

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

CALL TO ORDER

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

- 2) **RECOGNITION AND CELEBRATION** **20 min.**
 - A. **International Roadeo Winners**

- 3) **INTRODUCTIONS** **15 min.**
 - A. **Coach Technicians: Sean Malay and Cody Markowitz; Auto Technicians: Robert Coffman, Tyler Conrads, Steve Owsley and Jeffrey Lorenzo; Facilities Specialist: Michael Fuller, Michael Daves and Frank Sachs III** *(Paul Koleber)*

- 4) **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.

- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** May 1, 2019, Regular Meeting; May 15, 2019, Regular Meeting.

 - B. **Payroll - May 2019:** \$3,647,653.44

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

- 6) **NEW BUSINESS**
 - A. **2020-2023 TIP Adoption** *(Jessica Gould)* **5 min.**
 - B. **OTC Construction Update** *(Steve Krueger)* **10 min.**
 - C. **2019 Community Advisory Committee Recruitment** **10 min.**
(Ann Freeman-Manzanares)
 - D. **ITA Citizen Representative Recruitment** **10 min.**
(Ann Freeman-Manzanares)

- 7) **COMMITTEE REPORTS**
 - A. **Community Advisory Committee** *(Carla Dawson)* **3 min.**

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 1, 2019

CALL TO ORDER

Vice Chair Warner called the May 1, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Vice Chair and Citizen Representative Ryan Warner; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Renata Rollins (Alternate); Citizen Representative Karen Messmer; Citizen Representative Don Melnick and Labor Representative Debbie Solomon (Alternate).

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

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Katie Cunningham; Steve Krueger; Pat Messmer; Rena Shawver; Heather Stafford-Smith; Brian Nagel; Suzanne Coit; Jessica Gould.

Others Present: Community Advisory Committee Member, Sue Pierce; and Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- A. **Jason Aguero, IS Manager** (*Heather Stafford-Smith*)
- B. **Monty Davis, Diesel Technician** (*Paul Koleber*)
- C. **Jason Wolfe, Scheduling Coordinator** (*Emily Bergkamp*)

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

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A. Approval of Minutes: April 3, 2019, Regular Meeting; April 17, 2019, Regular Meeting.

B. Payroll - April 2019: \$2,669,030.52

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

NEW BUSINESS

A. Transit Center Security Services Contract. Procurement Coordinator, Katie Cunningham, presented for consideration a contract award to Pacific Security for Transit Center Security Services.

Intercity Transit's current Transit Center Security Services contract will reach its maximum term and expire on May 31, 2019. In order to establish a new contract, Intercity Transit released a Request for Proposals (RFP) for Transit Center Security Services on March 15, 2019. The RFP specified daily unarmed Security Guard Services at the Lacey and Olympia Transit Centers, and closed holiday patrols at the Administration & Maintenance Facility. Service levels will also be increased as compared to the previous contract. Two (2) security guards at the OTC and one (1) security guard at the LTC will be required as follows:

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

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

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During the solicitation process staff addresses the question of guard pay and benefits. Pacific Security confirmed their guard hourly rate paid in the Olympia area is between \$14.50 and \$17.50 per hour and the labor ratio is approximately 72%. They also offer medical/dental benefits.

The initial term of this contract is for 19 months from June 1, 2019, through December 31, 2020. The cost for this initial 19-month term will be \$586,700 and subsequent renewals are anticipated to be from January through December each year. The estimated annual cost at the current service schedule and rates is \$370,548.

It was M/S/A by Citizen Representative Messmer and Councilmember Rollins to authorize the General Manager to enter into a 19-month contract, with four one-year renewal options, with Pacific Security to provide Transit Center Security Services in an amount not-to-exceed \$586,700 for the initial term.

- B. Olympia Transit Center Perforated Panel Design.** Steve Krueger, Procurement Manager, introduced Tim Richey, Architect from SRG Partnership (SRG) who shared his efforts and thought process in developing a perforated panel design for the new Olympia Transit Center (OTC) facility.

The new OTC facility has been designed to complement the character of the existing facility. SRG was tasked with incorporating an artistic element that connects the new facility with the rainforest theme reflected at the existing building. Use of perforated metal panels were chosen to serve as a medium and two rivers in the Olympic Rainforest were chosen as the inspiration. Members expressed their appreciation for the proposed perforated metal panels.

- A. 2020-2025 Strategic Plan Policy Positions.** Freeman-Manzanares reviewed the policy issues for the 2020-2025 Strategic Plan. She said this is the Authority's opportunity to add or subtract policy statements in the strategic plan. She reminded the Authority these are the basis for the 2020 budget.

- 1. Should Intercity Transit maintain service levels in 2020 or consider new or expanded local transit services needed to serve the growing population?**

2019: Service to remain status quo. Direction regarding future service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Proceed with the implementation of the Long Range Service Plan and the implementation of expanded services. as outlined in Intercity Transit Proposition 1.

The Authority recommend removing the reference to the Intercity Transit Proposition 1 because the Long Range Service plan does address that.

2. What is Intercity Transit's role in providing regional mobility?

2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Proceed with the implementation of the Long Range Service Plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~ Continue to utilize grant funds to deliver service between Thurston and Pierce Counties and seek a return of Pierce Transit as a funding partner for inter-county services. Focus on I-5 passenger through-put, as opposed to car through-put and advocate priority movement for transit.

The Authority believes it's important to encourage Pierce Transit to partner with Intercity Transit to help provide funding for service between Pierce and Thurston counties.

3. What role should Intercity Transit play in serving the core areas of Olympia, Lacey, and Tumwater areas?

2019: Direction regarding service levels is directly related to the outcomes of the Long Range Plan and Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Proceed with the implementation of the Long Range Service Plan. Identify span of service, frequency in 2020 and beyond that according to the long range plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~

Authority direction is to re-evaluate performance standards and discuss trade-offs such as performance and coverage. The ITA has focused on customer service removed ridership some time ago. How do we define what is "successful service" for our community. How do we define where the budget dollars should go? Freeman-Manzanares suggested providing a "Planning 101" session for the Authority that could address these issues at a future meeting.

4. Is there a role for local express service in the current service area?

2019: Direction regarding service levels and the implementation of new service is directly related to the outcomes of Intercity Transit Proposition 1 on the November 2018 ballot.

2020: Proceed with the implementation of the Long Range Service Plan. ~~and the implementation of expanded services as outlined in Intercity Transit Proposition 1.~~ Grant

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funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project. ~~identified in Proposition 1 with a projected implementation date of 2026.~~ Pursue BRT federal funding process.

Messmer is concerned whether Intercity Transit can achieve faster service without all of the many elements of real bus rapid transit such as dedicated lanes. If the community is interested in successfully moving quickly across the community, the jurisdictions should start thinking about how to move transit more quickly. Freeman-Manzanares shared it was her understanding that they federal funding process for BRT could take as much as 8 to 10 years.

Messmer suggested calling the service something else like “express” which means fewer stops. BRT is known for a whole different look and feel with a dedicated lane. Let’s be careful to not over promise.

Warner said his biggest challenge with the BRT is traveling down Martin Way, and running into a lot of congestion, and as congestion grows over time, the route this vehicle is on is going to be in more congestion.

Messmer said this is where the long term speed of transit has to come out in the results of the study. We need to dedicate lanes for the speed. If that doesn’t come out in the study, from her perspective, Intercity Transit is stuck unless there is another route or some other type of advantage for transit.

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

2019: Implement a pilot signal preemption project.

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

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

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

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

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

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

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

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

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

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

The section about upgrading our website should be separated out and belongs in a place about communication to the public. Have a different goal system for the website. Make this a placeholder for a future conversation.

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

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

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

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

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

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

The Authority agreed to continue discussion on the remaining items 11 through 20 at the meeting on May 15, 2019.

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GENERAL MANAGER'S REPORT

Freeman-Manzanares reminded the Authority about the walk-through of the new Olympia Transit Center building at 4 p.m. on May 8.

The state transportation budget was released and Intercity Transit will receive funding for six Dial-A-Lift vehicles. There are also special needs operating dollars: \$3.9M for the Pattison Street Facility; \$3.1M for the BRT; \$1M for the Olympia Express Operating dollars; \$220,000 for the Vanpool Promotion Project over the next two years; and \$750,000 for Dash over the next biennium.

Freeman-Manzanares said Bob Jacobson sent an email thanking the Authority for making the decision to stop advertising on the buses.

AUTHORITY ISSUES

Menser said the County Commission voted 2-1 to place the new courthouse building location on the April 2020 ballot. Survey results showed an information gap among the public regarding the status of the building, and more time is needed to close that information gap.

Menser said Thurston County declared May Bicycle Commuter Challenge month.

Cox said the Lacey City Council is having a conversation about the courthouse, among other topics, and she invites anyone who would like to address the Council to attend their meetings, held the 2nd and 4th Thursday of the month at 7 p.m.

Messmer said the Bicycle Commuter Challenge is well promoted, and she's seen a lot of good information about it.

