

AGENDA
INTERCITY TRANSIT AUTHORITY
August 7, 2019
5:30 P.M.

CALL TO ORDER

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

- 2) **RECOGNITION** **30 min.**
 - A. **2019 Governor's Smart Projects Award**
(Mark Barkley, Assistant Director, Department of Commerce)

- 3) **INTRODUCTIONS** **5 min.**
 - A. **Cindy Fisher, Vanpool Manager** *(Emily Bergkamp)*

- 4) **PUBLIC COMMENT** **10 min.**

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

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 5) **PUBLIC HEARING** **10 min.**
 - A. **Draft Annual Report & Transit Development Plan** *(Rob LaFontaine)*

- 6) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** July 17, 2019, Regular Meeting.

 - B. **Payroll – July 2019: \$2,775,056.59**

 - C. **Accounts Payable:** Warrants dated July 2, 2019, numbers 27987-27999, in the amount of \$44,821.58; Warrants dated July 3, 2019, numbers 28000-28008, in the amount of \$31,116.61; Warrants dated July 12, 2019, numbers 28010-28081 in the amount of \$1,378,794.01; Warrants dated July 15, 2019, numbers 28083-28085, in the amount of \$73,974.09; Warrants dated July 19, 2019, numbers 28086-28124, in the amount of \$188,358.43; Warrants dated July 26, 2019, numbers 28145-28192, in the amount of \$542,237.98; Automated Clearing House Transfers for July 2019 in the amount of \$8,426.78 for a monthly total of \$2,267,729.48.

 - D. **Cancel September 4 Authority Meeting.** Cancel the September 4, 2019, Intercity Transit Authority regular meeting due to the Labor Day Holiday. *(Ann Freeman-Manzanares)*

E. Schedule Special Meeting: Schedule a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Authority and the Citizen Advisory Committee. (*Ann Freeman-Manzanares*)

7) NEW BUSINESS

- | | |
|--|----------------|
| A. Janitorial Contract (<i>Katie Cunningham</i>) | 10 min. |
| B. Olympia Transit Center Construction Update (<i>Steve Krueger</i>) | 20 min. |
| C. September Service Change Update (<i>Rob LaFontaine</i>) | 30 min. |
| D. High Performance Corridor Demonstration Project (<i>Eric Phillips</i>) | 30 min. |

8) COMMITTEE REPORTS - None

9) GENERAL MANAGER'S REPORT **10 min.**

10) AUTHORITY MEMBER ROUNDTABLE **10 min.**

11) 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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-A
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: 2019 Governor's Smart Projects Award

1) **The Issue:** Intercity Transit along with Thurston County and the cities of Lacey, Olympia, Tumwater and Yelm received one of 13 Smart Communities Awards. Mark Barkley, Assistant Director, from the Department of Commerce will present the 2019 Governor's Smart Projects Award at the Authority meeting.

2) **Recommended Action:** N/A.

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

4) **Background:** The two-year "IT Road Trip" launched in response to anticipated budget shortfalls, involved technical analysis and extensive public outreach. More than 10,000 individual comments were received from the community, which form the basis for Intercity Transit's short and long range plans. Residents' input showed majority support for expanding public transit, which was echoed by the passage of IT's Proposition 1 by 66% of the votes in November 2018. Staff submitted an application on the Intercity Transit Road Trip and Proposition 1 Project to the 2019 Governor's Smart Communities Award Program and was selected as a winning project for the Smart Projects Award.

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

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

7) **Goal Reference:** Meets all goals of Intercity Transit.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Public Hearing: Draft Annual Report & Transit Development Plan

-
- 1) **The Issue:** Conduct a public hearing on the Draft 2018 Annual Report and 2019-2024 Transit Development Plan (TDP).

 - 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.

 - 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

 - 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 update must include three elements:

- a) Description of the system from the previous year (a 2018 Summary);
- b) Description of planned changes, if any, 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).

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Following the public hearing on the TDP on August 7, 2019, staff will request final adoption by the Transit Authority on August 21, 2019. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record.

Following adoption, the final step in the annual process will be to update the draft to final and distribute the 2018 Annual Report and Final 2019-2024 Transit Development Plan in accordance with RCW Section 35.58.2795

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

6) **Budget Notes:** The current draft TDP reflects approved service levels and projects from the 2019 Budget and projections that are currently “draft” pending approval of the ITA’s 2020 budget. The TDP simply reports on past and projected services and service levels. The development of next year’s budget will be accomplished later in 2019, when discussions on the annual update of the agency’s Strategic Plan takes place and assumptions in the TDP may be updated and would be reflected in the 2020 update.

7) **Goal Reference: Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Process Timeline

2019 Timeline for TDP Process:

July 17, 2019:	Present TDP update and schedule to ITA
July 22, 2019:	Draft published for public review
August 7, 2019:	Conduct Public Hearing at ITA Meeting
August 21, 2019:	Request ITA to Adopt 2018 Summary and 2019-2024 TDP

Intercity Transit

2018 Annual Report &
2019-2024 Transit Development Plan

DRAFT

Intercity Transit Authority:

Debbie Sullivan - Chair - City of Tumwater
Ryan Warner - Vice Chair - Citizen Representative
Tye Menser - Thurston County (*as of 1/2019*)
Molly Carmody- City of Yelm
Carolyn Cox - City of Lacey
David Claus-Sharwark - Labor Representative
Clark Gilman - City of Olympia
Don Melnick - Citizen Representative
Karen Messmer - Citizen Representative

Ann Freeman-Manzanares - General Manager:

Intercity Transit Address & Phone:

526 Pattison SE
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360-786-8585

Intercity Transit complies with all federal requirements under Title VI, which prohibits discrimination on the basis of race, color, or national origin.

If you have any questions concerning this policy or practice please, contact: Intercity Transit, 526 Pattison SE, PO Box 659, Olympia, WA 98507 or by calling the agency's Title VI Officer at: 360-705-5885 or ephillips@intercitytransit.com

This document can be made available in other accessible formats. Please contact Customer Service: 360-786-1881 or outside Thurston County: 1-800-287-6348 TTY: 360-943-5211, Fax: 360-943-8760 or Customerservice@intercitytransit.com.

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Introduction

In accordance with RCW 35.58.2795, Intercity Transit has prepared and submitted this Annual Report for 2018 and a subsequent Transit Development Plan (TDP) for years 2019 through 2024. The purpose of the Annual Report is to summarize the major or significant events that affected delivery of transit services in the Thurston County Public Transportation Benefit Area (PTBA). Additionally, this document illustrates projected changes in local transit services in the next five years based on known facts and forecasted trends. Described in this plan are the methods and strategies proposed by Intercity Transit staff and endorsed by the Authority Board of Directors necessary to fulfill the provisions contained in our Mission and Vision statements.

Mission Statement

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy and prosperous community.

Vision Statement

To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Public Hearing

Public comment is encouraged with each annual update of the TDP. This year's public hearing will occur on Wednesday, Aug. 7, 2019, 5:30 PM, at the Transit Authority meeting, 526 Pattison St SE, Olympia, Wash. Following adoption, this Plan will be available at www.intercitytransit.com and distributed to the Washington State Department of Transportation, Washington State Transportation Improvement Board, Thurston Regional Planning Council, Thurston County, and cities of Lacey, Olympia, Tumwater, and Yelm.

Strategic Plan

This Transit Development Plan is a complementary document to a separate Strategic Plan that considers future service designs, capital facilities, equipment, agency policies, and other key business strategies. Intercity Transit involves the public, agency staff, our Community Advisory Committee (CAC), and Transit Authority in annually reviewing and updating our Strategic Plan in a similar but separate process. The Strategic Plan contains components of the TDP, but it provides the more in-depth analysis and discussions for developing the annual budget (2020) and provides guidance for the future direction of the agency.

Section 1: Organization, 2018

Intercity Transit is the business name for the Thurston County Public Transportation Benefit Area (PTBA) that was established in September 1980, as authorized by Washington State law, RCW 36.57A. A brief history of the agency follows.

Agency History

September 1980: Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved collection of a local sales tax of 0.3% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992: Further expansion of the Intercity Transit service area occurred and Thurston County voters outside of the urbanized area approved the 0.3% sales tax to support the expansion of the PTBA to include all of Thurston County. The expansion included several south county cities and towns as well as the rural areas of unincorporated Thurston County.

1995 – 1999: Local sales tax revenue slowed, which resulted in the gradual reduction of bus service as a way of balancing operating costs with available revenues. A local ballot measure that proposed a 0.2% increase in the transit sales tax necessary to preserve service as well as a modest expansion failed to pass in March 1999; the result was an 8% reduction in existing bus service. Moreover, the passage of statewide Initiative No. 695 in November 1999 removed Motor Vehicle Excise Tax (MVET) revenue for transit use.

2000 – 2002: The loss of MVET funding resulted in a 40% decrease in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference was convened of the local jurisdictions in Thurston County; the Conference resulted in the establishment of the current service boundary, which contains the urbanized areas of Olympia, Lacey, Tumwater, and Yelm. In September 2002, voters within the new boundary approved a 0.3% increase to the local transit sales tax, raising the rate to 0.6%; the new rate took effect in January 2003.

2003 – 2005: Incremental service increases began over three phases. Both Phase 1 (February 2003) and Phase 2 (September 2004) included 15% increases in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in 2004. During 2005, the focus shifted to rebuilding the fleet, updating operational software and systems, improving facilities, accessibility and shelters at bus stops, and completing market research and ridership studies.

2006 – 2007: A three-phase increase of service hours was implemented, exceeding 15% in expansion. A new circulator route called “Dash” began operating between the Capitol Campus and downtown Olympia. A fixed route Short- and Long-Range Service Plan was completed in 2006, and 26 expansion vanpools were acquired. The installation of a communications system with advanced digital radio, AVL tracking, stop announcements, and auto-passenger counters were completed in 2007 as well as a new multi-year service plan. A small increase in service hours was implemented as well as upgrades to the fleet, including 23 new buses (5 expansion), 3 Dial-A-Lift vans and 44 vanpools (27 expansion). Total system boardings in 2007 increased 12% above 2006. Intercity Transit completed a state-funded Trip Reduction program with state offices in Tumwater. Outreach efforts engaged over 1,000 participants in the annual Bicycle Commuter Contest and a new education program, “Smart Moves,” for middle and high school students was launched.

2008 – 2009: An 11% increase in service hours brought new local service enhancements and introduced 15-minute service on major corridors. Expansion of the Martin Way Park & Ride Lot (Lacey) began and installation of on-board security cameras for the fleet was completed. System-wide ridership rose to new records, exceeding 5.1 million boardings in 2008 as fuel prices nationwide climbed to an average \$3.50 per gallon. Intercity Transit received two national awards in 2009: APTA’s “Outstanding Public Transportation System” for medium-sized systems, and FTA’s “Success in Enhancing Transit Ridership.” The Martin Way P&R expansion was completed (138 to 319 stalls) as well as major market research and ridership studies. During this time, a master site plan for the expansion of the operations base, as well as an updated plan for the Olympia Transit Center (OTC) expansion were completed. Grants were received to construct a 300-stall Park & Ride lot at the Thurston County Waste and Recovery Center, and a Safe Routes to Schools-funded program for bicycling youth was introduced at several local schools. The base fare was increased from \$.75 to \$1.00 during this time period.

