

REVISED AGENDA

INTERCITY TRANSIT AUTHORITY

July 17, 2019

5:30 P.M.

CALL TO ORDER

1. **APPROVAL OF AGENDA** **1 min.**
2. **INTRODUCTIONS** **15 min.**
 - A. Jonathon Yee, Fleet & Facilities Director (*Ann Freeman-Manzanares*)
 - B. Michael Burnham, Associate Planner (*Eric Phillips*)
 - C. Brian White, Accounting Specialist (*Suzanne Coit*)
 - D. Jarod Burke, Service Worker (*Paul Koleber*)
3. **PUBLIC COMMENT** **10 min.**

This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat.

Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.
4. **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** June 5, 2019, Regular Meeting; June 19, 2019, Regular Meeting.
 - B. **Payroll – June 2019:** \$2,838,589.95.
 - C. **Accounts Payable:** Warrants dated June 7, 2019, numbers 27755-27805, in the amount of \$348,334.75; Warrants dated June 14, 2019, numbers 27811-27867, in the amount of \$367,799.24; Warrants dated June 19, 2019, numbers 27917-27918 in the amount of \$1,247.51; Warrants dated June 21, 2019, numbers 27868-27916, in the amount of \$498,037.52; Warrants dated June 28, 2019, numbers 27921-27973, in the amount of \$1,288,678.89; Automated Clearing House Transfers for June 2019 in the amount of \$9,930.88 for a monthly total of \$2,514,028.79.
5. **NEW BUSINESS**
 - A. **Pierce Transit First/Last Mile Demonstration Project** (*Penny Grellier*) **30 min.**
 - B. **Walk N Roll 2018-2019 Year End Report** (*Kerri Wilson & David Copley*) **30 min.**
 - C. **Authority Photo Shoot** (*Pat Messmer*) **15 min.**
 - ~~D. **September Service Change Update** (*Rob LaFontaine*) **10 min.**~~
 - E. **Review Annual Update and Schedule a Public Hearing on the 2019-2024 TDP** (*Eric Phillips*) **10 min.**
 - F. **Resolution 01-2019** (*Ann Freeman-Manzanares*) **10 min.**
 - G. **Complete design work for Phases 3 & 4 of the Pattison MOA Expansion/Rehabilitation Project** (*Steve Krueger*) **10 min.**

6. **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (July 12)** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board (July 10)** (*Don Melnick*) **3 min.**
 - C. **Community Advisory Committee (July 15)** (*Michael VanGelder*) **3 min.**
7. **GENERAL MANAGER'S REPORT** **10 min.**
8. **AUTHORITY ISSUES** **10 min.**
9. **ADJOURNMENT**

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 5, 2019

CALL TO ORDER

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

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

Members Excused: City of Yelm Councilmember Molly Carmody; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Cindy Fisher; Jessica Gould; Zach Heinemeyer; Steve Krueger; Pat Messmer; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Nicky Upson.

Others Present: Community Advisory Committee Member, Carla Dawson; and Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

Councilmember Gilman arrived.

VIDEO, RECOGNITION AND CELEBRATION

A. International Rodeo Winners – Freeman-Manzanares showed a playback of the King 5 News story interviewing Rob Wood, who was named best bus driver in North America at APTA's 44th Annual International Bus Rodeo. She then announced the remaining winners: *David Randall who placed 27th in the 40' division; Dan Savage who placed 15th in the Body on Chassis/Paratransit Division; and the Maintenance Team (Joe Bell, James Bush and Grant Swidecki) who competed in eight timed disciplines taking first place in the written test event. The team placed 13th in a field of 38 competitive teams. We took second place in the Grand Masters competition which combined the scores of our maintenance team and Rob Wood.*

Chair Sullivan recessed the meeting at 5:40 p.m. for 20 minutes for refreshments.

INTRODUCTIONS

- 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*)

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. **Approval of Minutes:** 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*)

NEW BUSINESS

- A. **2020-2023 Transportation Improvement Program Adoption.** Grants Coordinator, Jessica Gould, presented for adoption the 2020-2023 TIP for projects with anticipated Federal Funding over the next four years.

It was M/S/A by Councilmembers Cox and Gilman to adopt the 2020-2023 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- B. **Olympia Transit Center Construction Update.** Steve Krueger, Procurement Manager, provided an update on the construction taking place at the Olympia Transit Center. The schedule overall is on track and ahead of schedule and targeted for substantial completion in November. The roof is complete and dried in; mechanical, electrical and plumbing and most of the HVAC duct work are installed; drywall will start soon; started prepping for exterior bricking; dumpster station and bike shelter are near completion.

Krueger provided an update on the contingency budget and General Contractor Construction Manager (GCCM) methodology. The GCCM participates early on in the design development of the building and takes ownership of the design process. When 80% of the design is complete, staff negotiates the maximum allowable construction costs. Once that figure is negotiated, the GCCM is committed to completing construction at that price. It requires a lot of synergy from GCCM,

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architect and owner to resolve any issues that come up during construction. State law requires a minimum of a 5% contingency set aside to deal with unknown issues. IT's combined contingency budget is \$329,000 and \$245,000 has been used, with \$84,000 remaining.

Krueger explained owner initiated changes that required pulling from the contingency fund:

- While digging to connect to the main water, they ran into a cement tube not identified in advance. Upon further investigation and more digging, they discovered asbestos which needed to all be removed.
- A dead tree was found on the property that needed to be removed.
- There was a code change after obtaining a permit requiring installation of a sump pump in the elevator pit.
- Encountered a new sales tax due to the ballot measure in the amount of \$30,000.
- Needed to make an accommodation for the Greyhound buses.
- Installed a fiber connection from the existing building to the new building.
- Hired a consultant to assist with video surveillance technology, and to help optimize the board room and upstairs conference rooms with audio/visual equipment.

C. 2019 Community Advisory Committee Fall Recruitment. Freeman-Manzanares presented the timeline and process for the 2019 CAC fall recruitment. Applications will go out September 2 and are due October 23. Candidate interviews will take place on November 6 prior to the Authority meeting. Candidate selection will either be at the November 20 or December 4 Authority meeting.

Freeman-Manzanares asked for three Board members to participate along with the CAC members on an ad-hoc committee. Cox, Messmer and Sullivan volunteered

D. ITA Citizen Representative Recruitment. Board Member Karen Messmer's term ends December 31, 2019, and Freeman-Manzanares presented the timeline and process for the Citizen Representative Recruitment. This recruitment will be held in conjunction with the CAC recruitment.

September 2 – Release recruitment information

October 23 – Applications due

November 6 – ITA selects candidates to interview

November 13 – A special meeting to be held to interview candidates

November 20 or December 4 – Select candidates

January 5, 2020 – First ITA meeting for new member

Commissioner Menser and Councilmember Cox have a conflict on November 13 and will not be able to attend special meeting.

COMMITTEE REPORTS

A. Community Advisory Committee. No report.

GENERAL MANAGER'S REPORT

- Finalizing construction estimates for the Pattison Street facility and preparing to bring before the Authority a discussion about debt financing.
- Staff will schedule a photo shoot opportunity for the Authority on Wednesday, July 17, 2019. The photo will be used in the Citizen Representative Recruitment materials.
- Transit Appreciation Day is Friday, August 9, 2019, from 10 a.m. to 4 p.m. located on the bus yard.
- Intercity Transit is hosting the 3rd Local Bus Roadeo Sunday, June 9, 2019, on the bus yard. Nine other systems from around the state will be participating. The winners will go on to the State competition being held in August in Seattle.
- Intercity Transit's Vanpool commercial, "Heroes" won two national awards: The Communicator award of distinction in the category of commercials, subcategory public service; and the bronze Telly award in the category of promotional video, subcategory public service/PSA.

The Communicator Award is an international awards program now in its 25th year organized by the Academy of Interactive and Visual Arts. The Communicator Awards receives over 6,000 entries from companies and agencies of all sizes. The Telly Awards was founded in 1979, and honors video and television made for all screens and is judged by The Telly Award Judging Council; a group of leading video and television experts from some of the most prestigious companies in entertainment, publishing, advertising, and emerging technology. It brings in over 12,000 entries from five continents.

AUTHORITY ISSUES

Warner attended the APTA Mobility Conference in Louisville, Kentucky. He learned a lot through workshops and conversations. He said there were two conversations happening – discussion about new mobility (i.e. using Uber and Lyft and last mile technology); and discussion in the workshops focused on the importance of sticking with the basics like making sure bus stops are accessible, routes are efficient, and to make sure systems remain equitable. Also there was a workshop on homelessness and transit.

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Melnick said Intercity Transit's Bus Buddy program is working with the citizens of Panorama; the Transportation Policy Board will conduct a two hour meeting on Wednesday, June 12 at the Lacey Community Center, and a portion of that meeting will be a briefing from WSDOT about autonomous vehicles. Melnick asked about the status of Pierce Transit's deal with Lyft. Freeman-Manzanares said Pierce is running the program and she will provide an update.

Cox said construction begins at the intersection of College Street SE and 22nd Avenue SE, and drivers should plan on alternate routes. And on June 10, the first phase construction begins at College Street SE from Mullen Road SE to 45th Avenue SE. Lane closures are expected.

Cox said the Lacey Mayor's Gala held May 31 raised \$30,000 for the Veteran's Fund.

Menser said he's been making an effort to ride transit going north to determine how easy/difficult it may be to navigate. Using the IT Trip Planner, he's taking transit to the Rainier's Game that starts at 11:35 a.m. on Monday, June 10.

Allison said overall, the Operators "love" the new buses, as do the passengers. Union business is as usual, and she attended a training in Washington D. C.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 6:43 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 17, 2019.

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 19, 2019**

CALL TO ORDER

Chair Sullivan called the June 19, 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; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Clark Gilman; Citizen Representative Karen Messmer; and Citizen Representative Don Melnick.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; City of Yelm Councilmember Molly Carmody; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Cindy Fisher; Jessica Gould; Duncan Green; Zach Heinemeyer; Steve Krueger; Pat Messmer; Jeff Peterson; Eric Phillips; Nicky Upson.

Others Present: Community Advisory Committee Member, Joan O'Connell.

APPROVAL OF AGENDA

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

INTRODUCTIONS

A. Amy Glasgow, Operations Supervisor (*Cameron Crass*)

B. Operators – Class 19-03 (*Cameron Crass*)

Steven Lauckhart; James Rivera; Daniel Rivera; Justin Foster; Mark Terhaar; Emilio Rangel; Robert Thovsen; Kierra Duvall; Frederick Sambrano; David Kearney; Fred Poeschel; Kody Mosso; David Brown; Tawn Swan; Jack Cole; Suzette Noel; Daniel Gordon; David Butterson; Warren Franz.

