

AGENDA
INTERCITY TRANSIT AUTHORITY
April 3, 2019
5:30 P.M.

CALL TO ORDER

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

- 2) **INTRODUCTIONS** **15 min.**
 - 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*)

- 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:** March 6, 2019.

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

 - 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*)

- 5) **PUBLIC HEARING - None** **0 min.**

- 6) **NEW BUSINESS**
 - A. **Legal Services Contract Renewal** (*Jeff Peterson*) **5 min.**
 - B. **DAL Vehicle Purchase** (*Katie Cunningham*) **5 min.**
 - C. **Marketing/Communications Contract Expansion** (*Katie Cunningham*) **5 min.**
 - D. **OTC Construction Update** (*Steve Krueger*) **10 min.**
 - E. **Transit Advertising** (*Ann Freeman-Manzanares*) **10 min.**

- 7) **COMMITTEE REPORTS**
 - A. **Transportation Policy Board (Mar. 13)** (*Ryan Warner*) **3 min.**
 - B. **Community Advisory Committee (Mar. 18)** (*Denise Clark*) **3 min.**

- 8) **GENERAL MANAGER’S REPORT** **10 min.**

- 9) **AUTHORITY ISSUES** **10 min.**

- 10) **ADJOURNMENT**

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

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

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
March 6, 2019

CALL TO ORDER

Chair Sullivan called the March 6, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; 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 David Claus-Sharwark.

Members Excused: City of Olympia Councilmember Clark Gilman.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Tammy Ferris; Jessica Gould; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Rena Shawver; Rob Rinehart; Nicky Upton.

Others Present: Community Advisory Committee Member, Peter Diedrick.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Operators - Class 19-02 (*Cameron Crass*)

Erik Gregory; James Combs; Sheldon Osborn; Kurtis Broadnax; Tyler Hamilton; Billy Dong; Matthew Terrell; Mark Masson; Chandal Contreras; Cristobal Carranza; Alexis Farmer; Robert Rhoades; Morgan Hagquist; Dwight Monohon; Shawn McClure; Isabel LeMay; Traci Burns

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes: February 6, 2019, Meeting; February 20, 2019, Meeting.

Intercity Transit Authority Regular Meeting

March 6, 2019

Page 2 of 10

B. Payroll – February 2019: \$2,566,364.68.

C. Accounts Payable: Warrants dated February 1, 2019, numbers 26818-26858 in the amount of \$970,204.13; Warrants dated February 8, 2019, numbers 26861-26910, in the amount of \$508,819.93; Warrants dated February 14, 2019, numbers 26912-26920, in the amount of \$42,717.80; Warrants dated February 15, 2019, numbers 26921-26970, in the amount of \$263,551.83; Warrants dated February 22, 2019, numbers 26972-27024, in the amount of \$256,706.61; Automated Clearing House Transfers for February 2019 in the amount of \$14,394.40 for a monthly total of \$2,056,394.70.

NEW BUSINESS

A. Vanpool Program Update. Vanpool Manager, Carolyn Newsome, provided a 2018 update on the vanpool program. Intercity Transit's vanpool program began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). There are currently 184 active vanpool groups, up from 175 in 2017, with a goal of ending 2020 with 200 active vanpool groups.

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

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

In 2018 IT received a \$250,000 WSDOT Innovation Grant to explore assisting non-Commuter Trip Reduction (CTR) affected employers starting vanpool programs. Two new Vanpool Coordinators were hired replacing retired staff with an emphasis on outreach on building a relationship with Thurston County Chamber staff to support Thurston County's smaller employers. Staff hopes to start 25 new groups during the grant period and have started our first non-CTR van.

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

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

Messmer asked what surrounding systems have vanpool programs in our area. Newsome said Grays Harbor, Mason Transit, Kitsap, Pierce, King County, Snohomish and Jefferson have vanpool programs.

Warner said he noticed the Chamber has a “Where’s Our Van” promotion. Their chamber van drives around and if you take a photo of their vanpool van and send it in, you get entered into a drawing for a \$20 Amazon card.

Freeman-Manzanares said there is a possibility to assist businesses in Lewis County as their transit system currently does not support a vanpool program. We might have an opportunity to assist their employees and employers.

B. Olympia Transit Center Construction Update. Development Director, Eric Phillips, provided an update on the progress of the Olympia Transit Center construction.

- The contract was awarded to Graham in October 2018 – (\$8.7 million)
- The construction NTP was issued November 7, 2018
- Site mobilization and work onsite started on November 21, 2018
- Currently about 2-3 weeks behind schedule due to soil/foundation/geotechnical issues and inclement weather

- 90 days into construction the slab-on-grade and foundation are complete
- Building will go vertical by about March 20.
 - Steel support structures will go up quickly followed by second floor and internal framing
 - Critical path items now follow schedule and order of subs and work flow.
- Just over \$2 million expended since NTP
- Received \$1.6 M reimbursement from FTA
- Remaining FTA funds to draw on \$2.6M
- Have some C/O costs related to soil stabilization, elevator pit sump, some small changes. Total less than \$50k
- Still expected to be complete on schedule by November 2019.
- Planning for revision of Route/Bay assignments
- Still waiting on agreement from Greyhound

Rollins left the meeting.

- C. Pattison Maintenance, Operations & Administrative Facility Update:** Phillips reviewed the progress regarding the Pattison Facility projects Master Plan, final design work and construction work to date.

Project Elements

Phillips noted there are two projects occurring concurrently – the Master Planning Process which has been ongoing since last spring and the active design working on the north side.

Master Planning Process:

- Last effort stopped around 2011 with Tetra Tech.
- UST replacement funding was secured and a Developer Agreement with Olympia was obtained in 2015.
- Stantec team was selected via competitive process in 2018.
- Began this “refresh” process in Spring 2018
- Master Planning looks at full facility needs for lifecycle or 40 plus year - needs assessment.
- Considers challenges and opportunities for change and growth – space is limited
- Program space is a major component
- Major workshop in Fall 2018
- Due to be completed in April 2019

Project Phases:

North Site

Phase 1 - Completed

Prior Work - Property Acquisition, Master planning, Value Engineering (\$1.6 M)
UST Construction & site infrastructure- Complete as of October 2018. (\$7M)

North Site

Phase 2 - Underway

Prior Work – Development Agreement with Olympia

- Final Design Completed for ROW improvements
- Funding Secured for construction (State RMG)
- Ready to Award for construction
- Phase complete by August 2019

North Site

Phase 3 - Underway

Prior Work – Development Agreement with Olympia

- Fuel Wash Facility –Ready for final Design.
- New Administrative Building (L Shaped-3 story option) ready for final design.
- Funding Secured (about \$29M of estimated \$44M)

Intercity Transit Authority Regular Meeting

March 6, 2019

Page 5 of 10

Current Site

Phase 4 - Pending

Prior Work - Updated Master Planning

- Cost estimate for mid-range rehabilitation \$9.3M.
- No funding secured - Phase 4 requires completion of new fuel and wash facility first.

Current Site

Phase 5 - Pending

Prior Work - Updated Master Planning in process. (Est. \$5M) Project includes:

- Razing of existing Administrative building.
- No funding secured - Phase 5 requires completion of new administrative facility and completion of design of Phase 4 (Maint. Rehab).

Final Design and Engineering

Because some construction funds were secured our Final Design work is happening parallel to Master Planning effort.

- Stantec team was also selected via same competitive process in 2018.
- That process began last fall with the issuance of Design services to Stantec/ SCJ for ROW improvements.
- SD (partial) for North Site approved 1/2019

What comes next?

- Proceed with Schematic Design (SD) on the North Site (Phase 3 - Fuel/Wash and 3 Story-L Shaped Admin Building)
- Supplemental Schematic Design (SD) (will add the SD fees for the larger 3 story admin. building)
- Proceed with Permitting with City of Olympia
- Solicit for General Contractor Construction Manager (GCCM) to engage them at the preconstruction phase. 5/2019
- SD will drive the final project estimates (Final Design and MACC).
- Negotiate MACC with GCCM
- Expect late summer or fall 2019 for Final Cost and request to ITA.
- Final construction bid documents 4/2020
- If we can obtain permits and approvals for North Site improvements by summer 2020 (between May and August).

Pattison: Secured Project Fund Summary

Local:

Committed in 2018 budget	\$4,100,000
Add'l local to meet Federal Match	(\$4,341,908)

State:

Intercity Transit Authority Regular Meeting
March 6, 2019
Page 6 of 10

Regional Mobility (2017-2019) \$2,000,000
 RMG Approved subject to 2019-2021 budget \$3,900,000

Regional:

TRPC (Federal - STP) \$922,846

Federal:

Earned Share 5307&5339 Formula \$6,289,630
 FFY 2017 5339 Competitive \$1,375,000
 FFY 2018 5339 Competitive \$9,703,000

Total Funds for Project: \$32,632,384

Master Planning Estimates 1/19

Master Plan - Design Concepts Review				
Core Element Description	Initial Master Plan 29,963 SF	1 story Vanpool building 7000 SF Plus Rehab Admin (18,500 SF - Doesn't meet our space needs.)	2 story Vanpool and Ops building 32,910 SF	3 story Vanpool, Ops, & Admin building 34,620 SF
ROW and Signal Improvements	\$1,573,035	\$ 1,573,035	\$ 1,573,035	\$ 1,573,035
New Wash and Facilities along Martin Way	\$11,845,650	\$ 11,845,650	\$ 11,845,650	\$ 11,845,650
Vanpool Super Center (VSC)	5,689,594	\$ 5,689,594	\$ 16,064,089	\$ 25,702,384
New Operations (Ops)		N/A		
New Administration (Admin)		N/A	N/A	
Maintenance Improvements	9,246,967	\$ 9,246,967	\$ 9,246,967	\$ 9,246,967
Remodel Existing Administration & Operations		\$ 7,825,754	\$ 7,825,754	N/A
Expand and Remodel Existing Admin and Add New Operations	\$26,000,000			
TOTAL	54,355,246	\$ 36,181,000	\$ 46,555,496	\$ 48,368,035

Messmer said she agrees with Melnick's suggestion he made at a prior meeting about placing a sign up on Martin Way explaining the project under construction. Especially with the installation of a new traffic light. She said the public may automatically assume the City of Olympia is providing the entire funding of the construction, and she'd like to see Intercity Transit get some credit. And she would like to see a message saying thank you for supporting IT, and this is an Intercity Transit project. More to come, we're improving our ability to serve you, etc. Phillips said staff will work on this.

