olympia City Council and staff continues to pay attention to the concerns around the Olympia Transit Center and he understands how challenging the situation has been. The Council created more capacity, increased police presence, cleared the B Avenue location of people and cleared people along the railroad tunnel. Very soon a notice to vacate will be put up at the smart lot. He asked that any additional resources IT secures to manage the situation might also participate in the public process of creating a longer range homelessness response plan for the city.
- Messmer toured the new youth bike shop and was very impressed. She said it will be much more effective. It provides inspiration and encourages more volunteers to the bike program.
- Messmer would like feedback on how the new automatic bus snow chain system performs should there be increased snow days.
- Cox attended the first meeting of the TRPC Steering Committee on carbon reduction and she is pleased that Freeman-Manzanares is in the stakeholder group. This will

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be over a year-long process to lead to regional agreements with the cities and county on how to make a dent in reducing the carbon impact.

- Cox announced that May 31 through August 31, 19, the Lacey Museum will host an exhibit entitled, "Sasquatch Revealed." This is a temporary exhibit courtesy of Canadian Bigfoot expert Christopher Murphy. This is the largest collection of sasquatch-related artifacts and artwork ever assembled.
- Menser said the County selected the Plum and Union downtown location to move the courthouse and it's going before the voters. He said transportation considerations were high on the list of reasons for selecting that location.
- Menser said the County is jumping into the housing question. An emergency resolution was passed in June 2018 and a homeless coordinator was hired in November and they are starting with an all-day planning session with Olympia, Lacey and Tumwater to begin the process of dealing with the housing issue, pick focus areas and work regionally on consistent, cohesive tracks.
- Freeman-Manzanares added that when there is a code blue situation, IT invites people onto the buses to get to shelters and they do not need to pay a fare. IT simply focuses on getting them where they need to be to get out of the cold.
- Sullivan said the City of Tumwater will be 150 years old and will celebrate with various events. The events are listed on the city's website. Those events include interactive maps, videos, etc.
- CAC member, Marilyn Scott said with the upcoming service enhancements on Sunday, Intercity Transit may see an increase in the number of seniors riding the buses.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:36 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Debbie Sullivan, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 6, 2019.**

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

DRAFT

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**February 20, 2019**

**CALL TO ORDER**

Vice Chair Warner called the February 20, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

**Members Present:** Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; City of Tumwater Councilmember Neil McClanahan; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Lisa Allison (Alternate).

**Members Excused:** Chair and City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Molly Carmody; and Labor Representative David Claus-Sharwark.

**Staff Present:** Ann Freeman-Manzanares; Emily Bergkamp; Jessica Gould; Paul Koleber; Steve Krueger; Rob LaFontaine; Pat Messmer; Eric Phillips; Rena Shawver.

**Others Present:** Eric Wood and Barb Berastegui from Stantec.

**APPROVAL OF AGENDA**

*Vice Chair Warner announced the order of Items 5A and 5B are being reversed.*

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

**INTRODUCTIONS**

A. **Hannah Toulme, HR Administrative Assistant** (*Heather Stafford Smith*)

**PUBLIC COMMENT** - None.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

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

## **NEW BUSINESS**

**Pattison Street Master Plan.** The updated Pattison Base Master Plan is nearing completion and Eric Wood and Barb Berastegui from Stantec provided an overview of the phasing work and the master planning process. They asked the Authority to describe what their vision is for the new building and what they would like to convey to the community in the design:

- A sustainable green design (Highest LEED Design).
- To be welcoming, and have a walkable interface with the community.
- To be part of what is going on, on the street. Make the frontage comfortable to walk past.
- Don't give the public the feeling they are pushed outside the facility, but to make them feel like they have ownership.
- Provide rain coverage (awnings) in front of the facility, from the bus stop to the door.
- A more urban and active industrial park design.
- Functional space for the staff.
- Build it to be attractive but not "posh." Look nice but can't look luxurious. Show IT is good stewards of public funds.
- Have staff located in the same building or close together.
- Be able to construct in phases so all departments remain functional.
- Plan for flexibility.
- Have good access to Martin Way.
- Provide space for additional storm water.
- Have elevated walk-ways between buildings if leaving elevation on existing admin site.
- The master plan shows approximately 9.89 acres of land.

Messmer asked if there were any surprises or anything that appeared problematic during the pre-submission meeting with the city. Berastegui responded there are no major issues pending, and conversation was positive, moving in the right direction.

Gilman said he feels the issues with the landscaping and stormwater have been worked out, and he's confident if there needs to be a policy level change he'll hear about it. This is the first substantial new development along this corridor, and there needs to be some give and take.

Freeman-Manzanares said there is the possibility the development agreement may need to be amended, depending on what number we come up with in terms of tree units on site.

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Messmer referred to the stormwater situation, and asked if there are applications for permeable asphalt and concrete in the development, and if it would work on a bus yard. Wood said they will not be using permeable pavement or asphalt in the bus yard. However, we are required to meet pervious surface coverage. The city requires some pervious pavement, but that would be along pedestrian paths, employee parking area and/or landscaped area.

*Commissioner Menser and Councilmember Cox left the meeting.*

**A. Dial-A-Lift, Travel Training, Bus Buddy Programs Update.** Kevin Karkoski, Dial-A-Lift Manager, presented an update to the Dial-A-Lift (DAL) service, Travel Training and Bus Buddy program.

### **Statistics for 2018:**

#### **Dial-A-Lift:**

- 3,589 Total Clients
- 1,407 Eligibility Decisions
  - 85% Full Eligibility
  - <1% Conditional
  - 14% Temporary
  - <1% Ineligible
- 34 Functional Assessments
- 455 Re-certifications
- 187,425 Trips – a 10% increase over last year
- 97% On-Time Performance
- 89,337 Total Phone Calls – 4% increase over previous year
- 95% Customer Satisfaction Rating

#### **Travel Training Cost Avoidance**

Approximately 650 Dial-A-Lift trips diverted to Fixed-Route through travel training.

\$50 – Average cost of 1-way ADA trip

-\$6 – Average cost of 1-way Fixed-Route trip

\$44 – Cost difference between ADA and Fixed-Route

\$28,600 Approximate Cost Avoidance (\$44 difference x 650 trips)

Warner asked how many no show trips were there and what is the DAL fare.