Rollins said she talked with the City of Olympia transportation staff and public works director about the response from the IT Authority on the presentation about the protected bike lane at the proposed Pattison Facility, and she said their explanation for that is they don't want the bike lane to be caught between the north bound traffic and the buses. The bike lane crosses completely over the sidewalk to eliminate a bike/pedestrian collision.

Melnick encourages the Authority to continue preparation for electric buses sometime in the future, and to learn from the experience of other agencies before making a decision.

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Warner encourages the Authority to ask the state what it can do to help Intercity Transit become electrified, either through grant programs, other funding and initiatives. What can the state do to help the agency get to an electrified state?

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Warner adjourned the meeting at 7:14 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 5, 2019.

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 15, 2019

CALL TO ORDER

Chair Sullivan called the May 15, 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 Clark Gilman; Citizen Representative Karen Messmer; Citizen Representative Don Melnick.

Members Excused: Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Bree Anderson; Emily Bergkamp; Cindy Fisher; Jessica Gould; Steve Krueger; Pat Messmer; Eric Phillips; Rena Shawver; Zach Heinemeyer; Nicky Upson.

Others Present: Community Advisory Committee Member, Jan Burt.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

PUBLIC HEARING - 2020-2023 Transportation Improvement Program.

Grants Administrator, Jessica Gould, presented for public comment the 2020-2023 Transit Improvement Program (TIP). Gould noted she received two comments via email. The first comment requested more details on potential projects, the public comment process and the ITA meeting times. The second public comment was referred to the Planning Department because it consisted of suggestions to Route 47 and did not apply to the TIP.

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

With no one from the public present to comment, Chair Sullivan closed the public hearing at 5:37 p.m.

NEW BUSINESS

A. VILLAGE VANS 2018 UPDATE. Cindy Fisher, Village Vans Supervisor, introduced Zach Heinemeyer, Village Vans Assistant. Fisher proceeded to provide an update on the Village Vans Program. Fisher explained Village Vans is a workforce development program that provides free employment-related transportation to those living in poverty or are low income so they can become financially independent. Village Vans provides job shadowing opportunities, assistance with cover letter and resume writing, and provides assistance in applying for jobs. Fisher shared several success stories about those who completed the Village Vans Program and found jobs, many who are now employed by Intercity Transit.

Fisher explained the New Market Skills Center is a high school located in Tumwater, and Village Vans provides transportation to their students, primarily to Gravity Learning Center so students can get their GED. This year, five students also received their Certified Nursing Assistant certificate. Village Vans drove them to nursing homes in the area so they could do their clinical studies.

Statistics for 2018:

- 239 Passengers traveled with Village Vans
- 3,560 Trips provided
 - 2231 work support rides
 - 589 daycare stops
 - 73 rides to interviews
 - 647 trips to school or training
 - 17 medical or rehab visits
 - 3 errands such as grocery store
- 32,720 Miles

2018 Volunteers (Working for a Living):

- 21 Village Vans Volunteer Drivers
- 3479 volunteer hours
- 18 Employment Hires
- 6 Hires with Intercity Transit
- 10 Employment Hires in transportation
- 4 Hired into Multiple Positions

Fisher quoted, "If you're judging behavior, you cannot connect." Village Vans has a "no judgement policy." Judging others would keep them from helping others to be successful.

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In order to gain a better understanding about people living in poverty, Fisher attended the two-day course at the Poverty Institute of Portland with Dr. Donna Beegle. All of the Village Vans passengers are living in poverty, as well as most of the volunteers. Fisher noted that transportation is a huge barrier for many, especially those living in poverty.

Fisher explained Governor Inslee's Poverty Reduction Work Group, RCW 74.08A.280 has a goal to reduce poverty by 50% by 2025, and establish Local Planning Areas (LPAs). The Thurston Local Planning Area's goal is to connect, coordinate, communicate, and plan activities and projects together with community organizations so those living in poverty can succeed. Fisher is a member and co-chair of the 2019 LPA representing Intercity Transit.

Fisher said the LPA conducts an annual Resource Fair, and the intent is for those people who are not part of the monthly meetings (staff who are working with people living in poverty) to be able to attend a resource fair where all have joined together to insure they have the information they need to best serve their clients.

Fisher held a LPA meeting at Intercity Transit, centered around a Transportation Panel and attending were Travel Training, Rural Transportation, DAL, Bus Buddies, Customer Service, City Gates, Village Vans, and Fixed Route. Each person on the panel talked about the services they provide, with a question/answer session.

Village Vans is funded by the Innovative Workforce Development Ladders of Opportunity Grant.

- FTA Workforce Development grant 2017 - 2019
- 50/50 Cooperative Agreement \$400,000
- 2 quarters remaining
- Actively seeking new funding opportunities through IT's Grants Administrator

Village Van's has formal partners (DSHS/DVR, Pac Mountain, SPSCC) who reached out to 5,154 clients in 2018 discussing Village Vans services to potential riders and volunteers.

A. 2020-2025 STRATEGIC PLAN POLICY POSITIONS. Freeman-Manzanares continued the review of the Strategic Plan Policy Positions to determine if the Authority wishes to make any changes.

1. Should Intercity Transit pursue additional park-and-ride facilities?

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

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

No changes.

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

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

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

No changes, except to highlight the need to continue to seek additional funding.

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

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

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

Messmer said the sentence, "continue to pursue technology to improve productivity and service" is too general. She'd like to see a potential remix of the vehicles used, and are there new ways to revamp the types of vehicles used.

Freeman-Manzanares said the contract with Nelson Nygaard includes looking at a variety of service related activities, including the Dial-A-Lift program. Staff is focused on the growth of the DAL program.

4. Is the current fare policy appropriate?

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

2020: Actively following up on community direction to "Change the Way Fares Are Paid."

No changes.

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

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

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

Delete this question from the Strategic Plan.

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

2019: Continue to support existing programming.

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

Messmer suggests splitting out "high frequency corridor service."

Melnick would like to see more about engaging seniors in public transit, like a senior education program.

Gilman would like to reach private employers and smaller agencies who don't have a CTR Coordinator.

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

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

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

No changes.

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

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

2020: Modernize equipment, facilities and boost ridership. Evaluate and commit to moving forward with carbon emission reductions at the earliest practical time.

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

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

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

No changes.

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

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

Delete this question from the Strategic Plan.

B. STRATEGIC PLAN GOALS AND END POLICIES. Freeman-Manzanares

Goal 1: Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

End Policy: Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.

No changes.

Goal 2: Provide outstanding customer service.

End Policy: Customers and the community will report a high level of satisfaction.

No changes.

Goal 3: Maintain a safe and secure operating system.

End Policy: Focus on the continual improvement for the safety and security of all customers, employees and facilities.

No changes.

Goal 4: Provide responsive transportation options within financial limitations.

End Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability focused on serving the mobility needs and demands of our community.

No changes.

Goal 5: Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.

End Policy: Resources will be used efficiently with minimal negative impact on the environment and the community.

Alter the End Policy to read: "Resources will be used efficiently to minimize the negative impact on the environment and the community."

Goal 6: Encourage use of our services.

End Policy: Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs.

No changes.

Goal 7: Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.

End Policy: Work with governmental, private, for profit and not-for-profit community partners to understand our joint responsibility to insure great mobility options and opportunities in our community.

No changes.

COMMITTEE REPORTS

A. Thurston Regional Planning Council. Messmer said the TRPC met May 3. Members adopted the Public Participation Plan; Todd Stancil, Emergency Management Council Chair and Paul Brewster, Senior Planner briefed the Council on the Integrated Emergency Management Course and provided next steps. It would be helpful for the Authority and staff to hear how Intercity Transit is expected to perform in the event of emergencies like snow events and earthquakes.

Warner said he would like to hear specifically what Intercity Transit's role would be in the event of a major emergency in both response and recovery. He wants to know the partnerships the agency is building with the local senior centers and hospitals. Freeman-Manzanares said the agency doesn't have a partnership with these types of organizations because the agency operates at the direction of the County Emergency Management. Intercity Transit is the transportation provider in emergency situations which means we coordinate with the school districts also.

Messmer continued that TRPC received an overview of the Regional Transportation Plan's goals and policies. This was part of a series of topics relating to the Regional Transportation Plan 2020 update. Council did not ask for any changes to the plan's existing goals and policies.

The Council received an overview of the Sustainable Thurston and TRPC's Work Program. It was an overview of the progress toward implementing the actions in the Plan with TRPC as lead or co-lead. Council engaged in a discussion of next steps. Based on staff recommendation, Council leaned toward continuing to focus on achieving priority goals and targets, especially in areas where there are opportunities to leverage key actions to achieve progress on meeting more than one goal or target. The Climate Action Plan is one of the items on the list.

B. Transportation Policy Board. Melnick said the TPB met May 8. Chair Ryder appointed members Graeme Sackrison, Tye Menser and Renee Radcliff Sinclair to serve on the Business Representative Subcommittee; the annual Retreat will be held on June 12 at the Lacey Community Center; members received a presentation on the Regional Climate Mitigation Plan and the Regional Transportation Plan and a 2019 Legislative Session Update.

GENERAL MANAGER'S REPORT

Freeman-Manzanares reported on the Class Pass Pilot Program. Before the Class Pass pilot, 32 classes paid to ride an Intercity Transit bus for field trip transportation a year. With the free Class Pass we have surpassed that number in four months.

- 47 Class Pass requests were received between January - April 2019;

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- 41 Class Passes were issued;
- 1,193 students and chaperones rode an Intercity Transit bus to a field trip;
- 110 students learned about public transportation through a classroom presentation given by Intercity Transit staff;
- 16 schools requested a Class Pass and 1 non-profit organization;
- Requests came from Tumwater, North Thurston, and Olympia;
- Requests were made for a large variety of field trip destinations, although the most common were LOTT, GRuB, Fertile Ground, Food Bank, and State Capitol;
- Schools and organizations most commonly learned about the Class Pass directly from Intercity Transit staff, word of mouth from other teachers and school staff, and Class Pass flyers.

APTA Rodeo participants leave tomorrow for Louisville, Kentucky. Practice is scheduled for Saturday, May 18; competition is Sunday, May 19; and awards banquet is Monday, May 20.

AUTHORITY ISSUES

Menser took a tour of the new facility at the Olympia Transit Center.

Cox said Lynda Zeman was appointed as a new City of Lacey Councilmember.

Cox said the county and urban cities are having discussions about establishing a homeless mitigation site at Martin Way and Carpenter. She'd like Intercity Transit to begin thinking about how the route on Martin Way might be affected and also how the agency might help support that operation from a transportation perspective, i.e. free passes, and how Village Vans might play a role, etc.

Carmody said she will run for the Yelm City Council again. In the event she doesn't get re-elected, she appreciates the opportunity to sit on the Intercity Transit Board. She appreciates how the agency works so hard to improve the community, and how well staff and the Board works together.

Messmer appreciated the tour of the new facility at the Olympia Transit Center and was impressed with the amount of space, and how the construction has taken place around a fully operational transit center.

Gilman said the mitigation site around the Olympia Transit Center has been cleared, and focus groups are forming in the next two weeks as part of a long-term plan and hopes Intercity Transit staff will attend. There have been three forums – one for downtown businesses and one at each of the high schools in Olympia, and 150 people showed up and had community conversations.

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Gilman thanked staff for the outreach efforts during the IT Road Trip. He is impressed with the amount of public input received.

Gilman referred to the secondary options program at Black Hills School and their challenges of having irregular schedules and getting to New Market and using fixed route services, and he was wondering if any progress has been made working with Tumwater schools.

Warner toured the new facility at the Olympia Transit Center and is amazed at the amount of space, and he's hopeful about what the agency can do with that site and how it will change the work staff does down there.

Sullivan attended the Tumwater Citizen's Community Summit (in connection with the Tumwater School Board) on May 1, 2019. She said the topic of transportation was brought up a lot, and strategies that focus on poverty and the schools and how to address those services. Transportation remained an important factor.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: June 5, 2019.

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

PERIOD DATES:		4/14/19-4/27/19		PAYDATE		5/3/2019		PERIOD DATES:		4/28/19-5/11/19		PAYDATE		5/17/2019	
	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	71,335.44		IRS	FIT		EFT			75,831.30			
	MT		EFT	24,754.66	96,090.10		MT		EFT			25,343.50	101,174.80		
					0.00								0.00		
INS	D3/DI	Disability Ins		2,899.41	0.00	INS	A2	Met Life				8,527.49			
HEALTH	HE/HI/SP/TB	Health In1stN2ND		192,614.00	0.00	HEALTH	D3/DI	Disability Ins				2,868.87	0.00		
							HE/HI/SP/TB	Health In1stN2ND				190,540.68	0.00		
GARNISHMENT	GN	Garnish	CHECK last	1,572.68		GARNISHMENT	GN	Garnish	CHECK last			1,066.55			
CHILD SUPPORT	CS	DSHS	EFT	1,551.75	0.00	CHILD SUPPORT	CS	Child Support	EFT			1,551.75	1,551.75		
					0.00								0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,976.57	10,976.57	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every			12,920.89	12,920.89		
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	13,016.94	13,016.94	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every			13,020.68	13,020.68		
GET	GT	G.Ed.Tuit	Check every	30.00		GET	GT	G.Ed.Tuit	Check every			30.00			
HEALTH SAVING	HS	Health Svgs	ACH Wire every	250.00	250.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every			250.00	250.00		
401K	DC	Vgrd EE	Wire	51,206.42		401K	DC	Vgrd EE	Wire			51,700.27			
VANGUARD	DC	Vgrd ER	Wire	35,465.76	86,672.18	VANGUARD	DC	Vgrd ER	Wire			35,972.66	87,672.93		
LOAN	L2	401k Ln#2	Wire	4,543.70		LOAN	L2	401k Ln#2	Wire			4,533.56			
LOAN	LN	401k Ln #1	Wire	7,226.73	11,770.43	LOAN	LN	401k Ln #1	Wire			6,723.27	11,256.83		
		TTL VNGRD		98,442.61				TTL VNGRD				98,929.76			
LABOR INS	LI&LA	L&I	EFT Quarterly	34,010.15		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly			34,220.76			
ESD	CF&CL	WPFML	EFT Quarterly	3,159.81		ESD	CF&CL	WPFML	EFT Quarterly			3,232.14			
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,476.62		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last			1,476.88			
UNION DUES	MI	Mac.Initiation	Check last	131.63		UNION DUES	MI	Mac.Initiation	Check last			131.62			
	MS	Payroll Corr check		0.00			MS	Payroll Corr check				0.00			
	TF	Tx Fr Benefit	Employer	230.00	0.00		TF	Tx Fr Benefit	Employer			0.00	0.00		
PROJECT ASSIST	PA	Proj.Assist	Check last	452.00		PROJECT ASSIST	PA	Proj.Assist	Check last			451.00			
PENSION	PN	PERS EE	EFT	64,611.03	0.00	PENSION	PN	PERS EE	EFT			64,263.08	0.00		
STATE	PN	PERS ER	EFT	112,301.88	176,912.91	STATE	PN	PERS ER	EFT			111,621.25	175,884.33		
PERS		TTL PERS		176,912.91		PERS		TTL PERS				175,884.33			
ICMA LOAN	R3	ICMA Ln#2	WIRE	328.03	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE			243.61	0.00		
ICMA	RC	ICMA EE	WIRE	4,733.52		ICMA	RC	ICMA EE	WIRE			4,574.03			
ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76	ICMA ROTH	RI	ICMA Roth	WIRE			380.76	380.76		
ICMA LON	RL	ICMA Ln#1	WIRE	972.18	1,300.21	ICMA LON	RL	ICMA Ln#1	WIRE			972.18	1,215.79		
ICMA	RR	ICMA ER	WIRE	2,713.34	7,446.86	ICMA	RR	ICMA ER	WIRE			2,567.44	7,141.47		
		TTL ICMA		8,747.07	9,127.83			TTL ICMA				8,357.26	8,738.02		
457 STATE	SD	457 ST EE	EFT	16,960.53		457 STATE	SD	457 ST EE	EFT			17,325.89			
DEFERRED	SR	457 ST ER	EFT	9,409.27	26,369.80	DEFERRED	SR	457 ST ER	EFT			9,771.84	27,097.73		
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,003.35	6,003.35	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT			5,937.05	5,937.05		
ATU	UC	Un COPE	Check 1st	180.00		ATU	UC	Un COPE	Check 1st			-			
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last			624.00			
	UD	Un Dues	Check last	6,333.64			UD	Un Dues-BOTH PP	Check last			6,394.87			
	UI	Un Initiatn	Check last	160.00			UI	Un Initiatn- 100.00 PEREE	Check last			160.00			
	UT	Un Tax	Check last	3,228.75			UT	Un Tax IST PP	Check last			0.00			
UNITED WAY	UW	United Way	Check last	284.50		UNITED WAY	UW	United Way	Check last			266.50			
WELLNESS	WF	Wellness	Check last	323.50		WELLNESS	WF	Wellness	Check last			323.50			
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		559,489.71	559,489.71	DIRECT DEP.	NP		ACH Wire every			567,989.93	567,989.93		
LIVE CHECKS		Paychecks		1,096.02		LIVE CHECKS		Paychecks - LIVE CHECKS				1,144.97			
		TOTAL TRANSFER (tie to Treasurer Notifications)			996,679.82			TOTAL TRANSFER (tie to Treasurer Notifications)					1,013,494.94		
		TOTAL PAYROLL*:		\$1,246,414.28				TOTAL PAYROLL*:				\$1,264,954.77			
GROSS WAGE		GROSS EARNINGS:		880,654.45		GROSS WAGE		GROSS EARNINGS:				900,765.02			
ER AMOUNT		EMPR MISC DED:		353,382.50		ER AMOUNT		EMPR MISC DED:				351,518.00			
MEDICARE TAX		EMPR MEDICARE TAX:		12,377.33		MEDICARE TAX		EMPR MEDICARE TAX:				12,671.75			
												0.00			
		PP09 Total			\$1,246,414.28			PP10 Total					\$1,264,954.77		
DIRECT DEP.		ACH WIRE TOTAL		583,733.22		DIRECT DEP.		ACH WIRE TOTAL				594,181.50			