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA ITEMS

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

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A. Accounts Payable: Warrants dated April 30, 2019, numbers 27493-27494, in the amount of \$502,224.00; Warrants dated May 3, 2019, numbers 27498-27533, in the amount of \$274,674.51; Warrants dated May 10, 2019, numbers 27534-27592 in the amount of \$145,684.05; Warrant dated May 8, 2019, number 27593, in the amount of \$125,156.00; Warrants dated May 17, 2019, numbers 27596-27640, in the amount of \$4,885,507.87; Warrant dated May 16, 2019, number 27641, in the amount of \$388,922.86; Warrants dated May 24, 2019, numbers 27642-27688, in the amount of \$390,583.51; Warrants dated May 31, 2019, numbers 27717-27754, in the amount of \$552,237.57; Automated Clearing House Transfers for May 2019 in the amount of \$12,167.02 for a monthly total of \$7,277,157.39.

NEW BUSINESS

A. 2019 Bicycle Commuter Challenge Update. BCC Specialist, Duncan Green, provided the results of the Bicycle Commuter Challenge (BCC). Green said the BCC fosters collaboration, communication and community – internally with the Cut Commute Committee, Wellness Committee and the WalkNRoll Program. Outside the agency, the program connects with BCC Participants and Volunteers; Capital Bicycling Club; Thurston Regional Planning Commission; Local Cities and Thurston County; Neighborhood Associations; The Evergreen State College Sustainability Office; Employee Transportation Coordinators and Team Captains; and Multiple State Agencies.

The BCC held the 14th annual Market Ride, and even though it was a cold day, 78 people showed up and converged on Heritage Park and biked to the Farmer's Market. Once again, Thurston County and surrounding cities proclaimed May as bike month

For Bike to Work Day, 350 BCC participants logged rides. There were seven bike stations in three cities serving hundreds of riders.

The 2019 School Bike Challenge included:

- 11 participating schools
- 196 student participation
- 1,736 total days
- 5,067 total miles

2019 BCC Statistics:

- Participants logging rides: 1,087
- Teams: 78
- Sponsors: 45
- Prize winners: 200+
- Total Miles: 87,720

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- Total Days: 10,875
- CO₂ Prevented: 43 tons

Over the 14-years of the BCC, the overall trend continues to climb, although this year, they were down 50 less people. The Department of Ecology lost their employee transportation coordinator, and they had about 50 less people on their team, which may have contributed to this decline.

The Prize Hoopla will be held Saturday, June 22 at the Farmer's Market. Two new bicycles will be given away and the grand prize was a bicycling vacation donated by the Adventure Cycling Association. Green said a long-time BCC participant made and donated a quilt that included the fronts of the various BCC t-shirts, and she will be on hand to present it.

B. Consultant Services for CAD/AVL Solution. Jeff Peterson, Procurement Coordinator, presented for consideration a contract award for Computer Assisted Dispatching (CAD) and Automatic Vehicle Location (AVL) collectively referred to as CAD/AVL consultant services.

Intercity Transit's existing CAD/AVL system is outdated, costly to maintain, and no longer adequate. Accordingly, Transit seeks to partner with a highly experienced and knowledgeable public transit consultant to assist in identifying the most cost effective CAD/AVL upgrade path that satisfies our operational needs while protecting our investment.

The related request for proposal (RFP) was issued February 6th, a pre-proposal conference was held on February 13th and proposals were due March 4th. Intercity Transit received two responsive proposals by the due date. The results of the Phase One evaluation process determined that the IBI Group advance to the Phase Two interview process.

The IBI Group has provided consultant services for similar CAD/AVL implementation projects throughout the Pacific Northwest, including Whatcom Transit, Spokane Transit, C-TRAN, Community Transit, Chariots, and TriMet. The evaluation team is confident that IBI Group will be successful at fulfilling our CAD/AVL consultant needs.

The IBI Group's response has been determined to be both responsive and responsible and therefore the evaluation team recommends the award to the IBI Group.

It was M/S/A by Councilmember Cox and Citizen Representative Melnick to authorize the General Manager to execute a multi-phased CAD/AVL consultant services contract with the IBI Group in an amount not-to-exceed \$176,771.

- C. Website Consultant Services.** Jeff Peterson, Procurement Coordinator, presented for consideration a contract award for website consultant services.

Intercity Transit transitioned to the current Drupal 8 based website in December of 2016 as support for our SharePoint website was being phased out by Microsoft. While the replacement website did not include significant changes to the existing content, the Drupal 8 platform best positioned us to incorporate more robust features, functionality, and usability at a later date.

A request for proposal (RFP) was issued March 25, 2019, to seek a firm to develop a website development roadmap and assist Intercity Transit in hiring a qualified vendor to implement. A pre-proposal conference was held on April 5th and proposals were due April 18th. Intercity Transit received seven responsive proposals by the due date. The Phase One evaluation process determined that four firms should be included in the Phase Two interview process.

Anthro-Tech received high scores from the evaluation team in every category during the phase one evaluation process and they were the number one ranked firm following the interview process. Based on their proposal and interview, the evaluation team is confident that Anthro-Tech will successfully fulfill our website consultant needs.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to authorize the General Manager to execute a multi-phased website consultant services contract with Anthro-Tech to provide a roadmap for enhancing and upgrading Intercity Transit's website in an amount not-to-exceed \$98,985.

- D. AmeriGas Propane Contract.** Steve Krueger, Procurement Manager, presented for consideration a three year contract with AmeriGas to provide Dial-A-Lift (DAL) fleet access to propane at their Martin Way facility.

Intercity Transit currently has 12 propane DAL vans that are regularly refueled offsite at the Ferrellgas facility near the Olympia South Sound Mall as this is currently the closest available commercial propane dispenser. The total offsite refueling time for each DAL van is approximately ½ hour which is costly, inefficient, and increases liability. Included in Phase 5 of our Master Plan is a fully outfitted propane tank and dispenser for servicing our fleet of propane DAL vans. In the interim, AmeriGas already has a 17,500 gallon propane tank at their Martin Way facility and has offered to install a commercial propane dispenser that includes the

Fleetwatch fuel management system we need for DAL refueling. The projected labor savings to refuel our DAL vans at the AmeriGas Martin Way facility is \$62,072 per year for 12 DAL vans which serves as our justification for a sole source agreement with AmeriGas. Once propane becomes available at the Pattison Base, an added benefit of this arrangement is that Intercity Transit will have an alternative backup supply next door us well into the future.

AmeriGas expects that the fully outfitted propane dispenser configured to meet our needs will be operational in approximately 60 days from approval. A 4,000 gallon propane tank is the largest we could install at the Pattison base without triggering costly fire protection equipment and engineering. Accordingly, staff recommends entering into an agreement with AmeriGas to service our DAL van propane fleet.

It was M/S/A by Commissioner Menser and Councilmember Cox to authorize the General Manager to enter into a three year sole source contract with AmeriGas to provide Intercity Transit's DAL fleet access to propane from their Martin Way facility.

- E. Advancing the Pattison MOA Expansion/Rehabilitation Project.** Steve Krueger, Procurement Manager, presented for consideration to have the Department of Enterprise Services (DES) competitively award a General Contractor/Construction Manager (GC/CM) contract for Phases 3 and 4 of the Pattison Maintenance, Operations & Administrative (MOA) Expansion & Rehabilitation Project.

The Pattison MOA Project includes the following five phases:

- Phase 1: Underground Storage Tank (UST) Replacement Project – Completed.
- Phase 2: Traffic Signal and North Parcel Frontage Improvements – In Progress.
- Phase 3: New Admin/Operations Building and Fuel, Wash & Facilities Building.
- Phase 4: Renovate the existing Maintenance Building.
- Phase 5: South Parcel Site Work which includes the demolition of the existing Admin Building.

Phase 1 was completed in the summer of 2018 and Phase 2 will be complete this summer. The Phase 3 Schematic Design is now complete and an updated cost estimate was produced for Phases 3, 4, and 5. Using this information, an estimated MACC for the construction of Phases 3 and 4 was calculated to be \$38,750,000 for GC/CM solicitation purposes. Our goal is to release the solicitation in June and award in early August. This will allow us to stay on track with grant spending deadlines. Onboarding a GC/CM early on is needed to provide constructability recommendations (Pre-Construction Services) during the next phase of the design process (Design Development). Once the Design Development is approximately 80% complete around the December timeframe, the cost estimate will be updated again and used to negotiate the final MACC for the construction of Phases 3 and 4.

Construction documents are targeted for completion in May of 2020, permits by June 2020, with construction starting in September 2020. We expect substantial completion of Phases 3 and 4 by September of 2022. As project funding dictates, it may be in our best interest to negotiate with the GC/CM to perform the Phase 5 site work along the way or competitively award a separate construction contract for this work at a later date.

Because the Pattison MOA Expansion and Rehabilitation Project must minimize disruption to on-going transit operations, the synergistic nature of the GC/CM construction methodology is ideally suited for this project. Because it is in the best interest of the GC/CM to complete construction at an accelerated pace, this methodology will better ensure that the Pattison MOA project is completed in a timely and cost effective manner. An added benefit of having DES serve as our Project Manager is that this project is exempt from the lengthy State approval process to pursue GC/CM project. Accordingly and for the reasons outline above, staff recommends that Intercity Transit pursue competitively awarding a GC/CM contractor at this time.

The Authority would like staff to present an oral timeline that shows each phase and how it was funded (i.e. with local or grant funds), and future phases and how those will be funded.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to authorize the General Manager to have DES competitively award a GC/CM contract for Phases 3 and 4 of the Pattison MOA Project using a Maximum Allowable Construction Cost (MACC) of \$38,750,000 and a not-to-exceed Pre-Construction Services amount of \$400,000.

- F. Interlocal Agreement w/City of Olympia Cost Sharing Martin Way/Pattison Street SE Signal Improvements.** Eric Phillips, Development Director, presented for consideration an Interlocal Agreement between the City of Olympia, and Intercity Transit supporting cost sharing for the Martin Way & Pattison Street SE signal improvement.

Under this agreement the City of Olympia agreed to share the cost of the new traffic signal being constructed at Martin Way and Pattison Street SE in an amount not-to-exceed \$400,000.

Intercity Transit is responsible for all contracting, permitting and project related work associated with development of offsite improvements as required and allowed under the executed Development Agreement with the City of Olympia. The ILA provides an agreement for cost sharing up to a total value not-to-exceed \$400,000 by the City of Olympia following completion of the project. Cost sharing will only be for the agreed portions of the project related to the Pedestrian crossing project. Cost

sharing amounts must be agreed to by both agencies. The final amount to the cost shared will be calculated at the completion of the project but will not exceed \$400,000 or 50% of the total for the portion agreed to be shared by both parties. While not specified under the agreement, reimbursement may be in the form of a credit toward future fees or development related charges subject to agreement by both parties.