2010 – 2011: In 2010, the agency acquired six new hybrid-electric replacement buses. Local voters also approved a 0.2% increase in local transit sales tax, raising the rate to 0.8%. A discounted bus pass pilot program began intending to help local non-profit and human-service agencies with their clients' transportation needs. Commute Trip Reduction (CTR) law changes significantly increased the number of affected worksites in Thurston County, and Intercity Transit celebrated its 30th anniversary in 2011. The agency was selected by the Federal Transit Administration (FTA) to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training, which resulted in a new ESMS program. Major capital facility projects for the Olympia Transit Center (OTC), Operations Base, as well as the Hawks Prairie P&R Lot were continued. A Dial-a-Lift (paratransit) client survey was completed and the agency hit a record 5.3

million boardings, including fixed route ridership of 4.5 million. An online trip planner, as well as a regional application for "next bus" information were implemented.

2012: Intercity Transit became the first transit system in the country to be awarded "Gold Level" APTA Sustainability Commitment status. Innovative programs were continued, including Smart Moves youth outreach and Bike PARTners, a program that supports healthy commutes to schools. The Bicycle Commuter Contest celebrated its 25th anniversary, and passenger fare increased 25% on fixed route service (for adults) and 10% increase on vanpool fares. The discounted pass program, which began in 2010, was approved for future years; however, new federal legislation under MAP-21 removed important discretionary funding for buses and bus facilities.

2013: The Authority Board selected a new General Manager (Ann Freeman-Manzanares), and local base fare increased from \$1.00 to \$1.25. The new 332-stall Hawks Prairie Park & Ride Lot officially opened in NE Lacey and received the American Public Works Association "Project of the Year" for Washington state. The agency earned ISO 14001 Certification for Sustainability and Environmental practices. At the time, IT was one of only nine transit systems in the country to have received the award. Two grant-funded demonstration Express routes were implemented to offer commuter service between Tumwater/Lakewood as well as limited Sound Transit peak service between Olympia/Seattle.

2014: A new youth outreach program called 'Walk N Roll' along with Bike PARTners continued to grow and was present in every school district within the service area. Computer servers were relocated to a state agency in Olympia as part of a technology enhancement project, which significantly reduced safety issues and on-site remodeling needs. Intercity Transit received the Thurston County Chamber of Commerce "Green Business of the Year Award," and ridership growth began to stabilize – recording a modest 1% annual increase in fixed route ridership. This became the agency's third-highest ridership year.

2015: The 'Walk N Roll' program continued to grow; four bus shelters were installed, and 30 bus stops received ADA enhancements. Travel Trainers assisted 72 individuals, coaching them to use bus service safely and confidently, and Intercity Transit was awarded the first-ever statewide Grand Champion honor in State Public Transportation Rodeo competition.

2016-2017: In partnership with the City of Tumwater, Intercity Transit received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. In 2016, the 29th annual Bicycle Commuter Contest, sponsored by

Intercity Transit, set a record of over 107,990 miles traveled by 1,853 registrants and 112 teams – an estimated 54 tons of CO2 prevention. IT's sustainability program was recertified and met the ISO 14001 – 2015 Standards, remaining one of a few public transit systems in the country to do so.

2018: A significant public outreach effort, labeled the “Intercity Transit Road Trip,” was completed; results of the outreach were included in the completion of a Short- and Long-Range Plan. Short-range elements of the Plan, which included several route restructures and timepoint changes were implemented on Sept. 23, while the long-range elements of the Plan were adopted by the Transit Authority Board in November. This followed the successful passage of a voter initiative to increase the local transit sales tax 0.4% to a total of 1.2%.

Section 2: Facilities, 2018

Intercity Transit owns several facilities:

- Olympia Transit Center (OTC)
- Lacey Transit Center (LTC)
- Centennial [Amtrak] Station (Thurston County)
- Main base facility (526 Pattison Street SE, Olympia)

All maintenance, administration, and dispatch functions are performed from the Pattison Base. In 2005, Intercity Transit purchased property adjacent to the Pattison Base with the intent of expanding the facility to better accommodate agency growth. In 2012, nearby office space was leased to provide necessary workspace relief. In 2017, the expansion project began with final design and replacement of existing underground fuel storage tanks. Intercity Transit has received State/Federal funding for elements of the project but continues to seek funding for the remaining estimated amount.

Section 3: Service Description, 2018

During 2018, Intercity Transit provided a variety of transportation services benefiting the residents and visitors of Thurston County (See Appendix B for service area map):

Fixed Route Service

A significant restructuring of service occurred in September 2018 which reduced the total number of routes from 25 to 21. Hours of service on weekdays were generally 5:40 a.m. to 11:55 p.m.; Saturdays, generally 8:15 a.m. to 11:55 p.m.; and Sundays between 8:30 a.m. and 9:00 p.m. No service was provided on three national holidays (New Year's Day, Thanksgiving, and Christmas).

- **Fares:** 9.8% of operating expenses for Local service were recovered through fare collection, and 6.7% for Express service was recovered (See fare table, below).
- **Total Boardings:** In 2018, Intercity Transit recorded 3,763,430 fixed route boardings, which is a decrease of 4.1% from 2017 boardings.

ADA Complementary Paratransit Service

"Dial-A-Lift" is the brand name of Intercity Transit's complementary ADA Paratransit program, which provides door-to-door service for people with eligible limitations that prevent reasonable access to the fixed route bus service. Dial-A-Lift hours of operation reflect all fixed route service – which includes no service on three national holidays.

- **Fares:** Recovered about 1.7% of operating costs.
- **Total Boardings:** 186,891, an increase of 6.4% above 2017.

2018 Fare Structure for Fixed Route and Dial-A-Lift Service

Local Service				Express Service	
Fixed Route	Per Ride	Daily Pass	Monthly Pass	Olympia/Tacoma Per Ride	Monthly Pass
Regular Adult	\$1.25	\$2.50	\$36.00	\$3.00	\$90.00
Youth (6-17 yrs.) [5 & under free]	\$1.25	\$2.50	\$15.00	\$3.00	\$90.00
Reduced*	\$0.50	\$1.00	\$15.00	\$1.25	\$37.50
Dial-A-Lift	\$1.00	\$2.00	\$36.00	N/A	N/A
Reduced*			\$15.00*		

* Reduced Fare Permit required. Eligibility based on age, disability, or possession of a Medicare card.

Vanpool Services Operation

At the end of 2018, there were 180 Intercity Transit commuter vanpools in operation throughout the Puget Sound region; an increase of 1 compared to the year prior. Intercity Transit staff promote the vanpool program to employers and individuals as well as facilitate group formation and provide defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis and operate the vehicles independent of other Intercity Transit services; vans are generally in service weekdays, from 5 a.m. to 6:30 p.m.

- **Fares:** 63.3% of the operating costs were recovered in 2018.
- **Total Boardings:** 520,843 trips were recorded in 2018, which was a decrease of 5.3% from 2017.
- **Ridematching:** Intercity Transit is a member of the Washington/Oregon Rideshare network that provides a computerized database of individuals interested in carpooling and vanpooling. Rideshare online is a free service to the user that was established in 1997. The service enables commuters to make contacts throughout the region either through a toll-free call, over the internet, or with a local transit system.

Village Vans

In 2002, Intercity Transit began a new grant-funded service to operate four vans intended to help meet work-related transportation challenges for low-income families. In 2018, the program provided employment support transportation totaling 4,016 rides, which was a decrease of 18% compared to 2017. The program allows vans to be driven by eligible job-seekers participating in the Customized Job Skills Training Program, volunteering a total of 3,481 hours in 2018. During 2018, 24 volunteer drivers secured employment, as did dozens of passengers. Village Vans is an innovative program that includes representatives from the Departments of Employment Security, Social and Health Services, South Puget Sound Community College, WorkSource Thurston County, Pacific Mountain Workforce Development Council, and other local service agencies whose programs are intended to help job-seekers or low-income families.

Section 4: Service Connections, 2018

In 2018, Intercity Transit provided connections with five other public transit operators, two rural regional service providers, as well as Greyhound and Amtrak service:

- **Grays Harbor Transit:** Service between Aberdeen and Olympia's Capital Mall, Greyhound terminal, and the Olympia Transit Center.
- **Mason Transit Authority:** Service connections between Shelton and Olympia's Capital Mall and Olympia Transit Center.
- **Pierce Transit (PT):** IT's Express service connects with PT's local service in Lakewood (Lakewood Station and SR 512 P&R Lot) and Tacoma (connections at the Tacoma Dome Station, Tacoma Mall, and at numerous stops in downtown Tacoma).
- **Sound Transit (ST):** In 2018, IT's Express routes connected with ST service in Lakewood (Lakewood Station and SR 512 P&R Lot), Tacoma Dome Station, and downtown Tacoma. From these locations, riders can transfer to ST buses that travel to Seattle and Sea-Tac Airport or to Sounder passenger rail to stations between Lakewood and Seattle.
- **AMTRAK:** Intercity Transit Routes 64 and 94 provide half-hour peak and hourly off-peak service 7 days a week to the Olympia-Lacey Centennial Station, which offers access to 10 passenger rail trips each day.
- **Greyhound:** Four local Intercity Transit routes provide service within a block of the downtown Olympia Greyhound terminal.
- **Rural Transportation (R/T):** This transportation system, which is funded by a WSDOT grant, provides limited service throughout southern Thurston County. R/T buses connect with IT routes in a number of locations, including Tumwater Square.
- **Park & Ride Lots (P&R):** Fixed route service is available at two park & ride lots:
 - Martin Way P&R (Local & Express)
 - Hawks Prairie P&R (Express) [*NOTE: Fixed route service ended Sept. 21, 2018*]
 - Centennial [Amtrak] rail station (Local)
- **Educational Facilities:** Fixed route service is available to many public and private schools throughout the service district. Of four school districts that exist within Intercity Transit's service area, 43 of the 50 public schools are served by local transit routes. A number of the routes maintain schedules that coincide with the school's opening and closing hours of operation. Intercity Transit provides service to the Olympia and Lacey campuses of South Puget Sound Community College and The Evergreen State College. The colleges participate in local

Commuter Trip Reduction incentives and have transit pass programs for students, faculty, and staff. Service is also available to Saint Martin's University, which also has a student pass program for undergraduates.

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Section 5: Activities, 2018

Fixed route ridership recorded 3.8 million boardings, which is a decrease of 4.1% from the year prior; Vanpool also recorded a 5.3% decrease. Dial-a-Lift, however, recorded a 6.4% increase in trips. Total system boardings were 4.48 million, which is a 4% decrease when compared to 2017.

Significant agency activity during the year continued with ongoing capital facility project reviews and work on environmental sustainability goals. The effort to limit agency use of non-renewable resources, reducing waste and pollution, promoting public stewardship, and protecting the natural environment as much as possible has been incorporated into training of all Intercity Transit staff. This year, Intercity Transit recertified the Environmental and Sustainability Management System to meet the ISO 14001:2015 Standards. Intercity Transit continues to be one of a few agencies in the nation with this certification.