Karkoski said they average 2% no shows, and 10% to 12% cancellations with at least two hour notice. The fare is \$2.50 for a day pass; however, if the client qualifies for DAL and a regional reduced fare, they can purchase a monthly pass at a discounted rate of \$15.

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Melnick asked if there are statistics on how often the residents of Panorama use the service or attend events. He'd like those numbers to make a case for how valuable this service is to those residents.

Messmer said there may be individuals currently using DAL who would like to use fixed route, but can't due to the inability to access bus stops. She suggested that while the Travel Training staff are out travel training people who use wheelchairs, walkers and canes, perhaps they could document circumstances where it's difficult to access the bus stops, such as no available ADA curb ramps. Then present these findings to the appropriate city.

Warner said cities create an ADA Transition Plan which makes a list of all the inaccessible spots within the city, and they work off of that to create accessible stops and curb ramps, etc. He said in three weeks, he and Emily Bergkamp will be conducting a workshop on accessible curb ramps at a mobility management conference.

Gilman would like to know how the Dial-A-Lift program is funded. He asked if there are state and/or federal funds to run the program and if so, what percentage of the overall operational budget do they represent. Staff will research and report back on this.

### **COMMITTEE REPORTS**

**A. Transportation Policy Board.** No report. The February 13, 2019, meeting was rescheduled to February 22, 2019.

### **GENERAL MANAGER'S REPORT**

Freeman-Manzanares provided a debrief of the winter snow event from the week of February 11, 2019:

- She thanked everyone who helped Intercity Transit through the "snowmageddon" event that took place the week of February 11. Staff worked around the clock, many of them moving to 12 hour shifts, and some staying overnight, to insure we had the coverage needed.
- She gave a shout out to Fixed Route Manager Cameron Crass and the Fixed Route Supervisors, and DAL Manager, Kevin Karkoski and his Dial-A-Lift team of dispatchers. The fixed route and the DAL drivers did a fantastic job keeping everyone safe and avoiding serious accidents.



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- The Maintenance Supervisors were working around the clock problem solving while supporting their people. A big thank you goes to all mechanics, maintenance staff, and facilities team.
- Freeman-Manzanares said there were times when every support vehicle IT has was out on the road, getting vehicles unstuck and moving, and helping passengers. Buses were getting stuck in the snow in the bus yard and clogging up the whole works. One of the maintenance staff got his jeep and pulled the bus out of the way so we could keep moving.
- Thank you to the Marketing and Communications team who had the seemingly never-ending task of making sure our customers knew what they needed to know. And the customer service staff that arrived early every day to insure our customers were taken care of; and to the team of 10, who got together multiple times each day, to report out and define what the next steps were going to be. Intercity Transit has a strong and collaborative staff that listens and works well together, and that's what makes it work.
- Freeman-Manzanares gave a special shout-out to Emily Bergkamp. This was her first major storm as Operations Director and she did an exceptional job. She was available, supportive, and a great communicator. In addition to all that, she stopped at the donut shop daily and brought in treats.
- Management made the decision to pull service back early two days and start late one day due to weather conditions. It wasn't a decision taken lightly and we still feel strongly that it was the right one. In addition, we eliminated the fare during the height of the storm to allow operators to focus totally on the task on hand and to help address the inconvenience.
- The new GovDelivery tool has proven itself, particularly during the last five snow days. IT gained over 500 new subscribers during that time, totaling about 2,000 subscribers since July.
- Power went out at Pattison Street on Saturday, February 9. Although we have a generator, it doesn't power everything. Two of our lifts won't work if we don't have power and that's a problem for maintenance. In addition to that, a power surge knocked the air compressors out and we couldn't get them back online so maintenance was struggling with that as well. We needed an electrician and we couldn't get one out until Monday. So the maintenance crew plumbed one of our shop truck air compressors to the building to keep the shop operating.

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- Our generator has a day tank that is not directly connected to a fuel source. To keep the generator going, every 8 hours we had to push 400 gallons/lbs. of fuel across the bumpy, snowy yard to keep power to the buildings. We don't normally get those types of power surges, but it was still problematic.
- This was our first major snow event since installing the automatic insta-chains, so Maintenance was learning and adjusting on the fly. The chains didn't work as well as anticipated - they are less effective in deep snow. So we are looking at deploying them if there is less than five inches and chaining up if it looks like we're going to have over five inches of snow. Staff is working with the manufacturer to repair/replace pieces and parts.
- Coordination with the jurisdictions went well. Primary streets are attended to first. Secondary streets and bus routes in less well traveled areas followed. The jurisdictions were very responsive when we called. They kept us apprised of limbs and lines down and we did the same. In the future we could benefit from meeting once a year to insure they understand where our buses travel for better coordination of street clearing. And work with medical facilities and individuals to clear challenging areas.
- Damage to our fleet was minor considering the severity of the conditions. There were approximately ten fender benders which caused some damage to the rear panels. Maintenance was able to mend those well enough to remain in service during the event. There were times when we had every service vehicle we owned out on service calls. Vehicles were getting caught in snow drifts at bus stops. Or we would stop on ice and couldn't get going again. One of the buses has a sleep-over on the west side because she got stuck and we couldn't get her out of the snow/ice/slush.
- There will be an All-Call Event Debrief coming up where we'll talk more about what went well, and what could go better. We are looking at having an on-call contract for snow removal and we might be looking at new or replacement equipment.
- King 5 News did a story on Intercity Transit's "Snow Heroes" about how we were getting dialysis patients to life-saving treatment on impassable roads.

The new Class of 17 operators started Monday. That's a total of 34 new operators training now. Many of them applied for the job because they heard that IT was a great place to work.

**Intercity Transit Authority Regular Meeting**

**February 20, 2019**

**Page 7 of 7**

Staff is working with the City of Olympia on officially acquiring street space around the OTC. There has been much conversation over the years and it's time to make it official. Also, staff is arranging a meeting with the City of Olympia staff to talk about a bus stop for the BRT pilot project.