D. Pattison Facility Frontage Construction & Administrative Services Contract Awards: Steve Krueger, Procurement/Capital Projects Manager presented for

consideration the approval of two contracts related to the construction of public improvements in the right-of-way as required under the Development Agreement between Intercity Transit and the City of Olympia.

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

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

It was M/S/A by Citizen Representatives Melnick and Messmer to authorize the General Manager to have the Department of Enterprise Services (DES) enter into an agreement with Waunch Construction & Trucking to perform construction services for the Pattison Facility Frontage Improvements for a total not-to-exceed amount of \$1,324,143.48;

And to enter into an agreement with Stantec to perform Construction Administrative services for the Pattison Facility Frontage and Signal Improvements work for a total not-to-exceed amount of \$124,612.00.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said the TRPC met March 1. The members discussed results of the Sustainable Thurston Plan. They reviewed a list of about 120 actions included in the plan that were assigned tasks to be completed by various entities that would lead to achieving sustainability over time. Messmer said it's a complicated process and several tasks had multiple parts, some

Intercity Transit Authority Regular Meeting

March 6, 2019

Page 8 of 10

were described in a non-detailed way and interpretation was difficult. Some of the tasks were deemed complete, and targets were set but not being met. She said at a future meeting, members will discuss what tasks were assigned to TRPC. Members also performed the Executive Director's (Marc Daily) yearly evaluation.

B. Transportation Policy Board. Melnick said the TPB met February 22. Members performed their 2019 Election of Officers and said Mayor Ryder and Graeme Sackrison will continue in their roles.

Bill Elliott from WSDOT briefed the Board on what is happening with State Route (SR) 510 Yelm Loop. This regional project aims to help reduce congestion through Yelm's business core, improve safety, and provide a new route for bicyclists and pedestrians.

Paul Brewster reviewed the City of Tumwater's request to reprogram \$657,000 federal Surface Transportation Program (STP) grant funds from the Old Hwy 99/79th Avenue Roundabout Project to two separate projects: \$389,250 to the Old Hwy 99 Corridor Study; and \$267,750 to the Citywide NHS Resurfacing Project.

Karen Parkhurst discussed the Board's 2019 retreat, which will likely to occur in the fall. Melnick said he suggested Jason Robertson as a facilitator.

Parkhurst provided an update on the 2019 state Legislative activities.

GENERAL MANAGER'S REPORT

- Freeman-Manzanares reported that a number of bus shelter glass windows (along with people's vehicles) were shot at on Friday, March 1 in the Lacey area. Although this happens to the shelters from time-to-time, it made the evening news.
- Staff is moving forward with the CAD/AVL consultant selection. This is the Computer Automated Dispatch/Automatic Vehicle Location System which is essential to the operations of IT. The radio system, which is the platform for this system, is old and could potentially fail.
- The State Auditors will be on site beginning April 1 to start our first National Transit Database (NTD) audit. The NTD is required every 10 years for a system of our size. Once we exceed a population of 200,000 (we're currently at 185,000) an audit is required yearly.
- The Walk N Roll Youth Education Center 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 Authority Regular Meeting

March 6, 2019

Page 9 of 10

- The Operator class 19-01 graduates Friday, March 8, 2019, and we will celebrate with a BBQ lunch beginning at 11:30 a.m. in the Maintenance Rebuild Room. All are welcome to attend.
- Several new hires begin in a few weeks: an HR Analyst; 2 Vanpool Coordinators; an IS Manager; and Diesel Mechanics.

AUTHORITY ISSUES

Sullivan thanked Emily Bergkamp for representing Intercity Transit at the Thurston Regional Integrated Emergency Management Course held February 25 - 28. Sullivan and Menser also attended.

Melnick attended an APTA webinar entitled, "Mobility as a Service (MaaS)." Technology is enabling riders to craft how they travel, with options no one would have even considered in the past. This provides challenges and opportunities for the public transportation industry. APTA assembled a team of experts to look at where Mobility as a Service is headed, how it may look in the future, and some of the ways in which public transportation agencies large and small will have to respond. Melnick said Transportation Planner from King County Metro, Daniel Row, talked about what they are doing. Melnick wonders what things we can learn from other transit agencies.

Messmer said she rode Grays Harbor Transit's Dial-a-Lift while accompanying her father to a medical appointment. She said they offer a first ride they call a courtesy ride before you are actually qualified for the service. She thought that was impressive.

Carmody said the Yelm Planning Commission is finalizing the review of the downtown corridor revamping/redesign of Yelm. It's organized by SCJ Alliance and they are talking about putting in active ally ways and more walkable sidewalks to hopefully increase density in downtown Yelm.

Carmody said the Yelm City Council is working on tying their comprehensive plan into their budget since the comp plan drives the budget which drives the capital improvements.

Cox said the Lacey City Transportation Committee met and received a briefing on the construction on Marvin Road / I-5 overpass. They will be skimming down lanes because they will be widening the bridge. This will impact traffic significantly.

Menser referred to the Emergency Management Training and also thanked Bergkamp. He said one thing that made the training so successful was having all pieces of the community there to build relationships and structure the recovery.

Intercity Transit Authority Regular Meeting

March 6, 2019

Page 10 of 10

Menser will have more details at the next meeting about the Mullen Road improvement construction project.

Claus-Sharwark is enjoying the opportunity to meet and work with the new operators.

Warner said Grays Harbor Transit had a peer review from WSDOT and Intercity Transit's Administrative Services Director, Heather Smith was recruited to help. They were very impressed how she helped them with their HR process.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:26 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: April 3, 2019.

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

PERIOD DATES: 2/17/19-3/2/19				PAYDATE 3/8/2019		PERIOD DATES: 3/3/19-3/16/19				PAYDATE 3/22/2018	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT		EFT	84,526.48		IRS	FIT		EFT	79,394.80	
	MT		EFT	27,302.22			MT		EFT	26,213.10	105,607.90
				0.00						0.00	
INS	D3/DI	Disability Ins		2,725.67	0.00	INS	A2	Met Life		9,163.15	
HEALTH	HE/HI/SP/TB	Health In1stN2ND		196,145.17	0.00	HEALTH	D3/DI	Disability Ins		2,792.96	0.00
							HE/HI/SP/TB	Health In1stN2ND		197,030.91	0.00
GARNISHMENT	GN	Garnish	CHECK last	891.23		GARNISHMENT	GN	Garnish	CHECK last	1,165.50	
CHILD SUPPORT	CS	DSHS	EFT	1,887.31	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,786.47	1,786.47
				0.00						0.00	
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,138.07	10,138.07	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,155.16	10,155.16
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,466.83	12,466.83	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,616.91	12,616.91
GET	GT	G.Ed.Tult	Check every	50.00		GET	GT	G.Ed.Tult	Check every	50.00	
HEALTH SAVING	HS	Health Svgs	ACH Wire every	175.00	175.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every	175.00	175.00
401K	DC	Vgrd EE	Wire	56,106.58		401K	DC	Vgrd EE	Wire	52,100.57	
VANGUARD	DC	Vgrd ER	Wire	37,443.91	92,550.49	VANGUARD	DC	Vgrd ER	Wire	37,022.48	89,123.05
LOAN	L2	401k Ln#2	Wire	4,959.99		LOAN	L2	401k Ln#2	Wire	4,959.99	
LOAN	LN	401k Ln #1	Wire	8,051.05	13,011.04	LOAN	LN	401k Ln #1	Wire	8,051.05	13,011.04
				105,561.53						102,134.09	
LABOR INS	LI&LA	L&I	EFT Quarterly	37,678.37		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	36,402.11	
ESD	CF&CL	WPFML	EFT Quarterly	3,492.03		ESD	CF&CL	WPFML	EFT Quarterly	3,342.81	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,575.61		MACHINISTS	MD/M2	Mch.UnDues- 164 PEREE	Check last	1,626.02	
UNION DUES	MI	Mac.Inltlon	Check last	0.00		UNION DUES	MI	Mac.Inltlon	Check last	0.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
				45.00		0.00					
	TF	Tx.Fr.Benefit	Employer	45.00	0.00		TF	Tx.Fr.Benefit	Employer	201.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	460.00		PROJECT ASSIST	PA	Proj.Assist	Check last	462.00	
PENSION	PN	PERS EE	EFT	69,636.15	0.00	PENSION	PN	PERS EE	EFT	67,620.41	0.00
STATE	PN	PERS ER	EFT	121,014.37	190,650.52	STATE	PN	PERS ER	EFT	117,437.36	185,057.77
PERS	TTL PERS			190,650.52		PERS	TTL PERS			185,057.77	
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	6,165.19		ICMA	RC	ICMA EE	WIRE	5,771.32	
ICMA BOTH	RI	ICMA Roth	WIRE	361.53	361.53	ICMA BOTH	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	3,616.72	9,781.91	ICMA	RR	ICMA ER	WIRE	3,305.43	9,076.75
				11,234.55		11,596.08					
				10,529.39		10,910.15					
457 STATE	SD	457 ST EE	EFT	17,379.25		457 STATE	SD	457 ST EE	EFT	16,814.62	
DEFERRED	SR	457 ST ER	EFT	9,663.68	27,042.93	DEFERRED	SR	457 ST ER	EFT	10,368.79	27,173.41
AFLAC	ST&SS	AFLAC POST/PRE	EFT	5,733.58	6,733.58	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,276.74	6,276.74
ATU	UC	Un COPE	Check 1st	181.00		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	-3.00		UNION DUES	UA	Un Assess -2ND PP	Check last	567.00	
	UD	Un Dues	Check last	5,844.37			UD	Un Dues-BOTH PP	Check last	5,916.08	
	UI	Un Inltlatn	Check last	80.00			UI	Un Inltlatn- 100.00 PEREE	Check last	80.00	
	UT	Un Tax	Check last	2,976.75			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	292.50		UNITED WAY	UW	United Way	Check last	276.50	
WELLNESS	WF	Wellness	Check last	313.50		WELLNESS	WF	Wellness	Check last	324.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		590,281.14	590,281.14	DIRECT DEP.	NP	ACH Wire every		581,258.48	581,258.48
LIVE CHECKS		Paychecks		32,603.77		LIVE CHECKS		Paychecks - LIVE CHECKS		7,853.16	
				TOTAL TRANSFER (tie to Treasurer Notifications)						TOTAL TRANSFER (tie to Treasurer Notifications)	
				\$1,352,613.66						\$1,310,405.78	
				TOTAL PAYROLL*:						TOTAL PAYROLL*:	
				967,514.45						930,396.50	
				GROSS EARNINGS:						GROSS EARNINGS:	
				371,448.10						366,902.73	
				EMPR MISC DED:						EMPR MISC DED:	
				13,651.11						13,106.55	
				EMPR MEDICARE TAX:						EMPR MEDICARE TAX:	
										0.00	
				PP06 Total						PP06 Total	
				\$1,352,613.66						\$1,310,405.78	
										Total Payroll for March 2019	
				613,061.04						604,205.55	
				ACH WIRE TOTAL						ACH WIRE TOTAL	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/1/2019