Capital projects involved the continuing effort to accommodate needed growth with retrofitting of the Olympia Transit Center and on-going efforts to secure additional funds for at the development of the Pattison Street operations base. Highlights of other agency efforts during the year included:

- **New Fleet Vehicles:** Vanpool – acquired 24 replacement vehicles.
- **Transit Service:** Service hours increased (1.2%) with the extension of Routes 42, 45, 47, and 62a.
- **New Shelters and Amenities:** Eight shelters were retrofitted with interior solar lighting. Accessibility improvements were added to 53 existing bus stops, which included four through private developer improvements, three through local road improvements, and two through sidewalk projects.
- **Service Planning:** Intercity Transit is one of a number of local agencies involved in reviewing local land use permitting requests. Staff works with local community development and public works departments, planning commissions, as well as public and private developers to include access to public transportation through effective land use planning and urban design. During 2018, staff received and reviewed development notices and commented on several applications requesting specific transit amenities, including a new bus stop, shelter, or improved ADA access to an existing stop. There remains on-going participation with local jurisdictions' on-road improvement projects, including regional projects for I-5 (JBLM, various interchanges) and SR 101. The "Smart Corridor" transit signal priority demonstration project is also ongoing, with testing of six intersections.

- **Village Vans:** Village Vans service began in 2002, helping meet work-related transportation challenges for individuals of low incomes who are seeking or sustaining employment. The focus of the program is to assist in transitioning these individuals from public assistance to financial independence where transportation is a common barrier. Village Vans operates with four vans, which provided 2,316 trips in 2018 and traveled 32,720 miles. Twenty-four eligible drivers volunteered 3,481 hours to provide this service as they participated in the Customized Job Skills Training program. Most volunteer drivers are seeking employment as they gain skills and experience in the transit industry. Eighteen of 24 volunteers were successfully employed in 2018. The participating passengers and volunteer drivers are frequently referred to Village Vans from community partners such as Pacific Mountain WorkForce Development Council, DSHS, Department of Vocational Rehab, and South Puget Sound Community College.
- **Vanpool Program:** Groups increased from 177 in 2017 to 180. The 520,843 passenger trips recorded during 2018 was a decrease of 5.3% from the previous year. Vans operate throughout a five-county region with certified and trained volunteer drivers and remove hundreds of vehicles from congested roadways each weekday.
- **Innovative Programs:** Intercity Transit continued the growth of its “Walk N Roll” youth education program throughout the year, reaching an estimated 8,495 youth and families in 21 schools. This was done through 13 field trips by bus, eight classroom presentations on public and active transportation, and 65 special events including, “Bike and Walk to School Days.” The program also included after-school Earn-A-Bike classes where students received 8 hours of bike maintenance and safe riding instruction. Seventy-four students completed the class and earned a functional bike, helmet, lock, and lights. Volunteers contributed a total of 1,227 hours rebuilding bikes and assisting with classes.

Intercity Transit continues to provide online trip planning for fixed route service and participation in regional smart phone applications using “One Bus Away” for real-time bus arrival information and trip planning. The Travel Training and Bus Buddy program also work with individuals to transition from paratransit service to fixed route, or assist people with becoming comfortable riding a bus independently.

Section 6: Proposed Action Strategies, 2019-2024

The Washington State Department of Transportation (WSDOT) requires transit agencies report how they are accomplishing the state's public transportation objectives as identified in Transportation System Policy Goals (RCW 47.04.280).

1. ECONOMIC VITALITY

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

2018 Activities

- Invested in public transportation that had a significant multiplier effect in creating jobs, personal wealth, and tax revenues.
- Provided reliable transportation and connections to employers and commercial shopping centers.
- Provided living-wage jobs and encouraged local spending.
- Supported local business by purchasing many goods and services from within the community and region.

2019-2024 Action Strategies

- Assess the fixed route system for ways to improve on-time performance and general reliability.
- Identify changes to the fixed route system to reduce total travel time between origins and destinations.
- Explore expanded service to new commercial and residential developments.

2. PRESERVATION

To maintain, preserve and extend the life and utility of prior investments in existing transportation systems and services.

2018 Activities

- Provided regular and reliable bus service in and around the cities of Olympia, Tumwater, Lacey, and Yelm.
- Programmed funds continued for facility repairs at the central base as well as maintenance of all transit centers.
- Vanpool program had 24 vehicle replacements, bringing the fleet total to 234 vans in service.
- Installed new underground fuel tanks and completed an expansion of vehicle parking at the Pattison Base facility.

- Continued master planning for expansion of the Olympia Transit Center for fixed route service and an interstate private carrier (Greyhound).
- Maintained a WSDOT Regional Mobility Grant for service enhancements of Express bus service on I-5 between Thurston and Pierce counties; this includes weekday service between Olympia and Tacoma.

2019-2024 Action Strategies

- Use existing resources and eligible grants to maintain the same level of service.
- Continue to participate in eligible grant programs to replace aging fleet vehicles and maintain adequate depth and spare ratio.
- Continue to work on capital facility projects including the expansion and remodel of the Pattison Maintenance and Operations Base in Olympia.
- Complete an expansion of the Olympia Transit Center to better serve the community as a transportation hub, including accommodating Greyhound service.
- Implement the fixed route Short- and Long-Range Plan; PTBA residents approved a 0.4% sales tax initiative to maintain and improve Intercity Transit service and infrastructure.

3. SAFETY

To provide for and improve the safety and security of transportation customers and the transportation system.

2018 Activities

- Safety continues to be the system's top priority. An internal Safety Committee meets monthly and confers on major events. The Committee reviews monthly safety reports, maintains ongoing safety records, and makes recommendations to the General Manager on issues involving employee and customer safety.
- Maintained an outreach program to local schools for "Bike and Walk to School Days." Other sponsored programs included classes where students received a recycled bike and learn maintenance and traffic skills as well as PE classes where students learn how to walk and bike to stay healthy and safe.
- Provided regular and ongoing training of Operations and Maintenance staff as well as other agency support staff.
- Participated in local and regional efforts to increase safety and improve security components within the service district and improve coordination between agencies, particularly with local emergency services.
- Continued participation in the regional coordination of the Puget Sound Transportation Recovery Plan for major disruptions to vital transportation facilities and links at both the local and regional level.
- Responded to numerous customer comments, suggestions, and complaints.

- Improved several bus stops for accessibility and lighting.

2019-2024 Action Strategies

- The agency will continue to review and develop programs for agency staff intended to improve safety and security.
- Continue to work and make improvements with other public agencies and school districts regarding safety and emergency response on both local and regional level.
- Provide training to ensure understanding and integration of National Incident Management System, All Hazards Emergency Response Plan, and Continuity of an Operations Plan. Implement priorities in Hazards Mitigation Plan. Continue to acquire and implement modifications to facilities and vehicles to increase safety and security for customers and employees.
- Replace aging office equipment and continue to invest in adequate network security protections.

4. MOBILITY

To improve the predictable movement of goods and people throughout the state of Washington, including congestion relief and improved freight mobility.

2018 Activities

- Intercity Transit staff continues to participate in local and state planning efforts to develop and improve alternatives to single-occupant vehicles. The agency also takes an active role with regional long-range transportation planning activities intended to relieve congestion and associated environmental impacts.
- Provided service integration with four other public transit providers, one rural regional service provider, as well as interstate bus and passenger rail service.
- Continued fixed route and Dial-A-Lift (paratransit) services and a commuter Vanpool program as well as a Village Vans program for qualified low-income recipients.
- Continued fare integration partnerships with public agency employers and colleges that support employees and student use of transit; this included ongoing work with WSDOT on state employees' transit STAR Pass program. The pass is available to all State employees working in Thurston County. Locally, student pass programs with the South Puget Sound Community College, The Evergreen State College, and St. Martin's University continued. Pass agreements with Thurston County, the Thurston Regional Planning Council and City of Olympia also continued.
- Intercity Transit staff regularly participates in local and regional meetings and with local, regional, state, and tribal staff. Over the past year, the agency has begun testing, funded with federal CMAQ funds, to make improvements in local traffic-

control technologies that will incorporate a "transit signal priority" system in Olympia, Lacey, and Tumwater.

- Continued a WSDOT Regional Mobility Grant for service enhancements of Express service along the I-5 corridor between Thurston and Pierce Counties.

2019-2024 Action Strategies

- Continue to support health and equity in IT's service area by providing access and mobility for all people.
- Continue to work with local jurisdictions to further integrate transit-oriented development intended to enhance transportation options, improve walkability and connections to transit resulting in enhanced access to jobs and housing.
- Continue to work with the other regional transportation providers to maintain and improve existing service connections.
- Continue to work with local jurisdictions in partnership to improve public transportation accessibility between residential and commercial areas as well as on-going partnerships for road and safety improvements.
- Staff also will continue to work with local jurisdictions, state, and tribal organizations to improve public transportation in the region for services along state roads and federal interstate.
- The agency will continue to integrate improvements in information technology and transportation services. This includes web-based information, fare payment systems, mobile phone applications, on-street displays, and other information materials that encourage and promote transportation alternatives.
- Identify under-served areas and explore coordination between other contemporary ride-sharing services to leverage access to public transportation.

5. ENVIRONMENT

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

2018 Activities

- Provided several million trips that may have otherwise been taken in a single-occupant vehicle.
- Intercity Transit and Thurston Regional Planning Council cooperatively participate in local CTR efforts including promotional marketing efforts with employers around Thurston County. We continued to provide significant education and outreach program efforts to public schools. IT staff coordinates annual county-wide bicycle commuting challenge (May of each year).
- Intercity Transit continued to use biodiesel fuel of a 5-20% blend throughout the fleet. All buses run on ultra-low sulfur diesel. The agency meets all on-site water

quality standards, including recycling antifreeze, engine oil, office paper, cardboard, and printer inks.

- In-house Environmental and Sustainability Management Committee continued to review and analyze existing conditions, made recommendations for improving the agency's sustainability efforts, continued to provide in-house training of agency staff, and recertified the agency to the ISO 14001:2015 Standards.
- Agency staff continued to monitor and track Sustainability Commitment status for Environmental & Sustainability Policies and ISO 14001 certification of meeting those standards. Staff continued to coordinate in-house efforts for training, monitoring, and improving agency-wide sustainability efforts.
- On-going effort to coordinate and implement sustainability practices into a variety of transportation-related programs and projects around our service district and region including ongoing participation with Sustainable Thurston and Thurston Thrives activities

2019-2024 Action Strategies

- Continue to provide and promote ride-sharing services that help produce significant environmental benefits.
- Agency core staff will continue work on Environmental and Sustainability Management Systems as a certified agency. Continue the audit and reporting process that "analyzes controls and reduces the environmental impact of the agency's activities, products and services and to operate with greater efficiency and control."
- On-going review and consideration of better fixed route coach replacement technologies that can provide cleaner diesel engine and lower costs replacement parts than the current fleet of hybrid buses.
- Intercity Transit will continue to use biodiesel and ultra-low sulfur diesel as well as test synthetic oil for diesel engines, which anticipates a cost savings in total oil consumption and improved vehicle mileage.
- Continue growth of the "Walk & Roll" youth education program involving students, parents, teachers and community members to help students confidently and safely bicycle, walk, and ride transit.
- Support healthy choices year-round for biking, walking and transit use, including hosting the annual Thurston County Bicycle Commuter Contest and increasing our outreach efforts at employment sites effected by state and local Commute Trip Reduction requirements.
- Engage in land use and development decisions that promote higher density and facilitate safe and convenient access to public transportation.