\$0.00

\$0.00

PERIOD DATES:	5/12/19-5/25/19		PAYDATE	5/31/2019	
	CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
IRS	FIT		EFT	80,938.42	
	MT		EFT	26,970.68	107,909.10
					0.00
INS	D3/DI	Disability Ins			0.00
HEALTH	HE/HI/SP/TB	Health In1stN2ND			0.00
GARNISHMENT	GN	Garnish	CHECK last	1,190.83	
CHILD SUPPORT	CS	Child Support	EFT	1,551.75	1,551.75
					0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	12,732.76	12,732.76
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,362.12	12,362.12
GET	GT	G.Ed.Tult	Check every	30.00	
HEALTH SAVING	H5	Health Svgs	ACH Wire every	250.00	250.00
401K	DC	Vgrd EE	Wire	52,212.00	
VANGUARD	DC	Vgrd ER	Wire	36,324.63	88,536.63
LOAN	L2	401k Ln#2	Wire	4,533.56	
LOAN	LN	401k Ln #1	Wire	6,914.84	11,448.40
	TTL VNGRD			99,985.03	
LADOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	36,367.09	
ESD	CF&CL	WPFML	EFT Quarterly	3,329.55	
MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	0.00	
UNION DUES	MI	Mac.Initiatn	Check last	0.00	
	MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	20.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	444.00	
PENSION	PN	PERS EE	EFT	67,716.24	0.00
STATE	PN	PERS ER	EFT	117,831.95	185,548.19
PERS	TTL PERS			185,548.19	
ICMA LOAN	R3	ICMA Ln#2	WIRE	243.61	0.00
ICMA	RC	ICMA EE	WIRE	4,873.01	
ICMA ROTR	RI	ICMA Roth	WIRE	380.76	380.76
ICMA LON	RL	ICMA Ln#1	WIRE	972.18	1,215.79
ICMA	RR	ICMA ER	WIRE	2,819.47	7,692.48
	TTL ICMA			8,908.27	9,289.03
457 STATE	SD	457 ST EE	EFT	16,164.64	
DEFERRED	SR	457 ST ER	EFT	9,157.48	25,322.12
AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	0.00	0.00
ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess -2ND PP	Check last	0.00	
	UD	Un Dues-BOTH PP	Check last	0.00	
	UI	Un Initiatn- 100.00 PEREE	Check last	160.00	
	UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	261.50	
WELLNESS	WF	Wellness	Check last	316.50	
DIRECT DEP.	NP		ACH Wire every	610,966.34	610,966.34
LIVE CHECKS		Paychecks - LIVE CHECKS		28,248.48	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,065,916.44
		TOTAL PAYROLL*:		\$1,136,284.39	
GROSS WAGE		GROSS EARNINGS:		925,848.52	
ER AMOUNT		EMPR MISC DED:		196,950.53	
MEDICARE TAX		EMPR MEDICARE TAX:		13,485.34	
				0.00	
	PP11				\$1,136,284.39
		Total payroll for MAY 2019			\$3,647,653.44
DIRECT DEP.	ACH WIRE TOTAL			636,311.22	

\$0.00

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

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Property

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Facilities Maintenance, Inventory, and Information Systems items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$4,311.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A - Surplus Property – June 2019.

EXHIBIT A
SURPLUS PROPERTY - JUNE 2019

FACILITIES MAINTENANCE					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	OFFICE CHAIRS	NA	1	\$5.00	\$5.00
2	METAL WORKSTATION	NA	1	\$40.00	\$40.00
3	5 DRAWER FILE CABINET	NA	1	\$5.00	\$5.00
4	4 DRAWER WIDE FILE CABINET	NA	1	\$5.00	\$5.00
5	4 DRAWER NARROW FILE CABINET	NA	1	\$5.00	\$5.00
6	CORGHI AG SUPER AG 52 L TIRE CHANGER (still works)	AG 52L	1	\$400.00	\$400.00
7	TIRE SPREADER	NA	1	\$60.00	\$60.00
8	WASHING MACHINE	NA	1	\$50.00	\$50.00
FACILITIES MAINTENANCE TOTAL					\$570.00
INVENTORY					
ITEM	DESCRIPTION	SERIAL #/ PART #	QTY	UNIT VALUE	TOTAL VALUE
1	PINCHSHIELD, L.H. SIDE OF VENT ARM	267968-01	3	\$6.73	\$20.19
2	BUSHING, SELF LUBING, MAXON	265072	5	\$0.70	\$3.50
3	PINCHSHIELD, R.H. SIDE OF VENT ARM	267968-02	4	\$5.51	\$22.04
4	LIGHT, RED, W/C LIFT	267471-01	1	\$31.98	\$31.98
5	ILAPS SWITCH # 10 & HARNESS	267907-02	4	\$55.51	\$222.04
6	HANDLE ASSY,H/P,W/C PUMP	267965-01	1	\$16.53	\$16.53
7	PUMP, MANUAL	268210-01	1	\$77.74	\$77.74
8	PENDANT, W/C LIFT	269062-02	2	\$69.48	\$138.96
9	TRIM MOLDING, 1.75L, MAXON	096028-10	6	1.94	\$11.64
10	SPRING, TORSION L.H. MAXON	265063-02	3	\$11.82	\$35.46
11	SPACER, BRASS 1/2 O.D. X 3/8 I.D X 1/2 LONG, MAXON	266545-08	1	\$0.29	\$0.29
12	SWITCH, THRESHOLD (MAT) SWITCH	266881-02	3	\$5.63	\$16.89
13	SOLENOID, TUBULAR	266955-01	2	\$47.09	\$94.18
14	COVER,TOWER	267210-01	1	\$10.64	\$10.64
15	MAGNET, OUTER SWITCH	267451-01	2	\$2.84	\$5.68
16	SPRING, INROLL RAMP	267479-01	4	\$3.77	\$15.08
17	RETAINER, PUSH, 3/16" DIA SHAFT	267587-01	2	\$0.09	\$0.18
18	WASHER, WAVE .38 I.D. MAXON LIFT	267592-02	1	\$0.43	\$0.43
19	SWITCH, OUTER BARRIER	267653-01	2	\$7.51	\$15.02
20	SWITCH, OUTER GROUND	267654-01	2	\$10.02	\$20.04
21	SPRING, TORSION R.H.	269192-01	2	\$9.17	\$18.34
22	SPRING, TORSION L.H.	269192-02	4	\$8.34	\$33.36
23	SCREW, SHOULDER # 15	900062-1	3	\$0.58	\$1.74
24	SCREW, SHOULDER #19	900062-4	2	\$0.39	\$0.78
25	BOLT, SHOULDERED .38 X 1.25 MAXON LIFT	900723-07	1	\$1.70	\$1.70
26	NUT, 1/4 THIN #16	901016-2	6	\$0.02	\$0.12
27	WASHER, LIFT STRUT MOUNTING 1/4"	902000-2	11	\$0.27	\$2.97
28	WASHER, FLAT NYLON, MAXON LIFT	903402-08	1	\$0.05	\$0.05
29	SPACER #20	905009-01	2	\$0.07	\$0.14
30	SWITCH, WATER TIGHT, MAXON LIFT	906434-01	2	\$4.38	\$8.76
31	SWITCH, ROCKER W/LEGEND	906588-01	1	\$0.86	\$0.86
32	SPRING, EXTENSION RAMP INNER	908176-03	2	\$0.81	\$1.62
33	GAS SPRING, 130LB PRESSURE	266960-02	2	\$36.74	\$73.48