In December, 2015, Intercity Transit entered into a Development Agreement with the City of Olympia addressing the future development of the Pattison Street maintenance, operations, and administrative base improvements. Section 9 of the Development Agreement addressed the opportunity to partner and cost share on the development and construction of the traffic signal and pedestrian crossing elements due to the mutual benefits to both agencies. Subsequently, the City of Olympia identified the need to add a pedestrian crossing facility on Martin Way in the vicinity of Pattison Street SE. Olympia also set aside project funding to support the coordinated development of the improvements. Intercity transit since entered into a construction contract and is developing the intersection improvements, frontage elements, and related utility relocation coordination as required under the Development Agreement in accordance with City of Olympia requirements. Through the framework established under the Development agreement, the ILA provides the coordination framework for cost sharing of the project improvements related to the traffic signal and related pedestrian improvements. The City of Olympia Deputy City Attorney has reviewed and approved the ILA and the ILA will be presented for consideration to the Olympia City Council in July.

It was M/S/A by Citizen Representative Messmer and Councilmember Cox to authorize the General Manager to enter into an Interlocal Agreement with the City of Olympia supporting cost sharing a portion of a new traffic signal constructed at Pattison Street SE and Martin Way.

G. COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Messmer said TRPC met June 7. Krosbie Carter, Thurston Thrives Director briefed the Council on Thurston Thrives; Katrina Van Every, Senior Planner, briefed the Council on the public outreach strategy for the Regional Transportation Plan; Amy Hatch-Winecka briefed the Council on the WRIA 13 (Deschutes Watershed) habitat recovery efforts over the last 20 years; Marc Daily presented a mid-year review of TRPC's work program that link activities to the 2017-2019 Strategic Plan. TRPC will hold their retreat at the Red Wind Casino from 8:30 a.m. to 4 p.m. on July 12.

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- B. Transportation Policy Board.** Melnick said TPB met June 12. Regular business was conducted during the first hour starting with the amendment of the Regional Transportation Improvement Program; and a report by WSDOT on the I-5 System Partnership. They reported on the findings of this collaborative planning effort which considers the future of the I-5 Corridor from Tumwater through Marysville.

During the second hour there was a conversation on autonomous vehicles presented by WSDOT. Melnick said this topic is relevant to all aspects of transportation. He thinks it should be the basis of a series of seminars directed at elected officials and planning staff because it is pretty clear that changes are coming and the Authority should begin thinking about that.

- C. Community Advisory Committee.** O'Connell said the CAC met June 17 and the members received updates on the Bicycle Commuter Challenge; the OTC construction; and the Transportation Improvement Plan. The members also selected their ad-hoc committee for the CAC recruitment.

GENERAL MANAGER'S REPORT

Reminder – the July 3, 2019, Authority meeting is canceled.

IT will be present at several community activities this summer:

- Bicycle Commuter Challenge Prize Hoopla – June 22 @ 9:30 a.m. at the Farmer's Market
- Capital Pride Parade – June 23
- Yelm Prairie Days – June 29
- Lacey Fireworks Spectacular – July 3 from 4 to 11 p.m.
- Tumwater Independence Day Parade – July 4
- Nisqually Valley BBQ Rally – July 6 in Yelm
- South Sound BBQ Festival – July 13 in Lacey
- Lakefair Parade – July 20

A staff member from Pierce Transit will attend the July 17, 2019, Authority meeting to present their Lyft Pilot Project – a project that provided first and last mile service connections for transit riders.

Freeman-Manzanares is arranging for those involved in the operations of electric vehicles, as well as Lee Peterson from Gillig to be available to answer the Authority's questions about the state of electric buses. These may take place over several meetings. **Authority members interested in participating should contact Freeman-Manzanares as soon as possible.**

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Intercity Transit is the recipient of the 2019 Governor's Smart Projects Award. The program recognizes achievements by local leaders who promote smart growth planning and projects that contribute to thriving communities, a prosperous economy, and sustainable infrastructure in Washington. **Intercity Transit won for an outstanding project in the implementation of a comprehensive plan.**

Intercity Transit won based on its **Transit Road Trip Project 2018**. *Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm – Transit Road Trip Project 2018. The Road Trip project was a two-year program combining technical analysis and unprecedented public engagement to involve residents in transportation solutions. The effort by the multi-jurisdictional authority board launched in response to anticipated budget shortfalls. The potential results include realization of the goal of high-density corridor development and reduction of sprawl, improving access to employment centers and increasing the number of people using transit. "The over 10,000 individual comments, and 66% of votes, validated their two-year public participation process. This was a smart strategy for gaining community support for raising taxes to support local growth management needs," one judge noted."*

AUTHORITY ISSUES

Sullivan said she has been hearing a lot of positive comments about the new buses. The public loves them, and they especially like that there is no advertising on the buses.

Melnick said the TPB in holding their annual retreat in September, and he won't be able to attend. Perhaps Warner will be able to attend.

Messmer referred to the Governor's award, and said she is proud that as a region it included is the comprehensive plan implementation piece of it, making the connection between transit and comprehensive planning. Hopefully, this award will further cement the concept that transit is part of the big picture. She's excited they saw that value to award for outreach efforts.

Cox said the Lacey City Council unanimously passed a camping ban ordinance giving the city a tool to stop people from setting up camp or parking their RVs on public property. However, if police determine the person living out of the tent or RV is homeless and has nowhere else to go, the officer will determine if adequate shelter space is available. If shelters are full, a citation will not be issued.

Menser said to better understand the challenges of taking transit, he took the bus from his house to Lakewood, up to University Place and on to Cheney Stadium to watch the Rainier game. Then he took the bus to downtown Tacoma and back to Olympia. He said the only challenge he encountered were the apps he used. The different apps calculate bus times differently.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:24 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

Pat Messmer
Clerk to the Authority

Date Approved: July 17, 2019.

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

DRAFT

PERIOD DATES:		5/26/19-6/8/19		PAYDATE	6/14/2019	PERIOD DATES:		6/9/19-6/22/19		PAYDATE	6/28/2019
	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	97,946.02		IRS	FIT		EFT	81,934.51	
	MT		EFT	30,140.36	128,086.38		MT		EFT	27,299.38	109,233.89
					0.00						0.00
INS HEALTH	D3/DI	Disability Ins		2,940.04	0.00	INS HEALTH	A2	Met Life		8,380.67	
	HE/HI/SP/TB	Health In1stN2ND		204,321.83	0.00		D3/DI	Disability Ins		2,924.31	0.00
							HE/HI/SP/TB	Health In1stN2ND		203,178.50	0.00
GARNISHMENT	GN	Garnish	CHECK last	831.11		GARNISHMENT	GN	Garnish	CHECK last	957.62	
CHILD SUPPORT	CS	DSHS	EFT	1,551.75	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,757.59	1,757.59
					0.00						0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	13,625.98	13,625.98	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	13,267.65	13,267.65
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	13,017.65	13,017.65	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	13,052.39	13,052.39
GET	GT	G.Ed.Tult	Check every	30.00		GET	GT	G.Ed.Tult	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	76,889.57		401K	DC	Vgrd EE	Wire	55,917.44	
VANGUARD	DC	Vgrd ER	Wire	44,801.67	121,691.24	VANGUARD	DC	Vgrd ER	Wire	39,230.65	95,148.09
LOAN	L2	401k Ln#2	Wire	4,533.56		LOAN	L2	401k Ln#2	Wire	4,533.56	
LOAN	LN	401k Ln #1	Wire	7,284.47	11,818.03	LOAN	LN	401k Ln #1	Wire	7,136.90	11,670.46
		TTL VNGRD		133,509.27				TTL VNGRD		106,818.55	
LABOR INS	LI&LA	L&I	EFT Quarterly	36,948.03		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	38,059.51	
ESD	CF&CL	WPFML	EFT Quarterly	3,886.28		ESD	CF&CL	WPFML	EFT Quarterly	3,496.21	
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,526.75		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,451.13	
UNION DUES	MI	Mac.Initlatn	Check last	0.00		UNION DUES	MI	Mac.Initlatn	Check last	1,053.00	
	MS	Payroll Corr check		0.00			MS	Payroll Corr check		0.00	
	TF	Tx.Fr.Benefit	Employer	0.00	0.00		TF	Tx.Fr.Benefit	Employer	1,115.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	440.00		PROJECT ASSIST	PA	Proj.Assist	Check last	437.00	
PENSION	PN	PERS EE	EFT	73,673.97	0.00	PENSION	PN	PERS EE	EFT	70,047.93	0.00
STATE	PN	PERS ER	EFT	128,085.53	201,759.50	STATE	PN	PERS ER	EFT	121,741.63	191,789.56
PERS		TTL PERS		201,759.50		PERS		TTL PERS		191,789.56	
ICMA LOAN	R3	ICMA Ln#2	WIRE	243.61	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	243.61	0.00
ICMA	RC	ICMA EE	WIRE	6,047.32		ICMA	RC	ICMA EE	WIRE	5,901.06	
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	1,215.79	ICMA LON	RL	ICMA Ln#1	WIRE	972.18	1,215.79
ICMA	RR	ICMA ER	WIRE	3,164.10	9,211.42	ICMA	RR	ICMA ER	WIRE	2,894.29	8,795.35
		TTL ICMA		10,427.21	10,807.97			TTL ICMA		10,011.14	10,391.90
457 STATE	SD	457 ST EE	EFT	17,057.35		457 STATE	SD	457 ST EE	EFT	17,043.62	
DEFERRED	SR	457 ST ER	EFT	9,746.67	26,804.02	DEFERRED	SR	457 ST ER	EFT	9,520.47	26,564.09
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,243.47	6,243.47	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,278.57	6,278.57
ATU	UC	Un COPE	Check 1st	183.84		ATU	UC	Un COPE	Check 1st	-	
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	609.00	
	UD	Un Dues	Check last	6,353.69			UD	Un Dues-BOTH PP	Check last	6,259.43	
	UI	Un Initlatn	Check last	160.00			UI	Un Initlatn- 100.00 PEREE	Check last	160.00	
	UT	Un Tax	Check last	3,244.50			UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	279.50		UNITED WAY	UW	United Way	Check last	259.00	
WELLNESS	WF	Wellness	Check last	317.00		WELLNESS	WF	Wellness	Check last	313.00	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		670,650.37	670,650.37	DIRECT DEP.	NP	ACH Wire every		613,025.22	613,025.22
LIVE CHECKS		Paychecks		6,930.20		LIVE CHECKS		Paychecks - LIVE CHECKS		2,778.03	
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,204,754.61			TOTAL TRANSFER (tie to Treasurer Notifications)			1,092,429.41
		TOTAL PAYROLL*:		1,474,699.13				TOTAL PAYROLL*:		1,363,890.82	
GROSS WAGE		GROSS EARNINGS:		1,066,746.04		GROSS WAGE		GROSS EARNINGS:		968,834.25	
ER AMOUNT		EMPR MISC DED:		392,882.91		ER AMOUNT		EMPR MISC DED:		381,406.88	
MEDICARE TAX		EMPR MEDICARE TAX:		15,070.18		MEDICARE TAX		EMPR MEDICARE TAX:		13,649.69	
										0.00	
	PP12 Total				1,474,699.13		PP13 Total				1,363,890.82
								Total Payroll for JUNE 2019			\$2,838,589.95
DIRECT DEP.	ACH WIRE TOTAL			697,544.00		DIRECT DEP.	ACH WIRE TOTAL			639,595.26	