6. STEWARDSHIP

To continuously improve the quality, effectiveness, and efficiency of the transportation system.

2018 Activities

- Staff participated in local jurisdictional land use reviews, development of community design components (land and roads) and commented on transportation/transit integration and ADA accessibility.
- Intercity Transit worked with local jurisdictions and employers to promote the use of alternative transportation modes as well as Transportation Demand Management and Commute Trip Reduction efforts.
- Active in local and regional partnerships that regularly review, plan, coordinate, and implement improvements to the local transportation network of roads, technology, and services.
- Transit staff regularly attended community business association meetings to update and provide leadership in efforts to support and improve local and regional transportation network.
- Actively participated in a coordination network of human service organizations to improve mobility for those challenged by income, age, and/or disabilities.
- Actively participated in ongoing implementation efforts of the regional Sustainable Thurston plan, which include increasing housing and transportation choices.

2019-2024 Action Strategies

- Intercity Transit will update a performance measurement reports that provide summaries to the public of the attributes, costs, and use of the existing system services.
- Staff will continue to work with and participate in community-based efforts to improve transportation efficiency in both the technical and service fields.
- Staff will actively participate in continuing partnerships that address transportation issues locally and regionally, including updates of local comprehensive plans, Joint Base Lewis McChord/I-5 impacts, Inter-change Justification Reports (I-5), and Regional Transportation Plan updates.
- Staff will continue to work proactively on a range of transportation planning activities on the local and state level, in particular the projected population growth for Thurston County over the next 20 years.

Section 7: Summary of Proposed Changes, 2019-2024

2019	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	Increased span and frequency on weekdays and weekends; demonstration of peak-hour limited stop service; increased Dial-a-Lift demand of 12%
Facilities	Bus stop accessibility Facility maintenance	Pattison base Olympia Transit Center
Equipment		
<i>Coaches</i>	8	0
<i>DAL Vans</i>	7	0
<i>Vanpool Vans</i>	31	0
2020	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	New service in NE Lacey; increased frequency to Yelm; increased Dial-a-Lift demand of 10%
Facilities	Bus stop accessibility Facility maintenance	Pattison base
Equipment		
<i>Coaches</i>	17	15
<i>DAL Vans</i>	0	5
<i>Vanpool Vans</i>	55	11
2021	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	PM span on weekday and weekend; Night Owl service; Innovative service zone; increased Dial-a-Lift demand of 10%
Facilities	Bus stop accessibility Facility maintenance	Pattison base
Equipment		
<i>Coaches</i>	23	0
<i>DAL Vans</i>	18	7
<i>Vanpool Vans</i>	51	11

2022	Preserve/Maintain	Expansion
Services	No anticipated reductions	Increased Dial-a-Lift demand of 5%
Facilities	Bus stop accessibility Facility maintenance	Pattison base
Equipment		
<i>Coaches</i>	6	0
<i>DAL Vans</i>	10	0
<i>Vanpool Vans</i>	49	11
2023	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	Peak hour express to/from Yelm; Innovative service zone; increased Dial-a-Lift demand of 4%
Facilities	Bus stop accessibility Facility maintenance	
Equipment		
<i>Coaches</i>	0	0
<i>DAL Vans</i>	12	0
<i>Vanpool Vans</i>	33	11
2024	Preserve/Maintain	Expansion
Services & Ridership	No anticipated reductions	increased Dial-a-Lift demand of 4%
Facilities	Bus stop accessibility Facility maintenance	
Equipment		
<i>Coaches</i>	7	0
<i>DAL Vans</i>	3	0
<i>Vanpool Vans</i>	20	11

Section 8: Capital Improvement Program, 2019-2024

Coaches	2019	2020	2021	2022	2023	2024
Beg. Yr. # of Vehicles in Fleet	71	71	86	86	86	86
Replacement 40' Hybrid/Electric	0	0	0	0	0	0
Replacement 40' Clean Diesel	0	10	13	6	0	7
Replacement 35' Clean Diesel	8	7	10	0	0	0
Replacement 29' Clean Diesel	0	0	0	0	0	0
Total # of Replacement Coaches	8	17	23	6	0	7
Expansion 40' Hybrid/Electric	0	0	0	0	0	0
Expansion 40' Clean Diesel	0	15	0	0	0	0
Expansion 35' Clean Diesel	0	0	0	0	0	0
Expansion 29' Clean Diesel	0	0	0	0	0	0
Total # of Expansion Coach Purchases	0	15	0	0	0	0
End of Yr. Fleet Size	71	86	86	86	86	86
Dial-a-Lift Vans						
Beg. Yr. # of Vehicles in Fleet	47	47	52	52	52	52
Replacement Diesel	7	0	18	10	0	3
Replacement Gasoline	0	0	0	0	0	0
Replacement Propane	0	0	0	0	12	0
Total # of Replacement Cutaways	7	0	18	10	12	3
Expansion Diesel	0	0	0	0	0	0
Expansion Gasoline	0	0	0	0	0	0
Expansion Propane	0	5	0	0	0	0
Purchases	0	5	0	0	0	0
End of Yr. Fleet Size	47	52	52	52	52	52
Vanpools						
Beg. Yr. # of Vehicles in Fleet	256	256	256	256	264	264
Replacement Vehicles	20	55	49	49	33	20
Expansion Vehicles	0	0	0	8	0	0
End of Yr. Fleet Size	256	256	256	264	264	264
Total Actual Vanpool Purchases	20	55	49	57	33	20
Village Vans						
Beg. Yr. # of Vehicles in Fleet	3	3	3	3	3	3
Replacement Vehicles	1	0	2	0	0	0
Expansion Vehicles	0	0	0	0	0	0
End of Yr. Fleet Size	3	3	3	3	3	3
Total Actual V/V Van Purchases	1	0	2	0	0	0
Total Vehicles at year-end	377	397	397	405	405	405
Total Vehicles Purchased by Year	36	92	92	73	45	30
Revenue Vehicle Expenses	\$6,114,527	\$23,303,938	\$20,241,942	\$7,997,634	\$4,369,122	\$5,965,667
Other Capital Expenses	\$18,634,916	\$25,885,200	\$36,159,600	\$30,003,200	\$4,168,000	\$1,587,228
Total Capital Expenses	\$24,749,443	\$49,189,138	\$56,401,542	\$38,000,834	\$8,537,122	\$7,552,895

Section 9: Operating Revenues & Expenditures, 2019-2024

	2019	2020	2021	2022	2023	2024
Operating Revenue	\$67,152,034	\$74,131,893	\$75,372,434	\$76,130,800	\$77,301,100	\$78,848,263
Total Operating Expenses	\$49,242,857	\$54,687,339	\$59,789,899	\$62,126,956	\$65,321,738	\$67,837,295

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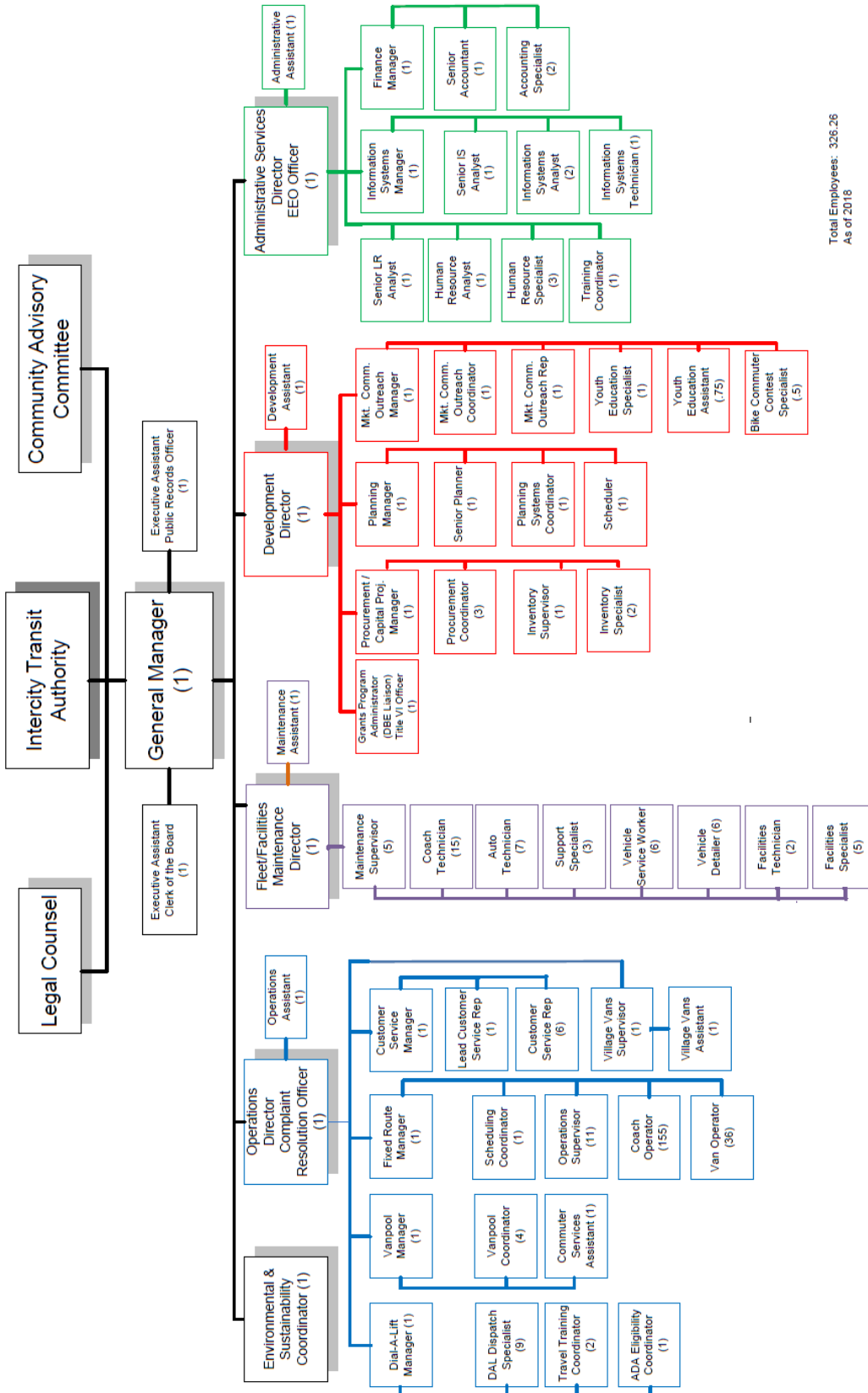
Appendices