Thru Date: 3/1/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27025	3/1/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,473.99	
27026	3/1/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
27027	3/1/2019	02380	ARAMARK UNIFORM SERVICES	\$1,037.46	
27028	3/1/2019	02580	ASSOCIATED PETROLEUM	\$58,424.13	
27029	3/1/2019	03250	BATTERY SYSTEMS INC	\$2,379.58	
27030	3/1/2019	05740	CED	\$229.96	
27031	3/1/2019	06120	CITY OF OLYMPIA UTILITIES	\$6,009.07	
27032	3/1/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$268.15	
27033	3/1/2019	06741	COMMUNITY YOUTH SERVICES	\$825.00	
27034	3/1/2019	07220	CUMMINS NORTHWEST INC	\$11,404.93	
27035	3/1/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
27036	3/1/2019	10660	GILLIG LLC	\$10,456.05	
27037	3/1/2019	10759	GORDON TRUCK CENTERS INC	\$2,512.75	
27038	3/1/2019	10863	GRAYS HARBOR TRANSIT	\$298.00	
27039	3/1/2019	11765	IT PETTY CASH	\$345.34	
27040	3/1/2019	11905	JANEK CORPORATION	\$1,878.53	
27041	3/1/2019	11909	JAYRAY ADS & PR INC	\$49,322.85	
27042	3/1/2019	12875	KPFF CONSULTING ENGINEERS INC	\$1,742.48	
27043	3/1/2019	13850	MASON TRANSIT AUTHORITY	\$456.00	
27044	3/1/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$612.92	
27045	3/1/2019	14750	MULLINAX FORD	\$2,280.72	
27046	3/1/2019	15140	NISQUALLY TOWING SERVICE	\$276.00	
27047	3/1/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$644.32	
27048	3/1/2019	16595	PACIFIC POWER GROUP LLC	\$2,371.68	
27049	3/1/2019	17505	RAINIER DODGE INC	\$616.89	
27050	3/1/2019	17560	RE AUTO ELECTRIC INC	\$137.28	
27051	3/1/2019	17900	SCHETKY NW SALES INC	\$703.29	
27052	3/1/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,306.85	
27053	3/1/2019	18530	STANDARD PARTS CORP	\$132.75	
27054	3/1/2019	18540	Stantec Consulting Services Inc	\$48,085.50	
27055	3/1/2019	18755	S-SQUARE TUBE PRODUCTS	\$1,617.50	
27056	3/1/2019	21930	TIRES INC	\$1,828.97	
27057	3/1/2019	21950	TITUS-WILL CHEVROLET	\$557.17	
27058	3/1/2019	22010	TOYOTA OF OLYMPIA	\$143.97	
27059	3/1/2019	22195	TRANSTAR INDUSTRIES INC.	\$15.79	
27060	3/1/2019	23576	UNG CHAE	\$2,700.00	
27061	3/1/2019	23660	UNITED WAY OF THURSTON COUNTY	\$581.00	
27062	3/1/2019	24750	WA ST GET PROGRAM	\$50.00	
27063	3/1/2019	24755	WA ST HEALTH CARE AUTHORITY	\$383,405.86	
Total:				\$615,053.13	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/8/2019

Thru Date: 3/8/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27085	3/8/2019	01820	AMERICAN DRIVING RECORDS INC	\$256.61	
27086	3/8/2019	01895	ECOLUBE RECOVERY LLC	\$598.95	
27087	3/8/2019	02060	AMERISAFE	\$115.98	
27088	3/8/2019	02580	ASSOCIATED PETROLEUM	\$58,659.45	
27089	3/8/2019	02828	AVAIL TECHNOLOGIES INC.	\$16,062.75	
27090	3/8/2019	02990	B&B SIGN COMPANY LLC	\$318.53	
27091	3/8/2019	05610	CAYAN LLC	\$170.96	
27092	3/8/2019	05940	CENTURYLINK COMMUNICATIONS LLC	\$288.46	
27093	3/8/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$305.15	
27094	3/8/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$326.78	
27095	3/8/2019	07220	CUMMINS NORTHWEST INC	\$8,044.15	
27096	3/8/2019	07619	DAVID S FOSTER	\$1,750.00	
27097	3/8/2019	07620	DAVIS WRIGHT TREMAINE LLP	\$85.00	
27098	3/8/2019	09662	FERRELLGAS	\$5,565.15	
27099	3/8/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27100	3/8/2019	10477	GALLS LLC	\$4,083.07	
27101	3/8/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,671.62	
27102	3/8/2019	10660	GILLIG LLC	\$4,607.47	
27103	3/8/2019	10759	GORDON TRUCK CENTERS INC	\$1,036.34	
27104	3/8/2019	11615	INDUSTRIAL HYDRAULICS INC	\$672.39	
27105	3/8/2019	11892	J ROBERTSON AND COMPANY	\$1,137.50	
27106	3/8/2019	11943	JOANNA GRIST	\$1,750.00	
27107	3/8/2019	13324	LACEY SPRING FUN FAIR	\$500.00	
27108	3/8/2019	14590	MOHAWK MFG & SUPPLY	\$577.80	
27109	3/8/2019	14750	MULLINAX FORD	\$928.13	
27110	3/8/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$1,084.91	
27111	3/8/2019	16695	PATTISON WATER COMPANY	\$88.11	
27112	3/8/2019	16766	PEWAG TRACTION CHAIN INC.	\$10,412.35	
27113	3/8/2019	16976	PONY UP PARKING LOTS INC.	\$4,244.09	
27114	3/8/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
27115	3/8/2019	17505	RAINIER DODGE INC	\$183.61	
27116	3/8/2019	17560	RE AUTO ELECTRIC INC	\$245.12	
27117	3/8/2019	17580	RECARO NORTH AMERICA INC	\$1,690.46	
27118	3/8/2019	17900	SCHETKY NW SALES INC	\$323.41	
27119	3/8/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,557.87	
27120	3/8/2019	18470	SPORTWORKS NORTHWEST INC	\$1,313.15	
27121	3/8/2019	18530	STANDARD PARTS CORP	\$52.24	
27122	3/8/2019	18705	SUNBELT RENTALS	\$1,399.48	
27123	3/8/2019	18940	TENNANT COMPANY	\$132.42	
27124	3/8/2019	21761	THURSTON CLIMATE ACTION TEAM	\$250.00	
27125	3/8/2019	21930	TIRES INC	\$16,796.44	
27126	3/8/2019	21950	TITUS-WILL CHEVROLET	\$2,117.74	
27127	3/8/2019	21967	TOGETHER!	\$250.00	
27128	3/8/2019	22010	TOYOTA OF OLYMPIA	\$57.74	
27129	3/8/2019	24000	W W GRAINGER INC	\$140.67	
27130	3/8/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
27131	3/8/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$43.56	
27132	3/8/2019	25380	WASHINGTON GARDENS	\$315.52	
27133	3/8/2019	25858	WESTCARE CLINIC LLC PS	\$1,275.00	
27134	3/8/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$306.46	
Total:				\$155,774.23	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/15/2019

Thru Date: 3/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27135	3/15/2019	01405	ADVANCE GLASS INC	\$197.90	
27136	3/15/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$181.00	
27137	3/15/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$2,406.62	
27138	3/15/2019	01960	AMERICAN SEATING COMPANY	\$75.70	
27139	3/15/2019	02380	ARAMARK UNIFORM SERVICES	\$1,066.54	
27140	3/15/2019	02425	ARONSON SECURITY GROUP INC	\$3,186.69	
27141	3/15/2019	02580	ASSOCIATED PETROLEUM	\$906.68	
27142	3/15/2019	02825	AUTO PLUS - OLYMPIA 10364	\$137.10	
27143	3/15/2019	04100	BUENAVISTA SERVICES INC.	\$21,965.20	
27144	3/15/2019	05061	CADILLAC RANCH LLC	\$2,300.00	
27145	3/15/2019	05740	CED	\$84.13	
27146	3/15/2019	05940	CENTURYLINK COMMUNICATIONS LLC	\$2,376.42	
27147	3/15/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$41.10	
27148	3/15/2019	06365	CLOUDPWR	\$1,326.40	
27149	3/15/2019	07220	CUMMINS NORTHWEST INC	\$1,624.77	
27150	3/15/2019	08060	DON SMALL AND SONS OIL	\$3,299.23	
27151	3/15/2019	09885	FMNA LLC	\$114.60	
27152	3/15/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27153	3/15/2019	10477	GALLS LLC	\$4,776.50	
27154	3/15/2019	10580	GENE'S TOWING INC	\$152.18	
27155	3/15/2019	10605	GENFARE	\$146.13	
27156	3/15/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
27157	3/15/2019	10660	GILLIG LLC	\$6,335.19	
27158	3/15/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
27159	3/15/2019	10759	GORDON TRUCK CENTERS INC	\$925.29	
27160	3/15/2019	11905	JANEK CORPORATION	\$1,274.13	
27161	3/15/2019	11936	JMB CONTRACTING INC.	\$13,730.11	
27162	3/15/2019	13485	LEMAY MOBILE SHREDDING	\$64.90	
27163	3/15/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$1,452.00	
27164	3/15/2019	14590	MOHAWK MFG & SUPPLY	\$1,301.51	
27165	3/15/2019	14750	MULLINAX FORD	\$731.12	
27166	3/15/2019	16490	PACIFIC DISPOSAL INC	\$639.77	
27167	3/15/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$168.00	
27168	3/15/2019	16820	PIERCE COUNTY SECURITY	\$24,114.91	
27169	3/15/2019	17290	PUGET SOUND ENERGY	\$21,564.32	
27170	3/15/2019	17420	R&R TIRE COMPANY INC.	\$1,327.85	
27171	3/15/2019	17560	RE AUTO ELECTRIC INC	\$439.83	
27172	3/15/2019	17760	ROSS AND WHITE COMPANY	\$169.97	
27173	3/15/2019	17860	SAMEDAY INC.	\$1,169.60	
27174	3/15/2019	17900	SCHETKY NW SALES INC	\$806.33	
27175	3/15/2019	17959	SEA-TAC LIGHTING AND CONTROLS LLC	\$19,664.29	
27176	3/15/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$1,687.70	
27177	3/15/2019	18287	SOFTWARE ONE INC	\$3,169.71	
27178	3/15/2019	18940	TENNANT COMPANY	\$118.92	
27179	3/15/2019	21660	THERMO KING NORTHWEST	\$1,430.65	
27180	3/15/2019	21790	THURSTON COUNTY PUBLIC WORKS	\$428.90	
27181	3/15/2019	21930	TIRES INC	\$2,733.84	
27182	3/15/2019	21950	TITUS-WILL CHEVROLET	\$2,688.85	
27183	3/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
27184	3/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$86,784.38	
27185	3/15/2019	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
27186	3/15/2019	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$11,101.96	
27187	3/15/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$29,703.40	
27188	3/15/2019	23621	UPS FREIGHT	\$219.65	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/15/2019

Thru Date: 3/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27189	3/15/2019	23715	URBAN SOLAR CORPORATION	\$1,437.48	
27190	3/15/2019	24000	W W GRAINGER INC	\$120.13	
27191	3/15/2019	24750	WA ST GET PROGRAM	\$50.00	
27192	3/15/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$165.00	
27193	3/15/2019	25780	WESCRAFT TRUCK AND EQUIP	\$6,902.49	
Total:				\$296,987.07	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/22/2019

Thru Date: 3/22/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27199	3/22/2019	01895	ECOLUBE RECOVERY LLC	\$326.70	
27200	3/22/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$47.67	
27201	3/22/2019	05740	CED	\$230.48	
27202	3/22/2019	06120	CITY OF OLYMPIA UTILITIES	\$2,825.64	
27203	3/22/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$756.48	
27204	3/22/2019	07220	CUMMINS NORTHWEST INC	\$4,475.18	
27205	3/22/2019	08060	DON SMALL AND SONS OIL	\$3,896.07	
27206	3/22/2019	08607	EDNETICS INC	\$1,785.96	
27207	3/22/2019	10285	FTE NEWS MAGAZINE	\$200.00	
27208	3/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27209	3/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27210	3/22/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27211	3/22/2019	10477	GALLS LLC	\$6,053.21	
27212	3/22/2019	10580	GENE'S TOWING INC	\$95.57	
27213	3/22/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,049.62	
27214	3/22/2019	10660	GILLIG LLC	\$5,958.58	
27215	3/22/2019	10759	GORDON TRUCK CENTERS INC	\$1,011.49	
27216	3/22/2019	11230	HELM LLC	\$5,500.00	
27217	3/22/2019	11499	ICIMS INC	\$5,388.91	
27218	3/22/2019	11615	INDUSTRIAL HYDRAULICS INC	\$42.62	
27219	3/22/2019	12922	KTA-TATOR INC.	\$5,585.46	
27220	3/22/2019	13334	LACEY SOUTH SOUND CHAMBER OF COMME	\$925.00	
27221	3/22/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$746.00	
27222	3/22/2019	13661	LOOMIS	\$2,542.46	
27223	3/22/2019	14593	MOHAWK RESOURCES LTD	\$18,777.75	
27224	3/22/2019	14750	MULLINAX FORD	\$1,218.06	
27225	3/22/2019	15140	NISQUALLY TOWING SERVICE	\$657.96	
27226	3/22/2019	15535	OLYMPIA COLLISION REPAIR	\$1,151.07	
27227	3/22/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$501.12	
27228	3/22/2019	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
27229	3/22/2019	16966	POINT & PAY	\$1,527.85	
27230	3/22/2019	17505	RAINIER DODGE INC	\$131.09	
27231	3/22/2019	17560	RE AUTO ELECTRIC INC	\$267.30	
27232	3/22/2019	17860	SAMEDAY INC.	\$1,414.40	
27233	3/22/2019	17900	SCHETKY NW SALES INC	\$1,291.07	
27234	3/22/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$535.32	
27235	3/22/2019	18530	STANDARD PARTS CORP	\$266.29	
27236	3/22/2019	18940	TENNANT COMPANY	\$98.89	
27237	3/22/2019	21660	THERMO KING NORTHWEST	\$852.46	
27238	3/22/2019	21830	THURSTON COUNTY SOLID WASTE	\$1.00	
27239	3/22/2019	21930	TIRES INC	\$3,025.93	
27240	3/22/2019	21950	TITUS-WILL CHEVROLET	\$1,545.09	
27241	3/22/2019	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$128.07	
27242	3/22/2019	22325	TTL PARTNERS LLC	\$3,433.00	
27243	3/22/2019	23740	USSC ACQUISITION CORP	\$214.49	
27244	3/22/2019	26035	WILLIAM DOWNING	\$1,500.00	
Total:				\$88,981.31	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/29/2019

Thru Date: 3/29/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27245	3/29/2019	01405	ADVANCE GLASS INC	\$520.37	
27246	3/29/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,502.27	
27247	3/29/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,920.40	
27248	3/29/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$390.77	
27249	3/29/2019	02380	ARAMARK UNIFORM SERVICES	\$1,006.00	
27250	3/29/2019	02580	ASSOCIATED PETROLEUM	\$61,460.10	
27251	3/29/2019	02825	AUTO PLUS - OLYMPIA 10364	\$149.02	
27252	3/29/2019	02828	AVAIL TECHNOLOGIES INC.	\$1,470.15	
27253	3/29/2019	03250	BATTERY SYSTEMS INC	\$898.07	
27254	3/29/2019	05220	CAPITAL ELECTRIC INC	\$789.53	
27255	3/29/2019	05305	CAPITOL ALARM INC	\$303.92	
27256	3/29/2019	05940	CENTURYLINK COMMUNICATIONS LLC	\$288.46	
27257	3/29/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$212.78	
27258	3/29/2019	05962	CHEHALIS COLLISION CENTER	\$3,554.37	
27259	3/29/2019	06120	CITY OF OLYMPIA UTILITIES	\$6,259.94	
27260	3/29/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$529.84	
27261	3/29/2019	07220	CUMMINS INC	\$6,914.71	
27262	3/29/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27263	3/29/2019	10477	GALLS LLC	\$2,362.02	
27264	3/29/2019	10605	GENFARE	\$72.08	
27265	3/29/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,771.58	
27266	3/29/2019	10660	GILLIG LLC	\$6,191.28	
27267	3/29/2019	10759	GORDON TRUCK CENTERS INC	\$809.97	
27268	3/29/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$464,550.64	
27269	3/29/2019	10863	GRAYS HARBOR TRANSIT	\$433.00	
27270	3/29/2019	11702	INSPECTORATE AMERICA CORPORATION	\$2,470.58	
27271	3/29/2019	11905	JANEK CORPORATION	\$773.19	
27272	3/29/2019	11909	JAYRAY ADS & PR INC	\$1,050.00	
27273	3/29/2019	12875	KPFF CONSULTING ENGINEERS INC	\$2,395.57	
27274	3/29/2019	13793	MARTIN WAY COLLISION INC.	\$2,223.19	
27275	3/29/2019	13850	MASON TRANSIT AUTHORITY	\$316.00	
27276	3/29/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$3,904.00	
27277	3/29/2019	14381	METLIFE	\$9,163.15	
27278	3/29/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.38	
27279	3/29/2019	14590	MOHAWK MFG & SUPPLY	\$1,085.52	
27280	3/29/2019	14750	MULLINAX FORD	\$2,847.79	
27281	3/29/2019	15140	NISQUALLY TOWING SERVICE	\$270.00	
27282	3/29/2019	15255	NORTHWEST PUMP & EQUIPMENT	\$1,678.31	
27283	3/29/2019	16766	PEWAG TRACTION CHAIN INC.	\$816.11	
27284	3/29/2019	16841	PIONEER FIRE & SECURITY INC	\$231.96	
27285	3/29/2019	17391	QUALITY MUFFLER & BRAKE	\$915.66	
27286	3/29/2019	17505	RAINIER DODGE INC	\$202.33	
27287	3/29/2019	17560	RE AUTO ELECTRIC INC	\$439.83	
27288	3/29/2019	17893	SCHEDULE MASTERS	\$9,025.09	
27289	3/29/2019	17900	SCHETKY NW SALES INC	\$162.79	
27290	3/29/2019	17965	SEATTLE AUTOMOTIVE DIST.	\$724.55	
27291	3/29/2019	18044	SHELTON SCHOOL DISTRICT NO. 309	\$51.00	
27292	3/29/2019	18470	SPORTWORKS NORTHWEST INC	\$309.70	
27293	3/29/2019	18524	ST. VINCENT DEPAUL SOCIETY	\$300.00	
27294	3/29/2019	18530	STANDARD PARTS CORP	\$212.28	
27295	3/29/2019	18895	TECHNOLOGY UNLIMITED	\$1,463.56	
27296	3/29/2019	21660	THERMO KING NORTHWEST	\$2,050.48	
27297	3/29/2019	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
27298	3/29/2019	21930	TIRES INC	\$1,226.48	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 3/29/2019

Thru Date: 3/29/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27299	3/29/2019	21950	TITUS-WILL CHEVROLET	\$2,419.68	
27300	3/29/2019	23576	UNG CHAE	\$2,700.00	
27301	3/29/2019	23660	UNITED WAY OF THURSTON COUNTY	\$569.00	
27302	3/29/2019	23770	VANNER INC.	\$1,983.10	
27303	3/29/2019	24000	W W GRAINGER INC	\$165.12	
27304	3/29/2019	24750	WA ST GET PROGRAM	\$50.00	
Total:				\$635,254.67	

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
10635 GERCHAK AMANDA JOY										
00	03/28-03/29 ADV TRVL	DI	3/1/2019			80.00	80.00	80.00		80.00
11760 IT IMPREST ACCOUNT										
00	2019FEBRUARY REIM	DI	3/1/2019			1,325.51	1,325.51	1,325.51		1,405.51
11770 IT PROJECT ASSISTANCE										
00	2019FEBRUARY	DI	3/1/2019			923.00	923.00	923.00		2,328.51
11775 IT WELLNESS										
00	2019FEBRUARY	DI	3/1/2019			648.00	648.00	648.00		2,976.51
13664 LOOMIS CHRISTINA										
00	02/06/19 TRAVEL	DI	3/1/2019			38.00	38.00	38.00		3,014.51

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
10999 HANNER JASON										
00	03/28-03/29 ADV TRVL	DI	3/8/2019			80.00	80.00	80.00		80.00
12455 KARKOSKI KEVIN										
00	03/12-03/15 ADV TRVL	DI	3/8/2019			266.16	266.16	266.16		346.16
17657 REINHARDT MICHAEL										
00	02/25 TRAVEL	DI	3/8/2019			22.00	22.00	22.00		368.16
00	03/06/19 ADV TRVL	DI	3/8/2019			22.00	22.00	44.00		390.16
18048 SHAWVER RENA										
00	02/24-02/28 TRAVEL	DI	3/8/2019			277.74	277.74	277.74		667.90
18275 SNYDER WILLIAM										
00	02/25/19 TRAVEL	DI	3/8/2019			22.00	22.00	22.00		689.90
00	03/06/19 ADV TRVL	DI	3/8/2019			22.00	22.00	44.00		711.90
18738 SUTHERBY BRIAN										
00	03/06/19 ADV TRVL	DI	3/8/2019			22.00	22.00	22.00		733.90
26063 WILSON KERRI										
00	02/14-02/17 TRAVEL	DI	3/8/2019			305.10	305.10	305.10		1,039.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
03370 BERGKAMP EMILY										
00	03/28-03/29 ADV TRVL	DI	3/15/2019			80.00	80.00	80.00		80.00
07110 CRASS CAMERON										
00	03/28-03/29 ADV TRVL	DI	3/15/2019			80.00	80.00	80.00		160.00
08435 DUJMOV RICK DAVID										
00	04/07-04/12 ADV TRVL	DI	3/15/2019			380.00	380.00	380.00		540.00
11125 HARTMANN DAVE										
00	03/26-03/28 ADV TRVL	DI	3/15/2019			97.00	97.00	97.00		637.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019MARCH	DI	3/15/2019			3,201.63	3,201.63	3,201.63		3,838.63
12455 KARKOSKI KEVIN										
00	03/28-03/29 ADV TRVL	DI	3/15/2019			80.00	80.00	80.00		3,918.63
13719 MACMILLAN DANIEL										
00	03/25-03/28 ADV TRVL	DI	3/15/2019			102.00	102.00	102.00		4,020.63
00	04/03-04/04 ADV TRVL	DI	3/15/2019			132.00	132.00	234.00		4,152.63
16761 PETTIT LEROY										
00	03/26-03/28 ADV TRVL	DI	3/15/2019			97.00	97.00	97.00		4,249.63
17657 REINHARDT MICHAEL										
00	04/07-04/12 ADV TRVL	DI	3/15/2019			380.00	380.00	380.00		4,629.63
18200 SMATHERS LARRY J										
00	03/19-04/20 ADV TRVL	DI	3/15/2019			2,317.60	2,317.60	2,317.60		6,947.23
18738 SUTHERBY BRIAN										
00	03/25-03/28 ADV TRVL	DI	3/15/2019			102.00	102.00	102.00		7,049.23

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
01580 ALFONSO CHRISTOPHER										
00	04/08-04/10 ADV TRVL	DI	3/22/2019			182.00	182.00	182.00		182.00
03370 BERGKAMP EMILY										
00	02/24-02/28 TRAVEL	DI	3/22/2019			84.68	84.68	84.68		266.68
07153 CROW TOM										
00	04/08-04/10 ADV TRVL	DI	3/22/2019			182.00	182.00	182.00		448.68
11375 HOWELL GERALD										
00	03/24-03/27 ADV TRVL	DI	3/22/2019			157.00	157.00	157.00		605.68
12455 KARKOSKI KEVIN										
00	03/12-03/15 TRAVEL	DI	3/22/2019			7.25	7.25	7.25		612.93
12866 KOLEBER PAUL										
00	04/03-04/04 ADV TRVL	DI	3/22/2019			132.00	132.00	132.00		744.93
17386 QUAMME MARK S										
00	03/24-03/27 ADV TRVL	DI	3/22/2019			157.00	157.00	157.00		901.93
23714 UPSON NICOLA J										
00	02/22-02/27 TRAVEL	DI	3/22/2019			39.13	39.13	39.13		941.06
25131 WALTER KEVIN										
00	03/24-03/27 ADV TRVL	DI	3/22/2019			157.00	157.00	157.00		1,098.06

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
04160 BURKE THOMAS K										
00	03/28-03/29 ADV TRVL	DI	3/29/2019			150.76	150.76	150.76		150.76
06270 CLAUS-SHARWARK DIANA										
00	03/12-03/15 TRAVEL	DI	3/29/2019			132.50	132.50	132.50		283.26
07153 CROW TOM										
00	03/28-03/29 ADV TRVL	DI	3/29/2019			80.00	80.00	80.00		363.26
10873 GREEN CLAUDIA										
00	03/14-03/15 TRAVEL	DI	3/29/2019			185.76	185.76	185.76		549.02
11770 IT PROJECT ASSISTANCE										
00	2019MARCH	DI	3/29/2019			922.00	922.00	922.00		1,471.02
11775 IT WELLNESS										
00	2019MARCH	DI	3/29/2019			638.00	638.00	638.00		2,109.02
18072 SHOULTZ CHRISTOPHER D										
00	03/28-03/29 ADV TRVL	DI	3/29/2019			80.00	80.00	80.00		2,189.02

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel July 3rd Authority Meeting

-
- 1) **The Issue:** Cancel the July 3, 2019 Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, July 3, 2019 Authority meeting as it is the day before a National holiday.
-
- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is posted in The Olympian.
-
- 4) **Background:** Due to the Fourth of July holiday, staff recommends cancellation of the meeting. If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the July 3rd, 2019 Authority meeting.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: General Legal Services Contract Extension

1) **The Issue:** Consideration of extending the contract and adjusting the rates for general legal services through March 31, 2020, in accordance with contract terms.

2) **Recommended Action:** Authorize the General Manager to amend legal services rates and extend the legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2020.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. Although it is not likely this term will exceed that amount, legal counsel serves the Authority and as such, the Authority should extend the contract.