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/7/2019

Thru Date: 6/7/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27755	6/7/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$17,061.26	
27756	6/7/2019	01820	AMERICAN DRIVING RECORDS INC	\$226.95	
27757	6/7/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$175.33	
27758	6/7/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$160.19	
27759	6/7/2019	02380	ARAMARK UNIFORM SERVICES	\$1,090.43	
27760	6/7/2019	02580	ASSOCIATED PETROLEUM	\$7,148.00	
27761	6/7/2019	02825	AUTO PLUS - OLYMPIA 10364	\$300.18	
27762	6/7/2019	03250	BATTERY SYSTEMS INC	\$477.67	
27763	6/7/2019	04120	BUILDERS HARDWARE & SUPPLY	\$48.27	
27764	6/7/2019	06060	CITY OF OLYMPIA	\$440.00	
27765	6/7/2019	07220	CUMMINS INC	\$0.00	<input checked="" type="checkbox"/>
27766	6/7/2019	07220	CUMMINS INC	\$22,781.68	
27767	6/7/2019	07619	DAVID S FOSTER	\$1,750.00	
27768	6/7/2019	09662	FERRELLGAS	\$5,284.43	
27769	6/7/2019	10607	GENUINE AUTO GLASS OF LACEY	\$2,474.48	
27770	6/7/2019	10608	GEOENGINEERS INC	\$9,511.03	
27771	6/7/2019	10660	GILLIG LLC	\$8,824.24	
27772	6/7/2019	10759	GORDON TRUCK CENTERS INC	\$409.51	
27773	6/7/2019	11615	INDUSTRIAL HYDRAULICS INC	\$55.94	
27774	6/7/2019	11943	JOANNA GRIST	\$1,750.00	
27775	6/7/2019	13750	MAILBOX OF OLYMPIA	\$800.00	
27776	6/7/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.38	
27777	6/7/2019	14590	MOHAWK MFG & SUPPLY	\$462.24	
27778	6/7/2019	14750	MULLINAX FORD	\$183.54	
27779	6/7/2019	15140	NISQUALLY TOWING SERVICE	\$276.01	
27780	6/7/2019	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$931.02	
27781	6/7/2019	16695	PATTISON WATER COMPANY	\$95.15	
27782	6/7/2019	17505	RAINIER DODGE INC	\$1,371.04	
27783	6/7/2019	17670	RELIABLE ELECTRIC INC.	\$976.51	
27784	6/7/2019	17900	SCHETKY NW SALES INC	\$1,376.13	
27785	6/7/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,225.32	
27786	6/7/2019	18145	SIX ROBBLEES INC	\$292.75	
27787	6/7/2019	18530	STANDARD PARTS CORP	\$453.85	
27788	6/7/2019	18540	STANTEC CONSULTING SERVICES INC	\$170,017.43	
27789	6/7/2019	18695	SUMMIT LAW GROUP PLLC	\$1,295.00	
27790	6/7/2019	21661	THORNBURG COMPUTER SERVICES LLC	\$62,811.49	
27791	6/7/2019	21930	TIRES INC	\$14,086.25	
27792	6/7/2019	21950	TITUS-WILL CHEVROLET	\$3,642.92	
27793	6/7/2019	22010	TOYOTA OF OLYMPIA	\$204.79	
27794	6/7/2019	22100	TRANSIT SOLUTIONS LLC	\$598.07	
27795	6/7/2019	23660	UNITED WAY OF THURSTON COUNTY	\$812.50	
27796	6/7/2019	23770	VANNER INC.	\$899.80	
27797	6/7/2019	24000	W W GRAINGER INC	\$120.57	
27798	6/7/2019	24130	WA ST DEPT OF ECOLOGY 2	\$54.00	
27799	6/7/2019	24215	WA ST DEPT OF L & I	\$392.53	
27800	6/7/2019	24750	WA ST GET PROGRAM	\$30.00	
27801	6/7/2019	25380	WASHINGTON GARDENS	\$316.97	
27802	6/7/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
27803	6/7/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
27804	6/7/2019	25858	WESTCARE CLINIC LLC PS	\$2,635.00	
27805	6/7/2019	25863	WEST COAST MECHANICAL SOLUTIONS, LLC	\$1,420.90	
Total:				\$348,334.75	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/14/2019

Thru Date: 6/14/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27811	6/14/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$642.87	
27812	6/14/2019	02006	AMERON POLE PRODUCTS LLC	\$38,928.20	
27813	6/14/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$115.29	
27814	6/14/2019	02580	ASSOCIATED PETROLEUM	\$86,736.41	
27815	6/14/2019	03250	BATTERY SYSTEMS INC	\$716.49	
27816	6/14/2019	05340	CAPITOL COURIER SERVICE	\$216.37	
27817	6/14/2019	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$9,136.80	
27818	6/14/2019	05740	CED	\$12.29	
27819	6/14/2019	05940	CENTURYLINK	\$2,450.53	
27820	6/14/2019	05962	CHEHALIS COLLISION CENTER	\$1,497.49	
27821	6/14/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$1,086.96	
27822	6/14/2019	07220	CUMMINS INC	\$625.08	
27823	6/14/2019	08060	DON SMALL AND SONS OIL	\$2,897.43	
27824	6/14/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27825	6/14/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27826	6/14/2019	10477	GALLS LLC	\$4,352.51	
27827	6/14/2019	10580	GENE'S TOWING INC	\$130.44	
27828	6/14/2019	10607	GENUINE AUTO GLASS OF LACEY	\$451.33	
27829	6/14/2019	10660	GILLIG LLC	\$4,903.16	
27830	6/14/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
27831	6/14/2019	10759	GORDON TRUCK CENTERS INC	\$738.39	
27832	6/14/2019	11422	HUNG RIGHT DOORS LLC	\$655.80	
27833	6/14/2019	11615	INDUSTRIAL HYDRAULICS INC	\$364.76	
27834	6/14/2019	11865	ISLAND SUPERIOR AIR FILTER	\$892.25	
27835	6/14/2019	11892	J ROBERTSON AND COMPANY	\$2,187.50	
27836	6/14/2019	12922	KTA-TATOR INC.	\$2,773.13	
27837	6/14/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$367.05	
27838	6/14/2019	13850	MASON TRANSIT AUTHORITY	\$174.00	
27839	6/14/2019	14750	MULLINAX FORD	\$490.59	
27840	6/14/2019	15140	NISQUALLY TOWING SERVICE	\$546.01	
27841	6/14/2019	16820	PIERCE COUNTY SECURITY	\$28,475.97	
27842	6/14/2019	17290	PUGET SOUND ENERGY	\$12,156.53	
27843	6/14/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
27844	6/14/2019	17420	R&R TIRE COMPANY INC.	\$2,942.99	
27845	6/14/2019	17505	RAINIER DODGE INC	\$598.44	
27846	6/14/2019	17893	SCHEDULE MASTERS INC.	\$1,200.00	
27847	6/14/2019	17900	SCHETKY NW SALES INC	\$236.68	
27848	6/14/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,092.92	
27849	6/14/2019	18075	TITAN LABORATORIES	\$218.48	
27850	6/14/2019	18145	SIX ROBBLEES INC	\$1,452.26	
27851	6/14/2019	18210	SME SOLUTIONS	\$679.79	
27852	6/14/2019	18470	SPORTWORKS NORTHWEST INC	\$271.98	
27853	6/14/2019	18530	STANDARD PARTS CORP	\$347.91	
27854	6/14/2019	21660	THERMO KING NORTHWEST	\$1,091.08	
27855	6/14/2019	21930	TIRES INC	\$5,221.27	
27856	6/14/2019	21950	TITUS-WILL CHEVROLET	\$1,823.02	
27857	6/14/2019	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$70.24	
27858	6/14/2019	22100	TRANSIT SOLUTIONS LLC	\$1,151.46	
27859	6/14/2019	22325	TTL PARTNERS LLC	\$3,433.00	
27860	6/14/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
27861	6/14/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$76,679.47	
27862	6/14/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
27863	6/14/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$14,386.38	
27864	6/14/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$42,374.06	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/14/2019

Thru Date: 6/14/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27865	6/14/2019	24000	W W GRAINGER INC	\$212.08	
27866	6/14/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$166.68	
27867	6/14/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$165.00	
Total:				\$367,799.24	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/19/2019

Thru Date: 6/19/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27917	6/19/2019	05962	CHEHALIS COLLISION CENTER	\$666.51	
27918	6/19/2019	23660	UNITED WAY OF THURSTON COUNTY	\$581.00	
Total:				\$1,247.51	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/21/2019

Thru Date: 6/21/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27868	6/21/2019	01405	ADVANCE GLASS INC	\$737.95	
27869	6/21/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$183.84	
27870	6/21/2019	01895	ECOLUBE RECOVERY LLC	\$103.84	
27871	6/21/2019	02380	ARAMARK UNIFORM SERVICES	\$1,132.14	
27872	6/21/2019	02580	ASSOCIATED PETROLEUM	\$5,163.47	
27873	6/21/2019	02990	B&B SIGN COMPANY LLC	\$300.53	
27874	6/21/2019	04100	BUENAVISTA SERVICES INC.	\$10,982.60	
27875	6/21/2019	05220	CAPITAL ELECTRIC INC	\$834.92	
27876	6/21/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$1,488.81	
27877	6/21/2019	07220	CUMMINS INC	\$12,387.24	
27878	6/21/2019	09885	FMNA LLC	\$60.02	
27879	6/21/2019	10605	GENFARE	\$55.23	
27880	6/21/2019	10607	GENUINE AUTO GLASS OF LACEY	\$655.80	
27881	6/21/2019	10643	GHB CONSTRUCTION SERVICES INC.	\$7,104.50	
27882	6/21/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
27883	6/21/2019	10660	GILLIG LLC	\$14,478.59	
27884	6/21/2019	10759	GORDON TRUCK CENTERS INC	\$4,113.52	
27885	6/21/2019	11002	KEARNEY-NATIONAL INC.	\$5,764.00	
27886	6/21/2019	11048	HARGIS ENGINEERS INC.	\$1,015.00	
27887	6/21/2019	11615	INDUSTRIAL HYDRAULICS INC	\$52.99	
27888	6/21/2019	11905	JANEK CORPORATION	\$677.66	
27889	6/21/2019	11909	JAYRAY ADS & PR INC	\$1,697.50	
27890	6/21/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$398.77	
27891	6/21/2019	14590	MOHAWK MFG & SUPPLY	\$1,175.19	
27892	6/21/2019	14750	MULLINAX FORD	\$228.04	
27893	6/21/2019	15140	NISQUALLY TOWING SERVICE	\$276.00	
27894	6/21/2019	15203	NORTHWEST CASCADE INC	\$3,292.13	
27895	6/21/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$803.27	
27896	6/21/2019	16490	PACIFIC DISPOSAL INC	\$639.77	
27897	6/21/2019	17290	PUGET SOUND ENERGY	\$106.54	
27898	6/21/2019	17505	RAINIER DODGE INC	\$1,263.02	
27899	6/21/2019	17560	RE AUTO ELECTRIC INC	\$490.55	
27900	6/21/2019	17580	RECARO NORTH AMERICA INC	\$90.28	
27901	6/21/2019	17900	SCHETKY NW SALES INC	\$738.48	
27902	6/21/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,103.73	
27903	6/21/2019	18145	SIX ROBBLEES INC	\$211.75	
27904	6/21/2019	18530	STANDARD PARTS CORP	\$275.72	
27905	6/21/2019	18940	TENNANT COMPANY	\$24.87	
27906	6/21/2019	21660	THERMO KING NORTHWEST	\$1,178.18	
27907	6/21/2019	21930	TIRES INC	\$2,420.88	
27908	6/21/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
27909	6/21/2019	21950	TITUS-WILL CHEVROLET	\$4,944.53	
27910	6/21/2019	22010	TOYOTA OF OLYMPIA	\$176.46	
27911	6/21/2019	23576	UNG CHAE	\$2,700.00	
27912	6/21/2019	24000	W W GRAINGER INC	\$368.96	
27913	6/21/2019	24215	WA ST DEPT OF L & I	\$432.34	
27914	6/21/2019	24750	WA ST GET PROGRAM	\$30.00	
27915	6/21/2019	24755	WA ST HEALTH CARE AUTHORITY	\$393,578.40	
27916	6/21/2019	26861	WESTERN GRAPHICS INC.	\$12,099.51	
Total:				\$498,037.52	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/28/2019

Thru Date: 6/28/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27921	6/28/2019	02060	AMERISAFE	\$155.21	
27922	6/28/2019	02580	ASSOCIATED PETROLEUM	\$55,066.06	
27923	6/28/2019	02825	AUTO PLUS - OLYMPIA 10364	\$257.29	
27924	6/28/2019	03706	BRUMSICKLE, DANIEL BINFORD	\$1,091.33	
27925	6/28/2019	04120	BUILDERS HARDWARE & SUPPLY	\$175.41	
27926	6/28/2019	05005	C2 IMAGING LLC	\$841.56	
27927	6/28/2019	05940	CENTURYLINK	\$284.98	
27928	6/28/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$275.59	
27929	6/28/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$262.32	
27930	6/28/2019	06741	COMMUNITY YOUTH SERVICES	\$825.00	
27931	6/28/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$19,679.30	
27932	6/28/2019	07220	CUMMINS INC	\$3,972.66	
27933	6/28/2019	09681	FINNELL DAVID M.	\$750.00	
27934	6/28/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27935	6/28/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27936	6/28/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27937	6/28/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
27938	6/28/2019	10477	GALLS LLC	\$8,953.52	
27939	6/28/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
27940	6/28/2019	10660	GILLIG LLC	\$7,606.61	
27941	6/28/2019	10759	GORDON TRUCK CENTERS INC	\$1,701.69	
27942	6/28/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$998,026.23	
27943	6/28/2019	11905	JANEK CORPORATION	\$980.10	
27944	6/28/2019	11909	JAYRAY ADS & PR INC	\$7,016.09	
27945	6/28/2019	13661	LOOMIS	\$3,684.32	
27946	6/28/2019	14590	MOHAWK MFG & SUPPLY	\$333.08	
27947	6/28/2019	14750	MULLINAX FORD	\$2,221.93	
27948	6/28/2019	14760	MUNCIE TRANSIT SUPPLY	\$430.91	
27949	6/28/2019	15535	OLYMPIA COLLISION REPAIR	\$1,656.37	
27950	6/28/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$349.46	
27951	6/28/2019	16966	POINT & PAY	\$1,540.88	
27952	6/28/2019	16977	PORTABLE COMPUTER SYSTEMS INC.	\$1,694.15	
27953	6/28/2019	17505	RAINIER DODGE INC	\$710.51	
27954	6/28/2019	17560	RE AUTO ELECTRIC INC	\$110.83	
27955	6/28/2019	17795	ROUTEMATCH SOFTWARE INC	\$2,941.42	
27956	6/28/2019	17860	SAMEDAY INC.	\$680.00	
27957	6/28/2019	17900	SCHETKY NW SALES INC	\$163.89	
27958	6/28/2019	18145	SIX ROBBLEES INC	\$23,399.71	
27959	6/28/2019	18390	SOUTH PUGET SOUND COMMUNITY COLLEG	\$12,126.62	
27960	6/28/2019	18530	STANDARD PARTS CORP	\$378.85	
27961	6/28/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$12,103.00	
27962	6/28/2019	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
27963	6/28/2019	21930	TIRES INC	\$7,404.13	
27964	6/28/2019	21950	TITUS-WILL CHEVROLET	\$5,122.73	
27965	6/28/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$3,725.00	
27966	6/28/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,934.80	
27967	6/28/2019	01895	ECOLUBE RECOVERY LLC	\$601.15	
27968	6/28/2019	02060	AMERISAFE	\$478.73	
27969	6/28/2019	06120	CITY OF OLYMPIA UTILITIES	\$1,166.71	
27970	6/28/2019	15140	NISQUALLY TOWING SERVICE	\$337.51	
27971	6/28/2019	17145	PRIME ELECTRIC	\$469.37	
27972	6/28/2019	18705	SUNBELT RENTALS	\$327.60	
27973	6/28/2019	26405	XIOLOGIX LLC	\$92,550.28	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 6/28/2019

Thru Date: 6/28/2019

Check #	Check Date	Ref #	Name	Amount	Voided
Total:				\$1,288,678.89	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
07153 CROW TOM										
00	05/16-05/22 TRAVEL	DI	6/7/2019			35.67	35.67	35.67		35.67
11770 IT PROJECT ASSISTANCE										
00	2019 MAY	DI	6/7/2019			1,347.00	1,347.00	1,347.00		1,382.67
11775 IT WELLNESS										
00	2019 MAY	DI	6/7/2019			963.50	963.50	963.50		2,346.17
12455 KARKOSKI KEVIN										
00	06/10-06/13 ADV TRVL	DI	6/7/2019			218.00	218.00	218.00		2,564.17

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
06486 COFFMAN ROBERT										
00	06/12/19 TRAVEL	DI	6/14/2019			32.00	32.00	32.00		32.00
08430 DUDEK DAVID										
00	06/07/19 REIMB.	DI	6/14/2019			221.33	221.33	221.33		253.33
10205 FREEMAN-MANZANARES ANN										
00	05/17-05/22 TRAVEL	DI	6/14/2019			2,317.77	2,317.77	2,317.77		2,571.10
00	05/29-05/31 TRAVEL	DI	6/14/2019			241.12	241.12	2,558.89		2,812.22
17528 RANDALL DAVID										
00	06/07/19 REIMB.	DI	6/14/2019			98.91	98.91	98.91		2,911.13
18275 SNYDER WILLIAM										
00	06/12/19 TRAVEL	DI	6/14/2019			32.00	32.00	32.00		2,943.13
22220 TREFSGAR ERIC										
00	06/12/19 TRAVEL	DI	6/14/2019			32.00	32.00	32.00		2,975.13

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019 JUNE	DI	6/21/2019			3,135.25	3,135.25	3,135.25		3,135.25
12020 JOHNSON VERLIN										
00	113-8763752-6532235	DI	6/21/2019			55.54	55.54	55.54		3,190.79
12455 KARKOSKI KEVIN										
00	06/10-06/13 TRAVEL	DI	6/21/2019			59.16	59.16	59.16		3,249.95
13665 LORENZO JEFFREY										
00	06/12/19 TRAVEL	DI	6/21/2019			32.00	32.00	32.00		3,281.95

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
01471 AGUERO JASON										
00	06/08-06/14 TRAVEL	DI	6/28/2019			627.63	627.63	627.63		627.63
00	08/12-08/15 TRAVEL	DI	6/28/2019			449.00	449.00	1,076.63		1,076.63
16785 PHILLIPS ERIC										
00	06/13-06/14 TRAVEL	DI	6/28/2019			33.00	33.00	33.00		1,109.63

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 360-705-5838

SUBJECT: Pierce Transit First and Last Mile Demonstration Project

- 1) **The Issue:** Penny Grellier, Pierce Transit's Business Partnership Administrator, will provide an overview and update on their first and last mile demonstration project.

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

- 3) **Policy Analysis:** N/A.

- 4) **Background:** Pierce Transit applied and received funding through the Federal Transit Administration's Mobility on Demand Sandbox program. The purpose of the project and its funding is to determine if TNC's, such as Lyft, and transit could work together to improve availability of shared-use mobility options. Penny Grellier will share Pierce Transit's experience.

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

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

- 7) **Goal Reference:** N/A.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Kerri Wilson and David Copley, Youth Program, 705-5855

SUBJECT: Walk N Roll 2018-2019 School Year Report

-
- 1) **The Issue:** To share the accomplishments of Intercity Transit's Walk N Roll Youth Education Program during the 2018-19 school year and talk about what's next.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
-
- 4) **Background:** Youth program staff would like to share their accomplishments from the 2018-19 school year and talk about what is next. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. Additional CMAQ funds (\$109,000 per year) have been secured for the 2021-2022 and 2022-2023 school years.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The agency's youth education work is funded with one and three quarter's permanent FTE positions.
-
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #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."
-
- 8) **References:** N/A.



A Youth Education Program of Intercity Transit 2018-2019 School Year Report



International Walk to School Day.

During the 2018-2019 school year the Walk N Roll program partnered with **33 schools** in three districts to provide education and outreach on biking, walking and riding the bus to **7,665 students and their families**. Walk N Roll aims to increase physical activity, teach bike and pedestrian safety skills, and expose youth to transportation options.

Public Transportation Education and Field Trips

- Educated 582 students on the importance of public and active transportation through classroom presentations.
- Provided free transportation for 50 community field trips for 1,527 students using the Class Pass.
- Took 375 students on a Rolling Classroom field trip which included a bus ride and a tour of Intercity Transit's facility.



Walk N Roll to School Day.

Walk N Roll to School

- Obtained Walk to School Month proclamations for the cities of Lacey, Olympia and Tumwater.
- Supported National Bike to School Day in 12 schools with 479 participants and International Walk to School Day in 12 schools with 1,023 participants.
- Educated 600 students and families about bike and pedestrian safety at six school events.
- Partnered with 12 schools to promote 65 Walk N Roll to School Days with 2,800 participating students, families and community members.



Students touring Intercity Transit.



Students on a Rolling Classroom.



National Bike to School Day.



School field trip using the Class Pass.



Olympic View's Bike Rodeo.



Learning basic bike mechanics.



Students learning bike safety skills.



Practicing bike safety in PE.



Student with their new bike.

Bike Safety Education

- Organized a two-week bike challenge in 11 schools with 196 student participants who rode a combined 1,736 days. Students won prizes related to bike safety, such as helmets and lights.
- Provided mechanic assistance to help Tumwater School District maintain their fleet of 30 bikes.
- Assisted Mountain View Elementary School Physical Education teacher with bike safety classes.
- Assisted with teaching bike safety to 160 students at Woodland Elementary School's Bike Rodeo.
- Taught seven Earn-A-Bike sessions in two schools, providing eight hours of education to 75 students on bike safety and basic mechanic skills.
- Volunteers rebuilt 69 bikes that were given to students in Earn-A-Bike classes. Students also received a bike helmet, light set and lock.

Student Artwork

- Displayed 130 student's artwork from five schools at the Walk N Roll Youth Education Center during Spring Arts Walk.



City of Tumwater Police Chief and Mayor at Walk N Roll to School.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Pat Messmer, Clerk of the Board, 360-705-5860

SUBJECT: Authority Photo Shoot

-
- 1) **The Issue:** The Authority will begin a recruitment in the fall to fill the Citizen Representative position vacated by Karen Messmer. Messmer's term ends December 31, 2019. The photo of the Authority will be used in the recruitment process.
-
- 2) **Recommended Action:** N/A.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** Staff will arrange for a photo shoot of the Authority at their July 17, 2019, ITA meeting, to be used in the Citizen Representative Recruitment materials.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D - PULLED
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: September 2019 Service Change and Long Range Plan Update

-
- 1) **The Issue:** Update the ITA on the September 2019 service change and Long Range Plan implementation.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** Update the ITA on the upcoming changes planned for the September 2019 service change and status of efforts to implement the adopted Long Range Plan.
-
- 4) **Background:** Provide a summary of the changes to the fixed route service being prepared for implementation on September 22, 2019. Share service changes implemented to date and project timelines proposed for the implementation of the Long Range Plan.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services."*
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager 705-5832

SUBJECT: Schedule a Public Hearing on the Draft Transit Development Plan

1) **The Issue:** Requirement to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).

2) **Recommended Action:** Confirm the review and update schedule and set the public hearing date for August 7, 2019, for the purpose of receiving and considering public comments on the 2018 Annual Report and 2019 - 2024 Transit Development Plan.

3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing on the annual update of the Transit Development Plan. Authority policy also provides an opportunity for public comment. In addition to the formal Public Hearing Intercity provides notice of the TDP via onboard communication (Rider News) and our website.

Staff intends to present the Draft TDP at the August 7, 2019, Authority meeting, and will seek final adoption at the August 21, 2019, Authority meeting. Following adoption, the updated TDP is published to the agency website as well as sent to WSDOT, local jurisdictions and the Thurston Regional Planning Council.

4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The annual TDP update must include three elements:

- a) Description of the system from the previous year (a 2018 Summary);
- b) Description of planned changes to services and facilities (2019-2024); and
- c) Operating and capital financing elements for the previous year (2018), budgeted for current year (2019), and planned for five years (2020 - 2024).

-
- 5) **Alternatives:**
Set a later date for the public hearing and approval of the TDP. Setting an adoption date past September 2019 will require a request to WSDOT for an extension of the due date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Conducting a public hearing for the draft TDP reflects all current goals established for the agency.
-
- 8) **References:** *RCW 35.58.2795: Public Transportation Systems – Six year transit plans.*
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, General Manager - 705-5838

SUBJECT: Consideration of Resolution 01-2019 Regarding Reimbursement of Capital Expenditures from Proceeds of Bonds.

-
- 1) **The Issue:** Consideration of a Resolution designating authority to the General Manager to make declarations of intent consistent with and in compliance with federal reimbursement regulations as they relate to capital projects anticipated to be funded from bond proceeds as specified.
-
- 2) **Recommended Action:** Adopt Resolution 01-2019, designating the General Manager to execute declarations of official intent to reimburse expenditures from proceeds of Bonds.
-
- 3) **Policy Analysis:** Intercity Transit may consider utilizing its bonding authority to fund major capital projects in the future. Federal reimbursement regulations relating to the use of proceeds of tax exempt bonds or other obligations ("bonds") require that expenditures made prior to the issue date of the bond be declared prior - in order to be included in the amount that can be financed. The Resolution allows the Intercity Transit Authority to designate the General Manager to make these declarations of intent, if needed, and would allow consideration of expenditures made before the issue date of the bonds (not later than 60 days after payment of the original expenditure) and declare a reasonable official intent to reimburse those expenditures from proceeds of bonds. The declaration form (Exhibit A to Resolution 01-2019) is intended to meet the Treasury Regulations and federal reimbursement regulations in the event we move forward with the issuance of bonds in the future.
-
- 4) **Background:** Intercity Transit is exploring long term debt options and requirements. In consultation with Bond Counsel from Foster Pepper PLLC it was advised that we establish authority to seek reimbursement for eligible project expenses that may be incurred prior to the completion of sale of bonds or similar financing instrument. Resolution 01-2019 provides the opportunity, should the need arise, to legally identify capital project costs incurred and assure that they can be included in the reimbursement from the proceeds of bonds.

-
- 5) **Alternatives:**
- A. Adopt Resolution 01-2019, designating the General Manager to execute declarations of official intent to reimburse expenditures from proceeds of Bonds.
 - B. Defer action.
 - C. Do not adopt the resolution. Note: While this process is not required it is considered best practices for an agency that may issue bonds and is required if prior expenses are to be considered to be paid from bond proceeds.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** **Goal# 1:** *"Assess the transportation needs of our community."*
Goal# 4: *"Provide responsive transportation options within financial limitations"*
-
- 8) **References:** Resolution 01-2019.
-

INTERCITY TRANSIT AUTHORITY

RESOLUTION NO. 01-2019

A RESOLUTION OF THE INTERCITY TRANSIT AUTHORITY, A PUBLIC TRANSPORTATION BENEFIT AREA WITHIN THURSTON COUNTY, WASHINGTON, DESIGNATING THE GENERAL MANAGER AS THE OFFICIAL AUTHORIZED TO MAKE DECLARATIONS OF OFFICIAL INTENT ON BEHALF OF THE INTERCITY TRANSIT AUTHORITY.

The Intercity Transit Authority do hereby resolve as follows:

WHEREAS, Intercity Transit Authority (“Intercity Transit”), from time-to-time may reasonably expect to make expenditures for capital projects (or certain extraordinary working capital expenditures) from funds that are available but are not (and are not reasonably expected to be) reserved, allocated on a long-term basis or otherwise set aside for those expenditures, and would reasonably expect to be reimbursed for those expenditures from proceeds of bonds or other obligations issued to finance those expenditures; and

WHEREAS, certain federal regulations (the “federal reimbursement regulations”) relating to the use of proceeds of tax exempt bonds or other obligations (“bonds”) to reimburse the issuer of the bonds for expenditures made before the issue date of the bonds require, among other things, that not later than 60 days after payment of the original expenditure Intercity Transit (or any person designated by Intercity Transit to do so on its behalf) declare a reasonable official intent to reimburse those expenditures from proceeds of bonds; NOW, THEREFORE,

Section 1. Designation of Official to Declare Official Intent. The General Manager of Intercity Transit is designated to make declarations of official intent, substantially in the form attached to this resolution as Exhibit A or in such other form as may be consistent with or shall be prescribed by Treasury Regulation Section 1.150-2, on behalf of Intercity Transit as may be necessary or appropriate from time-to-time for any purpose under, and in compliance with, the requirements of the federal reimbursement regulations.

Section 2. Ratification and Confirmation. Any actions of Intercity Transit or its officers prior to the date thereof and consistent with the terms of this resolution are ratified and confirmed.

Section 3. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Adopted this 17th day of July, 2019.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan,
Chair

Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM

Jeffrey S. Myers
Legal Counsel

Exhibit A
Resolution 01-2019

**Declaration of Official Intent
to Reimburse Expenditures from Proceeds of Bonds**

I, the undersigned _____, am the duly appointed, qualified and acting General Manager of Intercity Transit, and, as such, have been designated by Intercity Transit to make declarations of official intent on behalf of Intercity Transit when necessary or appropriate for any purpose under, and in compliance with, the requirements of certain federal regulations (the “federal reimbursement regulations”) relating to the use of proceeds of tax exempt bonds or other obligations (“bonds”) to reimburse Intercity Transit for capital expenditures (and certain extraordinary working capital expenditures) made by Intercity Transit before the issue date of the bonds. On behalf of Intercity Transit, I make the following declaration of official intent under the federal reimbursement regulations:

1. Description of Project for Which Expenditures are to be Made. Intercity Transit intends to make (and/or, not more than 60 days before the date of this declaration, has been made) expenditures, and reasonably expects to reimburse itself for those expenditures from proceeds of bonds, for the following project, property, or program (the “Project”):

[Insert general functional description of the Project or, alternatively, identify the name and functional purpose of the fund or account from which the expenditures will be made:]

2. Maximum Principal Amount of Obligations Expected to be Issued for the Project. Intercity Transit expects the maximum principal amount of bonds that will be issued to finance the Project will be \$_____.

3. Declaration Reasonable. I have reviewed the existing and reasonably foreseeable budgetary and financial circumstances of Intercity Transit, and have determined that Intercity Transit reasonably expects to reimburse itself for expenditures for the Project from proceeds of bonds because Intercity Transit has no funds available that already are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by Intercity Transit for those expenditures on the Project.

4. Date of Declaration. This declaration of official intent is dated _____, 2019.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-G
MEETING DATE: July 17, 2019

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Complete design work for Phases 3 & 4 of the Pattison MOA Expansion/Rehabilitation Project

-
- 1) **The Issue:** Consideration of authorizing the General Manager to have the Department of Enterprise Services (DES) contract with Stantec to complete the design work through close-out related to Phase 3 (New Admin/Operations Building and Fuel, Wash & Facilities Building) and Phase 4 (Renovate the existing Maintenance Building of the Pattison) of the Maintenance, Operations & Administrative (MOA) Expansion & Rehabilitation Project.
-
- 2) **Recommended Action:** Authorize the General Manager to have DES contract with Stantec to complete the design work related to Phases 3 and 4 of the Pattison MOA Project for a total not-to-exceed amount of \$6,873,231.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In February 2018, Intercity Transit entered into an Interagency Agreement (IAA) with DES to provide project management services related to the Pattison Base MOA Expansion/Rehabilitation Project. Using State standard contracting templates, terms, conditions and processes, in May of 2018, DES competitively award a contract to Stantec to update the Pattison MOA Base Expansion/Rehabilitation Master Plan. Included in the Request of Qualifications (RFQ) was the option to contract with Stantec to provide A&E design services specific to this project. To determine A&E design costs, DES applies the Office of Financial Management (OFM) A&E Guidelines which uses a fee scheduled determined to be both fair and reasonable. The A&E Basic Design Services fee for each project is calculated by applying the OFM formula to the Maximum Allowable Construction Cost (MACC). The Basic Design Service fee is broken down further by percentages to determine the cost for Schematic Design (SD), Design Development (DD), Construction Design (CD), Bid, Construction Administration (CA) and Close out. Other additional A&E Support Services unique to each project are also estimated based on a percentage of the Basic Design Services fees before determining overall

A&E design costs. Stantec has already completed the Schematic Design (SD) for Phase-3 and the total A&E cost to complete the remaining Phases 3 design work is projected to be an amount not-to-exceed \$4,053,933. The total not-to-exceed amount to begin SD design work for Phase 4 through project close-out is projected to be \$2,819,298.

Since the DES A&E design fees are formulaic in nature, economies and efficiencies can be realized by streamlining the A&E contract process by authorizing DES to contract with Stantec at this time rather than seeking ITA approval with each design phase. Accordingly, the recommended action is to authorize DES to contract with Stantec to complete the remaining Phase 3 design work and to begin the SD work for Phase 4 through completion. In so doing, Intercity Transit will also be better positioned to immediately engage our GC/CM into the design process follow contract award targeted for August of 2019.

5) Alternatives:

- A. Authorize the General Manager to have DES contract with Stantec to complete the design work through close-out related to Phases 3 and 4 of the Pattison MOA Project for a total not-to-exceed amount of \$6,873,231.
- B. Defer action.

-
- 6) Budget Notes:** By authorizing DES to contract with Stantec to perform all the design work through close-out related to Phases 3 and 4, Intercity Transit will be better positioned to yield the savings associated with engaging the GC/CM early on in the design process, accelerate the schedule and ensure grant spending deadlines are met.

-
- 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.

**Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
June 17, 2019**

CALL TO ORDER

Chair Pierce called the June 17, 2019, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Linda Vail; Marie Lewis; Ursula Euler; Jan Burt; Marilyn Scott; Billie Clark; Victor VanderDoes; Tim Horton; Michael Van Gelder; Scott Paris; Sreerenjini Surendran; Walter Smit; Carla Dawson; and Jonah Cummings.

Absent: Peter Diedrick; Joan O'Connell; Vice-Chair Justin Belk; Jason Bonauto; and Denise Clark.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Steve Krueger; Rob LaFontaine; Duncan Green, Jessica Gould, and Nancy Trail.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Pierce introduced Authority member, MOLLY CARMODY, as the representative who would be attending the meeting.

MEETING ATTENDANCE

- A. June 19, 2019, Work Session – Joan O'Connell
- B. July 3, 2019, Meeting Cancelled
- C. July 17, 2019, Work Session – Walter Smit
- D. August 7, 2019, Regular Meeting - Justin Belk

APPROVAL OF MINUTES

It was M/S/A by VAN GELDER and DAWSON to approve the minutes of the May 20, 2019 meeting.

- A. **BICYCLE COMMUTER CHALLENGE UPDATE** – (*Duncan Green*) Green coordinates the Bicycle Commuter Challenge (BCC) and other bike related events. Biking is one of the accessible, livable transportation modes promoted at the agency. This year's challenge went well. It wasn't a record year, but many participated and had a lot of fun. This year the program connected with many different agencies externally as well as internal committees at IT. The BCC held the 14th annual Market Ride and even though it was a cold and grey day 78 people showed up and converged on Heritage Park and biked to the Farmer's Market. Riders received Farmer's Market tokens to spend at the market.

The BCC invites all local jurisdictions to proclaim May as Bike Commuter month. All cities along with Thurston County provided one this year. Interestingly The Mayor of Yelm has always asked if Green rode his bike all the way out to Yelm and this year he did it. It took two and a half hours but he made it.

Bike to Work day happens in the middle of May and was celebrated on a Thursday with 350 logged rides. There were seven energizer stations around the county. This year the School Bike Challenge had more schools than ever with the most days and miles recorded and appears to be catching on. The BCC total participation included over 1,000 people on 78 teams from various agencies, families and other groups. The BCC had 45 sponsors donating prizes and coupons and helping out at events. Over 200 people received notice today that they won a prize. BCC participants posted nearly 90,000 miles, included almost 11,000 days and prevented 45 tons of Co2 from entering the atmosphere. The general trend is that participation is slightly down from last year, but the overall trend is still going up and is somewhat counter to other areas in the region. The prize hoopla is this Saturday, June 22 and staff will hand out the grand prizes Saturday morning.

B. OTC CONSTRUCTION UPDATE (*Steve Krueger*) Krueger introduced himself as the Procurement and Capital Projects Manager and indicated he would provide an update of the OTC Construction project. He provided a rendering of the new building and compared it to a current picture of the actual construction. He indicated there is a camera that takes a photo every few minutes and staff will ultimately make a move of it when fully constructed. There is a live feed for all employees to watch the construction. Initially it was very exciting but now that most of the work is being done inside the video basically looks the same. The roof is complete, dried in, and passed inspection. Inside the mechanical, electrical, plumbing, insulation and HVAC duct work are in. The first floor drywall is hung and they are working their way upstairs. The dump station and bike shelter are nearing completion. There is scaffolding going up and the brick has arrived from Nebraska. It was delayed due to severe weather conditions. Next week they will start doing the brick exterior and it should take about five weeks. The contractor is reporting the project is a bit ahead of schedule. Looking at the budget using a General Construction Contract Manager (GCCM) process makes the project a more fluid and dynamic process. The project qualified because it is being built on a small lot and must remain open during construction. The GCCM is brought on during the design and contributes along the way with value engineering and collaborates with the architect. At 80% completion the agency negotiated the maximum allowable construction costs. This means the contractor agrees to build the project for a set amount no matter what. Within that methodology the rules require a minimum 5% contingency set aside for the unknowns. The OTC project had \$329k contingency that is divided between the owner and the GCCM. The agency has 3% and the GCCM has about 2% but it is one pot used for the project. The contractor's contingencies are design related and the agency is responsible for unknown issues that couldn't be recognized as part of the construction. One of those issues became apparent when connecting to the water main on Franklin. The contractor ran into a concrete tube that appears to be well over 100 years old and there is no record of it. Work was stopped and the agency brought in consultants and retired city workers who thought it could be an old steam duct that goes to the old capital building. They drilled a hole and discovered that there was some asbestos inside. It appeared to be hollowed out logs that were used as the conduit in the 40's. They were covered with asbestos and then concrete. Some other examples include early on in the site excavation work they discovered a dead tree that they had to deal with. It required some additional geoenvironmental work and additional time. Before the foundation was poured it was discovered that Labor and

Industries had a new rule requiring a sump pump for the elevator pit. Then Eric discovered the drive lanes need to be redesigned to accommodate the 45' Greyhound buses. There was also an issue connecting the new building to fiber optics that needed to be resolved.

Marie Lewis arrived

Krueger indicated the overall project is making really good progress and that there has been excellent synergy amongst all parties involved. Using the GCCM project management has been the ideal methodology for this construction project.

Krueger answered questions.

Paris – asked if Greyhound was still planning to lease space.

Krueger – indicated they will have a ticket office inside the lobby and the agency will be staffing it.

VanderDoes – added that he was impressed and apologized in advance for the tents.

Cummings – inquired about the hollowed out system of logs going underneath the road.

Krueger – indicated they are speculating it went to the old Capital building, but aren't sure.

Horton – added that his company found some when they re-did State Avenue.

C. TRANSPORTATION IMPROVEMENTN PLAN (TIP) UDPATE – *(Jessica Gould)* Gould introduced herself and indicated she would speak to the Transportation Improvement Program (TIP). This just went to the ITA for approval on June 5. The TIP was adopted and includes all projects with anticipated federal funding over the next four years. It is a Roadmap for what the agency will be doing and buying. This is an annual requirement and it includes a public comment period. There were a few comments received that were service related and one was a basic understanding of the TIP process. It's not something that the agency traditionally receives a lot of public comments. This year it includes \$97M in Federal funding and doesn't mean that it will all happen, but more along the lines of what the agency wants to happen. Gould reviewed the list of projects.

Gould answered questions.

Smit – inquired about direct access for park and ride lots.

Phillips – indicated the project list includes regular reoccurring projects and the ideal usage of federal funds. This year staff included DAL. The Long Range plan provides for BRT light and is part of the list of projects and improvements to move forward. Staff went on the assumption of 50% federal participation for \$30M to move that forward. The ongoing quest to improve the express commute and the Martin Way Park and Ride improvements to make in and out easier. Also for circulating the left hand turn in the evening. The plan includes utilizing a slip ramp at the transit center that is 'transit only' will move things more efficiently. The agency is looking at efficiencies to enhance operations.

Gould – added that she recently took the bus to SeaTac and not pulling all the way into the park and ride lots along the way made a huge difference.

Van Gelder – asked if the agency would attempt to replicate this at other park and ride lots along the way.

Phillips – indicated at this point this is the only one that is going into the regional plan in TRPC's regional plan update as a project. The agency is still looking at other park and ride locations and the importance the need for funding HOV improvements.

Van Gelder – added that Marvin Road is particularly compatible with JBLM.

D. CAC RECRUITMENT AD HOC COMMITTEE - (*Ann Freeman – Manzanares*) Freeman-Manzanares indicated it was time to look at the annual CAC recruitment again. She thanked those who previously served on the ad hoc committee. Staff is looking for 3 members to volunteer their time for the selection committee. There are 3 ITA members and 3 CAC members who interview potential candidates who would like to serve on the CAC. Applications will go out September 2; will be due October 23; and interviews will be 11/6. The recommendations will go before the Authority on November 20 or December 4. Volunteers for the committee included Michael Van Gelder, Ursula Euler and Marilyn Scott. Walter Smit agreed to act as a back-up.

E. STRATEGIC PLAN/GOALS & POLICY STATEMENTS UPATE - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated this was taken this to the authority if there is something you would like to share we will take that back to them in preparation 2020-2025 Strategic Plan and budget for 2020. There were 19 policy positions and the board moved to delete one of those. This isn't all inclusive, just the big pieces.

- a. Should Intercity Transit maintain service levels in 2020 or consider new or expanded local transit services needed to serve the growing population? (2020-*Proceed with the implementation of the Long Range Service Plan and the implementation of expanded services.*)

This is the lead question because the amount of fixed route drives the entire budget and is the most expensive thing that the agency does. The committee may recall the agency was looking at eliminating service and was fortunate enough to proceed with long range service plan thanks to the sales tax measure.

- b. What is Intercity Transit's role in providing regional mobility? (2020-*Proceed with the implementation of the Long Range Service Plan. 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.*)

In 2011 Pierce Transit and IT shared responsibility for the service. IT decided to maintain it after Pierce Transit pulled out. Currently there is a WSDOT grant.

Euler – inquired about passenger through put versus vehicle through put.

Freeman-Manzanares – indicated that calculations were previously talked about in terms of the number of cars they put through the area and didn't include transit systems. Once at the table staff asked if they were trying to move cars or people and they began thinking about things in those terms.

- c. What role should Intercity Transit plan in serving the core areas of Olympia, Lacey and Tumwater areas? *(2020-Proceed with the implementation of the Long Range Strategic Plan. Identify span of service, frequency in 2020 and beyond according to the long range plan.)*

No comments.

- d. Is there a role for local express service in the current service area? *(2020-Proceed with the implementation of the Long Range Service Plan. Grant funding through the Washington State Regional Mobility Grant Program will allow early implementation of a portion of the proposed Bus Rapid Transit-Light project. Pursue BRT federal funding process.)*

BRT federal funding would normally take 8-10 years to receive the kind of dollars required. The IT version of BRT won't look like Seattle's but will be an express service along Martin Way. Individuals told the agency they were interested in moving faster and staff related that to a BRT light that would move people across town from the edges of Martin Way to the Mall and potentially down the Capital to state offices. Eric wrote a grant so the agency could start a pilot project early. The agency is look at implementing is in September.

Van Gelder – inquired if BRT Light has a reduced number of stops.

Freeman-Manzanares – responded yes because a true BRT would have dedicated land and the community wasn't ready to jump into that at this point in time.

- e. Should transit priority measures – signal priority, queue bypasses, bus lanes – be considered? *(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.)*

A couple of things the agency is working on with the City of Olympia include the first que by-pass and access to all of the street front along the OTC. Staff has been talking about it for years and the City has formally committed. BRT light will come up state and it will pull along State Ave. and prior to the rest of the traffic the bus light will turn green and then the rest of the traffic will follow.

Van Gelder – inquired about the right-of-way up from the transit center on the next block.

Freeman-Manzanares – indicated the bank parking on the far side will be dedicated for the return trip.

- f. Should Intercity Transit pursue efforts to coordinate service with local school districts? *(2020-Continue and expand our coordination with local school districts. Focus on potential impacts regarding a community supported, prepaid fare system.)*

This is part of the prepaid fare system or zero based fare. The agency does have contracts with local universities. Authority direction includes exploring partners to participate. They also indicated they are interested in increased ridership. So there are other benefits that might offset having all of the \$1.5M to \$1.6M prepaid.

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

Euler – asked if there had been any discussion about advanced downloadable apps to tell passengers how close the bus is and information about the delay.

Freeman-Manzanares – indicated onebusaway.com provides information on where the bus is and how far away it is. Staff has been looking for apps that might identify wheel chair positions but haven't found anything like that on the market.

Phillips – added that as the transit centers move away from the large printed signs and get into digital signs indicating the bus is arriving in 3 minutes. The BRT light line will get those first. There will be changing technology with the CAD/AVL system.

Freeman-Manzanares – added that there is an RFP for wayfinding assistance. As Eric mentioned the agency is working with IBI to help with the CAD/AVL systems because they are on their last legs. Staff is working full speed ahead to do that. The signage was really part of the conversation when the OTC was opened 24 years ago. When the Martin Way Park and Ride was expanded the idea was that people could wait in their cars and see a sign indicating when the bus would arrive and then get out of their cars particularly in inclement weather

Smit – added that bike availability information would be good too.

- h. What additional investments in technology should be made beyond the current Advanced Communications System project? *(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.)*

Staff is looking at the FleetNet system and many other process improvements utilizing the technology the agency has now. The CAD /AVL system is a crucial part of the dispatch system and helps determine how fast/slow they need back-ups.

- i. Should the Vanpool Program continue to expand to keep pace with demand? *(2020-Obtain grants necessary to support the program and focus on building the program.)*

No comments.

- j. Are there capital purchases or other projects that are needed to allow future growth? What is the appropriate timeline for these projects? *(2020-Continue to seek funding opportunities for Pattison Street, buses and other projects.)*

No comments.

- k. Should Intercity Transit pursue additional Park and Ride facilities? *(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.)*

Smit – inquired about the other park and ride lots the agency is looking for.

AFM – indicated the Authority removed park and rides from the wish list and has talked about transfer areas on the west side as well as in Yelm, and areas south of here.

Phillips – added that the west side is the biggest area of interest. The agency is having trouble rotating the buses efficiently. They don't all want to go through downtown. The growth is from north to south and the trend is people accessing the urban areas and maybe Yelm too.

- l. 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? *(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. Continues to seek replacement grant funding for Village Vans Program.)*

Once upon a time the agency had federal government funding for Village Vans at 50% and that has gone away. Staff needs to continue to search for a funding source because the agency is funding at 100%.

- m. Are our services – Dial-A-Lift, Travel Training and Accessible Fixed-Route buses adequate to serve persons with disabilities? *(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.)*

No comments.

- n. Is the current fare appropriate? *(2020-Actively following up on community directions to "Change the Way Fares Are Paid.")*

Smit – added that having certain stops fare free in a test run or trial run to encourage the use of certain stops might be a good idea.

Freeman-Manzanares – responded that the agency not having to replace the farebox system at all and not to collect fares. Joining ORCA would cost the agency \$1M – \$1.7M

and to collect funds the outcome was almost \$1.6M that on top of investment to buy the fareboxes.

- o.** Should Intercity Transit's planning for the next six years be financially constrained? *(2020-As we implement services consistent with the long range plan, continue to closely monitor revenue collections and capital programs.)*

No comments.

- p.** What role should Intercity Transit plan in local transportation projects – Commute Trip Reduction, Youth Education Programs and the Bicycle Commuter Challenge? *(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 in schools, as well as in the larger community. Continue to coordinate the Bicycle Commuter Challenge.)*

No comments.

- q.** Should Intercity Transit's current marketing approach and level of effort be continued? *(2020-Market services. Focus on customer information technology to enhance the customer experience. Explore wayfinding. Promote IT as an employer of choice.)*

Being an employer of choice is new. Last year the agency had 329 employees and now is at 381. With the passage of Prop 1 staff moved quickly to hire drivers. The request came through specifically to please not lower requirements for staff. The drivers are awesome. The agency is focusing on being an employer of choice to attract good people.

- r.** What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations? *(2020-Modernize equipment, facilities and boost ridership. Evaluate and commit to moving forward with carbon emissions reductions at the earliest practical time.)*

Anytime the agency replaces an older diesel it is with a clean diesel. When new technology becomes available the agency will move forward.

Vail – added that when buses go first at the stop light that adds up to less not idling.

- s.** What should be Intercity Transit's policy and actions related to expansion of the PTBA? *(2020-Maintain the current policy which is not to expand the PTBA.)*

Part of the basis was to maintain the PTBA when going out for the ballot measure.

CONSUMER ISSUES

- Paris – reported that recently there have been issues scheduling rides for dialysis. He is at risk of not being able to receive his treatment based on the way they are scheduling his rides.

Freeman-Manzanares – responded staff would relay this to DAL and see if it is part of a larger problem.

- VanderDoes – relayed his continued support of travel training for special needs to get DAL riders to regular bus. He recently heard some reluctance based on the issues of the homeless encampments near the OTC. He also commented on a DAL driver he saw taking photos for marketing's use.
- Cummings – suggested getting information in text format rather than in app format. Phillips – responded that sometimes when two buses are logged in with the same ID the system gets confused. It will default and will just go to the schedule happens on the express and then it just tells people.
- Clark – indicated someone asked her about the security changes that have taken place at the transit centers and the comment was that the new people didn't have as positive an attitude. Freeman-Manzanares – responded that their regular contractual period expired and the agency goes out for a competitive process to solicit new proposals from security firms. It was the regular transition time. A group from the agency reviews applications, interviews and does reference checks. They just started on June 1 but in terms of positive attitude she will talk to operations. Now there are two on-site along with an operations supervisor. Phillips – added that it speaks highly of the long term relationships the agency builds with vendors. The Authority asked staff to look at the living wage situation and the group came in with a higher wage scale and was one of the factors staff looked at.
- Vail – indicated several people from her community use DASH and that some drivers didn't stop or put ramp down. Freeman-Manzanares – responded that in order to research staff needs a date and time.

REPORTS

- **June 5, 2019, Regular Meeting** – Dawson indicated they had an OTC construction update; and Roadeo celebrations.

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

- Credit to Duncan for riding to Yelm.
- The agency has participated in a Class Pass Pilot project for the last 4 months. The Youth Education Program proposed a class pass groups could sign up for online and it has worked out fabulously. Before this people paid to ride for their field trip. With the free class pass the use has surpassed 2018 number in 4 months. There have been 43 class passes moving 1,193 students and 110 students received presentations for a total of 16 schools and 2 nonprofits participating including four from Tumwater and 23 from North Thurston. They've gone places like LOTT, Grub, Fertile Ground and the State Capitol. Most learned about it from IT staff, other teachers, and school staff passed out flyers. Please spread the word to those who might find it useful.
- Roadeo participants included three operators and three Maintenance staff. Dan Savage was name the 15th best paratransit operator in North America; Dave Randall was named the 27th the best coach operator; the maintenance team was named the 13th best; and IT has the best driver in North America Rob Wood! Their combined scores gave IT second place in the grand champion category.
- Last weekend IT hosted the agency's local Roadeo and thank you to Marilyn, Walter and Sue for spending Sunday here volunteering. IT hosted Everett, C-tran, Pierce, King, Twin

Trimet, and Kitsap. There was a combined maintenance team including Skagit, Twin and Kitsap. A number of competitors will be going to State in August.

- The agency is finalizing the design of the Pattison Street facility. There is a steep learning curve regarding financing the project. The signal improvements at the intersection of Pattison/Martin should be completed in July or August.
- Staff spent time today with SRG architects picking furniture for the OTC that will also be purchased for Pattison.
- Staff is applying for additional grant funds for Pattison. The agency received one of the biggest grants in the nation in the last allotment.
- The agency is now starting the third class of new operators this year and is at 381 employees.
- IT will be in the following parades in the next few weeks:
 - Capital City Pride Parade;
 - Yelm Pride of the Prairie;
 - Tumwater 4th of July; and
 - will provide transport for the Lacey Fireworks Spectacular on July 3.
- Transit Appreciation Day is Friday August 9 and we hope you will join us.
- The CAC photoshoot is July 15 at the next CAC meeting.
- The agency was just awarded the Governor's Smart Communities award – the first for a transit agency in Washington State for the Comprehensive plan for the IT Road Trip and Short and Long Range plans.

NEXT MEETING: July 15, 2019.

ADJOURNMENT

It was M/S/A by BURT and SCOTT to adjourn the meeting at 7:14 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2019\CAC Minutes 20190617.docx