Appendix A: IT Organizational Chart

Appendix B: IT System & Service Area Map

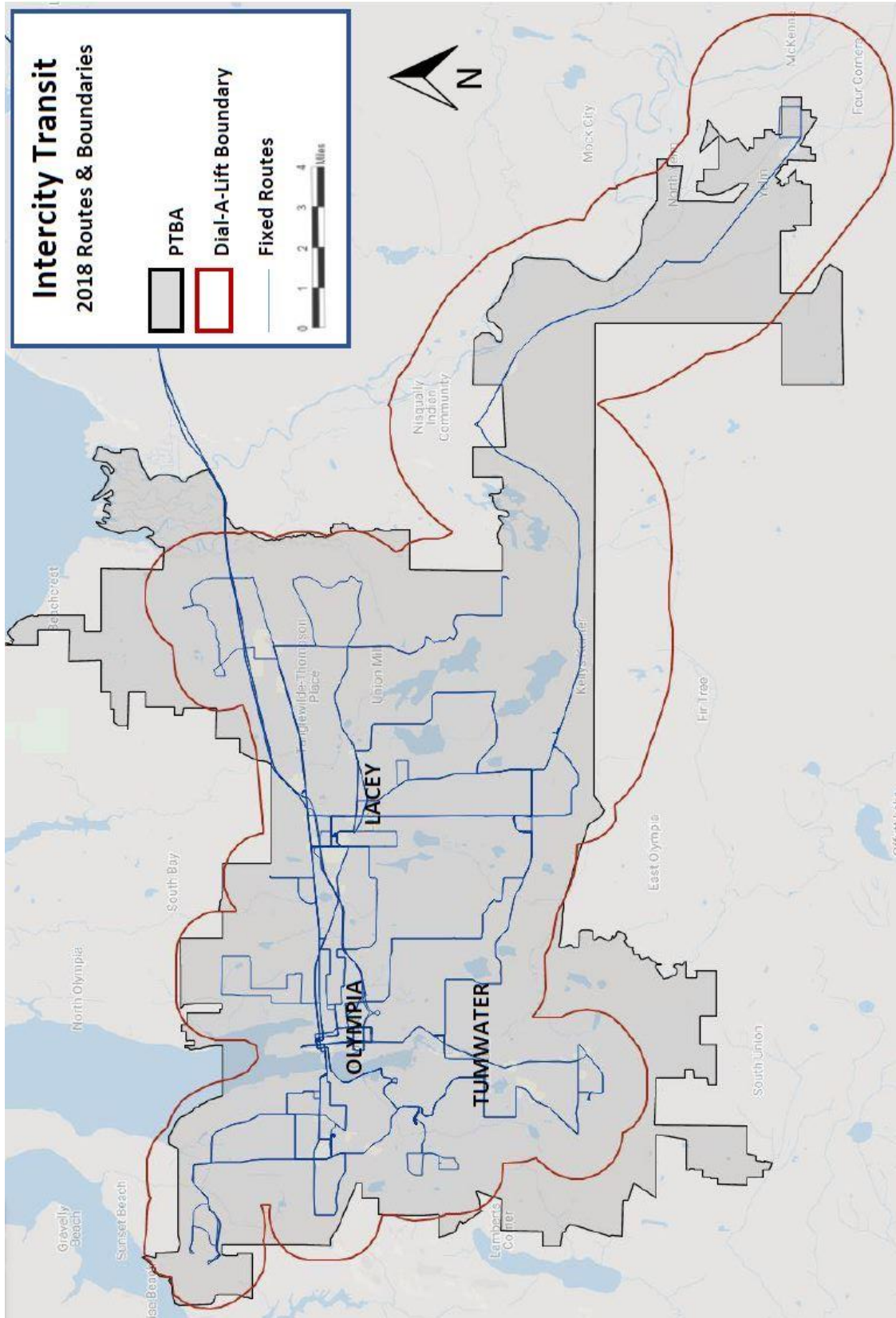
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Appendix A: IT Organizational Chart



Total Employees: 326.26
As of 2018

Appendix B: IT System & Service Area Map



Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 17, 2019

CALL TO ORDER

Chair Sullivan called the July 17, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Molly Carmody; Citizen Representative Karen Messmer; Citizen Representative Don Melnick; and Labor Representative Lisa Allison.

Members Excused: Vice Chair and Citizen Representative Ryan Warner; Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Mike Burnham; David Copley; Cindy Fisher; Jessica Gould; Kevin Karkoski; Steve Krueger; Pat Messmer; Brian Nagel; Eric Phillips; Steve Swan; Nicky Upson; Kerri Wilson; Jonathon Yee.

Others Present: Community Advisory Committee Member, Walter Smit; Jeff Myers, Legal Counsel.

APPROVAL OF AGENDA

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

INTRODUCTIONS

- 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*)

Jeff Myers arrived.

PUBLIC COMMENT

Ken Mauermann, Olympia, WA – Mr. Mauermann is a member of the Centennial Train Station Board of Directors which operates as a registered non-profit 501(C) organization, and he's been involved with the station since 1987. Mr. Mauermann addressed the Authority regarding the need for security cameras at the Amtrak station.

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He said a number of issues have occurred over the station's 26 years tenure in which video footage would have been useful. He said he has concerns about incident frequency increasing. He said over 64,000 people boarded the train and there's a plan to add four more trains per day. Safety for all persons on the property is a concern, including volunteer staff. It's a fairly remote location with the need for later evening hours of station operation, and volunteer coverage is becoming more difficult to staff as many are reluctant to work until 1 to 2 a.m. Another issue is liability surrounding incidents that can occur if someone falls or slips. The property is split up in terms of ownership between Burlington Northern, WSDOT, Intercity Transit and Amtrak. It makes sense to Mr. Mauermann to keep all bases covered with cameras being a big part of that.

Mr. Mauermann said he was recently contacted by the Thurston County Sheriff's office seeking video footage of an incident in the south parking lot, and there have been other incidents where Amtrak has questioned other issues from passenger complaints regarding the action of the volunteers. Mr. Mauermann would like the Authority to consider adding security cameras at Amtrak to the agency's 2020 budget.

APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes:** 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.

Councilmember Gilman arrived.

NEW BUSINESS

- A. Pierce Transit First and Last Mile Demonstration Project.** Freeman-Manzanares introduced Penny Grellier, Pierce Transit's Business Partnership Administrator. Grellier provided an overview of their first and last mile demonstration project.

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Pierce Transit has a partnership with Lyft Transportation Networking Company (TNC). Other partners in the project include Pierce College Puyallup and Sound Transit.

In the spring of 2016 Pierce applied for funding (\$205,000) from the Federal Government for a grant called the Mobility on Demand (MOD) Sandbox Funding. This is a research grant that was available to transit agencies in partnership with Transportation Networking companies to test the theory to see if transportation networking companies and transit could work together to improve the availability of shared use mobility options. Eleven transit agencies around the country were selected to receive the Sandbox funding. It took three years to get the project launched

The name of Pierce's project is entitled, "Limited Access Connections." The goal is to provide first and last mile connections to transit hubs and bus stops in areas/times of limited service.

Some of the challenges they've faced include:

1. Conducting negotiations with the transportation networking companies, specifically around the issue of sharing data. TNC's are private companies who are competitive and sharing of info is limited.
2. Equity and service provision. The federal government was clear in rolling out the funds to ensure that as a public transit agency to make services available to those with mobility issues and those without smartphones and who were unbanked (no credit cards). TNC's contract with independent drivers and it's rare to find a TNC driver here in the U. S. who has a wheelchair accessible vehicle available.
3. Getting the word out about the service is a big challenge. They did all types of marketing from old fashioned brochures to up-to-the minute social media campaigns.

Pierce launched the project in May of 2018 and it was initially designed to be one year in length. They obtained permission to extend the project until December 31, of 2019.

Grellier referred to a map showing the various zones where on particular days and times you can get a free Lyft ride to/from a particular bus stop or transit station in order to make public transit part of the commute.

Different ways to access this service is to set up an account using an app on your smartphone and you book your ride through Lyft. The Lyft driver doesn't know you're a "free" ride but the cost of the ride shows as a 0 credit on your account.

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Those without a smartphone can use the concierge service. Pierce's customer service reps are trained to use this and it's a Lyft service which is a desktop computer version of their app. You call in and schedule the ride. It's also for those who don't have a credit card or who need a wheelchair accessible vehicle.

To date:

1. Total trips provided = 4,654
2. Average cost per trip = \$10.74
3. Most popular zone is FIFE/Puyallup

What's next?

1. Continue marketing and outreach.
2. A rider survey is going out shortly. Lyft keeps the identity of the users private and Pierce doesn't know who all of the users are. To conduct a survey, Pierce has to go through Lyft.
3. Independent evaluation – after 1 year of the project a team is assigned to each of the sandbox agencies and does an independent evaluation.
4. Adjust zones based on customer feedback.
5. Report to the community at the end of the project to show impact.

B. Walk N Roll 2018-2019 School Year Report. Kerri Wilson and David Copley provided an update on the Walk N Roll (WNR) program.

Wilson said the partnership has been successful with the North Thurston, Olympia and Tumwater School Districts and it has been a busy school year. They provided outreach and education to 33 schools which is 15 more schools than previous year. One of the reasons for reaching more schools is from the launch of the Class Pass Pilot which started in January. Class Pass helped connect with a lot of new schools, especially in the North Thurston school district.

The Class Pass is a program where public schools and non-profit youth organizations can ride buses for free. Between January and June there were 50 field trips on the buses. Combining the class pass and rolling classrooms the program was able to take almost 2,000 students on a bus riding experience. Of those, 580 participated in the classroom presentation learning the importance of public transportation to encourage them to use in the future.

Another major part is encouraging walking or rolling to school by biking, roller skating, skateboarding, or some other human power. Staff helped schools organize 89 WNR school events with 4,300 youth and families participating. These events get youth and their families out of their cars with the goal to get more physical activity, reduce traffic congestion and improve safety around the schools, and improve air quality.

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In 2018 we held events in 15 schools. The program also promotes biking and bike safety skills, and one of the ways is through the school bike challenge. Eleven schools participated and this program is part of the Bicycle Commuter Challenge. This past school year 196 youth participated and rode just over 1,700 days.

WNR also supports Tumwater and North Thurston School Districts with their bike safety classes taught by their PE teachers. Both of those school districts have a fleet and David Copley and some of our volunteer mechanics go out and help maintain those fleets.

The Earn-A-Bike classes worked with Jefferson and Tumwater Middle schools. There were 75 students in the class, and 59 received refurbished bikes.

C. Authority Photo Shoot. Chair Sullivan recessed the meeting at 6:42 p.m. for five minutes to take a group photo of the Authority. The photo will be used in the Citizen Representative Recruitment process.

D. Schedule a Public Hearing on the Draft Transit Development Plan. Eric Phillips, Development Director, requested to set a Public Hearing on August 7, 2019, for the purpose of receiving and considering public comments on the 2018 Annual Report and 2019-2024 Transit Development Plan.