34	GAS SPRING, 45 LBS PRESS. 5.47 STROKE	267423-01	3	\$11.04	\$33.12
35	SKI, WELDMENT, R.H. RAMP	267454-01	4	\$18.64	\$74.56
36	SKI, WELDMENT, L.H. RAMP	267454-02	3	\$18.64	\$55.92
37	HOSE ASSY, 68 " R.H.	267743-01	2	\$20.21	\$40.42
38	SKI WELDMENT, L.H. RAMP 170'S	269025-01	2	\$0.00	\$0.00
39	SKI, WELDMENT, R.H. RAMP 170'S	269025-02	2	\$16.23	\$32.46
40	HOSE ASY, PRESSURE 30" L.H.	267742-01	1	\$13.74	\$13.74
41	THRESHOLD, 34"	269181-03	1	\$0.00	\$0.00
42	FILTER, INTERIOR AIR	4161	1	\$3.16	\$3.16
43	FILTER, AIR	6302	1	\$1.44	\$1.44
44	COVER, STOWLOCK MODULAR	36588	2	\$2.18	\$4.36
45	STRAP ASM, STRAIGHT SLIDER	37976	1	\$11.80	\$11.80
46	PENDANT, W/C LIFT	42891	1	\$63.59	\$63.59
47	FAUCET HOSE	59625	4	\$0.92	\$3.67
48	FAUCET HOSE, SPLY 3/8 COMP X 3/8OD COMP, 16"	59627	2	\$1.02	\$2.04
49	FAUCET HOSE, SPLY 3/8 COMP X 1/2 IPS, 12	59827	2	\$1.16	\$2.32
50	BUSHING, SELF LUBING, MAXON	265072	5	\$0.58	\$2.91
51	SWITCH, PARK BRAKE	1264464	1	\$3.45	\$3.45
52	FILTER, TRANSMISSION	1-7593	2	\$2.90	\$5.81
53	BULB, VANITY MIRROR	9442395	4	\$0.23	\$0.90
54	BOLT, WHEEL BRG HUB TO SPINDLE	11570580	6	\$0.79	\$4.71
55	PLUG, SPARK	12591131	6	\$1.79	\$10.73
56	THROTTLE BODY ASSY	12609500	1	\$52.35	\$52.35
57	HANDLE, FRONT DOOR ASSIST	15056572	5	\$1.78	\$8.89
58	WIPER, DRIVER	15192143	4	\$2.12	\$8.46
59	WIPER, PASSENGER	15192144	3	\$2.12	\$6.35
60	WIPER, REAR	15192147	2	\$2.12	\$4.23
61	LAMP ASSY, 3RD BRAKE LIGHT	15264475	1	\$21.89	\$21.89
62	WEATHERSTRIP, SLIDING DOOR, FRONT	15889122	1	\$5.21	\$5.21
63	EMBLEM, FRONT BOW TIE	20831223	1	\$10.04	\$10.04
64	NUT, TIRE PRESSURE SENSOR	25976357	5	\$0.72	\$3.61
65	BEARING&HUB ASSY, FRONT WHEEL R & L	25999685	1	\$32.18	\$32.18
66	PLUG, ENGINE OIL DRAIN	88891787	1	\$0.57	\$0.57
67	TIRE, GOODYEAR ASSURANCE FUEL MAX	225/60R17	5	\$26.45	\$132.23
68	BELT, SERPENTINE OUTER	25-060795	1	\$6.19	\$6.19
69	BELT, SERPENTINE, INNER	25-081265	1	\$11.34	\$11.34
70	HOSE ASY, PRESSURE 30" L.H.	267742-01	1	\$11.80	\$11.80
71	HOSE ASSY, 68 " R.H.	267743-01	2	\$16.78	\$33.56
72	ILAPS SWITCH # 10 & HARNESS	267907-02	4	\$44.20	\$176.81
73	HANDLE ASSY,H/P,W/C PUMP	267965-01	1	\$13.77	\$13.77
74	CIRCUIT BREAKER, 15 AMP	30055-15	3	\$0.82	\$2.46
75	TENSIONER, BELT OUTER	70-89279	1	\$46.35	\$46.35
76	GUIDE BRACKET W/NYLON BUSHING	AH5646-54ZWNWB	2	\$1.25	\$2.50
77	SWITCH ONLY, ILAPS SWITCH # 10	AN101101	3	\$6.02	\$18.05
78	BUMPER, COMPLETE REAR	B00580003AXA	1	\$105.31	\$105.31
79	PIN, CALIPER, FRONT	BKCOE4	2	\$3.30	\$6.60
80	LAMP. HG, ANSI CODE C183/E	CDM210/T9/942/U /E	4	\$24.31	\$97.23
81	CLIP, HOOD PROP	F2UZ16828B	2	\$0.22	\$0.45
82	ADAPTER, MOGUAL BASE TO PGZ-18	PGZ18-E39	12	\$5.19	\$62.31
83	INSULATOR, HEAT SINK	PX-1049	7	\$0.02	\$0.16
84	INSULATOR, BATTERY POST	PX-1070	12	\$0.10	\$1.17
85	WASHER, RED FIBER INSULATOR	PX-1071	2	\$0.03	\$0.06

86	INSULATOR, POS HEAT SINK	PX-1072	4	\$0.09	\$0.35
87	BEARING, FRONT ALTERNATOR	PX-1074	1	\$5.24	\$5.24
88	BEARING, REAR ALTERNATOR	PX-1291	1	\$5.04	\$5.04
89	STATOR, ALTERNATOR	PX-1299-1	1	\$36.73	\$36.73
90	ROTOR, ALTERNATOR	PX-1300	1	\$49.10	\$49.10
91	CLIP, FRONT BEARING RETAINER	PX-1312	6	\$1.12	\$6.74
92	PLUG, VOLTAGE REG. W/HARNESS	PX-2502-2	1	\$4.20	\$4.20
93	BRUSH HOLDER ASSY	PX-2506	1	\$3.09	\$3.09
94	DIODE, POSITIVE	PX-2540	1	\$18.83	\$18.83
95	DIODE, POSITIVE, 2 POST	PX-2544	1	\$18.83	\$18.83
96	REGULATOR, VOLTAGE (BENT CORNER)	PX-4000	1	\$28.14	\$28.14
97	FILTER, FUEL	70061	2	\$2.80	\$5.61
98	ADAPTER, MOGUAL BASE TO PGZ-18	PGZ18-E39	12	\$5.19	\$62.31
99	GASKET, THERMOSTAT	RG571	1	\$1.32	\$1.32
100	LAMP. HG, ANSI CODE C183/E	CDM210/T9/942/U /E	4	\$24.31	\$97.23
101	BALLAST, 210 INTELLIGENT 120-277 VAC, 210W OUT	IZTMH210315RLFM	4	\$88.11	\$352.44
102	BRACKET, ACCESSORIES TRUNK	IT157	6	\$30.00	\$180.00

INVENTORY TOTAL **\$3,030.77**

INFORMATION SYSTEMS

ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	Dell Optiplex 780 tower	33BYDQ1	1	\$40.00	\$40.00
2	Dell Optiplex 780 tower	33K0FQ1	1	\$40.00	\$40.00
3	Dell Optiplex 790 tower	GM2Y7V1	1	\$60.00	\$60.00
4	Dell Optiplex 7010 tower	GYCWSW1	1	\$65.00	\$65.00
5	Dell Optiplex 7010 tower	GY8VSW1	1	\$65.00	\$65.00
6	Dell Optiplex 7010 tower	GYCVSW1	1	\$65.00	\$65.00
7	Dell Optiplex 7010 tower	GYBVSW1	1	\$65.00	\$65.00
8	Dell Optiplex 7010 tower	GYBTSW1	1	\$65.00	\$65.00
9	Dell Optiplex 7010 tower	GY7VSW1	1	\$65.00	\$65.00
10	Dell Latitude 4310 laptop (NO pow/sup)	34NW4Q1	1	\$25.00	\$25.00
11	Dell Latitude E6330 laptop (NO pow/sup)	3ZMCXW1	1	\$35.00	\$35.00
12	Dell Inspiron 17R laptop (NO pow/sup)	4KLCGW1	1	\$35.00	\$35.00
13	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-46634- 72C-2DAS	1	\$10.00	\$10.00
14	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262- 849-296L	1	\$10.00	\$10.00
15	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262- 849-2ECL	1	\$10.00	\$10.00
16	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262- 9BB-11AL	1	\$10.00	\$10.00
17	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262- 13E-1NUL	1	\$10.00	\$10.00
18	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262- 13E-1N6L	1	\$10.00	\$10.00
19	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262- 13E-1NRL	1	\$10.00	\$10.00
20	Dell Flat Screen 24" LCD 2407WFPB	MX-0CC302-46634- 72L-19CS	1	\$15.00	\$15.00

INFORMATION SYSTEMS TOTAL **\$710.00**

TOTAL SURPLUS VALUE **\$4,310.77**

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: June 5, 2019

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2020- 2023 Transportation Improvement Program Adoption

- 1) **The Issue:** Whether to adopt the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years.

- 2) **Recommended Action:** Adopt the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- 3) **Policy Analysis:** Federal grant guidelines require that the TIP be adopted by the governing body.

- 4) **Background:** The 2020-2023 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$97 million with more than \$79 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2020-2023 Transportation Improvement Program (TIP) at the May 15, 2019, ITA meeting. Public comments received prior to the public hearing on May 15, 2019, were shared with the Authority. No additional public comments were received at the Public Hearing or following the public hearing.

The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). The draft 2020-2023 TIP is consistent with projects that are identified in Intercity Transit's long range capital and budget planning model (an internal planning document), the 2018-2023 Transit Development Plan, and the adopted Short and Long Range Plan. Both of these documents are published and available on the agency website.

Program elements in the draft 2020-2023 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2020-2023;
- Construction of Phase 3 Pattison Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years.