Messmer said there needs to be a cross-over discussion with the jurisdictions about them having a priority that overlaps with IT's providing transportation during storm events. She wants to be sure during major storms like the one last week Intercity Transit can still provide transportation, and not be hampered because the cities didn't plow the streets and roads.

**AUTHORITY ISSUES**

Gilman said he'll follow up with the City of Olympia regarding the process to clear roads during snow events.

Messmer said the Washington Bike Summit was held in spite of the weather, and she attended one day. She attended a session entitled, "Words Matter - Communicating in the new Mobility Future." It provided a rundown on how our language drives how we think about people who walk, use wheelchairs, or ride bikes. Participants practiced recognizing and applying frameworks that help reveal hidden assumptions and omissions. They discussed what belongs in a definition of active transportation, and took away a style and usage guide.

**ADJOURNMENT**

**With no further business to come before the Authority, Vice Chair Warner adjourned the meeting at 7:30 p.m.**

**INTERCITY TRANSIT AUTHORITY**

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**Debbie Sullivan, Chair**

**ATTEST**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: March 6, 2019.**

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

**EXHIBIT A  
SURPLUS PROPERTY - FEBRUARY 2019**

<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
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)	BQHCZ1	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 UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-46634-72L-28YL	1	\$10.00	\$10.00
55	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-46634-72C-2DDS	1	\$10.00	\$10.00
56	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2E1L	1	\$10.00	\$10.00
57	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GWL	1	\$10.00	\$10.00
58	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2K6L	1	\$10.00	\$10.00
59	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2EOL	1	\$10.00	\$10.00
60	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GRL	1	\$10.00	\$10.00
61	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GNL	1	\$10.00	\$10.00
62	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-295L	1	\$10.00	\$10.00
63	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2E7L	1	\$10.00	\$10.00
64	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GJL	1	\$10.00	\$10.00
65	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2GYL	1	\$10.00	\$10.00
66	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-3WRL	1	\$10.00	\$10.00
67	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-116L	1	\$10.00	\$10.00
68	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-11EL	1	\$10.00	\$10.00
69	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-35JL	1	\$10.00	\$10.00

70	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BA-356L	1	\$10.00	\$10.00
71	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-10AL	1	\$10.00	\$10.00
72	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-118L	1	\$10.00	\$10.00
73	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-11HL	1	\$10.00	\$10.00
74	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-10JL	1	\$10.00	\$10.00
75	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C592M-72875-19K-158L	1	\$10.00	\$10.00
76	Dell UltraSharp 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
<b>INFORMATION SYSTEMS TOTAL</b>					<b>\$5,137.00</b>
<b><u>FACILITIES MAINTENANCE</u></b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
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
<b>FACILITIES MAINTENANCE TOTAL</b>					<b>\$4,250.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$9,387.00</b>