It was M/S/A by Councilmember Carmody and Citizen Representative Melnick to schedule a public hearing on August 7, 2019, for the purpose of receiving and considering public comments on the 2018 Annual Report and 2019-2024 Transit Development Plan.

E. Consideration of Resolution 01-2019 Reimbursement of Capital Expenditures from Proceeds of Bonds. 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.

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.

It was M/S/A by Councilmember Carmody and Citizen Representative Messmer to adopt Resolution 01-2019, designating the General Manager to execute declarations of official intent to reimburse expenditures from proceeds of Bonds.

- F. Complete Design Work for Phases 3 and 4 of the Pattison MOA Expansion Rehab Project.** 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.

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It was M/S/A by Councilmember Carmody and Councilmember Cox to 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.

G. COMMITTEE REPORTS

- A. **Thurston Regional Planning Council.** Messmer said TRPC met July 12 in which they held an all-day retreat. However, they did hold a shortened business meeting that included discussion on the 2018 Population and Housing Forecast Allocation.
- B. **Transportation Policy Board.** Melnick said TPB met July 10. He said during their public comment period, Karen Messmer reported on the kick-off of the regional trails plan and the work done since the 2007 adoption of that plan. There was a presentation by Paul Brewster on the Regional Trails Plan. They discussed the upcoming retreat on September 11. Melnick is unable to attend. There was a debrief on the Joint Meeting with TRPC, TPB and TAC by Marc Daily.
- C. **Community Advisory Committee.** Smit said the CAC met July 15. They received an update on the Walk N Roll Program; conducted a photo shoot; and reviewed the CAC self-assessment.

GENERAL MANAGER'S REPORT

The electric bus conversations with fellow transit agencies has begun, starting with a representative from Valley Transit (Walla Walla) on July 11. More are scheduled: July 19 between 2:30 and 3:30 p.m. with Pierce Transit; July 22 between 10 and 11 a.m. with King County Metro. Conversation dates/times are still being determined with Link Transit and Gillig. The invitation was extended to the Community Advisory Committee and a member will join the discussion on July 22.

The next order of 16 buses goes into production in August. The Bus Build Team is finalizing the follow on order for 16 buses which starts production in January 2020.

The GC/CM Contract for the Pattison Street project is on the street.

Work is starting with IBI on the CAD/AVL replacement project.

Staff will provide an update on the September Service Change and the demonstration express service (a.k.a. BRT Light) at the August 7, 2019, Authority meeting.

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Intercity Transit provided service to the Lacey July 3 Fireworks event. We transported an estimated 750 to 850 people.

Intercity Transit participated in many fun community events. Every area of the agency is getting involved (Vanpool, HR, Marketing, Travel Training and Bus Buddies.)

- Tumwater's July 4th parade
- Inaugural Yelm BBQ Festival
- South Sound BBQ Festival
- The Lakefair Parade coming up on Saturday, July 20 at 5 p.m.

There is a second Authority Planning Session scheduled Friday, July 26. Breakfast is at 8 a.m. and the meeting begins at 8:30 a.m. and will end around 1 p.m.

Nineteen Operators graduated on July 12 after eight weeks of training. A new class of 18 Operators began on July 15.

Transit Appreciation Day is Friday, August 9 starting at 10 a.m. until 4 p.m. The awards program begins at 12:04 p.m. This year's theme is "Go Wild with Transit."

AUTHORITY ISSUES

Melnick thanked staff for arranging the electric bus conversations. He also saw the electric school bus demonstration at North Thurston School and met with Mike Boyer from the Department of Ecology. The DOE is funding electric buses with the money from Volkswagen's federal settlement as offering "a critical opportunity" to put 50 more zero-emission vehicles, including school buses, on the streets. The state of Washington announced its first allocation of that funding, distributing \$13.3 million among six transit agencies purchasing 50 zero-emission electric buses. The department has also begun steps toward putting some of the settlement money into electric school buses.

Gilman attended the Community Advisory Committee and there was a comment and conversation about when it's appropriate to utilize Dial-A-Lift service. He suggested focusing on reiterating the multiple purposes of DAL. It's not just for medical appointments. It's also for the social quality of life kinds of rides which are appropriate. Is there a way to underscore this, because he's gotten the impression from others there's a caution "not to waste the resource."

Messmer referred to the Transportation Policy Board meeting, and said the regional trails plan has not been updated since 2007, and a lot has happened over the years. She believes there is something for the Authority to look at in terms of participation as to what does a trail system mean with transit. Are people using the trail system to get to a

Intercity Transit Authority Regular Meeting

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transit stop? The trails are not just a recreational system, and how do we get together with the jurisdictions and create a better accessibility between the trails and bus stops.

Carmody has been researching electric buses and it's a hot issue, and she's noticed a large percentage of other countries going with electric buses successfully. She'd like the agency to look at examples of how other countries are getting this done.

Cox said the Board of Interfaith Works will conduct outreach meetings about the 2020 Martin Way future shelter and supported living, and she is making sure Intercity Transit is on the invitation list. Also construction on College and Yelm Highway is making good progress despite the weather.

Menser added to the TPB discussion about the trails. The exciting piece about the trail expansion is it connects with Lewis County, however, there are no funds to maintain the trail. You can spend federal dollars to build the trails, but not to maintain them. That means the need to find creative ways to find funding for upkeep.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:45 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: August 7, 2019.

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

PERIOD DATES:		6/23/2019-7/6/2019			PAYDATE		7/12/2019		PERIOD DATES:		7/7/2019-7/20/2019			PAYDATE		7/26/2019	
	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	88,213.51					IRS	FIT		EFT	79,968.95				
	MT		EFT	28,613.20	116,826.71					MT		EFT	27,114.36	107,083.31			
																	0.00
				-87.5													0.00
INS	D3/DI	Disability Ins		2,897.07	0.00				INS	A2	Met Life		8,654.67				
HEALTH	HE/HI/SP/TB	Health In1stN2ND		207,506.62	0.00				HEALTH	D3/DI	Disability Ins		2,914.05	0.00			
										HE/HI/SP/TB	Health In1stN2ND		205,396.24	0.00			
GARNISHMENT	GN	Garnish	CHECK last	939.51					GARNISHMENT	GN	Garnish	CHECK last	583.39				
CHILD SUPPORT	CS	DSHS	EFT	1,462.67	0.00				CHILD SUPPORT	CS	Child Support	EFT	1,462.67	1,462.67			
																	0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	13,824.80	13,824.80				DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	14,032.45	14,032.45			
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,190.26	12,190.26				DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,697.88	12,697.88			
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	275.00	275.00				HEALTH SAVING	HS	Health Svgs	ACH Wire every	275.00	275.00			
401K	DC	Vgrd EE	Wire	59,086.08					401K	DC	Vgrd EE	Wire	53,964.06				
VANGUARD	DC	Vgrd ER	Wire	41,026.81	100,112.89				VANGUARD	DC	Vgrd ER	Wire	37,728.64	91,692.70			
LOAN	L2	401k Ln#2	Wire	4,687.26					LOAN	L2	401k Ln#2	Wire	4,687.26				
LOAN	LN	401k Ln #1	Wire	7,176.68	11,863.94				LOAN	LN	401k Ln #1	Wire	7,243.71	11,930.97			
		TTL VNGRD		111,976.83							TTL VNGRD		103,623.67				
LABOR INS	LI&LA	L&I	EFT Quarterly	35,597.23					LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	37,496.25				
ESD	CF&CL	WPFML	EFT Quarterly	3,697.86					ESD	CF&CL	WPFML	EFT Quarterly	3,518.95				
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,626.35					MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last	1,626.65				
UNION DUES	MI	Mac.Inltlatn	Check last	0.00					UNION DUES	MI	Mac.Inltlatn	Check last	131.63				
	MS	Payroll Corr check		0.00						MS	Payroll Corr check		0.00				
	TF	Tx.Fr.Benefit	Employer	25.00	0.00					TF	Tx.Fr.Benefit	Employer	263.00	0.00			
PROJECT ASSIST	PA	Proj.Assist	Check last	434.00					PROJECT ASSIST	PA	Proj.Assist	Check last	454.00				
PENSION	PN	PERS EE	EFT	77,749.86	0.00				PENSION	PN	PERS EE	EFT	71,434.14	0.00			
STATE	PN	PERS ER	EFT	127,654.92	205,404.78				STATE	PN	PERS ER	EFT	120,964.38	192,398.52			
PERS		TTL PERS		205,404.78					PERS		TTL PERS		192,398.52				
ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00				ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00			
ICMA	RC	ICMA EE	WIRE	5,949.01					ICMA	RC	ICMA EE	WIRE	5,861.60				
ICMA BOTH	RI	ICMA Roth	WIRE	380.76	380.76				ICMA BOTH	RI	ICMA Roth	WIRE	380.76	380.76			
ICMA LON	RL	ICMA Ln#1	WIRE	833.79	901.74				ICMA LON	RL	ICMA Ln#1	WIRE	678.36	746.31			
ICMA	RR	ICMA ER	WIRE	2,870.14	8,819.15				ICMA	RR	ICMA ER	WIRE	2,668.58	8,530.18			
		TTL ICMA		9,720.89	10,101.65						TTL ICMA		9,276.49	9,657.25			
457 STATE	SD	457 ST EE	EFT	17,455.73					457 STATE	SD	457 ST EE	EFT	16,757.11				
DEFERRED	SR	457 ST ER	EFT	9,912.79	27,368.52				DEFERRED	SR	457 ST ER	EFT	9,767.54	26,524.65			
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,251.04	6,251.04				AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,098.07	6,098.07			
ATU	UC	Un COPE	Check 1st	168.00					ATU	UC	Un COPE	Check 1st	-				
UNION DUES	UA	Un Assess	Check last	0.00					UNION DUES	UA	Un Assess -2ND PP	Check last	597.00				
	UD	Un Dues	Check last	6,206.48						UD	Un Dues-BOTH PP	Check last	6,133.43				
	UI	Un Inltlatn	Check last	160.00						UI	Un inltlatn- 100.00 PEREE	Check last	160.00				
	UT	Un Tax	Check last	3,258.15						UT	Un Tax IST PP	Check last	0.00				
UNITED WAY	UW	United Way	Check last	277.00					UNITED WAY	UW	United Way	Check last	259.00				
WELLNESS	WF	Wellness	Check last	357.00					WELLNESS	WF	Wellness	Check last	374.00				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		646,912.88	646,912.88				DIRECT DEP.	NP	ACH Wire every		593,839.99	593,839.99			
LIVE CHECKS		Paychecks		3,325.44					LIVE CHECKS		Paychecks - LIVE CHECKS		19,670.02				
		TOTAL TRANSFER (tie to Treasurer Notifications)			1,151,132.47						TOTAL TRANSFER (tie to Treasurer Notifications)			1,067,693.46			
		TOTAL PAYROLL*:		1,419,100.85							TOTAL PAYROLL*:		1,355,955.74				
GROSS WAGE		GROSS EARNINGS:		1,013,997.17					GROSS WAGE		GROSS EARNINGS:		962,156.06				
ER AMOUNT		EMPR MISC DED:		390,797.08					ER AMOUNT		EMPR MISC DED:		380,242.50				
MEDICARE TAX		EMPR MEDICARE TAX:		14,306.60					MEDICARE TAX		EMPR MEDICARE TAX:		13,557.18				
													0.00				
		PP14 Total			1,419,100.85						PP15 Total			1,355,955.74			
																	1,355,955.74
																	2,775,056.59
DIRECT DEP.		ACH WIRE TOTAL		673,202.94					DIRECT DEP.		ACH WIRE TOTAL		620,845.32				

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/2/2019

Thru Date: 7/2/2019

Check #	Check Date	Ref #	Name	Amount	Voided
27987	7/2/2019	02825	AUTO PLUS - OLYMPIA 10364	\$99.79	
27988	7/2/2019	03250	BATTERY SYSTEMS INC	\$1,802.75	
27989	7/2/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$302.56	
27990	7/2/2019	07220	CUMMINS INC	\$32,460.16	
27991	7/2/2019	10660	GILLIG LLC	\$3,688.90	
27992	7/2/2019	10759	GORDON TRUCK CENTERS INC	\$602.00	
27993	7/2/2019	14750	MULLINAX FORD	\$320.87	
27994	7/2/2019	17505	RAINIER DODGE INC	\$457.18	
27995	7/2/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$158.47	
27996	7/2/2019	18210	SME SOLUTIONS	\$246.64	
27997	7/2/2019	18530	STANDARD PARTS CORP	\$211.31	
27998	7/2/2019	21950	TITUS-WILL CHEVROLET	\$4,400.37	
27999	7/2/2019	22010	TOYOTA OF OLYMPIA	\$70.58	
Total:				\$44,821.58	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/3/2019

Thru Date: 7/3/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28000	7/3/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$16,786.62	
28001	7/3/2019	10863	GRAYS HARBOR TRANSIT	\$30.00	
28002	7/3/2019	11765	IT PETTY CASH	\$360.03	
28003	7/3/2019	14381	METLIFE	\$8,380.67	
28004	7/3/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.39	
28005	7/3/2019	23660	UNITED WAY OF THURSTON COUNTY	\$538.50	
28006	7/3/2019	24215	WA ST DEPT OF L & I	\$374.23	
28007	7/3/2019	24750	WA ST GET PROGRAM	\$30.00	
28008	7/3/2019	26861	WESTERN GRAPHICS INC.	\$4,033.17	
Total:				\$31,116.61	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/12/2019

Thru Date: 7/12/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28010	7/12/2019	01405	ADVANCE GLASS INC	\$2,432.30	
28011	7/12/2019	01820	AMERICAN DRIVING RECORDS INC	\$360.42	
28012	7/12/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$1,289.25	
28013	7/12/2019	02380	ARAMARK UNIFORM SERVICES	\$1,124.68	
28014	7/12/2019	02580	ASSOCIATED PETROLEUM	\$67,889.05	
28015	7/12/2019	02828	AVAIL TECHNOLOGIES INC.	\$6,394.05	
28016	7/12/2019	02990	B&B SIGN COMPANY LLC	\$789.16	
28017	7/12/2019	04120	BUILDERS HARDWARE & SUPPLY	\$656.70	
28018	7/12/2019	05305	CAPITOL ALARM INC	\$304.10	
28019	7/12/2019	05720	CDW GOVERNMENT INC	\$5,449.85	
28020	7/12/2019	05940	CENTURYLINK	\$924.16	
28021	7/12/2019	06060	CITY OF OLYMPIA	\$132.00	
28022	7/12/2019	06120	CITY OF OLYMPIA UTILITIES	\$6,341.69	
28023	7/12/2019	06781	COMPUNET INC.	\$15,940.75	
28024	7/12/2019	07220	CUMMINS INC	\$16,273.57	
28025	7/12/2019	07619	DAVID S FOSTER	\$1,750.00	
28026	7/12/2019	08060	DON SMALL AND SONS OIL	\$2,483.52	
28027	7/12/2019	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$948.84	
28028	7/12/2019	09660	FERGUSON ENTERPRISES INC	\$136.78	
28029	7/12/2019	09662	FERRELLGAS	\$3,918.42	
28030	7/12/2019	10477	GALLS LLC	\$1,099.21	
28031	7/12/2019	10580	GENE'S TOWING INC	\$184.37	
28032	7/12/2019	10607	GENUINE AUTO GLASS OF LACEY	\$741.87	
28033	7/12/2019	10608	GEOENGINEERS INC	\$2,898.03	
28034	7/12/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28035	7/12/2019	10660	GILLIG LLC	\$12,842.16	
28036	7/12/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
28037	7/12/2019	10759	GORDON TRUCK CENTERS INC	\$376.01	
28038	7/12/2019	11615	INDUSTRIAL HYDRAULICS INC	\$214.73	
28039	7/12/2019	11892	J ROBERTSON AND COMPANY	\$787.50	
28040	7/12/2019	11905	JANEK CORPORATION	\$491.85	
28041	7/12/2019	11943	JOANNA GRIST	\$1,750.00	
28042	7/12/2019	13750	MAILBOX OF OLYMPIA	\$800.00	
28043	7/12/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$2,575.00	
28044	7/12/2019	14590	MOHAWK MFG & SUPPLY	\$1,663.37	
28045	7/12/2019	14750	MULLINAX FORD	\$236.43	
28046	7/12/2019	15140	NISQUALLY TOWING SERVICE	\$320.46	
28047	7/12/2019	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$10,747.67	
28048	7/12/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$361.24	
28049	7/12/2019	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$35.87	
28050	7/12/2019	16490	PACIFIC DISPOSAL INC	\$639.77	
28051	7/12/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$301.21	
28052	7/12/2019	16695	PATTISON WATER COMPANY	\$101.26	
28053	7/12/2019	16841	PIONEER FIRE & SECURITY INC	\$232.81	
28054	7/12/2019	16888	REXEL USA INC.	\$94.69	
28055	7/12/2019	17290	PUGET SOUND ENERGY	\$21,566.15	
28056	7/12/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
28057	7/12/2019	17742	ROOFTOP ANCHOR INC.	\$80,973.65	
28058	7/12/2019	17900	SCHETKY NORTHWEST SALES INC.	\$664.13	
28059	7/12/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$725.27	
28060	7/12/2019	18052	SHEA CARR & JEWELL INC	\$2,062.50	
28061	7/12/2019	18470	SPORTWORKS NORTHWEST INC	\$142.53	
28062	7/12/2019	18510	SRG PARTNERSHIP INC.	\$25,142.50	
28063	7/12/2019	18530	STANDARD PARTS CORP	\$202.48	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/12/2019

Thru Date: 7/12/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28064	7/12/2019	18540	STANTEC CONSULTING SERVICES INC	\$362,898.08	
28065	7/12/2019	18695	SUMMIT LAW GROUP PLLC	\$1,485.00	
28066	7/12/2019	18705	SUNBELT RENTALS	\$3,996.93	
28067	7/12/2019	18711	SUNSET AIR INC	\$10,901.58	
28068	7/12/2019	21660	THERMO KING NORTHWEST	\$665.37	
28069	7/12/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$5,539.00	
28070	7/12/2019	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,868.25	
28071	7/12/2019	21930	TIRES INC	\$2,583.36	
28072	7/12/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
28073	7/12/2019	21950	TITUS-WILL CHEVROLET	\$6,226.55	
28074	7/12/2019	22010	TOYOTA OF OLYMPIA	\$471.26	
28075	7/12/2019	22100	TRANSIT SOLUTIONS LLC	\$4,188.73	
28076	7/12/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$5,147.06	
28077	7/12/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$37,134.44	
28078	7/12/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
28079	7/12/2019	25380	WASHINGTON GARDENS	\$316.97	
28080	7/12/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$120.00	
28081	7/12/2019	25661	WAUNCH CONSTRUCTION & TRUCKING INC	\$612,750.00	
Total:				\$1,378,794.01	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/15/2019

Thru Date: 7/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28083	7/15/2019	13850	MASON TRANSIT AUTHORITY	\$269.00	
28084	7/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
28085	7/15/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$73,705.09	
Total:				\$73,974.09	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/19/2019

Thru Date: 7/19/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28086	7/19/2019	01230	A WORKSAFE SERVICE INC.	\$530.00	
28087	7/19/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$168.00	
28088	7/19/2019	02380	ARAMARK UNIFORM SERVICES	\$1,047.74	
28089	7/19/2019	02825	AUTO PLUS - OLYMPIA 10364	\$301.83	
28090	7/19/2019	05940	CENTURYLINK	\$1,795.05	
28091	7/19/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$452.59	
28092	7/19/2019	06741	COMMUNITY YOUTH SERVICES	\$825.00	
28093	7/19/2019	07220	CUMMINS INC.	\$6,639.78	
28094	7/19/2019	08621	EDUCATIONAL SERVICE DISTRICT 113	\$300.00	
28095	7/19/2019	08840	EMPLOYER RESOURCES NORTHWEST	\$7,576.82	
28096	7/19/2019	10477	GALLS LLC	\$309.93	
28097	7/19/2019	10605	GENFARE	\$136.34	
28098	7/19/2019	10660	GILLIG LLC	\$5,686.20	
28099	7/19/2019	11048	HARGIS ENGINEERS INC.	\$580.00	
28100	7/19/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$662.00	
28101	7/19/2019	13661	LOOMIS	\$2,059.89	
28102	7/19/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$583.39	
28103	7/19/2019	14590	MOHAWK MFG & SUPPLY	\$322.63	
28104	7/19/2019	14750	MULLINAX FORD	\$500.48	
28105	7/19/2019	15203	NORTHWEST CASCADE INC	\$24,496.52	
28106	7/19/2019	15535	OLYMPIA COLLISION REPAIR	\$9,464.83	
28107	7/19/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$2,258.11	
28108	7/19/2019	16654	PARKER CORPORATE SERVICES INC.	\$30,321.50	
28109	7/19/2019	17580	RECARO NORTH AMERICA INC	\$8.60	
28110	7/19/2019	17792	ROUSH CLEANTECH LLC	\$1,376.13	
28111	7/19/2019	17900	SCHETKY NORTHWEST SALES INC.	\$146.92	
28112	7/19/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$130.23	
28113	7/19/2019	18530	STANDARD PARTS CORP	\$220.72	
28114	7/19/2019	21660	THERMO KING NORTHWEST	\$2,293.78	
28115	7/19/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
28116	7/19/2019	21950	TITUS-WILL CHEVROLET	\$3,411.55	
28117	7/19/2019	22010	TOYOTA OF OLYMPIA	\$120.98	
28118	7/19/2019	22325	TTL PARTNERS LLC	\$3,433.00	
28119	7/19/2019	23576	UNG CHAE	\$2,700.00	
28120	7/19/2019	24000	W W GRAINGER INC	\$1,700.06	
28121	7/19/2019	24030	WA ST AUDITORS OFFICE	\$12,562.55	
28122	7/19/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$39,006.26	
28123	7/19/2019	24750	WA ST GET PROGRAM	\$30.00	
28124	7/19/2019	26861	WESTERN GRAPHICS INC.	\$24,199.02	
Total:				\$188,358.43	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 7/26/2019

Thru Date: 7/26/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28145	7/26/2019	01895	ECOLUBE RECOVERY LLC	\$153.02	
28146	7/26/2019	02425	ARONSON SECURITY GROUP INC	\$1,108.77	
28147	7/26/2019	03706	BRUMSICKLE, DANIEL BINFORD	\$178.04	
28148	7/26/2019	04100	BUENAVISTA SERVICES INC.	\$10,982.60	
28149	7/26/2019	04120	BUILDERS HARDWARE & SUPPLY	\$344.74	
28150	7/26/2019	05340	CAPITOL COURIER SERVICE	\$389.50	
28151	7/26/2019	05720	CDW GOVERNMENT INC	\$10,122.93	
28152	7/26/2019	05740	CED	\$82.47	
28153	7/26/2019	06120	CITY OF OLYMPIA UTILITIES	\$4,745.17	
28154	7/26/2019	06520	COLOR GRAPHICS	\$785.62	
28155	7/26/2019	07220	CUMMINS INC.	\$20,834.25	
28156	7/26/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28157	7/26/2019	10477	GALLS LLC	\$651.82	
28158	7/26/2019	10607	GENUINE AUTO GLASS OF LACEY	\$856.14	
28159	7/26/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28160	7/26/2019	10660	GILLIG LLC	\$6,552.51	
28161	7/26/2019	10759	GORDON TRUCK CENTERS INC	\$355.49	
28162	7/26/2019	11905	JANEK CORPORATION	\$593.36	
28163	7/26/2019	11909	JAYRAY ADS & PR INC	\$146.25	
28164	7/26/2019	12620	KEYBANK NATIONAL ASSOCIATION	\$50.36	
28165	7/26/2019	12922	KTA-TATOR INC.	\$1,544.84	
28166	7/26/2019	14590	MOHAWK MFG & SUPPLY	\$462.24	
28167	7/26/2019	14750	MULLINAX FORD	\$1,677.23	
28168	7/26/2019	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
28169	7/26/2019	16966	POINT & PAY	\$1,375.31	
28170	7/26/2019	16969	POINT GRAPHICS LLC	\$247.50	
28171	7/26/2019	17420	R&R TIRE COMPANY INC.	\$2,183.17	
28172	7/26/2019	17505	RAINIER DODGE INC	\$437.54	
28173	7/26/2019	17560	RE AUTO ELECTRIC INC	\$115.91	
28174	7/26/2019	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
28175	7/26/2019	17900	SCHETKY NORTHWEST SALES INC.	\$91.72	
28176	7/26/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,035.13	
28177	7/26/2019	18145	SIX ROBBLEES INC	\$308.92	
28178	7/26/2019	18530	STANDARD PARTS CORP	\$294.41	
28179	7/26/2019	18711	SUNSET AIR INC.	\$355.88	
28180	7/26/2019	21830	THURSTON COUNTY SOLID WASTE	\$504.64	
28181	7/26/2019	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
28182	7/26/2019	21930	TIRES INC	\$198.63	
28183	7/26/2019	21950	TITUS-WILL CHEVROLET	\$2,192.99	
28184	7/26/2019	22010	TOYOTA OF OLYMPIA	\$183.69	
28185	7/26/2019	22100	TRANSIT SOLUTIONS LLC	\$179.89	
28186	7/26/2019	24000	W W GRAINGER INC	\$112.34	
28187	7/26/2019	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$747.50	
28188	7/26/2019	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$8,850.09	
28189	7/26/2019	24755	WA ST HEALTH CARE AUTHORITY	\$446,464.34	
28190	7/26/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
28191	7/26/2019	25858	WESTCARE CLINIC LLC PS	\$1,445.00	
28192	7/26/2019	26405	XIOLOGIX LLC	\$5,950.03	
Total:				\$542,237.98	

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
11770 IT PROJECT ASSISTANCE										
00	2019 JUNE	DI	7/3/2019			877.00	877.00	877.00		877.00
11775 IT WELLNESS										
00	2019 JUNE	DI	7/3/2019			630.00	630.00	630.00		1,507.00
13343 LAFONTAINE ROBERT										
00	06/13-06/14 TRAVEL	DI	7/3/2019			50.00	50.00	50.00		1,557.00
14875 Nagel Brian										
00	06/13-06/14 TRAVEL	DI	7/3/2019			50.00	50.00	50.00		1,607.00
18741 SWAN STEPHEN										
00	06/13-06/14 TRAVEL	DI	7/3/2019			50.00	50.00	50.00		1,657.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
08430 DUDEK DAVID										
00	07/11/19 TRAVEL	DI	7/12/2019			23.00	23.00	23.00		23.00
09667 FERRIS TAMMY										
00	07/27-07/31 ADV TRVL	DI	7/12/2019			317.23	317.23	317.23		340.23
13343 LAFONTAINE ROBERT										
00	07/20-07/25 ADV TRVL	DI	7/12/2019			414.16	414.16	414.16		754.39
14497 MILLER WILLIAM										
00	07/11/19 TRAVEL	DI	7/12/2019			23.00	23.00	23.00		777.39
14875 NAGEL BRIAN										
00	07/20-07/24 ADV TRVL	DI	7/12/2019			375.16	375.16	375.16		1,152.55
18741 SWAN STEPHEN										
00	07/20-07/25 ADV TRVL	DI	7/12/2019			355.00	355.00	355.00		1,507.55

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
02829 AVALOS JOSE										
00	07/12 RECOG CASH O	DI	7/19/2019			110.00	110.00	110.00		110.00
03370 BERGKAMP EMILY										
00	08/18-08/21 ADV TRVL	DI	7/19/2019			76.00	76.00	76.00		186.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019JULY	DI	7/19/2019			4,130.48	4,130.48	4,130.48		4,316.48
16656 PARDUE NORMA JEAN										
00	07/12 RECOG CASH O	DI	7/19/2019			35.00	35.00	35.00		4,351.48
18048 SHAWVER RENA										
00	07/12 RECOG CASH O	DI	7/19/2019			25.00	25.00	25.00		4,376.48

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	9/15-9/18 TRVL REIMB	DI	7/26/2019			486.00	486.00	486.00		486.00
00	IS TV REIMB.	DI	7/26/2019			349.75	349.75	835.75		835.75
12451 KAPLIN MELODIE										
00	07/19/2019 DOT	DI	7/26/2019			50.00	50.00	50.00		885.75

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-D
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Cancel September 4th Authority Meeting

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-E
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Special Meeting - September 18, 2019

-
- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Intercity Transit Authority and the Citizen Advisory Committee.
-
- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Authority and the Citizen Advisory Committee.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
-
- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 18, 2019, to conduct the annual joint meeting of the Authority and Citizen Advisory Committee. Staff would cancel the regularly scheduled September 16th meeting of the CAC.
-
- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 18, 2019, to conduct a joint meeting of the Authority and CAC.
 - B. Schedule a joint meeting for a different date.
-
- 6) **Budget Notes:** This meeting is included in the 2019 budget.
-
- 7) **Goal Reference:** Having an opportunity to talk over issues between groups, sharing ideas and looking at the future of the agency meets all goals of Intercity Transit.
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Janitorial Services and Supplies

-
- 1) **The Issue:** Consideration of a one-year contract award to CW Janitorial Service for Janitorial Services and Supplies at Intercity Transit facilities.
-
- 2) **Recommended Action:** Authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$194,000, excluding taxes on supplies, for the initial term.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit's current Janitorial Services and Supplies contract is scheduled to expire on August 31, 2019. To ensure our facilities are consistently cleaned to Intercity Transit standards, a Request for Proposals (RFP) for Janitorial Services and Supplies was advertised on June 10, 2019. The RFP specified required Janitorial Services and Supplies at the following Transit facilities: Administration Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Amtrak Depot, Pacific Avenue Office, and Bike Shop.

A total of four (4) proposals were received by the submittal deadline of July 1, 2019. Based on the RFP evaluation process, which consisted of review of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that CW Janitorial Service is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit in providing Janitorial Services and Supplies.

Through the evaluation process, CW Janitorial Service was identified as the top-ranked firm, through a combination of cost and non-cost proposal scoring, which included experience, qualifications, and project approach factors. The firm has been in business since 2008, and currently provides Janitorial Services for Bonneville Power Administration, the US Embassy in Manilla, Philippines, a

private engineering firm, as well as other public and private entities. Staff is confident that CW Janitorial Service will provide high quality services at our facilities and recommends award of the contract.

5) **Alternatives:**

- A. Authorize the General Manager to enter into a one-year contract, with four one-year renewal options, with CW Janitorial Service to provide Janitorial Services and Supplies at Intercity Transit facilities in an amount not-to-exceed \$194,000, excluding taxes on supplies, for the initial term.
 - B. Extend the current Janitorial Services and Supplies contract with our current contractor. This option would likely result in a contractor requested price increase as compared the current contract term pricing.
-

6) **Budget Notes:** The 2019 budget for Janitorial Services and Supplies is \$160,000. The current contract ends on August 31, 2019, under which \$88,000 will have been expended in 2019. The cost of janitorial services and supplies under this new contract will not result in an overage to the 2019 budget. The 2020 janitorial budget allocation will be adjusted to accommodate the new contract amount. While this replacement contract represents a price increase, additional hours of service have been included to better ensure the quality of cleaning meets Intercity Transit standards.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5833

SUBJECT: Olympia Transit Center Construction Update

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

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

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

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

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

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

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

SUBJECT: September 2019 Service Change Update

-
- 1) **The Issue:** Update the ITA on the September 2019 service change.
-
- 2) **Recommended Action:** Information, update and discussion.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** Provide a summary of the changes to the fixed route service being prepared for implementation on September 22, 2019. Review service changes planned as they relate to 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. 7-D
MEETING DATE: August 7, 2019

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 360-705-5885

SUBJECT: High Performance Corridor Demonstration Project

-
- 1) **The Issue:** Update the ITA on Intercity Transit's High Performance Corridor demonstration route - background, planning and deployment.
-
- 2) **Recommended Action:** Information, update and discussion.
-
- 3) **Policy Analysis:** N/A.
-
- 4) **Background:** Provide an update, including the background, project scope, and implementation plans for Intercity Transit's grant funded demonstration project - High Performance Corridor Service. For the demonstration phase of this project, we have initially identified the service as Route 1 or the "One." Service is anticipated to begin this fall and staff will review the grant project, share information on how this pilot will be operated, discuss some of the challenges and opportunities, and review how this current grant funded project will support our Long Range Plan objectives. The presentation will cover:
- a. Regional Mobility Grant background
 - b. Service design and objectives
 - c. Operational differences/challenges/opportunities
 - d. Schedule / ongoing coordination
 - e. What and when you will see changes
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The demonstration project received Regional Mobility Grant funds for both capital and operations for the 2019-2023 biennium's. The 2019 budget included a placeholder anticipating a favorable award. The current award for the total project is \$4,524,000 in State funding which requires a 22% match by Intercity Transit. The grant provides funding for four new expansion buses.
-
- 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.