- Acquisition of replacement heavy duty coaches to replace ones that have been in service at or beyond their expected useful life and expansion coaches to meet future service needs as provided for in Intercity Transit’s adopted Long Range Plan;
- Purchase of replacement and expansion *Dial-A-Lift* vans to meet the needs of our region’s eligible clients;
- Purchasing of replacement vanpool vans;
- Continuing Youth Education Program(s) that fosters skills and provides education on using transit and bicycling as a transportation alternative;
- Planning, design, and construction of facilities and capital improvements to support local and commuter services consistent with the adopted Long Range Plan;
- Planning, design and capital improvements to provide High Capacity or “BRT Light” corridor service consistent with the adopted Long Rang Plan.
- Constructing and improving bus stops and facilities, including ADA improvements, in partnership with local agencies;
- Funding for operating services, capital projects and capital replacement of vehicles utilizing “earned share” formula funds for approved projects via PSRC/Seattle- Tacoma Everett metropolitan area.

Projects identified in the draft TIP are subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. 2020-2023 TIP projects total more than \$97 million with more than \$79 million of federal funding planned/anticipated.

5) **Alternatives:**

- A. Adopt the 2020-2023 TIP as recommended. This will meet our local requirements for programming Federal funds.
- B. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit’s 2020 through 2023 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Exhibit 1 – Proposed- *Final 2020-2023 TIP*

IT #	Project	2020	2021	2022	2023	TOTAL 2020-2023	Federal	Type	Local	Total	Project Status		
1	IT 1601	Capital Preventive Maintenance (PSRC earned share and Apportionment)	\$4,200,000	\$4,200,000	\$4,200,000	\$4,200,000	\$16,800,000	\$13,440,000	Sec. 5307 (Apportionment) PSRC Earned Share	3,360,000	16,800,000	Planned & Secured 5307 (annual Apportionment)	Anticipated Formula 5307/5339 Including PSRC Earned Share
2	IT 1603	Vanpool Vans - Replacement & Expansion (PSRC est.)	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$5,600,000	\$4,480,000	PSRC Earned Share Sec. 5307 and Sec. 5339	1,120,000	5,600,000	Planned & Secured (includes PSRC 5307 & 5339 ES)	Secured & Anticipated PSRC 5307 Earned Share Funding
3	IT 1604	Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TAP & CMAQ)	\$0	\$200,000	\$200,000	\$200,000	\$600,000	\$600,000	Local and Federal/Regional	\$81,000	\$681,000	TRPC Contingency project via Regional competition	Anticipated TRPC federal CMAQ/STP/TAP funds
4	IT 1605	Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TAP)	\$95,000	\$109,000	\$109,000	\$120,000	\$433,000	\$374,545	FHWA (CMAQ in 2020) transfer to FTA	\$58,455	\$433,000	TRPC Awarded and planned Federal Funds	Anticipated TRPC Award of federal 20 CMAQ funds
5	IT 1901	Smart Corridors Phase II & Phase III	\$387,500	\$268,000	\$0	\$0	\$655,500	\$567,008	CMAQ - Regional award via TRPC	\$88,493	\$655,500	TRPC Awarded and planned Federal Funds	Awarded TRPC - CMAQ January 2018 and pre-award for 2020
6	IT 1701	Replacement, heavy duty coaches - \$570k ea	\$9,120,000	\$13,110,000	\$3,420,000	\$0	\$25,650,000	\$20,520,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$5,130,000	\$25,650,000	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)	Secured & Anticipated 5307/5339 including PSRC Earned Share Funding
7	IT 1901	Replacement, Expansion Dial A Lift Propane ready vehicles	\$0	\$568,000	\$700,000	\$0	\$1,268,000	\$658,000	Regional Funds (STP/CMAQ) and State/WSDOT Consolidated Grant	\$76,680	\$734,680	Planned & Secured (includes State Consolidated grant and Fed STP/CMAQ)	Secured & Anticipated
8	IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Ph. 2 Construction	\$7,000,000	\$7,000,000	\$4,290,476	\$4,575,000	\$22,865,476	\$22,865,476	State RMG & Sec. 5339 Federal (Local Apportionment & PSRC)	\$4,573,095	\$27,438,571	Partially funded. Some 5339 funds ready for application - RMG project selected	State RMG - Project selected -Anticipated PSRC 5339 Earned Share Funding & 5339 Local Apportionment
9	IT1902	Martin Way Park & Ride Direct Access	\$0	\$400,000	\$0	\$850,000	\$1,250,000	\$1,250,000	Regional & Sec. 5339/5307	\$250,000	\$1,500,000	Unfunded	Unfunded / New
10	IT1903	High Capacity Corridor Service or BRT "light"	\$0	\$0	\$1,000,000	\$14,000,000	\$15,000,000	\$15,000,000	State RMG & Federal 5339 & 5307 or competitive	\$3,000,000	\$18,000,000	Partial funding, RMG project supports implementation plan	Operations funded Capital unfunded est \$30,000,000 total.
Total Federal Funded Projects		\$22,202,500	\$26,855,000	\$14,319,476	\$10,495,000	\$90,121,976	\$79,755,029		\$17,737,723	\$97,492,751	Secured and Estimated Federal Funding Sources		

Notes:

Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share- Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements will be noted.

*Puget Sound Regional Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: June 5, 2018

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Olympia Transit Center Construction Update

1) **The Issue:** Staff will provide a progress report regarding the Olympia Transit Center Expansion project.

2) **Recommended Actions:** For your information.

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

4) **Background:** Construction at the Olympia Transit Center began in November 2018 and is scheduled to be complete in November/December 2019. Staff will bring you up-to-date on the progress that has been made to date and discuss next steps.

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

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

7) **Goal References:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial limitations." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community." **Goal #6:** "Encourage use of our services." **Goal #7:** "Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: June 5, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2019 Community Advisory Committee Recruitment

-
- 1) **The Issue:** Present timeline and process information for the 2019 CAC recruitment.
-
- 2) **Recommended Action:** The Authority will be asked to select an ad-hoc committee to participate with the CAC in the interview and selection process.
-
- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.
-
- 4) **Background:** The Community Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications will be available September 2 and due October 23. Interviews are proposed for November 6 with Authority candidate selection either November 20 or December 4.

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

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

7) **Goal References:** An engaged Community Advisory Committee members supports all agency goals.

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: June 5, 2019**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: ITA Citizen Representative Recruitment

1) **The Issue:** Recruitment for an Authority Citizen Representative position.

2) **Recommended Action:** Provide staff direction.

3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 – Selection – Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.

4) **Background:** Citizen Representative Karen Messmer’s term ends December 31, 2019. She is not eligible for reappointment, per the Authority Bylaws (see section IV 4.3 Selection – Citizen Representatives as attached).

Staff will advertise using available outlets including our website, Facebook, Rider Alert, The Olympian, Business Examiner, Thurston Talks and the Nisqually Valley News. We would also contact our CAC members, along with local jurisdictions, to distribute materials to any persons expressing interest.

Staff proposes the following recruitment schedule for Authority member review.

September 2, 2019: Release recruitment information

October 23, 2019: Applications Due

November 6, 2019: ITA Selects Candidates to Interview

November 13, 2019: Candidate Interviews (Special Meeting)

November 20 or December 4, 2019: Select Candidate

January 15, 2020: First ITA meeting with new Citizen Representative

5) **Alternatives:**

A) Open the position for the purpose of soliciting and receiving applications from interested citizens.

-
- 6) **Budget Notes:** The recruitment process costs is anticipated to cost approximately \$2,000.
-
- 7) **Goal Reference:** Conducting a successful Citizen Representative recruitment process is essential in carrying out all of the goals established by the Authority.
-
- 8) **References:** Authority Bylaws Section IV. AUTHORITY COMPOSITION, 4.3, Selection - Citizen Representatives.

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
May 20, 2019

CALL TO ORDER

Chair Pierce called the May 20, 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; David Bonauto; Jan Burt; Billie Clark; Carla Dawson; Peter Diedrick; Ursula Euler; Marie Lewis; Scott Paris; Victor VanderDoes; Michael Van Gelder; Walter Smit; Sreerenjini Surendran; Linda Vail.

Absent: Vice Chair Justin Belk; Denise Clark; Jonah Cumming; Tim Horton; Joan O'Connell; Marilyn Scott.

Staff Present: Emily Bergkamp; Cindy Fisher; Zach Heinemeyer; Pat Messmer; and Rena Shawver.

APPROVAL OF AGENDA

It was M/S/A by EULER and PARIS to approve the agenda.

INTRODUCTIONS

Pierce introduced Authority member, City of Lacey Councilmember Carolyn Cox.

MEETING ATTENDANCE

- A. June 5, 2019, Regular Meeting - Carla Dawson
- B. June 19, 2019, Work Session - Joan O'Connell
- C. July 3, 2019, Regular Meeting - Canceled
- D. July 17, 2019, Work Session - OPEN

APPROVAL OF MINUTES

It was M/S/A by VAIL and LEWIS to approve the minutes of the March 18, 2019, meeting.