4) **Background:** 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.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to amend legal services rates and extend the legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich through March 31, 2020.
 - B. Defer action. A decision to delay may impact our ability to utilize legal counsel.
-
- 6) **Budget Notes:** The 2019 budget for general legal services is \$38,000. Historically, Transit spends approximately \$17,300 per year on average for legal services.
-
- 7) **Goal Reference:** Through the provision of services, Intercity Transit's general legal counsel supports the fulfillment of all of the agency's goals.
-
- 8) **References:** Proposed rate and personnel adjustment and for contract term of April 1, 2019 through March 31, 2020.
-

Fully loaded Hourly Rates:

Primary Legal Representative:	Title/Position:	Billable Hourly Rate:	Minimum Billable Hours:*
Julie Carignan	Associate	\$200	.1 hour
W. Dale Kamerrer	Partner	\$225-\$235	.1 hour
Jeffrey Myers	Partner	\$225-\$200	.1 hour
Elizabeth McIntyre	Partner	\$225-\$235	.1 hour
Don Daniel	Partner	\$235	.1 hour

Support Personnel:	Title/Position:	Billable Hourly Rate:	Minimum Billable Hours:*
Tod Monroe	Paralegal	\$95	.1 hour
Lisa Gates	Paralegal	\$65	.1 hour
Blake Myers	Paralegal	\$55	.1 hour

*Minimum number of hours each Representative will bill for any amount of work performed.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Dial-A-Lift Vehicle Purchase

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

2) **Recommended Actions:** 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.

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

4) **Background:** 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.

5) Alternatives:

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

6) Budget Notes: The estimated cost to purchase seven (7) new gasoline Aerotech Light Duty Ford (E-450) Cutaway Dial-A-Lift Vehicles, with a propane prep package, is \$881,779. In the event that Intercity Transit seeks to convert these vehicles to propane in the future, a price evaluation for the conversation will be completed at that time. There is no sales tax on Dial-A-Lift Vehicles

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

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Marketing and Communication Services Contract Amendment

1) **The Issue:** Consideration of an amendment to the marketing and communication services contract with JayRay Ads & PR, Inc. (JayRay) to authorize additional contract authority.

2) **Recommended Action:** 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.

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

4) **Background:** 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.

5) **Alternatives:**

- A. 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.
- B. Defer action. This alternative would limit supplemental marketing and communications services and negatively affect project timelines.

6) **Budget Notes:** The not-to-exceed contract amendment amount of \$175,000 falls within Intercity Transit's 2019 Marketing and Communications budget and planned expenditures. Intercity Transit will finalize actual costs with JayRay on a project-by-project basis, ensuring that project costs do not exceed the total not-to-exceed contract amount.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Olympia Transit Center Construction Update

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-E
MEETING DATE: April 3, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-58338

SUBJECT: Transit Advertising Discussion

-
- 1) **The Issue:** Share information and gather requests for information regarding transit advertising in preparation for the April 19 Authority Planning Session.
-
- 2) **Recommended Action:** No action is required at this time.
-
- 3) **Policy:** Whether or not to allow advertising on Intercity Transit vehicles is at the discretion of the Authority.
-
- 4) **Background:** The Authority traditionally conducts a day-long planning session annually to review issues and talk about strategic goals. The Authority currently has two, day-long planning sessions scheduled for 2019 and is considering a third session this year in the fall. One of the topics suggested for discussion was our transit advertising contract, which comes up for renewal in May. The Authority and staff have received complaints from the public regarding content, window coverage and why transit chooses to advertise on their vehicles when other tax supported vehicles, such as police, fire and public works, do not. Members of the Authority have questioned our branding strategy, and the public's ability to identify an Intercity Transit bus when they are fully wrapped in advertisements. In addition, numerous "freedom of speech" lawsuits filed against transit properties who have chosen to deny ad placements, have cost agencies both monetarily and perhaps in terms of public sentiment. Intercity Transit is expecting a fleet of 8 replacement buses, with our new paint scheme, spring 2019 and expects the delivery of 16 more vehicles, winter 2019.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** Intercity Transit received \$435,043.45 in 2018 from advertising dollars.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal #6:** *“Encourage use of our services.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*

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

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, April 5, 2019

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

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – March 1, 2019
- b. Approval of Vouchers – March 2019
- c. Approval of Federal Funds Reprogramming and STIP Amendment

Olympia Housing Plan

PRESENTATION

City of Olympia staff, Stacey Ray, will present an overview of Olympia's Homeless Response Plan. This is an informational presentation only, which was recommended to the Council by TRPC staff who heard it in February.

Coordinated Transportation Plan

1st REVIEW

The Council will review the update to the Human Services Transportation Plan with adoption scheduled for May 2019.

Indirect Cost Proposal

1st REVIEW

Each year TRPC staff develop an Indirect Cost Rate Plan (ICRP). The purpose of the ICRP is to establish the Agency's indirect cost rate in order to receive reimbursement of organizational operational (indirect) costs such as rent or agency administration. Staff will present the draft 2019 ICRP for Council approval.

SFY Unified Planning Work Program (UPWP)

1st REVIEW

Staff will review the draft State Fiscal Year 2020 Unified Planning Work Program (UPWP). The UPWP is a document TRPC produces annually in order to receive federal transportation planning funding. State and federal partners will review the UPWP in April, prior to Council adopting the UPWP in May.

Regional Transportation Plan Kickoff

DISCUSSION

Staff will provide an overview of the upcoming Regional Transportation Plan (RTP) update.

Council Retreat

DISCUSSION

The biennial Council retreat is scheduled for July 12 at Nisqually's Red Wind Casino. The retreat planning committee has met and Andrea Ramage of Somersault Consulting is under contract to facilitate the retreat. This agenda item is to solicit any early Council input on retreat topics and agenda.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
March 18, 2019

CALL TO ORDER

Chair Pierce called the March 18, 2019, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Linda Vail; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Billie Clark; Victor VanderDoes; Joan O'Connell; Vice-Chair Justin Belk; Tim Horton; Michael Van Gelder; Scott Paris; Jason Bonauto; Sreeranjini Surendran; and Jonah Cummings.

Absent: Carla Dawson; Peter Diedrick; Walter Smit and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Kevin Karkoski; Steve Krueger; Rob LaFontaine; Brian Nagel and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Pierce introduced Authority member, RYAN WARNER, as the representative attending the meeting.

MEETING ATTENDANCE

- A. March 20, 2019, Work Session - Jonah Cummings (meeting cancelled)
- B. April 3, 2019, Regular Meeting - Denise Clark
- C. April 17, 2019, Work Session - Walter Smit

APPROVAL OF MINUTES

It was M/S/A by O'CONNELL and BURT to approve the minutes of the January 14, 2019 meeting.

- A. **DAL, TRAVEL TRAINING & BUS BUDDY UPDATE** - *(Kevin Karkoski)* Karkoski introduced himself as manager of IT's Dial-A-Lift (DAL) program. He oversees the Travel Training and Bus Buddy programs as well. IT has been serving the community for 38 years with 21 fixed routes and complimentary DAL service. The Americans with Disabilities Act (ADA) passed in 1990 is a Civil Rights act. Before that time you may not have seen as many disabled people because they weren't able to get out as easily. The legislation outlined Civil Rights protections for 54 million Americans with disabilities. This also provided a federal unfunded mandate to transit agencies to provide complimentary paratransit service with accessibility to all facilities and vehicles. DAL provides service complimentary to fixed route extending out $\frac{3}{4}$ of a mile from the fixed route service. DAL serves the entire core area of Lacey, Tumwater, Olympia and Yelm. It also goes out a mile and half out past Centennial

Station. All vehicles have ramps and kneel for ease of boarding. All ramps can be deployed manually. All buses have voice and text announcements for stops and AVA announces all upcoming stops. The agency continues to improve bus stops to make them ADA compliant to include shelters. All operators are PASS certified. This stands for Passenger Service and Safety certified and is the standard for excellent customer service.

Transportation and the aging population means DAL usage numbers increase by approximately 3% - 4% each year. All the 'baby boomers' are becoming clients. DAL service will continue to increase in numbers of qualified clients and the number of rides each year. Each day 10,000 people are turning 65 and of those 1/3 has a disability. Most people will outlive their ability to driver by 7 to 10 years. This is when fixed route and DAL come into play as people begin to seek out transportation options. Many are unfamiliar with public transportation and some are afraid of it and that's where travel training comes into play.

The agency has two travel trainers who help clients on request and also receive referrals from a variety of sources. Some are from schools for student transitions. They offer individualized training from origin to destination. They teach people how to plan a trip, ride the bus, and every aspect of bus travel in between. They incorporate the use of technology like OneBusAway, and reading a transit guide. The travel trainers will ride with folks as long as it takes for them to get comfortable. Karkoski shared a video of a client who now enjoys the freedom that riding fixed route provides instead of DAL.

Bonauto – asked if these services are available at other agencies.

Karkoski – indicated just about every agency has some form of paratransit. It is a federal mandate. It is not federally funded but agencies are required to provide it.

Vail – added that she was told people can bring their new mobility devices to IT and learn how to safely board different vehicles.

Karkoski – responded staff will practice with users until they feel comfortable.

Bonauto – asked if the agency advertises these services.

Karkoski – stated the information is available on the agency website, and through outreach in the community. They don't advertise DAL service.

Freeman-Manzanares – indicated information is provided to social service agencies and to assisted living facilities. DAL is an expensive to provide. To make taxpayer dollars go further, staff help clients use fixed route if they are able. This also enhances the independence of DAL users. Rather than making appointments in advance, they can ride scheduled fixed route.

Karkoski indicated the Bus Buddy program is a partnership with Catholic Community Services. Marilyn is a Bus Buddy. Scott Schoengarth coordinates the volunteers and spends two days a week at IT. The program works well for folks who still need a bit of help once they have completed travel training. It helps people expand their ability to use transportation around the region. The program is always recruiting volunteers. Program volunteers are provided a free bus pass if they volunteer 6 hours each month. Volunteers go to the senior centers to get the word out about the program and they do outreach in conjunction with travel

training. They will also ride with people as long as they need. One volunteer goes to Winco once a month with a client.

Karkoski shared that DAL is an ADA mandate for those whose disability prevents them from using fixed route. Clients must qualify and be certified for the service. There is an application process and applicant's health care providers must complete a portion. The majority of applicants get certified and then must recertify every three years. This ensures the DAL database has current information. There is no permanent certification. DAL is a shared ride service. Rides are booked based on location to make the service as cost effective as possible and provide as many rides as possible. To be eligible riders will be unable to board without assistance, or encounter some barriers that prevent them from traveling to the stop near home. There are three categories of approval, unconditional, conditional and temporary. Some people only need DAL during the night at times of low visibility, and some are temporary based on an injury or operation. Last year DAL served 3,589 clients, made 1,407 eligibility decisions, completed 34 functional assessments and 455 re-certifications. The majority of people who apply are certified. Travel Trainers complete the functional assessments at the Capitol Campus. In 2018 DAL provided 187,425 trips which is a 10% increase over 2017. On time performance was at 97%. The DAL dispatchers fielded 89,337 phone calls which was a 4% increase over the previous year. A 2016 survey showed a 95% customer satisfaction rating. It is amazing how much clients appreciate DAL service. They get several cards for Christmas and one rider sends a thank you note each time she rides. Making people's lives better is a privilege and they take it very seriously. One of the things Ann spoke about regarding the reason for travel training was to divert DAL trips to fixed route service. The cost of a DAL ride is approximately \$50 and for fixed route it is \$6. Last year this equaled a cost savings of \$28,600. Some use a combination of fixed route and DAL for their rides. Using fixed route provides more flexibility. They don't have to book rides or cancel them.

Karkoski answered questions.

Belk - inquired about how staff combines trips.

Karkoski - indicated they use RouteMatch software that helps combine trips and assign them to a vehicle. Sometimes it doesn't look logical and staff has to know the area. There are 9 dispatch specialists and one is the master scheduler who will go through the schedule and make sure rides make sense and will attempt to make it more efficient if possible. There are cancellations each day that give a bit more flexibility.

Van Gelder - remarked that IT should congratulate itself because they became fully accessible in 1981 based on the Rehabilitation Act of 1974. They were the second agency in the state to do so.

VanderDoes - added that his daughter used to take six DAL trips per week and now rides fixed route for all of them. He also shared that he saw a DAL driver at the mall on Friday who was arm in arm with a client moving very slowly. The drivers are very special, caring people who provide incredible customer service.

Karkoski - thanked VanderDoes for the kudos and indicated IT hires those with good customer service skills and they take it very personally to provide good service.

Scott - shared that VanderDoes' daughter is also a bus buddy.

Burt – asked if DAL riders can use bus passes.

Karkoski- indicated DAL riders can use a regional reduced fare card for monthly and yearly passes, otherwise the daily fair is \$2.50.

O'Connell – inquired about funding for DAL.

Freeman-Manzanares – indicated the state provides a small amount of special needs funding through WSDOT.

Bonauto – added that it sounds like the service takes folks to dialysis, and other medical appointments and it seems like there could be a real strong argument for avoiding health care costs like visits to ER or whatever else it might be. The service could be expanded if it were funded. The federal government provides medical transportation dollars.

Karkoski – indicated that farebox collection doesn't compare to the cost of the service.

Freeman-Manzanares – added that brokers receive federal transportation dollars for medical rides then turn-around and book the ride with us. IT get the regular, or more typically the reduced fare for the trip. The lobbying for those brokering types of services is really strong and public transit has been left out of that funding equation. It would be a big lift but it is worthy of further exploration.

B. PROCUREMENT 2019 WORK PLAN (*Steve Krueger*) Krueger introduced himself and indicated he would provide an update of the 2019 Procurement Projects including:

- Pattison Base – Stantec's niche is to develop maintenance facilities for transit organizations and they competitively won the update to the Pattison Master Plan. It's a difficult project because there isn't enough room on the property and there is limited funding. There are federal requirements along with those from Olympia.
- CAD/AVL system upgrade – this is used to track buses and DAL and it is outdated. There are many solution providers and the agency needs a consultant to sort through considerations. Staff is currently evaluating bids and will make award soon.
- Exterior painting – includes LTC and OTC and is complicated because paint is peeling off the steel. The agency hired a consultant who worked on the Golden Gate Bridge who provided specs for the solicitation. Staff is evaluating bids and will make award soon.
- Generator at OTC – the facility needs a generator in the event of an emergency and they are expensive to maintain. Staff worked with the Port of Olympia who offered to deliver a portable generator upon request. Staff is working on an interagency agreement.
- General Legal Services – are up for renewal and staff is evaluating if they are performing and pricing is good and will most likely renew.
- Marketing and Communications – provides consulting work for promotional and graphic design services.

Intercity Transit Community Advisory Committee

March 18, 2019

Page 5 of 12

- Video Production Services – is also up for renewal.
- Replacing two Operations Supervisor's.
- Replacing a facility truck.
- Fall protection – batteries for the hybrid coaches are on the roof so technicians have to climb and this provides the necessary safety equipment.
- Motor coach tire machine – was at the end of life on contract and a new one was installed last week.
- Buying 63 coaches – these purchases are staged between 2019 – 2021. They are coming from Gillig on the state contract. The first delivery will happen this spring.
- 20 vanpools – these are scheduled to arrive in April.
- Website upgrade – in 2016 the website moved from SharePoint into Drupal. There is potential for a lot more features and functionality. The solicitation for a consultant will be released this week.
- WSDOT Interagency Agreement – hosting servers is up for renewal.
- Propane Tanks – project to include the design and install on site. The new DAL vehicles are propane and are currently filled offsite at Ferrell gas. Filling here will allow the agency to get a better price from the state contract and save time.
- Security Guard Services – stakeholder work and may rebid the contract.
- Vehicle Advertising – currently with Lamar who competitively sells advertising on the buses. The agency makes about \$400k – \$500k but it is not without its controversy. The Authority will take this issue up soon and will determine what that looks like going forward.
- Landscape Services – re-soliciting based on a new RCW that dramatically changed the amount of prevailing wages for the service to \$65 an hour.

Bonauto – inquired about the amount of services being contracted out and that it does not benefit the worker and asked where this discussion occurs.

Krueger – indicated staff does the comparison. The Authority recently indicated it was important to them that the security guard services provide a livable wage. Staff will need to determine how to ask the suppliers to pay their employees livable wages. This is a stewardship question. (The prevailing wage has since be reduced.)

- Parking Lot Sweeping – the agency hasn't had a contract in place and it will be a low dollar agreement to test the market and see if they can get better services.

Intercity Transit Community Advisory Committee

March 18, 2019

Page 6 of 12

- Bus Shelters – every year the agency purchases 13 – 14 and the current contract runs through May 2020.
- Pattison Base Traffic Signal – this will be done based on the Development Agreement with the City of Olympia for a traffic signal at Pattison/Martin Way. Permits have been issued an award has been made. Work should begin in April and be completed in June/July.
- Grants Writing Services – will be renewed.
- GovDelivery Contract - up for renewal and it provides automatic updates to people electronically.
- State Advocacy and Federal Advocacy Services – are both up for renewal and help the agency obtain grants and with different legislative efforts.
- Printing and Delivery of Transit Passes – is up for renewal.
- On Call Consulting Services – is a small works roster for each engineering discipline.
- Bus Shelter Solar Lighting – is up for renewal and IT developed the contract leveraging collective buying power for other agencies.
- Contract for Supervisor/Operator uniforms – will be rebid.
- Elevator contract – is up for renewal.
- Vehicle wraps and graphics – is up for renewal.
- Janitorial services contract – is up for renewal and is in its second year. There has been some problems but staff has been working with them and will decide whether or not to test the market.
- Conduent – ACS Maintenance Agreement – CAD/AVL will most likely be renewed.
- Alternative Fare Study – underway with a consultant firm.
- OTC Expansion – foundation poured and nearly a full skeleton up a week later. It is on track for completion by November 7, 2019.
- OTC Furniture/Equipment, Access Control, Video Surveillance – to be purchased for new facility.
- Communications Site Lease at Capital Peak – to be renewed.
- Security Camera Consultant – develop standard security camera design throughout the enterprise.
- Transit Guide Printing – is up for renewal.

- Traffic Engineering Services – supporting TSP and other projects as needed.
- 7 new DAL Vans – will be ordered.
- Triennial Review – the federal government audits all work at the agency. It takes a lot of resources and will occur in the 4th quarter.

Krueger added that he feels fortunate to work with such a great management team. He also has a great procurement team and loves working for this organization.

Krueger answered questions.

Surendran – inquired about the factors considered for the bus advertising.

Krueger – indicated the contractor is responsible for deciding the content of the advertisements. There is a list of prohibitions and it includes anything that would impede the mission and vision of the organization. Sometimes they will ask for the agency's feedback because it can be controversial. People do associate what is on the buses with IT.

Belk – asked how the agency manages 20" of snow falling.

Krueger – responded that snow makes operating services tough. Last year the agency purchased Instachains that could be deployed when needed. The agency has small snow plow attachments but we don't provide service on city streets.

Freeman-Manzanares – because of the amount of snow, staff hired outside assistance to clear the bus yard and park and ride facilities. This was the first time the agency used the Instachains and found out that they didn't work well in more than 5" of snow. One of the hardest, from a time, expense and operational perspective, is the decision on whether or not to chain up vehicles. The instachains will allow us the ability to operate in up to 5" then cycle buses through to chain up if necessary. Road conditions are so very different on the freeway, major and secondary roads. Staff learned a tremendous amount on the instachains from other agencies who deal with these conditions more frequently than IT does.

Cummings – asked if the agency plans to integrate more with Google Maps for the new website.

Krueger – indicated the scope is broad and staff is figuring out what the agency needs are so that might involve use of Google maps.

Freeman-Manzanares – asked members if they would share their thoughts on advertising on the buses.

Pierce – asked what percentage of the overall budget the advertising brings in.

Freeman-Manzanares – indicated less than a percent.

Cummings – indicated that he doesn't like the wraps that cover the windows.

Euler – added that she feels it is important politically to maintain as many various revenue sources as possible. Even though it might be small it is important to say the agency is doing everything they can to make money.

Burt – inquired what the lawsuits over the years have looked like – speaking to risk.

Freeman-Manzanares – indicated frequently the lawsuits involves a system excluding advertisements.

Surendran – asked how much of the advertising is political versus commercial.

Freeman-Manzanares – shared that in terms of political candidates, the numbers are relatively small. There is some issue advertisements that are supported by non-profits. The challenge is to remain non-judgemental.

Bonauto – asked if the agency receives complaints.

Freeman-Manzanares – shared that yes, the agency does receive some complaints. There have been individuals that wonder why we advertise anything as a tax supported service. Police, fire, public works and other municipal vehicles do not have advertising. They wonder why we would have advertisements on our vehicles when there is too great a risk of offending someone. We have received complaints about pro-life and pro-choice advertisements, statements about unions, advertisements encouraging people to stop smoking, about buses that look like casino buses rather than Intercity Transit buses and about ads covering the windows. Advertising deals with freedom of speech issues and saying no to an advertiser has landed transit systems in trouble with lengthy and expensive lawsuits. We are asking the question for those residents who have complained and in light of the fact that we are rebranding our buses with a new paint scheme.

Van Gelder – He agrees with Ursula regarding the duty to pursue every revenue source.

Belk – shared that agencies are a magnet for criticism. Everyone has an opinion and chances are good we will offend someone. Possibly Lamar would consider adding their phone number to call if someone doesn't like the advertising.

Pierce – indicated she likes the panel advertising on the sides of the bus but not the wraps. She doesn't like the wraps blocking the windows and would prefer the new buses didn't have them at all

Horton – added that he thinks the wraps look cool.

Bonauto – suggested offering wraps that didn't cover the entire bus.

Freeman-Manzanares – added that there are different wrap classifications and we offer a small number of vehicles for full and partial wraps. All the wrap cover the windows. The more area offered for advertising the more money we make.

C. **MARCH SERVICE CHANGE UPDATE** - (*Rob LaFontaine*) LaFontaine indicated he would be sharing information on the March 24 service change. As a review the agency has completed the IT Road Trip, which led to a successful Prop 1 with all the excitement and hard work that it was. The day after the election the Authority met and adopted the Long Range Plan. This leads the agency to the implementation of the Long Range Plan. The document catalogs the major concepts and leaves details to be determined. The plans include expanding frequency, night owl service, BRT, and innovative service zones. How those details will come together will be determined by the available resources. The timeline in the plan provides major elements over the next 6-8 years. Some are infrastructure intensive and require not only new operators but new buses. Buying buses is a marathon not a sprint. Before significant enhancements like higher frequency and greater span can be implemented the agency will need new buses to do that. The agency has two public service changes per year and they are regionally accepted. This year they are March 24 and September 22. The agency is connecting and coordinating services regionally and doing so collectively will have the least impact on service delivery.

LaFontaine indicated the changes with the March 24 service change are more enhancements than change, including increasing Sunday service by 63%. It is essentially a replica of the Saturday schedule. Routes 45, 48 and route 49 will be discontinued they are Sunday only routes. Route 67 will be added to the Sunday party. DAL is impacted and will run additional service complimentary to fixed route. On weekdays there is added early morning trips to the transit center that arrive during the 6:00 am hour to improve connections. Likewise routes 13 and 62 in the evening will maintain higher frequency. Route 62 also has added trips to Saturday/Sunday. There is one minor route change on route 45 which will leave out Kenyon instead of Red Robin. It will provide service along Harrison and Cooper Point Road by Safeway adding 4 stops. The expanded service totals an additional 15,000 service hour increase when annualized is about a 7% increase.

Bonauto - inquired about what metrics the agency evaluates to determine whether or not what they're doing is having its intended purpose.

LaFontaine - indicated the quantitative metrics are ridership, boarding and alighting. Also the qualitative feedback from operators on what's working and what they are hearing from passengers, feedback from CAC, the Authority, and the customer comment module on the website. The agency measures what it can and listens. This factors in to the decision making process.

Surendran - asked if there was any chance of routes changing back like route 68 used to go straight downtown and a lot of people her age complain about that.

LaFontaine - added that routes can and do change but he would say they are not inclined to change it back. This now provides direct access across south Lacey and Olympia straight into SPSCC. Routes 13 and 68 connect through Tumwater Square into downtown.

Freeman-Manzanares - added that there's another way to get downtown on route 13. It's a great question about balancing things.

LaFontaine reviewed a graph identifying the increase in service. He continued with the 'And Beyond' prospects for September 2019 and March/September 2020 concepts looking at

modest increases for span and frequency in September because they won't have the buses. There is a state RMG grant pending right now that is sitting in the hands of the legislature and staff feels pretty comfortable if funded would provide the operating funds as well as capital funds for BRT Light. This includes Capital Mall Station to the Martin Way Station weekdays 15 minute frequency during the peak hours for faster service through the corridor. Moving into 2020 as expansion buses arrive the agency can look at increased frequency and also talk about a new route into the NE Lacey area. Expanded routes for Yelm will probably wait for the Yelm Loop project to be completed. Funding, delivery of buses, hiring and training operators, as well as support from the jurisdictions we work with can impact all of this.

LaFontaine answered questions.

Bonauto – asked if these changes can be announced on the buses.

LaFontaine – thanked Bonauto for the suggestion indicating they always struggle to make sure everything is covered. They can definitely make an announcement.

Freeman-Manzanares – indicated they have had AVA do it before.

CONSUMER ISSUES

- Cummings – remarked that drivers have been focused on customer service and it seems to be working on social media. He experienced some stop and go jerking with one of the new drivers. He added that OneBusAway struggled to keep up with detours and when he called customer service they didn't know where the bus was either. He commended drivers for keeping the air circulation system working really well.
- VanderDoes – asked if IT was doing anything about the homeless encampments near the OTC.
Freeman-Manzanares – one of the encampments has been cleared and the remaining encampment is managed by the city. The agency has added one additional full time supervisor on site and hired an additional security guards as the public and staff have expressed concerns about their safety.
- Surendran – indicated some of her peers have complained about people smoking in front of the Safeway bus stop.
- Bonauto – indicated he has been sharing with people that he is on the CAC inquiring why they don't ride the bus and the most common answer is there is no direct route. He was curious about the type of planning that might be involved in something like that for state employees.
- Freeman-Manzanares – responded that staff could present to the group on the principles of planning. That might help answer those questions.
- Lewis – shared kudos for the driver who brought her to the January meeting. She left her purse on the DAL van and the driver picked it up and kept it in a safe place until she picked Marie up from the meeting. She was so thankful and grateful.

REPORTS

- **February 6, 2019, Regular Meeting** – Marilyn Scott indicated they received the same presentations at this meeting and also met the newest class of 17 drivers.

- **March 6, 2019, Regular Meeting** – Peter Diedrick dropped off a written update since he was going to miss the meeting.

General Manager's Report – Freeman-Manzanares provided the General Manager's report:

- Special thanks to everyone who got the agency through the snowmageddon.
- Special shout out to Emily her first snow event as Director of Operations and she rocked it. This is the first time in her memory that service ended early and started late. It was a good decision for the safety of our staff and the public. Deciding to go fare free helped take the sting from all the weather related delays.
- The new GovDelivery notification system has proven itself. Over the snow event the agency gained over 500 new subscribers and are now at about 2,000. JW Foster, Mayor of Yelm heard that service was ending early and went out to every bus stop in Yelm to make sure that no one was left behind. He got the message from gov.delivery, as did our passengers as he found no-one stranded. There was also a great story on King 5 News about IT Snow Heroes getting individuals to dialysis.
- The agency has welcomed two new classes of operators since the beginning of the year. One graduated and is out on the road and there are 16 in class now. It is a lot of strain on agency resources to maintain service and teach two big classes, but they are doing an amazing job. It is really fun to meet all those folks who are so excited to be at IT. Fortunately for us it hasn't been hard to attract qualified people.
- Working with the city of Olympia to get something official about utilizing the street space around the OTC. Looking at utilizing State Street for BRT. Not pulling into the OTC would save time. IT and city staff are looking at space on 4th between Capitol and Washington for the return BRT trip.
- State auditors will be in the office on April Fool's day for the NTD audit which is done every 10 years for populations under 200k. The agency is at about 185k now so it won't be much longer until it becomes an annual requirement.
- House Transportation budget is anticipated to be released Monday or Wednesday of next week the agency is hoping for \$750k in operational dollars for the DASH service for the full biennium. Also hoping for funding for BRT on the Martin Way corridor, vanpool promotion, RMG for the Pattison Expansion, and I-5 express service. The agency asked for \$5M for Pattison expansion and may have to go back to the drawing board on that one.
- Saturday DASH service starts on April 6.
- Walk N Roll Open House is April 4 and they are looking at the ability to expand their program into high school students.
- Today was International Transit Driver Appreciation Day. The agency is grateful for the work of the driver's and everyone who supports them.

NEXT MEETING: April 15, 2019.

ADJOURNMENT

It was M/S/A by VAN GELDER and BURT to adjourn the meeting at 7:50 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2019\CAC Minutes 20190318.docx

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