PERIOD DATES:		1/20/19-2/2/19			PAYDATE		2/8/2019			PERIOD DATES:		2/3/19-2/16/19			PAYDATE		2/22/2019		
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
IRS	FIT		EFT	76,170.80		IRS	FIT		EFT	77,737.80			MT		EFT	25,894.90	103,632.70		
	MT		EFT	25,656.28	101,827.08		MT		EFT	25,894.90	103,632.70				EFT	25,894.90	103,632.70		
					0.00						0.00						0.00		
INS	D3/DI	Disability Ins		2,423.48	0.00	INS	D3/DI	Disability Ins		2,457.11	0.00		HEALTH	HE/HI/SP/TB	Health In1stN2ND	189,226.36	0.00		
HEALTH	HE/HI/SP/TB	Health In1stN2ND		189,298.91	0.00	HEALTH	HE/HI/SP/TB	Health In1stN2ND		189,226.36	0.00						0.00		
GARNISHMENT	GN	Garnish	CHECK last	413.87		GARNISHMENT	GN	Garnish	CHECK last	413.87									
CHILD SUPPORT	CS	DSHS	EFT	1,887.31	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,887.31	1,887.31						0.00		
					0.00						0.00						0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,320.18	10,320.18	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,264.62	10,264.62								
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,626.00	12,626.00	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,616.88	12,616.88								
GET	GT	G.Ed.Tult	Check every	50.00		GET	GT	G.Ed.Tult	Check every	50.00			HEALTH SAVING	HS	Health Svgs	ACH Wire every	175.00	175.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	175.00	175.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	175.00	175.00								
401K	DC	Vgrd EE	Wire	49,936.26		401K	DC	Vgrd EE	Wire	51,453.45			VANGUARD	DC	Vgrd ER	Wire	35,422.91	86,876.36	
VANGUARD	DC	Vgrd ER	Wire	34,220.05	84,156.31	VANGUARD	DC	Vgrd ER	Wire	35,422.91	86,876.36		LOAN	L2	401k Ln#2	Wire	4,959.99		
LOAN	L2	401k Ln#2	Wire	4,884.67		LOAN	L2	401k Ln#2	Wire	4,959.99			LOAN	LN	401k Ln #1	Wire	8,051.05	13,011.04	
LOAN	LN	401k Ln #1	Wire	7,761.16	12,645.83	LOAN	LN	401k Ln #1	Wire	8,051.05	13,011.04								
		TTL VNGRD		96,802.14				TTL VNGRD		99,887.40									
LABOR INS	LI&LA	L&I	EFT Quarterly	35,058.91		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	34,855.06			ESD	CF&CL	WPFML	EFT Quarterly	3,279.98		
ESD	CF&CL	WPFML	EFT Quarterly	3,266.74		ESD	CF&CL	WPFML	EFT Quarterly	3,279.98									
MACHINISTS UNION DUES	MDM2	Mch.UnDues	Check last	1,562.99		MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	1,626.02				MI	Mac.Initlatn	Check last	0.00		
	MI	Mac.Initlatn	Check last	376.50			MI	Mac.Initlatn	Check last	0.00				MS	Payroll Corr check	Check last	0.00		
	MS	Payroll Corr check	Check last	0.00			MS	Payroll Corr check	Check last	0.00									
	TF	Tx.Fr.Benefit	Employer	335.00	0.00		TF	Tx.Fr.Benefit	Employer	20.00	0.00								
PROJECT ASSIST	PA	Proj.Assist	Check last	459.00		PROJECT ASSIST	PA	Proj.Assist	Check last	464.00									
PENSION STATE PERS	PN	PERS EE	EFT	66,979.72	0.00	PENSION STATE PERS	PN	PERS EE	EFT	67,681.32	0.00			PN	PERS ER	EFT	117,722.44	185,403.76	
	PN	PERS ER	EFT	116,527.02	183,506.74		PN	PERS ER	EFT	117,722.44	185,403.76								
		TTL PERS		183,506.74				TTL PERS		185,403.76									
ICMA LOAN	R3	ICMA Ln#2	WIRE	328.03	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	328.03	0.00		ICMA	RC	ICMA EE	WIRE	6,032.70		
ICMA	RC	ICMA EE	WIRE	5,878.97		ICMA	RC	ICMA EE	WIRE	6,032.70			ICMA ROTH	RI	ICMA Roth	WIRE	361.53	361.53	
ICMA ROTH	RI	ICMA Roth	WIRE	361.53	361.53	ICMA ROTH	RI	ICMA Roth	WIRE	361.53	361.53		ICMA LON	RL	ICMA Ln#1	WIRE	1,124.61	1,452.64	
ICMA LON	RL	ICMA Ln#1	WIRE	1,124.61	1,452.64	ICMA LON	RL	ICMA Ln#1	WIRE	1,124.61	1,452.64		ICMA	RR	ICMA ER	WIRE	3,510.63	9,389.60	
ICMA	RR	ICMA ER	WIRE	3,510.63	9,389.60	ICMA	RR	ICMA ER	WIRE	3,526.80	9,559.50								
		TTL ICMA		10,842.24	11,203.77			TTL ICMA		11,012.14	11,373.67								
457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	16,720.31		457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	17,012.47				SR	457 ST ER	EFT	9,506.60	26,519.07	
	SR	457 ST ER	EFT	9,314.92	26,035.23		SR	457 ST ER	EFT	9,506.60	26,519.07								
	ST&SS	AFLAC POST/PRE	EFT	5,852.77	5,852.77		ST&SS	ShTrmDisab-AFLAC	EFT	5,958.60	5,958.60								
ATU UNION DUES	UC	Un COPE	Check 1st	186.00		ATU UNION DUES	UC	Un COPE	Check 1st	-				UA	Un Assess -2ND PP	Check last	570.00		
	UA	Un Assess	Check last	0.00			UA	Un Assess -2ND PP	Check last	570.00				UD	Un Dues -BOTH PP	Check last	5,931.92		
	UD	Un Dues	Check last	5,873.39			UD	Un Dues -BOTH PP	Check last	5,931.92				UI	Un Initlatn- 100.00 PEREE	Check last	80.00		
	UI	Un Initlatn	Check last	80.00			UI	Un Initlatn- 100.00 PEREE	Check last	80.00				UT	Un Tax IST PP	Check last	0.00		
	UT	Un Tax	Check last	2,976.75			UT	Un Tax IST PP	Check last	0.00									
UNITED WAY	UW	United Way	Check last	299.50		UNITED WAY	UW	United Way	Check last	281.50									
WELLNESS	WF	Wellness	Check last	323.50		WELLNESS	WF	Wellness	Check last	324.50									
DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos)	ACH Wire every	583,604.89	583,604.89	DIRECT DEP. LIVE CHECKS	NP	NET PAY (dir. Depos)	ACH Wire every	588,305.53	588,305.53								
		Paychecks		1,121.87				Paychecks - LIVE CHECKS		2,822.30									
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,031,953.80			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,046,014.54								
		TOTAL PAYROLL*:		\$1,277,947.52				TOTAL PAYROLL*:		\$1,288,417.16									
GROSS WAGE ER AMOUNT		GROSS EARNINGS:		909,833.92		GROSS WAGE ER AMOUNT		GROSS EARNINGS:		918,073.85									
MEDICARE TAX		EMPR MISC DED:		355,285.46		MEDICARE TAX		EMPR MISC DED:		357,395.86									
		EMPR MEDICARE TAX:		12,828.14				EMPR MEDICARE TAX:		12,947.45									
										0.00									
		PP03 Total			\$1,277,947.52			PP04 Total			\$1,288,417.16								
											\$2,566,364.68								
DIRECT DEP.		ACH WIRE TOTAL			606,726.07		DIRECT DEP.		ACH WIRE TOTAL		611,352.03								

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/1/2019

Thru Date: 2/1/2019

Check #	Check Date	Ref #	Name	Amount	Voided
26818	2/1/2019	01683	ALLENBAUGH & ASSOCIATES INC	\$2,589.00	
26819	2/1/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,704.46	
26820	2/1/2019	02380	ARAMARK UNIFORM SERVICES	\$995.78	
26821	2/1/2019	02990	B&B SIGN COMPANY LLC	\$284.19	
26822	2/1/2019	03250	BATTERY SYSTEMS INC	\$1,659.99	
26823	2/1/2019	04100	BUENAVISTA SERVICES INC.	\$10,652.28	
26824	2/1/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$266.07	
26825	2/1/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$649.82	
26826	2/1/2019	07220	CUMMINS NORTHWEST INC	\$17,897.64	
26827	2/1/2019	07620	DAVIS WRIGHT TREMAINE LLP	\$394.50	
26828	2/1/2019	10477	GALLS LLC	\$1,272.91	
26829	2/1/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26830	2/1/2019	10660	GILLIG LLC	\$17,899.87	
26831	2/1/2019	10759	GORDON TRUCK CENTERS INC	\$1,078.56	
26832	2/1/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$509,374.75	
26833	2/1/2019	14405	MICHAEL G MALAIER TRUSTEE	\$428.30	
26834	2/1/2019	14590	MOHAWK MFG & SUPPLY	\$1,267.93	
26835	2/1/2019	14750	MULLINAX FORD	\$610.21	
26836	2/1/2019	15140	NISQUALLY TOWING SERVICE	\$472.50	
26837	2/1/2019	16595	PACIFIC POWER GROUP LLC	\$296.87	
26838	2/1/2019	16766	PEWAG TRACTION CHAIN, INC.	\$1,687.43	
26839	2/1/2019	17420	R&R TIRE COMPANY INC.	\$1,470.87	
26840	2/1/2019	17505	RAINIER DODGE INC	\$88.45	
26841	2/1/2019	17560	RE AUTO ELECTRIC INC	\$465.98	
26842	2/1/2019	17900	SCHETKY NW SALES INC	\$646.82	
26843	2/1/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,132.92	
26844	2/1/2019	18470	SPORTWORKS NORTHWEST INC	\$338.43	
26845	2/1/2019	18530	STANDARD PARTS CORP	\$319.97	
26846	2/1/2019	18705	SUNBELT RENTALS	\$1,415.34	
26847	2/1/2019	21660	THERMO KING NORTHWEST	\$122.68	
26848	2/1/2019	21930	TIRES INC	\$4,069.01	
26849	2/1/2019	21950	TITUS-WILL CHEVROLET	\$2,756.13	
26850	2/1/2019	23740	USSC ACQUISITION CORP	\$782.14	
26851	2/1/2019	23770	VANNER INC.	\$3,551.71	
26852	2/1/2019	24640	WA ST DEPT OF TRANSPORTATION	\$111.75	
26853	2/1/2019	24750	WA ST GET PROGRAM	\$50.00	
26854	2/1/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
26855	2/1/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
26856	2/1/2019	25858	WESTCARE CLINIC LLC PS	\$2,890.00	
26857	2/1/2019	02425	ARONSON SECURITY GROUP INC	\$3,142.26	
26858	2/1/2019	24755	WA ST HEALTH CARE AUTHORITY	\$361,366.61	
<b>Total:</b>				<b>\$970,204.13</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/8/2019

Thru Date: 2/8/2019

Check #	Check Date	Ref #	Name	Amount	Voided
26861	2/8/2019	01895	ECOLUBE RECOVERY LLC	\$121.97	
26862	2/8/2019	02425	ARONSON SECURITY GROUP INC	\$14,650.73	
26863	2/8/2019	02580	ASSOCIATED PETROLEUM	\$39,323.52	
26864	2/8/2019	03250	BATTERY SYSTEMS INC	\$1,189.79	
26865	2/8/2019	03706	DANIEL BINFORD BRUMSICKLE	\$87.12	
26866	2/8/2019	04120	BUILDERS HARDWARE CO	\$308.59	
26867	2/8/2019	06120	CITY OF OLYMPIA UTILITIES	\$5,764.37	
26868	2/8/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$786.00	
26869	2/8/2019	06741	COMMUNITY YOUTH SERVICES	\$825.00	
26870	2/8/2019	06875	COOK SECURITY GROUP	\$4,589.05	
26871	2/8/2019	07220	CUMMINS NORTHWEST INC	\$10,804.97	
26872	2/8/2019	07619	DAVID S FOSTER	\$1,750.00	
26873	2/8/2019	08621	EDUCATIONAL SERVICE DISTRICT 113	\$700.00	
26874	2/8/2019	09662	FERRELLGAS	\$5,811.84	
26875	2/8/2019	09960	FOREMAN BENJAMIN T III	\$131.25	
26876	2/8/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,652.52	
26877	2/8/2019	10660	GILLIG LLC	\$7,451.87	
26878	2/8/2019	10759	GORDON TRUCK CENTERS INC	\$6,321.04	
26879	2/8/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$364,755.64	
26880	2/8/2019	11615	INDUSTRIAL HYDRAULICS INC	\$232.96	
26881	2/8/2019	11892	J ROBERTSON AND COMPANY	\$6,825.00	
26882	2/8/2019	11905	JANEK CORPORATION	\$490.05	
26883	2/8/2019	11943	JOANNA GRIST	\$1,750.00	
26884	2/8/2019	14160	MCMASTER-CARR SUPPLY CO.	\$149.56	
26885	2/8/2019	14590	MOHAWK MFG & SUPPLY	\$216.72	
26886	2/8/2019	14750	MULLINAX FORD	\$2,890.12	
26887	2/8/2019	15140	NISQUALLY TOWING SERVICE	\$202.50	
26888	2/8/2019	15560	OLYMPIA DOWNTOWN ALLIANCE	\$300.00	
26889	2/8/2019	16595	PACIFIC POWER GROUP LLC	\$257.97	
26890	2/8/2019	16695	PATTISON WATER COMPANY	\$91.52	
26891	2/8/2019	17200	AMERICAN FUTURE SYSTEMS INC.	\$299.00	
26892	2/8/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,257.80	
26893	2/8/2019	17560	RE AUTO ELECTRIC INC	\$1,039.95	
26894	2/8/2019	17683	REMIX SOFTWARE INC	\$15,463.80	
26895	2/8/2019	17760	ROSS AND WHITE COMPANY	\$226.39	
26896	2/8/2019	17795	ROUTEMATCH SOFTWARE INC	\$2,242.00	
26897	2/8/2019	17900	SCHETKY NW SALES INC	\$581.29	
26898	2/8/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,509.16	
26899	2/8/2019	18145	SIX ROBBLEES INC	\$90.71	
26900	2/8/2019	18331	MARK K. MANN	\$990.00	
26901	2/8/2019	18530	STANDARD PARTS CORP	\$406.10	
26902	2/8/2019	18651	STORMANS (LICENSING)	\$34.75	
26903	2/8/2019	18878	TAYLOR PUBLISHING INC	\$995.00	
26904	2/8/2019	21660	THERMO KING NORTHWEST	\$244.80	
26905	2/8/2019	21930	TIRES INC	\$757.23	
26906	2/8/2019	21950	TITUS-WILL CHEVROLET	\$1,571.62	
26907	2/8/2019	23758	VANGUARD GROUP INC THE	\$100.00	
26908	2/8/2019	24000	W W GRAINGER INC	\$117.76	
26909	2/8/2019	24260	WA ST DEPT OF L & I BOILER	\$145.38	
26910	2/8/2019	25380	WASHINGTON GARDENS	\$315.52	
<b>Total:</b>				<b>\$508,819.93</b>	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/14/2019

Thru Date: 2/14/2019

Check #	Check Date	Ref #	Name	Amount	Voided
26912	2/14/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$186.00	
26913	2/14/2019	05610	CAYAN LLC	\$357.01	
26914	2/14/2019	06341	CLEVER DEVICES LTD	\$5,638.84	
26915	2/14/2019	06711	COMMUNITY TRANSIT	\$4,388.00	
26916	2/14/2019	13750	MAILBOX OF OLYMPIA	\$800.00	
26917	2/14/2019	14405	MICHAEL G MALAIER TRUSTEE	\$276.93	
26918	2/14/2019	16820	PIERCE COUNTY SECURITY	\$26,415.30	
26919	2/14/2019	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$4,605.72	
26920	2/14/2019	24750	WA ST GET PROGRAM	\$50.00	
			<b>Total:</b>	<b>\$42,717.80</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/15/2019

Thru Date: 2/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
26921	2/15/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
26922	2/15/2019	02060	AMERISAFE	\$115.98	
26923	2/15/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$85.07	
26924	2/15/2019	02380	ARAMARK UNIFORM SERVICES	\$1,143.08	
26925	2/15/2019	02580	ASSOCIATED PETROLEUM	\$2,909.16	
26926	2/15/2019	02825	AUTO PLUS - OLYMPIA 10364	\$257.29	
26927	2/15/2019	02828	AVAIL TECHNOLOGIES INC.	\$22,215.60	
26928	2/15/2019	05720	CDW GOVERNMENT INC	\$19,494.97	
26929	2/15/2019	05740	CED	\$120.81	
26930	2/15/2019	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,848.80	
26931	2/15/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$345.27	
26932	2/15/2019	07220	CUMMINS NORTHWEST INC	\$6,368.57	
26933	2/15/2019	07520	DAILY JOURNAL OF COMMERCE	\$103.20	
26934	2/15/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26935	2/15/2019	10477	GALLS LLC	\$2,612.69	
26936	2/15/2019	10580	GENE'S TOWING INC	\$352.97	
26937	2/15/2019	10607	GENUINE AUTO GLASS OF LACEY	\$443.56	
26938	2/15/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
26939	2/15/2019	10660	GILLIG LLC	\$11,148.59	
26940	2/15/2019	10759	GORDON TRUCK CENTERS INC	\$908.02	
26941	2/15/2019	10880	GRIMM COLLECTIONS	\$282.87	
26942	2/15/2019	11048	HARGIS ENGINEERS INC	\$725.00	
26943	2/15/2019	11250	HERITAGE - CRYSTAL CLEAN LLC	\$335.24	
26944	2/15/2019	11615	INDUSTRIAL HYDRAULICS INC	\$652.30	
26945	2/15/2019	11905	JANEK CORPORATION	\$1,089.00	
26946	2/15/2019	12875	KPFF CONSULTING ENGINEERS INC	\$5,994.22	
26947	2/15/2019	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
26948	2/15/2019	13661	LOOMIS	\$2,760.34	
26949	2/15/2019	15140	NISQUALLY TOWING SERVICE	\$270.00	
26950	2/15/2019	16490	PACIFIC DISPOSAL INC	\$639.77	
26951	2/15/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$141.79	
26952	2/15/2019	16595	PACIFIC POWER GROUP LLC	\$171.69	
26953	2/15/2019	16888	REXEL USA INC	\$377.36	
26954	2/15/2019	17290	PUGET SOUND ENERGY	\$19,450.36	
26955	2/15/2019	17420	R&R TIRE COMPANY INC.	\$1,333.83	
26956	2/15/2019	17505	RAINIER DODGE INC	\$56.98	
26957	2/15/2019	17682	RELIABLE OFFICE EQUIPMENT	\$196.02	
26958	2/15/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,148.45	
26959	2/15/2019	18470	SPORTWORKS NORTHWEST INC	\$107.11	
26960	2/15/2019	18530	STANDARD PARTS CORP	\$87.91	
26961	2/15/2019	21660	THERMO KING NORTHWEST	\$733.34	
26962	2/15/2019	21850	THURSTON COUNTY TREASURER	\$1,964.25	
26963	2/15/2019	21930	TIRES INC	\$2,946.68	
26964	2/15/2019	21950	TITUS-WILL CHEVROLET	\$2,871.06	
26965	2/15/2019	22010	TOYOTA OF OLYMPIA	\$57.74	
26966	2/15/2019	22325	TTL PARTNERS LLC	\$3,433.00	
26967	2/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
26968	2/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$103,334.01	
26969	2/15/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$34,397.48	
26970	2/15/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$2,075.00	
<b>Total:</b>				<b>\$263,551.83</b>	

## Intercity Transit Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/22/2019

Thru Date: 2/22/2019

Check #	Check Date	Ref #	Name	Amount	Voided
26972	2/22/2019	01820	AMERICAN DRIVING RECORDS INC	\$444.56	
26973	2/22/2019	02060	AMERISAFE	\$108.98	
26974	2/22/2019	02425	ARONSON SECURITY GROUP INC	\$30,084.42	
26975	2/22/2019	02580	ASSOCIATED PETROLEUM	\$4,149.53	
26976	2/22/2019	02680	ASSOCIATION OF WASHINGTON CITIES	\$500.00	
26977	2/22/2019	02828	AVAIL TECHNOLOGIES INC.	\$190.58	
26978	2/22/2019	02990	B&B SIGN COMPANY LLC	\$971.93	
26979	2/22/2019	03706	DANIEL BINFORD BRUMSICKLE	\$228.69	
26980	2/22/2019	05230	CAPITAL HEATING & COOLING	\$3,331.00	
26981	2/22/2019	05641	CBT NUGGETS LLC	\$3,261.56	
26982	2/22/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$122.47	
26983	2/22/2019	07220	CUMMINS NORTHWEST INC	\$15,838.18	
26984	2/22/2019	08607	EDNETICS INC	\$6,903.18	
26985	2/22/2019	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
26986	2/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26987	2/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26988	2/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26989	2/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
26990	2/22/2019	10477	GALLS LLC	\$9,918.30	
26991	2/22/2019	10605	GENFARE	\$130.65	
26992	2/22/2019	10607	GENUINE AUTO GLASS OF LACEY	\$894.72	
26993	2/22/2019	10608	GEOENGINEERS INC	\$21,625.73	
26994	2/22/2019	10660	GILLIG LLC	\$4,563.17	
26995	2/22/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
26996	2/22/2019	10759	GORDON TRUCK CENTERS INC	\$2,455.85	
26997	2/22/2019	10826	GRAVITEC SYSTEMS INC	\$5,000.00	
26998	2/22/2019	11261	HERMANSON COMPANY LLC	\$1,387.47	
26999	2/22/2019	11865	ISLAND SUPERIOR AIR FILTER	\$511.80	
27000	2/22/2019	11905	JANEK CORPORATION	\$1,905.76	
27001	2/22/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$540.00	
27002	2/22/2019	13793	MARTIN WAY COLLISION INC.	\$1,303.97	
27003	2/22/2019	14590	MOHAWK MFG & SUPPLY	\$311.61	
27004	2/22/2019	14750	MULLINAX FORD	\$675.77	
27005	2/22/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$3,554.74	
27006	2/22/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$168.00	
27007	2/22/2019	16595	PACIFIC POWER GROUP LLC	\$81.34	
27008	2/22/2019	16820	PIERCE COUNTY SECURITY	\$80.07	
27009	2/22/2019	16966	POINT & PAY	\$1,587.37	
27010	2/22/2019	17560	RE AUTO ELECTRIC INC	\$1,113.76	
27011	2/22/2019	17760	ROSS AND WHITE COMPANY	\$693.02	
27012	2/22/2019	17824	S & A SYSTEMS INC	\$5,642.11	
27013	2/22/2019	17900	SCHETKY NW SALES INC	\$1,198.36	
27014	2/22/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,691.40	
27015	2/22/2019	18145	SIX ROBBLEES INC	\$304.60	
27016	2/22/2019	18510	SRG PARTNERSHIP INC.	\$38,148.17	
27017	2/22/2019	18530	STANDARD PARTS CORP	\$207.41	
27018	2/22/2019	18540	Stantec Consulting Services Inc	\$42,449.22	
27019	2/22/2019	18705	SUNBELT RENTALS	\$3,246.35	
27020	2/22/2019	21850	THURSTON COUNTY TREASURER	\$11.96	
27021	2/22/2019	21950	TITUS-WILL CHEVROLET	\$5,446.90	
27022	2/22/2019	24000	W W GRAINGER INC	\$81.55	
27023	2/22/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$22,000.00	
27024	2/22/2019	26005	WILCOX AND FLEGEL	\$5,365.40	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 2/22/2019

Thru Date: 2/22/2019

Check #	Check Date	Ref #	Name	Amount	Voided
				<b>Total:</b>	
				\$256,706.61	

**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
<b>11770 IT PROJECT ASSISTANCE</b>										
00	2019JANUARY	DI	2/1/2019			916.00	916.00	916.00		916.00
<b>11775 IT WELLNESS</b>										
00	2019JANUARY	DI	2/1/2019			647.00	647.00	647.00		1,563.00
<b>18042 SHAMBURGER ANGIE</b>										
00	2018 FALL QUARTER	DI	2/1/2019			4,957.74	4,957.74	4,957.74		6,520.74
00	2018 SPRING QTR #4	DI	2/1/2019			1,035.00	1,035.00	5,992.74		7,555.74
<b>18218 SMITH HEATHER</b>										
00	4/6 - 4/12 TRAVEL	DI	2/1/2019			474.41	474.41	474.41		8,030.15

**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
<b>07153 CROW TOM</b>										
00	02/11-02/12 ADV TRVL	DI	2/8/2019			110.00	110.00	110.00		110.00
<b>09667 FERRIS TAMMY</b>										
00	01/28-02/01 TRAVEL	DI	2/8/2019			33.64	33.64	33.64		143.64
<b>12913 KRUEGER STEVEN J</b>										
00	01/28-01/31 TRAVEL	DI	2/8/2019			1,237.95	1,237.95	1,237.95		1,381.59
<b>13719 MACMILLAN DAN</b>										
00	02/11-02/12 ADV TRVL	DI	2/8/2019			110.00	110.00	110.00		1,491.59

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
<b>06908 COPPLEY DAVID</b>										
00	11/07/18 REIMB.	DI	2/14/2019			87.10	87.10	87.10		87.10
<b>07762 DELANCY ARTHUR</b>										
00	37714/19	DI	2/14/2019			85.00	85.00	85.00		172.10
<b>10775 GOULD JESSICA</b>										
00	01/29-01/31 TRAVEL	DI	2/14/2019			404.83	404.83	404.83		576.93
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2019FEBRUARY	DI	2/14/2019			3,502.75	3,502.75	3,502.75		4,079.68
<b>11925 JENKINS SHANNIE</b>										
00	03/19-03/21 ADV TRVL	DI	2/14/2019			189.98	189.98	189.98		4,269.66
<b>16756 PETERSON JEFF</b>										
00	02/07/19 TRAVEL	DI	2/14/2019			24.00	24.00	24.00		4,293.66
<b>18749 SWIDECKI GRANT</b>										
00	02/24-03/01 ADV TRVL	DI	2/14/2019			380.00	380.00	380.00		4,673.66
<b>25751 WELLS ERIC</b>										
00	03/19-03/21 ADV TRVL	DI	2/14/2019			103.00	103.00	103.00		4,776.66



**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
<b>13719 MACMILLAN DAN</b>										
00	02/15/19 TRAVEL	DI	2/22/2019			32.00	32.00	32.00		32.00
<b>17657 REINHARDT MICHAEL</b>										
00	02/15/19 TRAVEL	DI	2/22/2019			32.00	32.00	32.00		64.00
<b>22220 TREFSGAR ERIC</b>										
00	02/15/19 TRAVEL	DI	2/22/2019			32.00	32.00	32.00		96.00

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-A**  
**MEETING DATE: March 6, 2019**

**FOR:** Intercity Transit Authority

**FROM:** Carolyn Newsome, Vanpool Manager, 705-5829

**SUBJECT:** Vanpool Program Update

- 
- 1) **The Issue:** Provide an update on Vanpool Services.

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  - 2) **Recommended Action:** This is an informational item. No action is required.

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  - 3) **Policy Analysis:** The Vanpool Manager will provide updates to the ITA at least once per year, and more often as requested.

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  - 4) **Background:** Intercity Transit's vanpool program is 37 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). We currently have 184 active vanpool groups, up from 175 in 2017, with a goal of ending 2020 with 200 active vanpool groups.

Our vanpool program serves 1,200 commuters and includes 651 volunteer drivers, approved and trained by Intercity Transit staff. The program removes more than 1,000 cars off our congested roadways each commute day. The average vanpooler saves \$5,000 over driving alone, and our new marketing efforts are highlighting money saved, stress reduced and vanpooling to save for something you love.

In 2018 we had 520,844 passenger trips, a 5.3% decrease over 2017. Commuters traveled 2,994,508 miles in our program in 2018, a decrease of 3.1% from 2017. Vanpool programs nationwide have seen a decrease in ridership, and theories about the decrease include; lower price of gas, people buying more cars and driving them more often, both to work and to weekend activities, new employees entering the workforce do not drive as much as previous generations and focus more on shorter trips to work.

In 2018 we received a \$250,000 WSDOT Innovation Grant to explore assisting non-Commuter Trip Reduction (CTR) affected employers starting vanpool programs. We hired two new Vanpool Coordinators replacing retiring staff with an emphasis on outreach on building a relationship with Thurston County Chamber staff to support Thurston County's smaller private employers. We

hope to start 25 new groups during the grant period and have started our first non-CTR van.

In 2018, we purchased 25 vehicles. We received 59% grant funds through WSDOT's Vanpool Investment Program and 41% through federal "earned share" formula funds.

Retired vanpool vans support our Community Van and Surplus Van Grant programs, removing cars off the road and supporting non-profits in our community, providing transportation for their programs.

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

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6) **Budget Notes:** Passenger fares for 2018 totaled \$1,391,731. Direct costs for the vanpool program (vanpool staff, fuel, insurance and maintenance) was \$1,386,050. In 2018, passenger fares recovered 100% of direct operating costs.

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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.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-B**  
**MEETING DATE: March 6, 2019**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Olympia Transit Center Construction Update

- 
- 1) **The Issue:** Staff will review progress to date regarding the Olympia Transit Center construction project.
- 
- 2) **Recommended Action:** For your information.
- 
- 3) **Policy:** Keep the Authority informed.
- 
- 4) **Background:** Construction at the Olympia Transit Center began in November 2018 and is anticipated to be complete November/December 2019. Staff will bring you up-to-date on what has transpired and next steps.
- 
- 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 #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."
- 
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY

AGENDA ITEM NO. 6-C

MEETING DATE: March 6, 2019

**FOR:** Intercity Transit Authority

**FROM:** Eric Phillips, 705-5885  
Steve Krueger, 705- 5833

**SUBJECT:** Pattison Maintenance, Operations & Administrative Facility Update

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1) **The Issue:** Staff will review progress to date regarding the Pattison Facility projects Master Plan, final design work and construction work to date.

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2) **Recommended Action:** No action is required. This presentation is provided for your information and to address any Authority questions.

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

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4) **Background:** We continue to progress with the various work elements on our Maintenance, Operation & Administrative (MOA) facility including the master planning of the site, project design on the North parcel and preparing for phased construction. Following a recent update to the ITA, this will provide an opportunity to review and discuss all the elements of the plan, including portions elements that are, or are anticipated to, move forward to construction in the next one to two years. Staff will bring you up-to-date on what has transpired, next steps and allow time for questions following the more recent update by the Stantec team.

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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." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 6-D**  
**MEETING DATE: March 6, 2019**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Pattison Facility Frontage Construction and Administrative Services Contract Awards

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1) **The Issue:** Approve two contracts related to the construction of public improvements in the right-of-way as required under a Development Agreement between Intercity Transit and the City of Olympia.

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2) **Recommended Action:** Authorize the General Manager to have the Department of Enterprise Services (DES) enter into agreements on our behalf with:

A. Waunch Construction & Trucking to perform construction services for the Pattison Facility Frontage and Signal Improvements for a total not-to-exceed amount of \$1,324,143.48.

B. Stantec to perform Construction Administrative services for the Pattison Facility Frontage and Signal Improvements for a total not-to-exceed amount of \$124,612.00.

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

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4) **Background:** In December of 2015, Intercity Transit entered into a Development Agreement with the City of Olympia regarding the Pattison Base Rehabilitation and Expansion Project. The Development Agreement requires construction of a traffic signal at the Pattison and Martin Way intersection and other frontage improvements along Martin Way. In August of 2018, Intercity Transit began collaborating with the City of Olympia in designing these frontage improvements. In early February of 2019, the frontage improvements construction bid package was published. A total of four bids were received and Waunch Construction & Trucking has been identified as the lowest responsive and responsible bidder. The total not-to-exceed contract amount, which includes taxes and 10% in contingencies as required by DES contracting policies, is \$1,324,143.48. The engineer's estimate for the construction of the frontage improvements was \$1,751,869. All indicators suggest that Waunch Construction

& Trucking has a full understanding of the work required, the resources, track record, and expertise necessary to successfully perform the work.

Stantec, the lead design firm, is the appropriate party to provide the construction administration and oversight of the frontage improvements phase of work. The total contract amount of \$124,612 has been determined to be fair and reasonable. Staff recommends authorizing the General Manager to have DES enter into agreements with Waunch Construction and Trucking for the Pattison frontage improvements and Stantec for Construction Administration services.

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5) **Alternatives:**

A. Authorize the General Manager to have the Department of Enterprise Services (DES) enter into an agreement with Waunch Construction & Trucking to perform construction services for the Pattison Facility Frontage Improvements for a total not-to-exceed amount of \$1,324,143.48 and to enter into an agreement with Stantec to perform Construction Administrative services for the Pattison Facility Frontage and Signal Improvements work for a total not-to-exceed amount of \$124,612.00.

B. Defer action. Doing so will impede Intercity Transit's ability to expend the WSDOT Regional Mobility Grant funds by the June 30, 2019 deadline.

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6) **Budget Notes:** The total recommended contract award of \$1,324,143.48 is below the engineers' estimate and well within the scope of this project. A portion of this project will utilize State Regional Mobility Grant funding secured for the current biennium.

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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." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."

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