- A. **VILLAGE VANS UPDATE** - Cindy Fisher, Village Vans Supervisor, introduced Zach Heinemeyer, Village Vans Assistant. Fisher explained Village Vans is a workforce development program that provides free employment-related transportation to those living in poverty or who are low income, allowing them to

become financially independent. Village Vans provides job shadowing opportunities, assistance with cover letter and resume writing, and provides assistance in applying for jobs. Fisher shared several success stories about those who completed the Village Vans Program and found jobs, many who are now employed by Intercity Transit.

Fisher said the New Market Skills Center is a high school located in Tumwater, and Village Vans provides transportation to their students, primarily to Gravity Learning Center so students can get their GED. This year, five students also received their Certified Nursing Assistant certificate. Village Vans drove them to nursing homes in the area so they could do their clinical studies.

Statistics for 2018:

- 239 Passengers traveled with Village Vans
- 3,560 Trips were provided
 - 2,231 work support rides
 - 589 daycare stops
 - 73 rides to interviews
 - 647 trips to school or training
 - 17 medical or rehab visits
 - 3 errands such as grocery store
- 32,720 total miles driven

2018 Volunteers (Working for a Living):

- 21 Village Vans Volunteer Drivers
- 3479 volunteer hours
- 18 Employment Hires
- 6 Hires with Intercity Transit
- 10 Employment Hires in transportation
- 4 Hired into Multiple Positions

Fisher quoted, "If you're judging behavior, you cannot connect." Village Vans has a "no judgement policy." Judging others would keep them from helping others to be successful.

In order to gain a better understanding about people living in poverty, Fisher attended the two-day course at the Poverty Institute of Portland with Dr. Donna Beegle. All of the Village Vans passengers are living in poverty, as well as most of the volunteers. Fisher noted that transportation is a huge barrier for many, especially those living in poverty.

Fisher said Governor Inslee's Poverty Reduction Work Group, RCW 74.08A.280 has a goal to reduce poverty by 50% by 2025, and establish Local Planning Areas (LPAs).

The Thurston Local Planning Area's goal is to connect, coordinate, communicate, and plan activities and projects together with community organizations so those living in poverty can succeed. Fisher is a member and co-chair of the 2019 LPA representing Intercity Transit.

Fisher said the LPA conducts an annual Resource Fair, and the intent is for those people who are not part of the monthly meetings (staff who are working with people living in poverty) to be able to attend a resource fair where all have joined together to insure they have the information they need to best serve their clients.

Fisher held a LPA meeting at Intercity Transit, centered around a Transportation Panel and attending were Travel Training, Rural Transportation, DAL, Bus Buddies, Customer Service, City Gates, Village Vans, and Fixed Route. Each person on the panel talked about the services they provide, with a question/answer session.

Village Vans is funded by the Innovative Workforce Development Ladders of Opportunity Grant.

- FTA Workforce Development grant 2017 - 2019
- 50/50 Cooperative Agreement \$400,000
- 2 quarters remaining
- Actively seeking new funding opportunities through IT's Grants Administrator

Village Van's has formal partners (DSHS/DVR, Pac Mountain, SPSCC) who reached out to 5,154 clients in 2018 discussing Village Vans services to potential riders and volunteers.

Fisher answered questions:

Paris - Is this a program for people who may not live near a bus line, or is it based upon economics where they are unable to afford to ride the bus. Fisher said they live within our PTBA, but they do not need to be anywhere near a bus stop. As long as they qualify as low income, receiving state or federal assistance then Village Vans provides the employment-related transportation.

Vail - How does Village Vans facilitate assistance in getting a job? Fisher said she and Heinemeyer set up mock interviews, and many times it's for interviews for open positions within Intercity Transit. They make up mock interview questions, and explain the interview process from beginning to end; and conduct the mock interview until the client feels comfortable. Many of these individuals have never been involved in a "group" interview process, and that can be very intimidating. This prepares them for the types of questions that may be asked. Often times, there

are barriers such as an individual who hasn't worked in many years and they are re-entering the workforce. This program helps them to do that.

Bonauto - What would you do for Village Vans if given an extra \$100,000? Fisher said she would spend a portion of it on training and education so that Intercity Transit staff is well educated about people who are living in poverty; she might purchase a couple of vehicles; and she would use some of the money to talk with people in the community to help them understand what a barrier transportation is and help educate people about poverty.

Cox - Are any of the clients children? Fisher said they don't typically get requests for children. The students from New Market are the youngest - around 16 years old and up to 20 years of age.

B. VANPOOL UPDATE - Operations Director, Emily Bergkamp, explained Carolyn Newsome, the previous Vanpool Manager retired after 20 years with the agency. Cindy Fisher is currently transitioning as Interim Vanpool Manager, and Heinemeyer is stepping in as Interim Village Vans Supervisor.

Bergkamp said she's been at Intercity Transit for 15 years. She started out serving as a CAC member for three years, and back then it was called the Citizen's Work Group, and she also worked at the Senior Center downtown. Then she was hired on in Vanpool as a Vanpool Coordinator in 2004.

Bergkamp proceeded with an update about the Vanpool Program. She said there is an onboarding process where staff looks at the riders' driving records because people who ride the van also drive the van (volunteer drivers). There's a driving record check; they attend a defensive driver training; and each van has a coordinator and a bookkeeper.

Bergkamp reviewed Vanpool 101:

- A vanpool consists of 5 to 15 people who commute together in a van.
- Vanpool riders pay a monthly fare based on the number of miles traveled and number of riders. The more riders, the less the fare.
- The commute needs to start or stop in Thurston County.
- Bergkamp introduced Rena Shawver, Marketing and Communications Manager. Shawver helped design the new wraps for the new vans.
- Many riders commute to state agencies, as well as out of county riders.
- Bergkamp shared 3 vignettes off of the Intercity Transit website (Rebecca, Malika and Tim) explaining why they like to vanpool.

Vanpool by the Numbers:

- Intercity Transit Vanpools: **183**

- Active Participants: **1,200**
- Number of Origins (cities) : **37**
- Number of Destinations (cities): **27**
- Number of Counties Served: **7**
- Cars Removed, Intercity Transit: **1,000**
- Washington State: **2,900** Vanpools
- Cars Removed: **20,300 per day!**

Operating Costs:

The Operating cost recovery rate is high.

- 2018 Vanpool program recovered 63% of operating costs
- Costs include direct and indirect: vanpool staff, fuel, maintenance and insurance, capital, other staff, marketing, etc.

Where Do We Go From Here?

- Intercity was a recipient of a \$250,000 Innovation Grant from WSDOT.
- The new focus is on outreach and non-CTR businesses.
- To date, 2 non-CTR affected employers started vanpools.

Shawver said Marketing is working with the various Chambers to target smaller employers and those employers who do not have CTR coordinators.

Smit arrived.

Community Van Program:

The Community Van Program is an easy and inexpensive way to provide transportation to non-profit groups and government agencies in our service area. The agencies can use our 12-passenger vehicles only within our PTBA. And the drivers go through a similar onboarding process as the Vanpool groups.

Surplus Van Grant Program:

These vehicles have lived a natural life in a vanpool group. IT replaces vehicles somewhere between 4 and 7 years or 100,000 miles – whichever comes first. When IT is ready to surplus these vehicles, that's when they can be used as a community van or become available for the surplus van grant program.

The Surplus Van Grant program helps non-profit groups with their transportation needs by providing a ready-to-go van for up to 12 people. These groups have to show how they are meeting an unmet transportation need in the community, transporting people only. They submit an application and if approved, are granted a van. A requirement is they must report back to Intercity Transit for a period of one year. Once they meet that requirement, the van belongs to them.

What's Happening Now?

- I-5 congestion is the **4th worst in the nation.**
- IT is working with **regional partners and Thurston County Chamber.**
- Focusing on **Vanpool** as a low-cost part of the solution.
- Vanpool Program takes 1,000 cars off this crowded roadway every commute day.

The Vanpool staff works well as a team to deliver the best service possible. Vanpool staff includes Vanpool Coordinators, David Kolar and Magic Kiattipat; Outreach Coordinators Bree Anderson and Brian Wilcock; and Commuter Services Assistant, Riley White.

Bergkamp answered questions.

Euler - Is there a way to find out which non-profits use the community van program. Bergkamp said to contact the Vanpool staff via the Vanpool Hotline 360-705-5853 for that information, or information about joining a vanpool group.

Surendran - Is there an age limit to join a vanpool? Bergkamp said there is no age limit and often times, riders will bring their children to be dropped off at daycare. If a participant wants to become a volunteer driver in the program, they have to have 5 years of driving experience. And you do not need to be a driver to participate in a vanpool.

Paris - Is there an age requirement for drivers? Bergkamp said drivers must be at least 21 years of age, and have 5 years driving experience.

Cox - Does Vanpool maintain data that shows the carbon reduction as a result of vanpooling? Bergkamp said that information can be found on the Intercity Transit website [Vanpool Sustainability Stats](#); however, Bergkamp will have the information forwarded to the CAC.

Bonauto is a state employee and asked how he can help support his Employee Transportation Coordinator (ETC) and how his ETC can connect with other Commute Trip Reduction (CTR) Coordinators. And are there other public policy considerations or incentive programs for private sector employers to be explored. Bergkamp said TRPC provides ETC training and can connect CTR coordinators with each other. There is discussion on a policy level of incentive programs for private sector employers, though nothing has been decided or changed yet.

Intercity Transit encourages CAC members to connect ETC's to Intercity Transit. Not all ETC's go to the training sessions. And often times, ETC's hold other job titles at their employment. We have a great connection through TRPC and Nicky Upson, our

Marketing Coordinator coordinates a lot of the communication with them, sends them toolkits on how to communicate with their employees. There are tools and kits on the Intercity Transit website Vanpool page for employers to use to promote vanpool at their workplace, and all of that information gets pushed out to the ETC's.

Shawver said one of the biggest challenges for the ETC's is to get the attention of their senior level management to get the support they need. We encourage everyone to communicate more about vanpool at their work. There are about 200 ETC's we work with on a regular basis. In terms of having incentives for private employers, there are none that are funded through us or the state currently, other than our gift cards we make available to new riders and drivers. That is one of the pieces of information we'll provide to WSDOT Commute Trip Reduction Board at the state level to say state agencies and larger employers are providing subsidies, but what about the small employers who don't have the means to do that. We encourage private employers to provide incentives to their employees, and we're finding that some employers are willing to do that when they can afford it.

Vail referred to the commercials on the website, and asked if there is a way to incorporate this type information into a product that would hit the small employer. Shawver said staff is looking to do that during the next grant cycle.

Van Gelder referred back to the climate mitigation – there was discussion during Sustainable Thurston about what incentives or initiatives could be offered with an emphasis on transit. One of the elements considered was a legislative statute about the requirement for all state agencies regardless of size in Thurston County to work towards a Thurston County Comprehensive Carbon Reduction Plan – it doesn't work as well as it should, but there may be other elements similar to that. It's hard to think that statues will bring about a lot of change, however, overtime that happens.

Bergkamp said another offshoot of the Vanpool Program is to help people find carpool partners. There is a helpful tool www.rideshare.com where you can go and register and it brings up a list of possible matches of other people riding to/from the same area. Vanpool staff also helps riders find carpool partners.

Cox - What happens when riders drop out of a vanpool – do vanpools ever get shut down? Bergkamp said they are running a pilot whereby a vanpool can be started with only three people, and IT works with groups when they fall below five riders by trying to find other riders. Anderson is looking for new ways to find riders, and WSDOT is working on changing the requirement of how many vanpoolers are required to form a group.

Vail – Is it a requirement for everyone who rides in the vanpool be a driver? Bergkamp said that is not a requirement, however, often times the individual

vanpool groups create their own internal rules, and they may prefer everyone in the group be able to drive.

C. CAC SELF-ASSESSMENT - Bergkamp said this is the time of year when the CAC gets to do their own report card on the group, such as how they feel the CAC is doing, do they feel the CAC is being effective as a group, or are there other objectives they'd like to see implemented. By the end of May, Nancy Trail will send the CAC an email with a link to a survey that will prompt them to grade and answer certain questions about how they think the CAC is functioning, or if there is anything they'd like to change. Pierce noted the Authority would like to see 100% participation, and she encouraged everyone to complete the Survey Monkey when they receive it. If anyone has difficulty providing comments on the survey, feel free to email the comments to Trail.

Responses are due by the end of June. Trail will compile the responses and the CAC will review them at the July meeting. They will also be shared at the joint meeting with the Authority in September.

CONSUMER ISSUES

Vail rode in tonight on a new van, and the seats wiggle. The new seats are suspended from the wall, and when going around corners, the seat tips.

Paris said there are some advantages to the new vans and old vans. The handles on the new vans are at the door where you can grab easily - the old vans have handles that are further up. Paris doesn't like the seatbelts on the new vans. They are difficult to grab and put on. And both old and new vans have problems with the shocks.

Bonauto appreciates the increased service on the weekend, and found it more convenient. The 13 bus, especially during rush hour is frequently delayed. He said the service is random and not predictable. He said overall, traffic in the area is a problem and it could get worse with new construction starting.

Surendran suggested selling bus passes at all local high schools. Bergkamp said she will pass that along. She said the Senior Center asked for the same thing. Bergkamp mentioned IT is looking at conducting a fare-free pilot that would eliminate the need for passes.

Vail lives on Capital Way where a huge apartment building is being developed, along with other developments in the surrounding area. All of this new development is going to create more traffic and congestion. Can IT provide public relations prior to the opening of the apartments? Perhaps promote the Dash or something else to connect these new people to the transit system.

Shawver said the Planning Department is hiring an associate planner who would work with the developers in the area to promote using transit. Pierce Transit is doing that in Tacoma with developers – having bus passes as part of a move-in package.

Paris asked if during the fare-free pilot, would riders still use some type of card or pass to board the bus. Bergkamp explained that no cards or passes would be necessary. She said IT will partner with community businesses to help supplement the fares.

Paris is concerned going fare-free may attract riders who would create a safety issue. Bergkamp said IT will rely heavily on its rules of conduct policy that prohibits certain behavior and there will be more enforcement by IT's supervisors. She said many assaults occur as a result of fare disputes, so going fare-free would eliminate that issue.

Smit suggested going fare-free on specific routes during a pilot. Bergkamp said trying a pilot would be important and the Authority will likely explore a pilot sometime in July. She said we already go fare-free on the Dash and Jingle Bus, and during the snow event last year, IT went fare-free, and both drivers and riders appreciated that, plus we found boarding was much faster helping on-time performance.

AUTHORITY REPORTS

- **April 17, 2019** – Tim Horton – No report.
- **May 1, 2019** – Pierce said the General Manager was given approval to approve a security contract at the transit centers; new employees were introduced; the design architect talked about the outside design of the new OTC building. They created a metal rainforest theme to complement the existing building; and Freeman-Manzanares reviewed the strategic plan policy positions.
- **May 15, 2019** – Burt reported Freeman-Manzanares finished up the review of the strategic plan policy positions and started review of the strategic goals and end policies; Fisher provided an update on the Village Vans Program; Freeman-Manzanares provided an update on the Class Pass Pilot program, noting IT received 47 Class Pass requests from January- April 2019; and issued 41 Class Passes, and 1,193 students and chaperones rode an Intercity Transit bus to a field trip. 110 students learned about public transportation through a classroom presentation given by Intercity Transit staff; and the APTA All State Roadeo took place over the weekend.

General Manager's Report – Bergkamp provided the General Manager's report:

- A class of 19 Operators started training today. This is the third class so far for 2019. Another class begins on July 15. Hiring of these Operators is in preparation for the September Service change and enhancements.
- The new Series 430 buses are being delivered.
- The permitting process for the Pattison Street Expansion is proceeding nicely, as is the construction down at the Olympia Transit Center.
- Conversations are still occurring with Greyhound on how to administer their services at the OTC. One option is IT could become a vendor for them and provide the service; or they contract with a third party to sell their passes, and have a desk located on the site.
- Intercity Transit's Local Rodeo is taking place June 8/9 on the new bus yard at Pattison. It starts at 8 a.m. until 2 p.m. and it includes a BBQ.
- Transit Appreciation Day (TAD) is being held on Friday, August 9 between 10 a.m. and 4 p.m. on the bus yard. This year's theme is Welcome to the Jungle – Go wild with transit! The awards ceremony begins at 12:04 p.m. honoring employees with 20, 25, 30 and 35 years of service, as well as the Excellence in Transit winners. All are welcome!

NEXT MEETING: June 17, 2019.

Chair Pierce announced that after adjourning the meeting, everyone will have an opportunity to tour one of the new 430 Series buses.

ADJOURNMENT

It was M/S/A by SMIT and BONAUTO to adjourn the meeting at 7:15 p.m.

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

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, June 7, 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 – May 3, 2019
- b. Approval of Vouchers – May 2019

Thurston Thrives

PRESENTATION

During recent Council discussion related to Sustainable Thurston implementation, some Council members asked about the status of Thurston Thrives work. Thurston Thrives Director, Krosbie Carter, will provide an update on the ongoing work of Thurston Thrives and how it helps to implement efforts called for in the Sustainable Thurston plan.

Regional Transportation Plan (RTP) Public Outreach Strategy

PRESENTATION

Staff will provide a review of the public outreach strategy for the RTP update.

WRIA 13 Deschutes Salmon Habitat Recovery

PRESENTATION

Lead Entity Update

Staff will provide a glimpse into the achievements and challenges of salmon habitat recovery in the Deschutes / WRIA 13 watershed over the last 20 years.

Retreat Prep: Mid-year Review

DISCUSSION

In preparation for the upcoming Council retreat in July, Marc Daily will provide an update on progress made over the past two years to implement the 2018-2020 Strategic Plan. This will include an overview of ongoing and planned work that relates to the Strategic Plan.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION