

AGENDA
INTERCITY TRANSIT AUTHORITY
May 1, 2019
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **15 min.**
A. **Jason Aguero, IS Manager** (*Heather Stafford-Smith*)
B. **Monty Davis, Diesel Technician** (*Paul Koleber*)
C. **Jason Wolfe, Scheduling Coordinator** (*Emily Bergkamp*)

- 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:** April 3, 2019, Regular Meeting; April 17, 2019, Regular Meeting.
- B. **Payroll – April 2019:** \$2,669,030.52
- C. **Accounts Payable:** Warrant dated April 1, 2019, number 27308, in the amount of \$19,126.52; Warrants dated April 5, 2019, numbers 27309-27341, in the amount of \$605,725.72; Warrants dated April 12, 2019, numbers 27342-27408, in the amount of \$844,633.32; Warrant dated April 11, 2019, number 27409, in the amount of \$20,895.75; Warrants dated April 19, 2019, numbers 27412-27447, in the amount of \$194,153.42; Warrant dated April 24, 2019, number 27448, in the amount of \$16,130.40; Warrants dated April 26, 2019, numbers 27449-27490, in the amount of \$610,578.69; Warrants dated April 25, 2019, numbers 27491-27492, in the amount of \$9,316.45; Automated Clearing House Transfers for April 2019 in the amount of \$9,441.44 for a monthly total of \$2,330,001.71.

- 5) **NEW BUSINESS**
 - A. Transit Center Security Services Contract** (*Katie Cunningham*) **5 min.**
 - B. OTC Perforated Panel Art Design** (*Steve Krueger & SRG*) **30 min.**
 - C. 2020-2025 Strategic Plan Policy Positions** (*Ann Freeman-Manzanares*) **45 min.**
- 6) **COMMITTEE REPORTS - None** **0 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).

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 3, 2019**

CALL TO ORDER

Chair Sullivan called the April 3, 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; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Renata Rollins (Alternate); Citizen Representative Karen Messmer; and Labor Representative David Claus-Sharwark.

Members Excused: City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Clark Gilman; and Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; David Dudek; Steve Krueger; Pat Messmer; Jeff Peterson; Rena Shawver; Heather Stafford-Smith.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. Jane Denicola, Customer Service Representative (*Joy Gerchak*)
- B. Sara Bradley, HR Analyst (*Heather Stafford-Smith*)
- C. Magic Kiattipat and Brian Wilcock, Vanpool Coordinators (*Emily Bergkamp*)

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. **Approval of Minutes:** March 6, 2019.

B. **Payroll – March 2019:** \$2,663,109.44

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C. Accounts Payable: Warrants dated March 1, 2019, numbers 27025-27063 in the amount of \$615,053.13; Warrants dated March 8, 2019, numbers 27085-27134, in the amount of \$155,774.23; Warrants dated March 15, 2019, numbers 27135-27193, in the amount of \$296,987.07; Warrants dated March 22, 2019, numbers 27199-27244, in the amount of \$88,981.31 Warrants dated March 29, 2019, numbers 27245-27304, in the amount of \$635,254.67; Automated Clearing House Transfers for March 2019 in the amount of \$14,389.82 for a monthly total of \$1,806,440.23.

D. Cancel July 3, 2019, Authority Meeting. Cancel the July 3, 2019, Intercity Transit Authority regular meeting due to the July 4th Holiday. (*Ann Freeman-Manzanares*)

NEW BUSINESS

A. General Legal Services Contract Extension. Jeff Peterson, Procurement Coordinator, presented for consideration the contract extension for legal services.

Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2018. The contract allows for extensions in one year intervals for a total contract period not-to-exceed March 31, 2023. This extension represents the first of the extension options.

Intercity Transit's primary representative is Jeff Myers. Jeff is a Principal at the Firm and has municipal experience providing counsel to the Olympic Region Clean Air Authority, TCOMM 911 and LOTT Clean Water Alliance.

Jeff will honor the rate of \$200 as a Partner for this term. The Firm requests that rates for secondary Partners be increased from \$225 to \$235 per hour. Paralegal rates remain unchanged. The Firm has proposed additional staff to be added to the agreement. Don Daniel, a Partner, and Blake Myers, a Paralegal, were recommended to ensure coverage as Dale Kamerrer, Partner, transitions to retirement.

The proposed rate changes are consistent with contract terms and have been determined to be fair and reasonable. Staff recommends extending the contract for general legal services to Law, Lyman, Daniel, Kamerrer & Bogdanovich.

It was M/S/A by Councilmember Cox and Vice Chair Warner to authorize the General Manager to amend legal services rates and extend the legal services contract with Law, Lyman, Daniel, Kamerrer and Bogdanovich through March 31, 2020.

- B. Dial-A-Lift Vehicle Purchase.** Katie Cunningham, Procurement Coordinator, presented for consideration the purchase of seven replacement Dial-A-Lift (DAL) vehicles. Intercity Transit has seen a steady increase in demand for DAL services as more individuals qualify and utilize this service. In addition, an increase in DAL services are anticipated as IT increases fixed-route service hours and expands service further into NE Lacey.

IT seeks to replace three, 16-year-old and four, 11-year-old DAL vehicles with the purchase of seven (7) new gasoline Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles, with a propane prep package for potential conversion to propane in the future. The FTA standard minimum useful life for these vehicles is five years. Purchasing gasoline vehicles now, with the capability to convert to propane at a later date, will allow IT to evaluate fuel usage and performance of our propane fleet, as well as provide time to determine a more efficient propane fueling solution.

Intercity Transit seeks to utilize the Washington State Department of Enterprise Services (DES) Contract 04115 to purchase these vehicles. DES competitively bid this vehicle contract awarding to the lowest responsive and responsible bidder for each vehicle class, and Schetky Northwest (Schetky) was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

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

It was M/S/A by Councilmember Rollins and Vice Chair Warner to authorize the General Manager, pursuant to Washington State Contract 04115, to purchase seven (7) replacement Dial-A-Lift Vehicles from Schetky Northwest in an amount not-to-exceed \$881,779.

- C. Marketing and Communication Services Contract Amendment.** Katie Cunningham presented an amendment to the marketing and communication services contract with JayRay Ads & PR, Inc.

In February 2017, JayRay was awarded the contract for Marketing and Communication Services. The initial contract term was for a period of one year, with four one-year renewal options and included an initial budget award of \$70,000. This contract has since been renewed twice and is currently on its third term due to expire in February 2020, with a current contract authority of \$385,000. This item adds additional contract authority in the not to exceed amount of \$175,000 for fixed-route promotion and projects planned as part of the 2019 Marketing,

Communications and Outreach work program. All work assigned to JayRay under the contract is by Task Order and subject to Intercity Transit staff approval.

During the previous and current contract terms, JayRay has provided valuable marketing and communications support for Intercity Transit's marketing and communications work plan, including the IT Road Trip project, vanpool and fixed-route promotion efforts, and other supplemental professional services related to marketing and communication promotion efforts. Based on JayRay's record of performance, staff is confident that JayRay will continue to provide valuable professional services and recommends that the contract amendment is approved.

It was M/S/A by Citizen Representative Messmer and Councilmember Cox to authorize the General Manager to execute a contract amendment with JayRay authorizing an additional \$175,000 for work planned during 2019 for a revised total contract not-to-exceed amount of \$560,000.

D. Olympia Transit Center Construction Update. Procurement Manager, Steve Krueger, provided an update on the progress of the Olympia Transit Center construction.

SCHEDULE: The major snow event that took place in February put the project behind about three weeks. At today's construction meeting, it was noted the project is fully back on schedule despite the weather delay. Beginning Friday, April 5, the exterior walls will be fabricated and tilted into place and all targeted walls will be up and ready by April 14. Then they will begin laying the brick on the sides of the exterior walls beginning April 22. By about this time next month, the building should be enclosed and ready for interior work. Once the building is enclosed, the remainder of the work will become more predictable. Substantial completion of the project is anticipated by November 7, 2019.

SAFETY: Safety briefings are conducted daily, safety audits are conducted regularly and the outcomes are shared at our construction meeting. Since the removal of the homeless camp across the street, incidents have dramatically dropped.

BUDGET: There has been minimal unanticipated expenditures to date. Expenditures for additional geotechnical work, removing a tree found underground and conforming to a new L&I rule which required a sump pump in the elevator pit is all within the contingency built into the budget for these types of events. The good news on the sump pump is the team was alerted to the changes before the slab-on-grade pour, so that was done with minimal disruption. Overall, the project remains within budget.

OPERATIONS: There hasn't been any disruption to the everyday operation of the agency. A meeting with operations staff takes place weekly, and these include a four week look ahead so everyone knows what to expect, and there's a lot of coordination between operations and the construction manager.

COMMUNICATIONS: Communications is a key success factor. Everyone is getting along and there's good synergy. The superintendent is a great communicator and he's a driving force. He's really passionate about this project and has taken a lot of ownership. Krueger sends staff a weekly construction update, and this information gets placed on the internal bright signs and the weekly bulletin.

Freeman-Manzanares stated the City of Olympia has indicated bus parking will be available on all four sides of the facility. We appreciate their partnership to better meet the transportation needs of those living, working and playing in Olympia. Eventually, there will be a bike lane on Washington Street but until that time we can use that area to allow better access for bus and paratransit customers. State Street will support the express service of the pilot BRT line.

- E. Transit Advertising Discussion.** Freeman-Manzanares shared information regarding transit advertising in response to the Authority's request for a more comprehensive conversation on this topic. The current contract for advertising is up for renewal in May, 2019.

In the past, the Authority and staff have received complaints about the content of some of the ads on the buses; and riders have indicated they didn't like the full wraps because they block the window visibility. There's been the question about why would Intercity Transit choose to have advertisements on the buses as a tax supported agency when so many other agencies do not. There are no advertisements on police, fire, public works vehicles, etc. And customers have questions, or expressed confusion about whether this is an Intercity Transit bus or whether it's a "casino" bus. There is also the impression that the agency supports a product, service or opinion advertised on the bus when the agency is actually neutral and neither supports nor opposed but complies with freedom of speech issues. Freeman-Manzanares noted a number of lawsuits resulting in other agencies being sued over advertising. Lawsuits are expensive, time-consuming and can cost more than the value of the advertising revenue itself.

Intercity Transit earned about \$435,043.45 in ad revenue in 2018. It comes down to weighing the benefits and the risks. Freeman-Manzanares shared images of bus advertisements that have been the subject of complaints or lawsuits.

Freeman-Manzanares asked the Authority for their thoughts on this topic.

Messmer said from an image perspective, she'd like IT buses to be something that represents the organization and community at large. IT should be neutral in terms of politics and policies.

Rollins asked about the legalities of the first amendment, and is there a difference between advertising versus sponsorship. She is thinking of possibly looking at alternative fare structures, and community supported transit, if there are organizations/employers who might make up that gap of not collecting fares, and could they be listed as a sponsor.

Legal counsel, Jeff Myers, said there is a difference between listing names of sponsors versus offering advertising as a public forum for people to promote whatever message they want, and then trying to react and limit that message when the community objects or the message is offensive, because that's at the point where you'll have limited ability to do that, if at all. Myers isn't aware of a case where names of donors or sponsors are allowed to be placed on a bus.

Cox said comparing public TV in terms of sponsoring agencies, they don't take advertising, yet they do find a way to acknowledge major sponsors. Myers said that's a possible analogy. It's a situation where the agency itself is speaking and the courts do draw a distinction. The agency has more freedom if you want to say you're grateful to your sponsors and then list the sponsors. That's different because the agency itself is speaking opposed to "we're going to allow you to access the side of our buses as a public forum or a limited public forum." That's where discrimination on the basis of content becomes problematic.

Claus-Sharwark said his fear is if the agency were to defend one of these types of cases, it would cost more than the amount of total revenue the ads generate. Drivers have to deal with community complaints because of the ads.

Messmer said the agency should carefully consider the consequences of moving into any revenue that comes from outside sources, including sponsorships. Not that IT shouldn't, but how would the agency structure it so that it doesn't get caught in a legal situation. It could be difficult to manage that.

After discussing the pros and cons, the Authority was unanimous in agreeing that Intercity Transit should discontinue advertising on the buses.

It was M/S/A by Vice Chair Warner and Citizen Representative Messmer to discontinue accepting ads. The agency will honor ad contracts currently in place and going forward recommend we discontinue any ads on the inside and outside of the Intercity Transit buses. The agency can continue to utilize buses for self-promotion.

Myers clarified the agency would need to look at any arrangements they have with individual advertisers and see whether there is a term for which the agency agreed to provide space for them to have an ad on the bus. Intercity Transit will not accept any new advertising, but the terms already in place with existing advertising vendors would continue until they expire, and then the ads would be removed according to the terms of the contract.

COMMITTEE REPORTS

- A. Transportation Policy Board.** Warner reported for Melnick that the TPB met March 13. Parkhurst showed the King 5 news spot about how the Intercity Transit Dial-A-Lift crew heroically drove riders to their kidney dialysis appointments in the midst of the “big snow.” Graeme Sackrison remarked how much he appreciated IT’s Fixed Route drivers who help disabled passengers; Parkhurst announced the Walk N Roll Grand Opening Event on April 4; Bill Elliott of WSDOT gave a presentation on the I-5 JBLM Vicinity Congestion Relief Project; Katrina Van Every provided an O/A briefing on the Regional Transportation Plan in preparation for the upcoming work on the RTP update later in the year; received an update on TRPC’s Unified Planning Work Program; and a quick briefing on the State Legislative Priorities.
- B. Community Advisory Committee.** Warner attended the March 18 CAC meeting. The members received an update on the 2019 Procurement Process; they had a really good discussion surrounding advertising, and included the question do we need ads, and the need to look at all funding sources.

GENERAL MANAGER’S REPORT

- The Walk N Roll Youth Education Center public Open House is Thursday, April 4, 2019, from 3 p.m. to 7 p.m. Ribbon cutting is at 3:15 p.m. All are welcome to attend.
- Intercity Transit had a service change on March 24, 2019, and all went well. Additional service was added to Sunday, and added some service on both ends on Saturday and Sunday to make those days more reflective of weekdays. This is in response to comments from the public during the outreach efforts about individuals not being able to get to or from work on the weekends and therefore could not take work shifts on Saturday and particularly on Sundays.
- The new 430 Series buses are almost finished. A mechanic has been at the factory to oversee the vehicle build from the rails up, making sure what we specified underneath the floor and inside the walls is in fact going into those vehicles. The pilot vehicle should be off the line soon.

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- Intercity Transit will have a second AmeriCorps member in August 2019 through June 2020 working on the Youth Education Program. The Authority approved the application to apply for two AmeriCorps volunteers. This has been a really good experience for the agency (and hopefully for Liam) during the past year.
- All four regional mobility grants are in the Governor's Budget, the House Budget and in the Senate Budget. This will allow funding for express service up to Tacoma; funding for the Pattison Street Project; and two new projects – a pilot BRT light – that's rapid transit on Martin Way. In Proposition 1 we proposed a Bus Rapid Transit in 2026. We will be able to move on a portion of this project more quickly with this pilot project. Intercity Transit also applied for additional vanpool promotion dollars. There's a lot more potential in that market, taking a lot of cars off the road improving capacity for freight and those not able to make another choice as well as makes travel more affordable and opens up additional employment opportunities. The agency is hoping to reach the portion of the public who are not familiar with vanpool programs.
- The Bicycle Commuter Challenge begins in May.
- The local Bus and Mechanic Roadeo will be held on Sunday, June 9 at Intercity Transit. All are welcome to attend. More information to come.
- Intercity Transit was overcharged and overpaid for the radio tower lease with TComm 911. To correct the error the agencies agreed IT will be credited, and not pay for the radio tower leases for 2019, 2020 and 2021. The radio leases support the CAD/AVL system on the buses. We currently have a request for proposal for a consultant to help select a new CAD/AVL system.

AUTHORITY ISSUES

Messmer said she met with Hilary Seidel, a member of the Olympia School Board, and she's interested in having a conversation about how more students can become lifetime bus riders. Perhaps staff could arrange to have more conversations with her about this topic. Messmer said they brainstormed some ideas; i.e. maybe focus on a single school including looking at safe crossings, and having more students taking public transit in getting to school; perhaps the GIS analysis that TRPC does might be able to help find a pilot school with a future grant process from TRPC; and perhaps this type of project would be fundable through regional grant.

Messmer attended the opening of the Ensign Road connection to the trail hosted by the Firs Assisted Living. It was a fabulous party. Clark Gilman was a guest speaker.

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Messmer said it is a safe, lighted connection to get onto the trail, with many great features.

Cox said a lot of road construction will be taking place in Lacey, starting with the Exit 111 Interchange; and the College Street and 22nd Avenue Roundabout; and the project at College and Yelm Highway, 37th Avenue south to Yelm Highway, and College to Ruddell and the Chehalis Western Trail.

Cox said on April 13, Lacey is having an Arbor Day Seedling Giveaway from 10 a.m. to 1 p.m. at Huntamer Park.

Menser passed out a flyer about the Mullen Road SE road project. The project will add a median turn lane, sidewalks, and a roundabout at Mullen Road and Carpenter Road. These improvements connect the county and the City of Lacey road enhancements to improve traffic flow. The project is set to begin January 1, 2020, with a budget of \$8M.

Menser said the Thurston County Commissioners authorized several safe school zone grant projects, one in Tenino and one for Olympic View.

Menser said Citizen Representative Don Melnick introduced him to a very interesting video by Tony Seba entitled, "Technology Megatrends Leading to the Disruption of Transportation 2020 - 2030." Here is the link to that video:

<https://www.youtube.com/watch?v=KVm74yE0aUE>

Claus-Sharwark spoke with Dr. Ryan Olson from Oregon Health and Science about the pilot study at I.T. on the health, safety, and well-being of new bus operators.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:02 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: May 1, 2019.

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 17, 2019

CALL TO ORDER

Chair Sullivan called the April 17, 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; Thurston County Commissioner Tye Menser; City of Yelm Councilmember Molly Carmody; City of Olympia Councilmember Renata Rollins (Alternate); Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Lisa Allison (Alternate)

Members Excused: City of Olympia Councilmember Clark Gilman; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Liam Collins; Katie Cunningham; Jessica Gould; Duncan Green; Paul Koleber; Steve Krueger; Pat Messmer; Eric Phillips; Rena Shawver; Nicky Upson.

Others Present: Community Advisory Committee Members, Tim Horton and Sue Pierce; Eric Wood and Barb Berastegui from Stantec.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

NEW BUSINESS

A. Pattison Base Expansion/Rehabilitation Update. Eric Wood and Barb Berastegui, consultants from Stantec, provided an update on the Pattison Base Expansion/Rehab Project. A lot of progress has been made since their visit in February, and the next step is to work on the conditional-use permit with the City of Olympia.

Wood said they moved into the schematic design phase, and are prepping for the land use permit. Berastegui walked through their process, starting with the

“rose” diagram to establish the goals of the project. They went through a series of exercises to determine what was important to Intercity Transit, and important factors of the project for the alternate outcome. The outcome of the workshop is aligned with the agency’s mission and vision statements. The four top messages that came out of goals and vision were: Inclusivity and happiness, health and safety, having a resilient design, timeless and visionary leadership. None of these goals have anything to do with buses or pieces of equipment per say- they are all about people and the way the agency supports the community.

Stantec took these four goals and began to develop the architecture and space planning, floor plans and how the building will be laid out. Some of the goals they came up with are the concepts for the building. They heard the Authority say they wanted the building to be welcoming and inviting and represent the region and to use regional materials, and the elements seen throughout the region such as canopies and linkages and moving people between spaces.

Berasteagui reviewed the architecture they came up with, such as a “front porch” and having an outward focus in the community. Creating shade and a safe environment out of the rain. Having everything on Martin Way close to the property line, and establish a 1/8 mile block of architecture to create a pedestrian/cycling friendly environment. The corner hinge point elements are a critical part of the architecture.

Berasteagui noted the move of the bike shop to become part of the Maintenance side of the building and have its own storefront presence on Martin Way. The Authority could decide later to leave the bike shop where it is now or move it to this new site.

Other site components is the public image, the commercial corridor to establish the level and quality of the architecture. Messmer said she would like to see more coverage or canopy over the porch to keep the public out of the rain. And could that coverage be provided along Martin Way. Stantec responded that the intent is to do that to the fullest extent the architecture can support. Supports are not allowed in the ROW which limits the reach.

Stantec is focusing on a contemporary architecture that is welcoming and inviting, with materials that speak to the environment and are sustainable. Berasteagui noted the lobby will be a multi-functional space with ability to look in from the outside with a lot of glass. It will have sliding doors for inside/outside events. There is a “communicating” staircase inside the building linking the 2nd and 3rd floors.

They will use a wood element at the pedestrian level in specific ways, starting with a semi-solid fence along Martin Way. At the end of the building will be a high glazing at the top of the building to bring in north light.

The public will be able to see activity happening inside the bike shop. It was noted this could be a potential safety issue, exposing a view of all of the bikes. Also noted, was concern regarding the location of the bike lanes in relation to the sidewalks and bus stop. The bike lane is a City of Olympia design.

- B. Walk N Roll AmeriCorps Service Project Artswalk Event.** Liam Collins, Youth Education Assistant, provided an update on the progress of his year in the AmeriCorps, and leading the Spring Artswalk 2019 event at the Walk N Roll Youth Education Center.

Collins explained every AmeriCorp member has to complete a service project and he is tagging onto something that was already pretty great in the community which is Artswalk. The Olympia Arts Walk is scheduled for Friday, April 26 from 5 to 10 p.m., and Saturday, April 27 from 12 p.m. to 8 p.m. He said so many people go downtown to look at art, and he found it the perfect opportunity to show off the Youth Education Center and the Walk N Roll program. Collins applied for and was awarded one of three Innovation Awards. As a result, the sign-up fee was waived for participating in Artswalk, and it included a spot in the booklet. Walk N Roll is one of three featured sites. Walk N Roll will be doing crafts for youths and adults using repurposed bike parts. Walk N Roll be site #90.

- C. 2019 Bicycle Commuter Challenge (BCC) Update.** BCC Specialist, Duncan Green, provided an update on the results of the 2019 Winter Bicycle Commuter Challenge and details of the upcoming annual BCC coming in May. Duncan said this is the 32nd year of the BCC and his eleventh year facilitating the program – it's the longest running bike challenge in Washington State and perhaps the west coast.

The 2019 Winter BCC ran during the month of February. February was a cold and snowy month, which put a dent in participation. There were 152 riders, down from over 200 in 2018.

Moving on to the May BCC, on Thursday, April 18, there will be a bike expo on the Capitol campus from 11 a.m. to 3 p.m. at the Natural Resources Building. After that is the Earth Day Market ride, Saturday, April 20. The BCC runs the entire month of May encompassing Bike to Work Day which is May 16. Then it wraps up in June with the Prize Hoopla. Another event coming is the 2nd Bike Commuting Basics Class held April 23 from 5:30 to 7:30 p.m. at the Youth Education Center.

The number of people biking for transportation nationally and regionally has declined and it's too soon to determine the reason or where it's going to go from here. Participation in Intercity Transit's BCC averages 2.6% growth per year over the past 10 years, with a goal of 3 to 5% growth in participation in 2019.

Some of the things IT is doing to accomplish that goal is the use of a digital ad campaign. Digital impressions gained to date are 428,461 in Thurston County; Digital ads have delivered 341 clicks to the website; and ads continue through the end of the week of April 22.

Green shared the prizes to entice participation, and he's been adjusting the prize levels to make them easier to understand and to entice people to ride more. People have to ride a few more days to qualify for the grand prize drawing and he's working on making it easier to understand what teams compete for. Green ran a series of three articles in Thurston Talk on the aspects of getting around by bike. Another big piece of the BCC that helps bring the community together are the sponsorships. There are about 45 mostly local businesses sponsoring the 2019 BCC with prize items, discount coupons, free passes and they help out by providing places for holding BCC events, offering refreshments and staff support.

Green shared this year's poster and t-shirts. If you join the Crank IT team, the shirts are free, otherwise, they cost \$10/shirt.

D. Purchase New Operations Vehicles. Katie Cunningham, Procurement Coordinator, presented for consideration the purchase of two new vehicles for Operations Supervisor use.

Intercity Transit seeks to purchase two (2) new 2019 Ford F150 4WD crew cab trucks with canopy for Operations Supervisor use. After reviewing alternatives, Operations staff determined that the Ford F150 will perform well and add versatility to its fleet. This vehicle will provide sufficient room for courtesy rides and related items such as bicycles, required electronic equipment as well as space to accommodate tools, vehicle parts, operational supplies and equipment needed to address adverse weather conditions.

One truck will replace one (1) 2013 Dodge Ram 1500 that has reached its useful life, and the other truck will add one (1) new vehicle to the Operations fleet. With the passage of Proposition 1 and related service changes, Intercity Transit recognizes a need to increase the number of Operations Supervisors on duty at any given time.

Intercity Transit seeks to utilize Washington State Department of Enterprise Services (DES) Contract 05916 to purchase these vehicles. DES competitively bid this vehicle contract awarding to the lowest responsive and responsible bidder by vehicle class, and Columbia Ford of Longview was selected for this vehicle class. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable contract pricing and Columbia Ford's ability to perform. Based on our past experience with Columbia Ford and their provided vehicles, staff is confident that this vehicle is mechanically sound and will serve our Operations staff and the public well.

It was M/S/A by Citizen Representative Melnick and Councilmember Carmody to authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) 2019 Ford F150 4WD vehicles from Columbia Ford of Longview in an amount not-to-exceed \$99,804, including tax.

- E. Exterior Painting of Intercity Transit Facilities Contract Award.** Steve Krueger, Procurement Manager, presented for consideration a contract award for painting the exteriors of the Olympia Transit Center (OTC), Lacey Transit Center (LTC), and Centennial Station.

The project was previously bid in March of 2018. There were no bids received by the bid submittal deadline. As a result, KTA-Tator, Intercity Transit's Coating and Inspection Consultant, updated the project cost estimate and revised the bid package.

Staff reissued a Request for Bids on February 6, 2019. We received three (3) bids by the submittal deadline of February 26, 2019. The low bid submitted by PG Clean in the amount of \$229,000 was determined to be unresponsive; therefore, the bid submitted by Good News Group, Inc., in the amount of \$259,000 was determined to be the lowest, responsive and responsible bid.

Bids ranged from a high of \$272,329 to a low of \$229,000. The low bid is \$34,000 or 11.6% below the Engineer's estimate of \$293,000.

All of the sites pose challenges as far as accommodating the amount of customer and vehicle traffic in those areas. The Fleet and Facilities Maintenance Director and KTA-Tator will work with the contractor to coordinate the work so that there is minimal disruption to transit operations.

Good News Group, Inc. has successfully completed painting projects for Community Transit, Youth Care and Friends of Youth, and Housing Authority of Snohomish County. These projects involved planning and painting around a wide range of activities while providing vehicle access in and around the various sites. Staff is confident in their ability to complete the project as proposed and recommends award of the contract to Good News Group, Inc.

It was M/S/A by Citizen Representative Messmer and Vice Chair Warner to authorize the General Manager to enter into a contract with Good News Group, Inc. for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$259,000.

- F. Schedule a Public Hearing on the 2020-2023 TIP.** Jessica Gould, Grants Program Administrator, presented for approval, consideration of conducting a public hearing for the 2020-2023 Transportation Improvement Program (TIP).

The draft 2020-2023 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), *2018- 2023 Transit Development Plan*, and the *adopted Intercity Transit Short and Long Range Plan*. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's Long Range Plan and identifying projects that would potentially use Federal funds and would need to be included in the State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input, increase awareness about potential future projects and encourage participation in the process of planning for programming of federally funded projects.

Program elements in the draft 2020-2023 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2020-2023;
- Construction of Phase 3-Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.
- Acquisition of replacement heavy duty coaches to replace ones that have been in service at or beyond their expected useful life and expansion coaches to meet future service needs as provided for in Intercity Transit's adopted Long Range Plan;
- Purchase of replacement and expansion *Dial-A-Lift* vans to meet the needs of our region's eligible clients;
- Purchasing of replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as a transportation alternative;
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;
- Planning, design and capital improvements to provide High Capacity or "BRT Light" corridor service consistent with the adopted Long Rang Plan.

- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle- Tacoma Everett metropolitan area.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 16, 2019** – Publish draft TIP project list.
- **April 17, 2019** – Brief ITA on schedule and request Public Hearing Date.
- Public Participation and outreach: April 18 – June 4, 2019
- **May 15, 2019** – Public Hearing on Draft TIP
- **June 5, 2019** – Consideration of 2020-2023 TIP for adoption
- **June 6, 2019** – Submit Approved TIP to MPO and State, Update and Enter Projects in STIP (Early July is the typical deadline for local jurisdiction to forward their approved TIP to the MPO for inclusion in the RTIP).

Projects are identified in the draft TIP for public review and comment and consideration for ITA adoption on June 5, 2019. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following adoption of the schedule and will be reviewed with the ITA at the May 15 meeting.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to schedule a public hearing for May 15, 2019, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2020-2023 TIP.

G. Status of Electric Vehicle Technology. Maintenance Director, Paul Koleber, provided an update on the experience of other transit systems in Washington State who implemented electric buses into their fleet.

Peer Agencies Currently Engaging Electric Vehicles (EV)

- King County Metro -Seattle
 - Eleven buses currently in service in Bellevue
 - The challenge is they only go ~25 miles per run between charges
 - They originally tested the Proterra, and are currently testing others
 - They are testing six more for slow charge with a 140-mile range
 - Test buses are not yet in service

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- And they are building a new satellite electric bus base
- Pierce Transit -Tacoma
 - They purchased three Proterra buses received in November
 - Placed them into service on their shortest routes because when cold weather set in performance was decreased 20%
 - Range has been ~110-miles during less-than-warm months
 - Charge time ~six-hours per bus for 110-miles
 - They have technical issues with charger manufacturer
 - Local utility is charging significantly more than planned
 - Proterra buses have had several technical issues
 - They received a grant to purchase three this year
 - Hoping to purchase Gillig EV
- LINK -Wenatchee
 - Purchased five and through a lot of negotiation and challenges BYD took all five back and will deliver replacements. Fit, finish, recharge, weird computer glitch problems, hot and cold effects on range, battery charge retention and operational failure issues.
 - Kept two of five buses to see if they could get them working.
 - Hired a mechanic from the BYD factory to try to keep buses in service.
 - Reliability is slowly improving
 - Re-negotiating any possible future purchases. The original plan included the purchase of 10 vehicles but poor performance caused them to pause for years.
 - Issues with power provider. Largest issue is cost of demand power vs. off-peak power. Recharging buses at night creates challenges because there is more load on the grid at night. Supply and cost is one of LINK's biggest challenges
- Whatcom -Bellingham
 - Tested three Proterra buses on a lease program
 - Reliability, support and quality issues prompted them to return the buses back to Proterra long before the lease was up
 - Plan to go electric, but are awaiting the Gillig EV
- BFT -Richland
 - They have "Ol' Sparky" that is a Complete Coach Works 40-foot conversion to electric drive
 - Heat and cold severely affects range
 - Typically not in use in regular service. Is used for school tours and special events
 - Planning to purchase two new EV in the near future
 - Hoping to purchase Gillig EV
- Valley Transit -Walla Walla
 - Ordered four BYD buses in 2017, still not in service
 - Two at the trolley conversion facility

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- One in storage
- One still at BYD with roof removed
- Trolley conversion provider found interior, roof and structure issues with roof coming loose and buckling
- 'BYD has no parts department, has provided no manuals or schematics, and takes four months to return a call'
- VT is having to engineer their own charging solutions because state inspector would not sign off on BYD solutions
- Hoping BYD bus will go ~120 miles, if they ever get one running
- STA -Spokane
 - Plans are being made to go to EV
 - Currently performing a system evaluation
 - Sorta-kinda grant dependent plan is to purchase:
 - Ten 40' EV in 2020
 - Ten 60' articulated EV buses in 2021
 - Six 40' EV in 2023
- C-TRAN -Vancouver
 - Looking into purchasing four EV in third-quarter 2019
 - Hoping to get Gillig EV
- Tri-Met -Portland
 - Purchased three New-Flyer EV buses
 - Had significant fit and finish issues
 - Re-negotiated the warranty before agreement to keep the buses
 - No future New Flyer plans
 - Awaiting Gillig's EV bus
- LTD -Eugene
 - Have two BYD buses; one is in service
 - Two to three year process to get one bus in service
 - They will never again buy BYD
 - 'Has been a complete and total nightmare'
 - 'Forced to use depreciated contingency buses to meet service expansion demands'
 - Long term plan is to go EV, but now have to rethink the how

Intercity Transit's Strategy:

- Continue to learn from peer agencies
- Continue to track evolution of battery technologies
- Continue to track Gillig's new EV products
- Continue to seek success stories in EV - Currently there are none

Freeman-Manzanares said at a recent APTA conference, she heard from several California systems who said if you are is not mandated to purchase electric buses, do not because they are not reliable and they do not have adequate range. The range is still

significantly shorter than promised by manufacturers. They struggle to find places to run the buses because the range is so small and if they need to run the heater or the air conditioning, it further reduces the range. They have to have a back-up bus for every electric bus to account for the poor performance of electric vehicles. Champaign-Urbana, Illinois is focused on the future of hydrogen fuel cell and looking to provide their own fuel on site. The technology is still very expensive but they believe ultimately the existing form of electric vehicles is a step towards a different technology. They are not going to spend taxpayer dollars on an interim technology buying vehicles and outfitting their facilities with expensive infrastructure which is not proven. The origin and the disposal of batteries is questionable from an environmental perspective. Utilizing battery technology means planning service routes around what the technology can manage as opposed to planning service routes for the people that utilize them. Utilizing electricity places a transit property in jeopardy during times of emergency/black-out, when transit agencies are tasked with emergency transportation. They are also tied to electric companies regarding cost of electricity, which in many places, including Wenatchee, has been far higher than expected.

Agencies are anticipating either all-electric or some other form of alternative fuel at some point in the future but uniformly in the industry from the perspective of those trying to keep the vehicles on the street serving customers we are hearing "Do not go there yet." It's hard to justify at this point in terms of being a good steward of taxpayer dollars. It's hard to justify as being clean fuel when the origin and disposal of batteries is questionable from an environmental standpoint and the electricity isn't necessarily from a clean source. In addition, we do not have the number of maintenance staff required to support this technology, nor do we have the number of Operators required to swap out buses that fail on route and/or cannot complete their routing/mileage requirements. Our staffing is focused on maintaining our existing vehicles (of which our newest fleet of 2014 hybrid electric are our most venerable) and building the fleet to accommodate the service expansion the community voted to support

Messmer said it's helpful to hear about others' experiences. IT gets caught up in looking ahead so many years to order and plan. Currently we have 24 diesel buses on order and at some point, we need to look at the shift we're going to make. We need to be looking and learning at all of this and she wished Gillig would move more quickly as they seem like the "go to" vendor.

Messmer said the issues with charging electric vehicles here will pose a problem for IT and she wants everyone to be aware of that regardless of the technology IT is moving towards, and the new facility being built needs to have the capacity to be able to accommodate whatever type vehicle IT uses. And start researching the actual service of electricity provided to the IT site to be sure we're capable of having the service for whatever we need.

Freeman-Manzanares said Stantec is familiar with designing to accommodate new technology. Accommodating new propulsion systems will cost over-and-above our current design and construction estimates and they might require the acquisition of additional property. We have a tight site to pursue service delivery under our existing long-range plan.

Cox said perhaps there is a way to get Puget Sound Energy and other energy providers to offer lower rates to public transit agencies.

Messmer said she read about a battery lease program for the electric buses. One of the front end barriers for electric buses is the initial capital cost, and the concept of the lease of the battery is not only that it brings down the initial cost, but it takes away some of the risk of the battery not performing or the midlife change and end of life disposal. Perhaps Gillig and others can be convinced to work a combined system to help with financing.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Messmer said the TRPC met April 5.

Members heard about the Olympia Homeless Response Plan. Katrina Van Every briefed them about beginning a new Regional Transportation Plan Kickoff, which needs to be completed in 2020. They are starting outreach and planning the public process. Messmer said it might be a good idea to hook up between Intercity Transit's outreach to planning commissions and councils to do some joint presentations about what we're up to. The regional transportation plan has a focus on what is being done with our roads and congestion, and there isn't an element of detail that the public gets into regarding transit. The timing would be interesting, and it's a good element for people to hear about. Lastly, TRPC announced their Council retreat being held on June 12.

B. Transportation Policy Board. Melnick said the TPB met April 10. Members received a presentation on the Bicycle Commuter Challenge; their June 12 meeting will be held at the Lacey Community Center - there will be a presentation on autonomous vehicles by Ted Bailey from WSDOT; the members approved Intercity Transit's amendment to the 2019-2022 RTIP; Karen Parkhurst provided an overview of the County's successful Fish Passage Barrier Removal projects; members discussed the Regional Transportation Plan (RTP) Goals and Policies, and Melnick urged the plan include advanced technology; and members recommended the Regional Council adopt the updated Human Services Transportation Plan (HSTP).

GENERAL MANAGER'S REPORT

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Staff is working with Lamar following the Authority's approval to discontinue advertising on the buses. Lamar will honor ad placement currently under contract but will accept no others. The majority expire in the July to September timeframe. There are a couple of contracts that go on until the first quarter of 2020.

Progress has been made on the Pattison frontage project, and they continue to move along quickly. The project is expected to be fully complete by the end of July, and IT is on track to spend grant dollars that expire June 30.

AUTHORITY ISSUES

Cox said a homeless encampment was discovered while clearing trees at the I-5 Marvin Road interchange project. The DOT worked with Lacey Police to evacuate those individuals.

Messmer complimented staff for putting on an impressive open house at the Youth Education Center. It was fun, well done, and had a good turnout.

Menser said the Thurston County courthouse project is moving forward quickly; there will be a public hearing on April 23, and is scheduled to go onto the August ballot. The county received survey data from the community and there was no particular aversion to the project, just a lack of knowledge about the project. Menser said 63% of the community has not heard about this project.

Rollins said she reported back to the Olympia City Council regarding the removal of ads on the buses and they were unanimously pleased with that decision. Rollins said over the next two years there will be significant construction projects in downtown Olympia. Those projects include repaving, bike improvements and a raised intersection around Legion and Washington. The most impactful project (repaving and a bulb out) will be on Franklin Avenue near State to Legion.

Warner attended the annual statewide ADA conference. He said there was amazing discussion centered on autonomous vehicles and what autonomous vehicles will look like for paratransit customers. There was discussion from throughout the state of Washington about different challenges agencies are having with paratransit, best practices, etc. He learned that next year Intercity Transit will be the co-sponsor of this conference.

Sullivan reminded the Authority about the Planning Session being held on Friday, April 19.

Carmody said Yelm City Council made it a priority to improve the sidewalks, making it much more walkable throughout that community.

Horton said he began taking public transportation to Bellevue once a week, and although it takes longer, it's a nicer ride than driving his car. He said the Google directions are helpful on the smartphone because the route to get to work could be different than going home due to different routes and buses.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 8:06 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Pat Messmer
Clerk to the Authority

Date Approved: May 1, 2019.

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

PERIOD DATES:		3/17/19-3/30/19		PAYDATE	4/5/2019	PERIOD DATES:		3/31/19-4/13/19		PAYDATE	4/19/2019
	CODES	PAY PERIOD	CHECK NO.	1ST CHECK	1ST TRANSFER		CODES	PAY PERIOD	CHECK NO.	2ND CHECK	2ND TRANSFER
IRS	FIT	EFT		77,782.49		IRS	FIT	EFT		89,654.15	
	MT	EFT		26,300.88	104,083.37		MT	EFT		27,515.44	117,169.59
					0.00						0.00
INS	D3/DI	Disability Ins		2,739.08	0.00	INS	A2	Met Life		9,045.76	
HEALTH	HE/HI/SP/TB	Health In1stN2ND		196,331.31	0.00	HEALTH	D3/DI	Disability Ins		2,702.61	0.00
							HE/HI/SP/TB	Health In1stN2ND		193,070.00	0.00
GARNISHMENT	GN	Garnish	CHECK last	690.79		GARNISHMENT	GN	Garnish	CHECK last	1,406.33	
CHILD SUPPORT	CS	DSHS	EFT	1,786.47	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,601.75	1,601.75
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,262.35	10,262.35	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	11,253.44	11,253.44
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,613.00	12,613.00	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	13,021.43	13,021.43
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	250.00	250.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	250.00	250.00
401K	DC	Vgrd EE	Wire	52,876.51		401K	DC	Vgrd EE	Wire	56,479.39	
VANGUARD	DC	Vgrd ER	Wire	36,730.27	89,606.78	VANGUARD	DC	Vgrd ER	Wire	38,715.40	95,194.79
LOAN	L2	401k Ln#2	Wire	4,959.99		LOAN	L2	401k Ln#2	Wire	4,574.63	
LOAN	LN	401k Ln #1	Wire	8,051.05	13,011.04	LOAN	LN	401k Ln #1	Wire	7,446.38	12,021.01
	TTL VNGRD			102,617.82			TTL VNGRD			107,215.80	
LABOR INS	LI&LA	L&I	EFT Quarterly	36,605.63		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	35,834.13	
ESD	CF&CL	WPFML	EFT Quarterly	3,344.47		ESD	CF&CL	WPFML	EFT Quarterly	3,461.25	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,625.73		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,577.14	
UNION DUES	MI	Mac.Inltion	Check last	0.00		UNION DUES	MI	Mac.Inltion	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	35.00	0.00		TF	Tx.Fr.Benefit	Employer	250.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	458.00		PROJECT ASSIST	PA	Proj.Assist	Check last	452.00	
PENSION	PN	PERS EE	EFT	68,066.67	0.00	PENSION	PN	PERS EE	EFT	68,938.45	0.00
STATE	PN	PERS ER	EFT	118,230.71	186,297.38	STATE	PN	PERS ER	EFT	119,749.32	188,687.77
PERS	TTL PERS			186,297.38		PERS	TTL PERS			188,687.77	
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	5,816.96		ICMA	RC	ICMA EE	WIRE	6,837.95	
ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76	ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76
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	3,403.81	9,220.77	ICMA	RR	ICMA ER	WIRE	4,681.70	11,519.65
	TTL ICMA			10,673.41	11,054.17		TTL ICMA			12,972.29	13,353.05
457 STATE	SD	457 ST EE	EFT	17,369.87		457 STATE	SD	457 ST EE	EFT	17,102.48	
DEFERRED	SR	457 ST ER	EFT	9,438.77	26,808.64	DEFERRED	SR	457 ST ER	EFT	9,248.95	26,351.43
AFLAC	ST&SS	AFLAC POSTPRE	EFT	5,994.48	5,994.48	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	5,908.71	5,908.71
ATU	UC	Un COPE	Check 1st	186.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	-3.00		UNION DUES	UA	Un Assess -2ND PP	Check last	558.00	
	UD	Un Dues	Check last	5,919.78			UD	Un Dues-BOTH PP	Check last	5,884.02	
	UI	Un Initlatn	Check last	0.00			UI	Un Initlatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	2,992.50			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	294.50		UNITED WAY	UW	United Way	Check last	266.50	
WELLNESS	WF	Wellness	Check last	319.50		WELLNESS	WF	Wellness	Check last	325.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		597,310.76	597,310.76	DIRECT DEP.	NP	ACH Wire every		613,088.66	613,088.66
LIVE CHECKS		Paychecks		2,830.93		LIVE CHECKS		Paychecks - LIVE CHECKS		2,746.99	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,057,291.97			TOTAL TRANSFER (tie to Treasurer Notifications)			1,097,901.63
		TOTAL PAYROLL*:		1,313,498.66				TOTAL PAYROLL*:		1,355,531.86	
GROSS WAGE		GROSS EARNINGS:		933,746.97		GROSS WAGE		GROSS EARNINGS:		973,781.57	
ER AMOUNT		EMPR MISC DED:		366,601.25		ER AMOUNT		EMPR MISC DED:		367,992.57	
MEDICARE TAX		EMPR MEDICARE TAX:		13,150.44		MEDICARE TAX		EMPR MEDICARE TAX:		13,757.72	
										0.00	
	PP07 Total				1,313,498.66		PP08 Total				1,365,531.86
								Total Payroll for April 2019			2,669,030.52
DIRECT DEP.	ACH WIRE TOTAL			620,436.11		DIRECT DEP.	ACH WIRE TOTAL			637,613.53	
				0.00	\$0.00						\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/1/2019

Thru Date: 4/1/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27308	4/1/2019	06060	CITY OF OLYMPIA	\$19,126.52	
Total:				\$19,126.52	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/5/2019

Thru Date: 4/5/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27309	4/5/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$367.00	
27310	4/5/2019	02580	ASSOCIATED PETROLEUM	\$59,904.00	
27311	4/5/2019	02828	AVAIL TECHNOLOGIES INC.	\$6,394.05	
27312	4/5/2019	02990	B&B SIGN COMPANY LLC	\$404.02	
27313	4/5/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$657.94	
27314	4/5/2019	06741	COMMUNITY YOUTH SERVICES	\$825.00	
27315	4/5/2019	07220	CUMMINS INC	\$10,648.64	
27316	4/5/2019	07619	DAVID S FOSTER	\$1,750.00	
27317	4/5/2019	10477	GALLS LLC	\$3,165.21	
27318	4/5/2019	10660	GILLIG LLC	\$6,312.82	
27319	4/5/2019	10759	GORDON TRUCK CENTERS INC	\$1,135.93	
27320	4/5/2019	11261	HERMANSON COMPANY LLC	\$306.50	
27321	4/5/2019	11615	INDUSTRIAL HYDRAULICS INC	\$181.81	
27322	4/5/2019	11943	JOANNA GRIST	\$1,750.00	
27323	4/5/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.38	
27324	4/5/2019	14590	MOHAWK MFG & SUPPLY	\$536.58	
27325	4/5/2019	14750	MULLINAX FORD	\$2,395.47	
27326	4/5/2019	15585	OLYMPIA FOOD CO-OP	\$260.00	
27327	4/5/2019	16695	PATTISON WATER COMPANY	\$88.21	
27328	4/5/2019	17900	SCHETKY NW SALES INC	\$124.35	
27329	4/5/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,585.81	
27330	4/5/2019	18530	STANDARD PARTS CORP	\$147.11	
27331	4/5/2019	18540	Stantec Consulting Services Inc	\$85,204.25	
27332	4/5/2019	18705	SUNBELT RENTALS	\$3,644.13	
27333	4/5/2019	21660	THERMO KING NORTHWEST	\$4,049.73	
27334	4/5/2019	21930	TIRES INC	\$7,912.37	
27335	4/5/2019	21950	TITUS-WILL CHEVROLET	\$832.58	
27336	4/5/2019	22010	TOYOTA OF OLYMPIA	\$461.00	
27337	4/5/2019	22320	TSS DIGITAL SERVICES INC	\$4,200.00	
27338	4/5/2019	24000	W W GRAINGER INC	\$473.12	
27339	4/5/2019	24750	WA ST GET PROGRAM	\$50.00	
27340	4/5/2019	24755	WA ST HEALTH CARE AUTHORITY	\$398,694.71	
27341	4/5/2019	25858	WESTCARE CLINIC LLC PS	\$680.00	
Total:				\$605,725.72	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/12/2019

Thru Date: 4/12/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27342	4/12/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$186.00	
27343	4/12/2019	01895	ECOLUBE RECOVERY LLC	\$245.03	
27344	4/12/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$32.93	
27345	4/12/2019	02380	ARAMARK UNIFORM SERVICES	\$1,068.01	
27346	4/12/2019	02580	ASSOCIATED PETROLEUM	\$5,766.86	
27347	4/12/2019	02825	AUTO PLUS - OLYMPIA 10364	\$275.29	
27348	4/12/2019	03950	BRUCE TITUS AUTOMOTIVE GROUP	\$314.68	
27349	4/12/2019	04100	BUENAVISTA SERVICES INC.	\$10,982.60	
27350	4/12/2019	05220	CAPITAL ELECTRIC INC	\$228.69	
27351	4/12/2019	05740	CED	\$40.18	
27352	4/12/2019	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,378.65	
27353	4/12/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$42.48	
27354	4/12/2019	05962	CHEHALIS COLLISION CENTER	\$2,037.84	
27355	4/12/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$1,579.06	
27356	4/12/2019	06830	CONSOLIDATED PRESS LLC	\$13,210.33	
27357	4/12/2019	07220	CUMMINS INC	\$29,724.87	
27358	4/12/2019	08840	EMPLOYER RESOURCES NORTHWEST	\$7,274.06	
27359	4/12/2019	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$189.00	
27360	4/12/2019	09662	FERRELLGAS	\$5,922.41	
27361	4/12/2019	10285	FTE NEWS MAGAZINE	\$200.00	
27362	4/12/2019	10477	GALLS LLC	\$482.56	
27363	4/12/2019	10580	GENE'S TOWING INC	\$179.37	
27364	4/12/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,158.49	
27365	4/12/2019	10660	GILLIG LLC	\$10,901.75	
27366	4/12/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
27367	4/12/2019	10759	GORDON TRUCK CENTERS INC	\$810.67	
27368	4/12/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$540,453.06	
27369	4/12/2019	11261	HERMANSON COMPANY LLP	\$2,823.52	
27370	4/12/2019	11615	INDUSTRIAL HYDRAULICS INC	\$173.61	
27371	4/12/2019	11865	ISLAND SUPERIOR AIR FILTER	\$450.14	
27372	4/12/2019	11892	J ROBERTSON AND COMPANY	\$2,012.50	
27373	4/12/2019	11895	J&I POWER EQUIPMENT INC	\$20.02	
27374	4/12/2019	11905	JANEK CORPORATION	\$664.29	
27375	4/12/2019	12875	KPFF CONSULTING ENGINEERS INC	\$364.71	
27376	4/12/2019	13475	LEGACY POWER SYSTEMS	\$346.30	
27377	4/12/2019	13740	MAGELLAN HEALTHCARE	\$1,852.20	
27378	4/12/2019	14590	MOHAWK MFG & SUPPLY	\$617.26	
27379	4/12/2019	14750	MULLINAX FORD	\$329.19	
27380	4/12/2019	15140	NISQUALLY TOWING SERVICE	\$276.00	
27381	4/12/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$890.51	
27382	4/12/2019	16820	PIERCE COUNTY SECURITY	\$27,337.30	
27383	4/12/2019	17290	PUGET SOUND ENERGY	\$18,933.10	
27384	4/12/2019	17391	QUALITY MUFFLER & BRAKE	\$517.06	
27385	4/12/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
27386	4/12/2019	17420	R&R TIRE COMPANY INC.	\$1,825.99	
27387	4/12/2019	17505	RAINIER DODGE INC	\$1,030.06	
27388	4/12/2019	17560	RE AUTO ELECTRIC INC	\$205.47	
27389	4/12/2019	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
27390	4/12/2019	17900	SCHETKY NW SALES INC	\$317.57	
27391	4/12/2019	17959	SEA-TAC LIGHTING AND CONTROLS LLC	\$4,599.94	
27392	4/12/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,700.50	
27393	4/12/2019	18145	SIX ROBBLEES INC	\$1,998.44	
27394	4/12/2019	18530	STANDARD PARTS CORP	\$180.58	
27395	4/12/2019	18705	SUNBELT RENTALS	\$1,080.27	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/12/2019

Thru Date: 4/12/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27396	4/12/2019	21660	THERMO KING NORTHWEST	\$2,073.02	
27397	4/12/2019	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,868.25	
27398	4/12/2019	21930	TIRES INC	\$3,782.42	
27399	4/12/2019	21950	TITUS-WILL CHEVROLET	\$1,034.79	
27400	4/12/2019	22010	TOYOTA OF OLYMPIA	\$263.81	
27401	4/12/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
27402	4/12/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$70,561.95	
27403	4/12/2019	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$490.00	
27404	4/12/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$35,428.07	
27405	4/12/2019	23740	USSC ACQUISITION CORP	\$1,229.85	
27406	4/12/2019	24000	W W GRAINGER INC	\$134.82	
27407	4/12/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
27408	4/12/2019	25380	WASHINGTON GARDENS	\$315.52	
Total:				\$844,633.32	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/11/2019

Thru Date: 4/11/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27409	4/11/2019	05720	CDW GOVERNMENT INC	\$20,895.75	
Total:				\$20,895.75	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/19/2019

Thru Date: 4/19/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27412	4/19/2019	01820	AMERICAN DRIVING RECORDS INC	\$213.95	
27413	4/19/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$2,719.86	
27414	4/19/2019	02580	ASSOCIATED PETROLEUM	\$84,208.89	
27415	4/19/2019	02825	AUTO PLUS - OLYMPIA 10364	\$257.29	
27416	4/19/2019	02828	AVAIL TECHNOLOGIES INC.	\$500.00	
27417	4/19/2019	03950	BRUCE TITUS AUTOMOTIVE GROUP	\$107.64	
27418	4/19/2019	04120	BUILDERS HARDWARE & SUPPLY	\$615.86	
27419	4/19/2019	05940	CENTURYLINK	\$282.63	
27420	4/19/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$542.39	
27421	4/19/2019	07220	CUMMINS INC	\$10,559.22	
27422	4/19/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,498.69	
27423	4/19/2019	10608	GEOENGINEERS INC	\$980.02	
27424	4/19/2019	10660	GILLIG LLC	\$5,420.48	
27425	4/19/2019	10759	GORDON TRUCK CENTERS INC	\$2,936.93	
27426	4/19/2019	11905	JANEK CORPORATION	\$2,041.88	
27427	4/19/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$460.00	
27428	4/19/2019	13475	LEGACY POWER SYSTEMS	\$649.32	
27429	4/19/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$2,796.00	
27430	4/19/2019	15090	NELSON TRUCK	\$480.68	
27431	4/19/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$199.70	
27432	4/19/2019	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$35.87	
27433	4/19/2019	16490	PACIFIC DISPOSAL INC	\$639.77	
27434	4/19/2019	17560	RE AUTO ELECTRIC INC	\$137.78	
27435	4/19/2019	17795	ROUTEMATCH SOFTWARE INC	\$9,000.00	
27436	4/19/2019	17900	SCHETKY NW SALES INC	\$471.81	
27437	4/19/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$771.85	
27438	4/19/2019	18470	SPORTWORKS NORTHWEST INC	\$170.86	
27439	4/19/2019	18530	STANDARD PARTS CORP	\$486.43	
27440	4/19/2019	18540	Stantec Consulting Services Inc	\$39,655.38	
27441	4/19/2019	21660	THERMO KING NORTHWEST	\$211.75	
27442	4/19/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$16,723.00	
27443	4/19/2019	21930	TIRES INC	\$4,333.41	
27444	4/19/2019	21950	TITUS-WILL CHEVROLET	\$210.73	
27445	4/19/2019	22325	TTL PARTNERS LLC	\$3,433.00	
27446	4/19/2019	24030	WA ST AUDITORS OFFICE	\$350.35	
27447	4/19/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$50.00	
Total:				\$194,153.42	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/24/2019

Thru Date: 4/24/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27448	4/24/2019	06060	CITY OF OLYMPIA	\$16,130.40	
Total:				\$16,130.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/26/2019

Thru Date: 4/26/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27449	4/26/2019	01306	ACHIEVE CONSULTING TEAM INC	\$330.00	
27450	4/26/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,357.30	
27451	4/26/2019	02380	ARAMARK UNIFORM SERVICES	\$1,026.00	
27452	4/26/2019	02825	AUTO PLUS - OLYMPIA 10364	\$300.17	
27453	4/26/2019	04120	BUILDERS HARDWARE & SUPPLY	\$16.36	
27454	4/26/2019	05740	CED	\$216.47	
27455	4/26/2019	06120	CITY OF OLYMPIA UTILITIES	\$1,838.14	
27456	4/26/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$833.17	
27457	4/26/2019	07105	CRAINS TOTAL OFFICE	\$1,145.46	
27458	4/26/2019	07220	CUMMINS INC	\$2,728.39	
27459	4/26/2019	10477	GALLS LLC	\$751.18	
27460	4/26/2019	10660	GILLIG LLC	\$8,732.08	
27461	4/26/2019	10759	GORDON TRUCK CENTERS INC	\$4,991.98	
27462	4/26/2019	11615	INDUSTRIAL HYDRAULICS INC	\$541.31	
27463	4/26/2019	11765	IT PETTY CASH	\$418.03	
27464	4/26/2019	11909	JAYRAY ADS & PR INC	\$28,072.35	
27465	4/26/2019	12620	KEYBANK NATIONAL ASSOCIATION	\$37.68	
27466	4/26/2019	12922	KTA-TATOR INC.	\$2,093.63	
27467	4/26/2019	13661	LOOMIS	\$1,712.94	
27468	4/26/2019	14381	METLIFE	\$9,080.51	
27469	4/26/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.38	
27470	4/26/2019	14590	MOHAWK MFG & SUPPLY	\$201.40	
27471	4/26/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$585.33	
27472	4/26/2019	16841	PIONEER FIRE & SECURITY INC	\$120.23	
27473	4/26/2019	16966	POINT & PAY	\$1,549.66	
27474	4/26/2019	17290	PUGET SOUND ENERGY	\$14,155.12	
27475	4/26/2019	17505	RAINIER DODGE INC	\$194.45	
27476	4/26/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,330.36	
27477	4/26/2019	18210	SME SOLUTIONS	\$1,133.20	
27478	4/26/2019	18530	STANDARD PARTS CORP	\$642.48	
27479	4/26/2019	18540	Stantec Consulting Services Inc	\$58,919.38	
27480	4/26/2019	18695	SUMMIT LAW GROUP PLLC	\$687.50	
27481	4/26/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$2,000.00	
27482	4/26/2019	21930	TIRES INC	\$3,560.07	
27483	4/26/2019	21950	TITUS-WILL CHEVROLET	\$323.45	
27484	4/26/2019	22010	TOYOTA OF OLYMPIA	\$484.05	
27485	4/26/2019	23660	UNITED WAY OF THURSTON COUNTY	\$561.00	
27486	4/26/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$47,075.27	
27487	4/26/2019	24215	WA ST DEPT OF L & I	\$369.72	
27488	4/26/2019	24750	WA ST GET PROGRAM	\$50.00	
27489	4/26/2019	24755	WA ST HEALTH CARE AUTHORITY	\$393,689.49	
27490	4/26/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,140.00	
Total:				\$610,578.69	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 4/25/2019

Thru Date: 4/25/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27491	4/25/2019	10863	GRAYS HARBOR TRANSIT	\$252.00	
27492	4/25/2019	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$9,064.45	
			Total:	\$9,316.45	

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
10205 FREEMAN-MANZANARES ANN										
00	04/12-04/16 TRAVEL	DI	4/26/2019			1,229.95	1,229.95	1,229.95		1,229.95
11770 IT PROJECT ASSISTANCE										
00	2019APRIL	DI	4/26/2019			910.00	910.00	910.00		2,139.95
11775 IT WELLNESS										
00	2019APRIL	DI	4/26/2019			645.00	645.00	645.00		2,784.95
11925 JENKINS SHANNIE										
00	05/01-05/03 ADV TRVL	DI	4/26/2019			89.00	89.00	89.00		2,873.95
12455 KARKOSKI KEVIN										
00	04/14-04/16 TRAVEL	DI	4/26/2019			252.88	252.88	252.88		3,126.83

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
01551 ALLEN JASON										
00	04082019-DOT	DI	4/19/2019			85.00	85.00	85.00		85.00
08430 DUDEK DAVID										
00	05/16-05/22 ADV TRVL	DI	4/19/2019			343.00	343.00	343.00		428.00
14292 MEADOR STEPHANIE C.										
00	03/28-03/29 TRAVEL	DI	4/19/2019			178.56	178.56	178.56		606.56
00	04/01-04/04 TRAVEL	DI	4/19/2019			380.54	380.54	559.10		987.10
14497 MILLER WILLIAM										
00	05/16-05/22 ADV TRVL	DI	4/19/2019			343.00	343.00	343.00		1,330.10
17528 RANDALL DAVID										
00	05/16-05/22 ADV TRVL	DI	4/19/2019			218.00	218.00	218.00		1,548.10
17895 SCHEEL RON										
00	590768	DI	4/19/2019			85.00	85.00	85.00		1,633.10
26206 WOOD ROBERT D.										
00	05/16-05/22 ADV TRVL	DI	4/19/2019			218.00	218.00	218.00		1,851.10

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06487 COIT SUZANNE										
00	03/26-03/29 TRAVEL	DI	4/12/2019			41.00	41.00	41.00		41.00
07110 CRASS CAMERON										
00	05/01-05/03 ADV TRVL	DI	4/12/2019			89.00	89.00	89.00		130.00
13557 LICHT JONATHAN										
00	04/03-04/04 TRAVEL	DI	4/12/2019			132.00	132.00	132.00		262.00
13890 MATESKI THOMAS										
00	05/01-05/03 ADV TRVL	DI	4/12/2019			89.00	89.00	89.00		351.00
18218 SMITH HEATHER										
00	03/28-03/29 TRAVEL	DI	4/12/2019			80.00	80.00	80.00		431.00
25131 WALTER KEVIN										
00	03/24-03/27 TRAVEL	DI	4/12/2019			62.76	62.76	62.76		493.76

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
11375 HOWELL GERALD										
00	4/14 - 4/16 Adv Trvl	DI	4/5/2019			101.00	101.00	101.00		101.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019APR	DI	4/5/2019			3,251.75	3,251.75	3,251.75		3,352.75
12455 KARKOSKI KEVIN										
00	4/14 - 4/16 Adv Trvl	DI	4/5/2019			101.00	101.00	101.00		3,453.75
17386 QUAMME MARK S										
00	4/14 - 4/16 Adv Trvl	DI	4/5/2019			101.00	101.00	101.00		3,554.75
17655 REINHARDT BRYCE										
00	4/8-4/12AdvTrvl	DI	4/5/2019			314.00	314.00	314.00		3,868.75
18031 SERRIANNE MICHAEL										
00	4/14 - 4/16 Adv Trvl	DI	4/5/2019			101.00	101.00	101.00		3,969.75

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: May 1, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Transit Center Security Services

-
- 1) **The Issue:** Consideration of a contract award to Pacific Security for Transit Center Security Services.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a seventeen-month contract, with four one-year renewal options, with Pacific Security to provide Transit Center Security Services in an amount not to exceed \$586,700 for the initial term.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit's current Transit Center Security Services contract will reach its maximum term and expire on May 31, 2019. In order to establish a new contract, Intercity Transit released a Request for Proposals (RFP) for Transit Center Security Services on March 15, 2019. The RFP specified daily unarmed Security Guard Services at the Lacey and Olympia Transit Centers, and closed holiday patrols at the Administration & Maintenance Facility. Service levels will also be increased as compared to the previous contract. Two (2) security guards at the OTC and one (1) security guard at the LTC will be required as follows:

	<u>Olympia Transit Center</u>	<u>Lacey Transit Center</u>
Weekdays	6:00AM - 12:00AM	7:30AM - 11:30PM
Weekends	8:00AM - 12:00AM	9:00PM - 10:00PM

A total of six (6) proposals were received by the submittal deadline of April 5, 2019. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that Pacific Security is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Transit Center Security Services.

Through the evaluation process, Pacific Security was identified as the top-ranked firm. They proposed the second lowest cost, and received the highest non-cost proposal score, which included experience, qualifications, and project approach factors. Proposal and interview information indicates that their employees receive fair pay and benefits. The firm has been in business for forty-five (45) years and currently provides Security Services to Link Transit, Skagit Transit, Valley Transit, Mason County, and Port of Bellingham, as well as other public and private agencies. Staff is confident that Pacific Security will provide a professional security presence and valuable customer service at the Lacey and Olympia Transit Centers, and recommends award of the contract.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a seventeen-month contract, with four one-year renewal options, with Pacific Security to provide Transit Center Security Services in an amount not to exceed \$586,700 for the initial term.
- B. Defer action. This alternative would result in a lapse in security guard coverage at the Lacey and Olympia Transit Centers as the current contract will reach its maximum term and expire on May 31, 2019.

-
- 6) **Budget Notes:** To align with future budget years, the initial term of this contract will be for a period of 19 months, from July 1, 2019 through December 31, 2020. The cost for this initial 19-month term will be \$586,700. Any subsequent renewals are anticipated to be from January through December each year. The estimated annual cost at the current service schedule and rates is \$370,548.

-
- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* Goal No. 3: *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: May 1, 2019

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: OTC Perforated Panel Design

-
- 1) **The Issue:** Architect Tim Richey from SRG Partnership Inc. (SRG) will share with the Authority his efforts and thought process in developing a perforated panel design for the new Olympia Transit Center (OTC) building that complements the rain forest theme reflected in the existing facility.
-
- 2) **Recommended Actions:** This item is for information and discussion.
-
- 3) **Policy Analysis:** Facilities are a reflection of the form and function required to deliver service to our community. The Authority reviews, comments and provides staff direction to continue with a design as proposed or go back to the drawing board.
-
- 4) **Background:** The new OTC facility has been designed to complement the character of the existing facility. SRG was tasked with incorporating an artistic element that connects the new facility with the rainforest theme reflected at the existing building. Use of perforated metal panels were chosen to serve as a medium and two rivers in the Olympic Rainforest were chosen as the inspiration. The purpose of this presentation is to share SRG's perforated panel design with the Authority.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** The Construction Contract with Graham Construction included an allowance of \$52,000 to incorporate an artistic element into the building design.
-
- 7) **Goal References: Goal #2:** *"Provide outstanding customer service."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: May 1, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2020-2025 Strategic Plan Policy Positions

-
- 1) **The Issue:** Review policy issues for the 2020-2025 Strategic Plan.
-
- 2) **Recommended Action:** Discuss and provide staff direction.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2019 and points for consideration in 2020 and beyond. Authority direction on the 2020-2025 strategic plan will allow for the development of a 2020 preliminary budget.
1. **Should Intercity Transit maintain service levels in 2019 or consider new or expanded local transit services needed to serve the growing population?**
2019: Service to remain status quo. Direction regarding future service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.
2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1.
 2. **What is Intercity Transit's role in providing regional mobility?**
2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.
2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1. Continue to utilize grant funds to deliver service between Thurston and Pierce Counties and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on passenger through-put, as opposed to car through-put and advocate priority movement for transit.
 3. **What role should Intercity Transit play in serving the core areas of Olympia, Lacey, and Tumwater areas?**
2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.
2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1.
 4. **Is there a role for local express service in the current service area?**
2019: Direction regarding service levels and the implement of new service is directly related to the outcomes of Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Proceed with the implement of the Long Range Service Plan and the implementation of expanded services as outlined in Intercity Transit Proposition 1. Grant funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project identified in Proposition 1 with a projected implementation date of 2026. Pursue BRT federal funding process.

5. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered?

2019: Implement a pilot signal preemption project.

2020: Implement a pilot preemption project. Continue to work with the partnership created through the Thurston Regional Planning Council and associated jurisdictions to enhance the safety, speed and reliability of bus movement. Explore improvements to corridor travel to improve pedestrian access to transit stops.

6. Should Intercity Transit pursue efforts to coordinate service with local school districts?

2019: Continue the Youth Education programming, continue to market public transportation and the use of transportation alternatives to students, work with school districts to encourage the location of schools in areas served by public transportation, work to develop safe paths for walking, biking, and access between transit routes and school facilities and continue to focus on coordinated emergency management response.

2020: Continue and expand our coordination with local school districts. Focus on potential impacts regarding a community supported, prepaid fare system.

7. What level of passenger infrastructure (bus shelter, benches, lighted stops, passenger information) is appropriate?

2019: Direction regarding our capital program will be influenced by the outcome of Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Prioritize bus stop improvements by the level of passenger activity. An emphasis should be given to stops located near facilities serving elderly persons or others with special transportation needs, as well as to stops located on major corridors.

8. What additional investments in technology should be made beyond the current Advanced Communications System project?

2019: Research an upgrade or seek a replacement of our radio communications system and our CAD/AVL system.

2020: Replace our radio communications system and our CAD/AVL system. Upgrade our website. Pursue enhancements to our fleet and systems management software to enhance efficiency and operations.

9. Should the vanpool program continue to expand to keep pace with demand?

2019: Focus on obtaining grant funds for vehicles and to support an educational campaign.

2020: Obtain grants necessary to support the program and focus on building the program.

10. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects?

2019: Complete the OTC and finalize design for the Pattison Street Facility Rehabilitation and Expansion project.

2020: Continue to seek funding opportunities for Pattison Street, buses and other projects.

11. Should Intercity Transit pursue additional park and ride facilities?

2019: While additional park-and-ride locations would prove beneficial to the PTBA, as well as region as a whole, this plan urges caution in dedicating capital funds for additional park-and-ride facilities at this time.

2020: Partner with WSDOT if an opportunity becomes available. Pursue joint use agreements as necessary to secure park-and-ride space to support ridesharing, express bus and local transit services. Continue to evaluate emerging needs to support transit service.

12. How do Village Vans, Community Vans, the Surplus Van Grant and Discounted Bus Pass programs fit into Intercity Transit's future plans? Are there other programs of this type that should be considered?

2019: These four programs should be continued in future years. The grant funds previously utilized for Village Vans had been eliminated. In addition to these programs, the Authority expressed a desire for staff to work with schools on pass programs and promotions.

2020: Continue support for Village Van, Surplus Van Grant, Community Van, and Discounted Bus Pass program. Focus on evaluation and options for innovative service zones. Continue to seek replacement grant funding for Village Van Program.

13. Are our services – Dial-A-Lift, Travel Training, and Accessible Fixed-Route Buses adequate to serve persons with disabilities?

2019: Continue to focus on supporting the Travel Training program and the Bus Buddies program.

2020: Continue to pursue technology to improve productivity and service. Continue the effort to make all bus stops accessible and to provide shelters and other amenities at stops serving persons with disabilities.

14. Is the current fare policy appropriate?

2019: Staff recommends we retain our policy to review fares every three years. The Authority has agreed it is prudent at this time to continue with our current fare structure.

2020: Actively following up on community direction provided through the IT Road Trip.

15. Should Intercity Transit's planning for the next six years be financially constrained?

2019: The outcome of the November 2018 ballot will focus the future planning and implementation efforts for Intercity Transit.

2020: As we implement services consistent with long range plan, continue to closely monitor revenue collections and capital programs.

16. What role should Intercity Transit play in local transportation projects-Commute Trip Reduction, Youth Education Programs and the Bicycle Commute Challenge?

2019: Continue to support existing programming.

2020: Work with the Thurston Regional Planning Council, the State of Washington and the affected local jurisdictions to improve the Commute Trip Reduction Program. Pursue relationships with private employers to educate about the benefits of commute alternatives and better serve their needs and the needs of their employees. Continue to market alternative transportation to youth and in schools, as well as in the larger community. Continue to coordinate the Bicycle Community Challenges. Aggressively market high frequency corridor service.

17. Should Intercity Transit's current marketing approach and level of effort be continued?

2019: Focus on strategic community outreach, engagement, messaging and use of available channels to develop our market. Expand the web site to better serve our various constituents and to continue to be a relevant business and communications tool for the agency. Intercity Transit should continue to pursue outreach communications through social media platforms.

2020: Market services. Focus on customer information technology to enhance the customer experience. Explore way-finding. Promote IT as an employer of choice.

18. What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?

2019: Continue to focus on sustainability agency wide and evaluate alternatively fueled vehicles, products and equipment.

2020: Boost ridership!

19. What should be Intercity Transit's policy and actions related to expansion of the PTBA?

2019: Maintain the current policy which is not to expand the PTBA.

2020: Maintain the current policy which is not to expand the PTBA.

20. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

2019: Bring together community stakeholders (schools, private business, non-profits, state and local governments) in having a greater role in providing alternative funding for transit services rather than rely on federal funding.

2020: Continue the conversation.

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

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The Strategic Plan provides the basis for all our goals.

8) **References:** Short and Long Range Plan, Strategic Plan and Transit Development Plan is on-line.

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
TBD

Thurston County
Tye Menser

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Hilary Seidel

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Bill McGregor

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, May 3, 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.

- Approval of Minutes – April 5, 2019
- Approval of Vouchers – April 2019
- Approval of Coordinated Transportation Plan
- Approval of Indirect Cost Proposal
- Approval of SFY Unified Planning Work Program (UPWP)

Public Participation Plan Update

ACTION

Staff briefed Council on updates to TRPC's Public Participation Plan in February. The 45-day public comment period has now closed, and staff will review comments prior to asking for Council action.

Integrated Emergency Management Course Update & Next Steps

PRESENTATION

The Thurston County Emergency Management Council organized and convened a whole-community disaster recovery planning exercise last February. Over 80 local government staff members and private sector partners convened at Ocean Shores over four days to test a regional disaster recovery framework in response to a simulated catastrophic earthquake. Sandy Eccker, Thurston County Emergency Manager, will present an overview of the purpose, the outcomes, and the next steps from this exercise.

Regional Transportation Plan (RTP) Policy & Review

PRESENTATION

Staff will provide a high-level review of the Regional Transportation Plan's goals and policies.

Sustainable Thurston Five Year Review – TRPC Actions

PRESENTATION

Staff will review the implementation status of the actions where TRPC was designated lead or co-lead identified in the Sustainable Thurston Plan. Staff will also review process towards meeting priority goals and targets identified in the Plan and solicit Council feedback on next steps.

2019 Legislative Session Update

UPDATE

The Legislative Session is scheduled to end on April 28, 2019. Staff will provide an overview of bills of interest to the region.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION