

AGENDA
INTERCITY TRANSIT AUTHORITY
October 2, 2019
5:30 P.M.

CALL TO ORDER

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

2) **INTRODUCTIONS** **5 min.**
A. **Amy Meierhoff, Human Resource Analyst** (*Heather Smith*)

3) **PUBLIC COMMENT** **10 min.**
This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat.
Citizens are allotted three minutes to address the Board.

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

4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**

A. **Payroll: \$2,756,151.60**

B. **Accounts Payable:** Warrants dated September 12, 2019, numbers 28519-28521, in the amount of \$234,176.93; Warrants dated September 13, 2019, numbers 28451-28518, in the amount of \$224,979.73; Warrants dated September 20, 2019, numbers 28522-28579 in the amount of \$257,977.63; Warrants dated September 27, 2019, numbers 28580-28629, in the amount of \$208,577.74; Automated Clearing House Transfers for September 2019 in the amount of \$11,403.43 for a monthly total of \$937,115.46.

C. **Federal Advocacy Services.** Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide Federal Advocacy Services in the amount of \$72,000. (*Katie Cunningham*)

5) **NEW BUSINESS**

A. **Exterior Painting IT Facilities Contract** (*Tammy Ferris*) **5 min.**

B. **2020 Draft Budget** (*Suzanne Coit*) **15 min.**

C. **Olympia Transit Center Construction Update** (*Steve Krueger*) **15 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Sept. 6)** (*Karen Messmer*) **3 min.**
 - B. **Transportation Policy Board (Sept. 11)** (*Tye Menser*) **3 min.**
- 7) **GENERAL MANAGER'S REPORT** **10 min.**
- 8) **AUTHORITY ISSUES** **10 min.**
- 9) **ADJOURNMENT**

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

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

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

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

PERIOD DATES: 8/18/2019-8/31/2019				PAYDATE 9/6/2019		PERIOD DATES: 9/1/2019-9/14/2019				PAYDATE 9/20/2019	
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	78,545.74	IRS	FIT	EFT	81,336.89				
	MT	EFT	27,162.38		MT	EFT	27,642.36				
			0.00				0.00				
INS	D3/DI	Disability Ins	2,960.52	INS	A2	Met Life	8,410.07				
HEALTH	HE/HI/SP/TB	Health In1stN2ND	213,820.66	HEALTH	D3/DI	Disability Ins	2,943.81				
			0.00		HE/HI/SP/TB	Health In1stN2ND	213,414.15				
GARNISHMENT	GN	Garnish	CHECK last	GARNISHMENT	GN	Garnish	CHECK last				
CHILD SUPPORT	CS	DSHS	EFT	CHILD SUPPORT	CS	Child Support	EFT				
			1,462.67				1,462.67			1,462.67	
			0.00				0.00				
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every				
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every				
			13,343.76				13,291.64			13,291.64	
			12,456.80				12,392.46			12,392.46	
GET	GT	G.Ed.Tult	Check every	GET	GT	G.Ed.Tult	Check every				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	HEALTH SAVING	HS	Health Svgs	ACH Wire every				
			30.00				30.00				
			275.00				275.00			275.00	
401K	DC	Vgrd EE	Wire	401K	DC	Vgrd EE	Wire				
VANGUARD	DC	Vgrd ER	Wire	VANGUARD	DC	Vgrd ER	Wire				
LOAN	L2	401k Ln#2	Wire	LOAN	L2	401k Ln#2	Wire				
LOAN	LN	401k Ln #1	Wire	LOAN	LN	401k Ln #1	Wire				
			54,682.05				57,191.35			57,191.35	
			37,995.66				39,515.47			96,706.82	
			4,993.54				4,954.76				
			6,737.32				6,367.50			11,322.26	
			104,408.57				108,029.08				
LABOR INS	LI&LA	L&I	EFT Quarterly	LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly				
ESD	CF&CL	WPFML	EFT Quarterly	ESD	CF&CL	WPFML	EFT Quarterly				
			38,494.98				35,931.72				
			3,500.78				3,554.40				
MACHINISTS	MD/M2	Mch.UnDues	Check last	MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last				
UNION DUES	MI	Mac.Initlon	Check last	UNION DUES	MI	Mac.Initlon	Check last				
	MS	Payroll Corr check			MS	Payroll Corr check					
			1,704.10				1,704.40				
			0.00				0.00				
			0.00				0.00				
	TF	Tx.Fr.Benefit	Employer		TF	Tx.Fr.Benefit	Employer				
			100.00				0.00			0.00	
PROJECT ASSIST	PA	Proj.Assist	Check last	PROJECT ASSIST	PA	Proj.Assist	Check last				
			439.00				429.00				
PENSION	PN	PERS EE	EFT	PENSION	PN	PERS EE	EFT				
STATE	PN	PERS ER	EFT	STATE	PN	PERS ER	EFT				
PERS	TTL PERS			PERS	TTL PERS						
			74,398.70				76,168.46			0.00	
			122,578.95				125,360.10			201,518.56	
			196,977.65				201,518.56				
ICMA LOAN	R3	ICMA Ln#2	WIRE	ICMA LOAN	R3	ICMA Ln#2	WIRE				
ICMA	RC	ICMA EE	WIRE	ICMA	RC	ICMA EE	WIRE				
ICMA ROTH	RI	ICMA Roth	WIRE	ICMA ROTH	RI	ICMA Roth	WIRE				
ICMA LON	RL	ICMA Ln#1	WIRE	ICMA LON	RL	ICMA Ln#1	WIRE				
ICMA	RR	ICMA ER	WIRE	ICMA	RR	ICMA ER	WIRE				
			243.61				243.61			0.00	
			5,647.39				5,723.38				
			160.00				150.00			150.00	
			678.36				728.46			972.07	
			2,703.26				2,684.12			8,407.50	
			9,272.62				9,529.57			9,529.57	
457 STATE	SD	457 ST EE	EFT	457 STATE	SD	457 ST EE	EFT				
DEFERRED	SR	457 ST ER	EFT	DEFERRED	SR	457 ST ER	EFT				
AFLAC	ST&SS	AFLAC POST/PRE	EFT	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT				
			16,187.39				16,101.44				
			9,328.99				9,282.46			25,383.90	
			6,046.27				5,954.94			5,954.94	
ATU	UC	Un COPE	Check 1st	ATU	UC	Un COPE	Check 1st				
UNION DUES	UA	Un Assess	Check last	UNION DUES	UA	Un Assess -2ND PP	Check last				
	UD	Un Dues	Check last		UD	Un Dues-BOTH PP	Check last				
	UI	Un Initiatn	Check last		UI	Un Initiatn- 100.00 PEREE	Check last				
	UT	Un Tax	Check last		UT	Un Tax IST PP	Check last				
			169.00				-			570.00	
			0.00				5,884.08				
			5,946.69				0.00				
			160.00				0.00				
			3,161.85				0.00				
UNITED WAY	UW	United Way	Check last	UNITED WAY	UW	United Way	Check last				
			272.00				249.00				
WELLNESS	WF	Wellness	Check last	WELLNESS	WF	Wellness	Check last				
			364.50				362.00				
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		DIRECT DEP.	NP	ACH Wire every					
LIVE CHECKS	Paychecks			LIVE CHECKS	Paychecks - LIVE CHECKS						
			617,306.63				625,777.61			625,777.61	
			3,670.29				0.00				
			\$1,091,451.80				\$1,112,593.68				
			\$1,368,779.39				\$1,387,372.21				
GROSS WAGE	GROSS EARNINGS:		965,190.82	GROSS WAGE	GROSS EARNINGS:		981,934.94				
ER AMOUNT	EMPR MISC DED:		390,012.38	ER AMOUNT	EMPR MISC DED:		391,616.09				
MEDICARE TAX	EMPR MEDICARE TAX:		13,576.19	MEDICARE TAX	EMPR MEDICARE TAX:		13,821.18				
							0.00				
			\$1,368,779.39				\$1,387,372.21				
							\$2,756,161.60				
DIRECT DEP.	ACH WIRE TOTAL		643,382.19	DIRECT DEP.	ACH WIRE TOTAL		651,736.71				

\$0.00

\$0.00

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/12/2019

Thru Date: 9/12/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28519	9/12/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
28520	9/12/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$83,148.43	
28521	9/12/2019	25661	WAUNCH CONSTRUCTION & TRUCKING INC	\$151,028.50	
Total:				\$234,176.93	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/13/2019

Thru Date: 9/13/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28451	9/13/2019	01405	ADVANCE GLASS INC.	\$1,744.42	
28452	9/13/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$169.00	
28453	9/13/2019	01820	AMERICAN DRIVING RECORDS INC	\$355.42	
28454	9/13/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$161.74	
28455	9/13/2019	02380	ARAMARK UNIFORM SERVICES	\$524.72	
28456	9/13/2019	02425	ARONSON SECURITY GROUP INC	\$770.57	
28457	9/13/2019	02451	SCOTT CHRISTOPHER C.	\$656.00	
28458	9/13/2019	02580	ASSOCIATED PETROLEUM	\$59,019.68	
28459	9/13/2019	03250	BATTERY SYSTEMS INC	\$3,154.81	
28460	9/13/2019	05740	CED	\$94.47	
28461	9/13/2019	05940	CENTURYLINK	\$2,568.24	
28462	9/13/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$520.42	
28463	9/13/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$213.97	
28464	9/13/2019	07220	CUMMINS INC.	\$3,722.67	
28465	9/13/2019	07619	DAVID S FOSTER	\$1,750.00	
28466	9/13/2019	08060	DON SMALL AND SONS OIL	\$5,380.94	
28467	9/13/2019	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$105.00	
28468	9/13/2019	09662	FERRELLGAS	\$4,141.51	
28469	9/13/2019	10275	FSX EQUIPMENT INC.	\$212.79	
28470	9/13/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28471	9/13/2019	10477	GALLS LLC	\$1,386.65	
28472	9/13/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28473	9/13/2019	10660	GILLIG LLC	\$9,730.98	
28474	9/13/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
28475	9/13/2019	10759	GORDON TRUCK CENTERS INC	\$557.79	
28476	9/13/2019	10863	GRAYS HARBOR TRANSIT	\$136.00	
28477	9/13/2019	10887	GRUBER POWER SERVICES	\$3,065.87	
28478	9/13/2019	11048	HARGIS ENGINEERS INC.	\$580.00	
28479	9/13/2019	11261	HERMANSON COMPANY LLP	\$570.61	
28480	9/13/2019	11498	IBI GROUP	\$5,148.00	
28481	9/13/2019	11615	INDUSTRIAL HYDRAULICS INC	\$69.24	
28482	9/13/2019	11892	J ROBERTSON AND COMPANY	\$1,400.00	
28483	9/13/2019	11943	JOANNA GRIST	\$1,750.00	
28484	9/13/2019	13793	MARTIN WAY COLLISION INC.	\$3,050.63	
28485	9/13/2019	13850	MASON TRANSIT AUTHORITY	\$334.00	
28486	9/13/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$606.46	
28487	9/13/2019	14590	MOHAWK MFG & SUPPLY	\$591.78	
28488	9/13/2019	14750	MULLINAX FORD	\$162.42	
28489	9/13/2019	15140	NISQUALLY TOWING SERVICE	\$276.01	
28490	9/13/2019	16262	OPEN SQUARE	\$1,319.73	
28491	9/13/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$72.56	
28492	9/13/2019	16654	PARKER CORPORATE SERVICES INC.	\$31,423.86	
28493	9/13/2019	16888	REXEL USA INC.	\$94.69	
28494	9/13/2019	17505	RAINIER DODGE INC	\$102.86	
28495	9/13/2019	17560	RE AUTO ELECTRIC INC	\$909.14	
28496	9/13/2019	17795	ROUTEMATCH SOFTWARE INC	\$5,632.00	
28497	9/13/2019	17900	SCHETKY NORTHWEST SALES INC.	\$978.36	
28498	9/13/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,113.69	
28499	9/13/2019	18066	SHI INTERNATIONAL CORP.	\$1,573.92	
28500	9/13/2019	18530	STANDARD PARTS CORP	\$454.76	
28501	9/13/2019	18695	SUMMIT LAW GROUP PLLC	\$110.00	
28502	9/13/2019	21930	TIRES INC	\$9,874.34	
28503	9/13/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
28504	9/13/2019	21950	TITUS-WILL CHEVROLET	\$12,368.59	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/13/2019

Thru Date: 9/13/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28505	9/13/2019	21992	TOWN SQUARE PUBLICATIONS LLC	\$495.00	
28506	9/13/2019	22010	TOYOTA OF OLYMPIA	\$136.05	
28507	9/13/2019	22420	TUMWATER PRINTING	\$732.31	
28508	9/13/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$0.00	<input checked="" type="checkbox"/>
28509	9/13/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$31,204.05	
28510	9/13/2019	24000	W W GRAINGER INC	\$105.73	
28511	9/13/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$280.00	
28512	9/13/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28513	9/13/2019	24750	WA ST GET PROGRAM	\$30.00	
28514	9/13/2019	25540	WASHINGTON STATE RIDESHARING ORGANI	\$757.00	
28515	9/13/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$40.00	
28516	9/13/2019	25858	WESTCARE CLINIC LLC PS	\$1,020.00	
28517	9/13/2019	26405	XIOLOGIX LLC	\$1,366.25	
28518	9/13/2019	26861	WESTERN GRAPHICS INC.	\$1,002.03	
Total:				\$224,979.73	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/20/2019

Thru Date: 9/20/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28522	9/20/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$688.59	
28523	9/20/2019	02060	AMERISAFE	\$88.53	
28524	9/20/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$82.50	
28525	9/20/2019	02380	ARAMARK UNIFORM SERVICES	\$1,142.18	
28526	9/20/2019	02580	ASSOCIATED PETROLEUM	\$79,820.14	
28527	9/20/2019	04120	BUILDERS HARDWARE & SUPPLY	\$100.47	
28528	9/20/2019	05305	CAPITOL ALARM INC	\$134.08	
28529	9/20/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$654.67	
28530	9/20/2019	07105	CRAINS TOTAL OFFICE	\$11.35	
28531	9/20/2019	07220	CUMMINS INC.	\$15,807.68	
28532	9/20/2019	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
28533	9/20/2019	10580	GENE'S TOWING INC	\$497.32	
28534	9/20/2019	10607	GENUINE AUTO GLASS OF LACEY	\$1,820.48	
28535	9/20/2019	10608	GEOENGINEERS INC	\$200.00	
28536	9/20/2019	10621	GERBER - BOYD GROUP U S INC	\$2,097.36	
28537	9/20/2019	10660	GILLIG LLC	\$9,012.45	
28538	9/20/2019	10759	GORDON TRUCK CENTERS INC	\$143.44	
28539	9/20/2019	11615	INDUSTRIAL HYDRAULICS INC	\$214.73	
28540	9/20/2019	11639	INFORMATION PROCESSING MANAGEMENT	\$150.00	
28541	9/20/2019	11702	INSPECTORATE AMERICA CORPORATION	\$2,095.58	
28542	9/20/2019	11905	JANEK CORPORATION	\$273.25	
28543	9/20/2019	11909	JAYRAY ADS & PR INC	\$4,345.00	
28544	9/20/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,777.00	
28545	9/20/2019	13590	LLOYD'S REGISTER QUALITY ASSURANCE IN	\$5,250.00	
28546	9/20/2019	14590	MOHAWK MFG & SUPPLY	\$749.94	
28547	9/20/2019	14750	MULLINAX FORD	\$1,926.76	
28548	9/20/2019	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$112.97	
28549	9/20/2019	15140	NISQUALLY TOWING SERVICE	\$958.01	
28550	9/20/2019	15430	OFFICE OF MINORITY AND WOMENS BUSINE	\$100.00	
28551	9/20/2019	16490	HAROLD LEMAY ENTERPRISES	\$655.01	
28552	9/20/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$168.00	
28553	9/20/2019	16595	PACIFIC POWER GROUP LLC	\$8,263.45	
28554	9/20/2019	16695	PATTISON WATER COMPANY	\$129.14	
28555	9/20/2019	17290	PUGET SOUND ENERGY	\$10,876.07	
28556	9/20/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
28557	9/20/2019	17420	R&R TIRE COMPANY INC.	\$2,113.28	
28558	9/20/2019	17505	RAINIER DODGE INC	\$435.47	
28559	9/20/2019	17580	RECARO NORTH AMERICA INC	\$115.28	
28560	9/20/2019	17900	SCHETKY NORTHWEST SALES INC.	\$293.61	
28561	9/20/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$677.11	
28562	9/20/2019	18065	SHERWIN-WILLIAMS #8136	\$160.67	
28563	9/20/2019	18145	SIX ROBBLEES INC	\$849.39	
28564	9/20/2019	18510	SRG PARTNERSHIP INC.	\$27,595.87	
28565	9/20/2019	18530	STANDARD PARTS CORP	\$969.98	
28566	9/20/2019	18540	STANTEC CONSULTING SERVICES INC	\$3,234.00	
28567	9/20/2019	18705	SUNBELT RENTALS	\$1,550.53	
28568	9/20/2019	21660	THERMO KING NORTHWEST	\$321.45	
28569	9/20/2019	21930	TIRES INC	\$11,599.00	
28570	9/20/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
28571	9/20/2019	21950	TITUS-WILL CHEVROLET	\$5,422.99	
28572	9/20/2019	22325	TTL PARTNERS LLC	\$3,433.00	
28573	9/20/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$39,636.59	
28574	9/20/2019	23576	UNG CHAE	\$2,700.00	
28575	9/20/2019	23621	UPS FREIGHT	\$232.99	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/20/2019

Thru Date: 9/20/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28576	9/20/2019	24000	W W GRAINGER INC	\$337.78	
28577	9/20/2019	24240	WA ST DEPT OF L & I ELEVATOR PROGRAM	\$353.10	
28578	9/20/2019	25380	WASHINGTON GARDENS	\$316.97	
28579	9/20/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$3,745.00	
			Total:	\$257,977.63	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 9/27/2019

Thru Date: 9/27/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28580	9/27/2019	01705	ALLIED ELECTRIC	\$1,561.51	
28581	9/27/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,722.62	
28582	9/27/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
28583	9/27/2019	01895	ECOLUBE RECOVERY LLC	\$437.20	
28584	9/27/2019	02060	AMERISAFE	\$116.40	
28585	9/27/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$176.94	
28586	9/27/2019	02580	ASSOCIATED PETROLEUM	\$632.66	
28587	9/27/2019	05340	CAPITOL COURIER SERVICE	\$430.60	
28588	9/27/2019	05940	CENTURYLINK	\$298.48	
28589	9/27/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$252.12	
28590	9/27/2019	06120	CITY OF OLYMPIA UTILITIES	\$5,555.10	
28591	9/27/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$89,471.83	
28592	9/27/2019	07220	CUMMINS INC.	\$11,755.56	
28593	9/27/2019	10477	GALLS LLC	\$374.16	
28594	9/27/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28595	9/27/2019	10660	GILLIG LLC	\$14,918.39	
28596	9/27/2019	10759	GORDON TRUCK CENTERS INC	\$1,267.70	
28597	9/27/2019	10863	GRAYS HARBOR TRANSIT	\$145.00	
28598	9/27/2019	11615	INDUSTRIAL HYDRAULICS INC	\$205.67	
28599	9/27/2019	11765	IT PETTY CASH	\$194.45	
28600	9/27/2019	13661	LOOMIS	\$2,808.08	
28601	9/27/2019	13740	MAGELLAN HEALTHCARE	\$1,852.20	
28602	9/27/2019	14381	METLIFE	\$8,410.07	
28603	9/27/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
28604	9/27/2019	14590	MOHAWK MFG & SUPPLY	\$490.73	
28605	9/27/2019	14750	MULLINAX FORD	\$244.56	
28606	9/27/2019	15140	NISQUALLY TOWING SERVICE	\$1,103.53	
28607	9/27/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$3,132.39	
28608	9/27/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$156.05	
28609	9/27/2019	16595	PACIFIC POWER GROUP LLC	\$153.97	
28610	9/27/2019	16811	PIERCE SUE	\$52.90	
28611	9/27/2019	16969	POINT GRAPHICS LLC	\$29.51	
28612	9/27/2019	17505	RAINIER DODGE INC	\$311.51	
28613	9/27/2019	17760	ROSS AND WHITE COMPANY	\$5,296.80	
28614	9/27/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,320.53	
28615	9/27/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$947.55	
28616	9/27/2019	18046	SHARP ELECTRONICS CORPORATION	\$18,582.29	
28617	9/27/2019	18470	SPORTWORKS NORTHWEST INC	\$402.64	
28618	9/27/2019	18530	STANDARD PARTS CORP	\$166.57	
28619	9/27/2019	18651	STORMANS (LICENSING)	\$61.25	
28620	9/27/2019	18940	TENNANT COMPANY	\$53.72	
28621	9/27/2019	21660	THERMO KING NORTHWEST	\$823.28	
28622	9/27/2019	21830	THURSTON COUNTY SOLID WASTE	\$170.20	
28623	9/27/2019	21950	TITUS-WILL CHEVROLET	\$6,526.99	
28624	9/27/2019	22010	TOYOTA OF OLYMPIA	\$183.71	
28625	9/27/2019	23660	UNITED WAY OF THURSTON COUNTY	\$521.00	
28626	9/27/2019	24030	WA ST AUDITOR'S OFFICE	\$6,656.65	
28627	9/27/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28628	9/27/2019	24750	WA ST GET PROGRAM	\$30.00	
28629	9/27/2019	26700	ZEIGLER'S WELDING	\$544.50	
Total:				\$208,577.74	

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
08052 DRAKOS HELEN										
00	08/30 RECOG CASH O	DI	9/13/2019			180.00	180.00	180.00		180.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019 SEPTEMBER	DI	9/13/2019			3,389.63	3,389.63	3,389.63		3,569.63
12863 KOLAR DAVID										
00	08/03-08/07 TRAVEL	DI	9/13/2019			499.63	499.63	499.63		4,069.26
12866 KOLEBER PAUL										
00	09/03-09/05 TRAVEL	DI	9/13/2019			204.60	204.60	204.60		4,273.86
12913 KRUEGER STEVEN J										
00	08/24-08/28 TRVL	DI	9/13/2019			1,587.43	1,587.43	1,587.43		5,861.29
14090 MCELMEEL GREGG										
00	09/09 RECOG CASH O	DI	9/13/2019			230.00	230.00	230.00		6,091.29
16756 PETERSON JEFFREY										
00	08/24-08/28 TRAVEL	DI	9/13/2019			59.16	59.16	59.16		6,150.45
16757 PETERSON LEE										
00	08/12-08/15 TRAVEL	DI	9/13/2019			61.00	61.00	61.00		6,211.45
16785 PHILLIPS ERIC										
00	08/17-08/21 TRAVEL	DI	9/13/2019			129.00	129.00	129.00		6,340.45
18200 SMATHERS LARRY J										
00	08/18-08/30 TRAVEL	DI	9/13/2019			63.30	63.30	63.30		6,403.75
18275 SNYDER WILLIAM										
00	09/03-09/05 TRAVEL	DI	9/13/2019			198.00	198.00	198.00		6,601.75
00	09/15-09/17 ADV TRVL	DI	9/13/2019			162.00	162.00	360.00		6,763.75
18671 SUJA MICHAEL										
00	08/30 RECOG CASH O	DI	9/13/2019			100.00	100.00	100.00		6,863.75
23761 VANI LORI F										
00	09/06 RECOG CASH O	DI	9/13/2019			85.00	85.00	85.00		6,948.75
26501 YEE JONATHON										
00	09/03-09/05 TRAVEL	DI	9/13/2019			70.68	70.68	70.68		7,019.43
00	09/25-09/27 ADV TRVL	DI	9/13/2019			72.00	72.00	142.68		7,091.43

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
16785 PHILLIPS ERIC										
00	09/08-09/13 TRAVEL	DI	9/20/2019			443.65	443.65	443.65		443.65
18042 SHAMBURGER ANGIE										
00	09/16-09/20 ADV TRVL	DI	9/20/2019			369.96	369.96	369.96		813.61
26063 WILSON KERRI										
00	09/09/19 REIMB.	DI	9/20/2019			72.74	72.74	72.74		886.35

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	09/14/19 REIMB.	DI	9/27/2019			612.04	612.04	612.04		612.04
00	09/15-09/18 TRAVEL	DI	9/27/2019			932.79	932.79	1,544.83		1,544.83
11770 IT PROJECT ASSISTANCE										
00	2019 SEPTEMBER	DI	9/27/2019			868.00	868.00	868.00		2,412.83
11775 IT WELLNESS										
00	2019 SEPTEMBER	DI	9/27/2019			726.50	726.50	726.50		3,139.33
18275 SNYDER WILLIAM										
00	09/15-09/17 TRAVEL	DI	9/27/2019			59.16	59.16	59.16		3,198.49
18741 SWAN STEPHEN										
00	10/02-10/04 ADV TRVL	DI	9/27/2019			168.00	168.00	168.00		3,366.49
26501 YEE JONATHON										
00	09/25-09/27 TRAVEL	DI	9/27/2019			59.16	59.16	59.16		3,425.65

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: October 2, 2019

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Federal Advocacy Services

1) **The Issue:** Consideration of a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs for Federal Advocacy Services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide Federal Advocacy Services in the amount of \$72,000.

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

4) **Background:** In June 2018 Intercity Transit released a Request for Proposals (RFP) for Federal Advocacy Services, which resulted in a one-year contract award to Gordon Thomas Honeywell Governmental Affairs in October 2018. The original contract included four one-year renewal options, and this item represents the first one-year renewal. The contracted amount remains the same as originally proposed.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Affairs' representation of its interests during the first year of this contract. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Affairs will continue to provide valuable services at fair and reasonable rates, and recommends that a contract extension with Gordon Thomas Honeywell Governmental Affairs is approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide Federal Advocacy Services in the amount of \$72,000.
- B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would be a staff exercise.

6) **Budget Notes:** The total annual contract value of \$72,000 for Federal Advocacy Services falls within the budgeted amount.

7) **Goal Reference:** Securing grant funds for the development of capital projects and the purchase of vehicles supports: **Goal #2:** *“Provide outstanding customer service.”*
Goal #4: *“Provide responsive transportation options within financial limitations.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: October 2, 2019

FOR: Intercity Transit Authority
FROM: Tammy Ferris, 705-5818
SUBJECT: Exterior Painting of Intercity Transit Facilities Contract Award

1) **The Issue:** Consideration of a contract award for painting the exteriors of the Olympia Transit Center (OTC), Lacey Transit Center (LTC), and Centennial Station.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with J. Linder Painting, LLC for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$272,329.13.

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

4) **Background:** Staff issued a Request for Bids on February 6, 2019. We received three (3) bids by the submittal deadline of February 26, 2019. On April 17, 2019, the ITA authorized the General Manager to enter into a contract with Good News Group, Inc. for the painting of the exteriors of the OTC, LTC, and Centennial Station in the amount of \$259,000.00.

On June 28, 2019, Good News Group, Inc., formally notified Intercity Transit staff that their bid included a significant error and requested to withdraw their bid. Staff reviewed the supporting documentation and accepted their written request to withdraw their bid. Consequently, J. Linder Painting's bid in the amount of \$272,329.13 was determined to be the next lowest, responsive and responsible bidder in accordance with the bid procedures. Their \$272,329.13 bid is \$20,670.87 or 7% below the Engineer's Estimate of \$293,000.

J. Linder Painting has successfully completed painting projects for Tacoma Housing Authority, JBLM, and Lincoln Military Housing JBLM. These projects involved planning and painting around a wide range of activities while providing vehicle access in and around the various sites. Staff is confident in their ability to complete the project and honor their bid as proposed and recommends award of the contract to J. Linder Painting. Work is expected to be completed by approximately late summer 2020 if approved.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to enter into a contract with J. Linder Painting, LLC for painting the exteriors of the OTC, LTC, and Centennial Station in the amount of \$272,329.13.
 - B. Defer award.

-
- 6) **Budget Notes:** The 2019 Facilities budget includes \$375,000 for the painting of the three facilities. Staff will recommend this project's funds are carried forward as part of the 2020 budget.

-
- 7) **Goal References: Goal #2:** *"Providing outstanding customer service,"* and **Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: October 2, 2019

FOR: Intercity Transit Authority

FROM: Suzanne Coit, 705-5816
Ann Freeman-Manzanares, 705-5838

SUBJECT: 2020 Draft Budget

-
- 1) **The Issue:** Introduce the draft 2020 budget.
-
- 2) **Recommended Action:** Review and comment on the draft 2020 budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2020.
-
- 4) **Background:** Staff will present elements of the draft 2020 budget to include capital projects, new projects, new staff, on-going projects from the previous budget and operational expenses.

The proposed Operating budget for 2020 is \$60.0 million, which includes new projects of \$1.5 million, and \$2.7 of rollover projects.

The proposed Capital budget for 2020 is \$113 million, which includes \$12.6 million in new projects and \$100.3 million of rollover projects.

The total proposed 2020 budget including staff recommended new projects/positions is \$172.9 million.

The major elements of Intercity Transit's 2020 budget are:

- Purchase of 16 replacement coaches.
- Rebuild of 6 mid-life hybrid coaches.
- Purchase of 7 DAL replacement buses & 7 DAL expansion buses.
- Purchase of 12 vanpool vehicles.
- Purchase of 3 additional and 2 replacement staff vehicles.

- Complete design and start construction for the renovation and expansion of the Pattison Street facility.
- Research/replace the computer aided dispatch/automated vehicle locator/radio System.
- Add 37 new positions.
- General Wage Increase of 3%.

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

6) **Budget Notes:** The Authority will review elements of the draft budget at their October 2, 2019, meeting. A public hearing is scheduled for Wednesday, November 20, 2019. The budget document will be available for public comment on October 23, 2019. The budget is scheduled for adoption at the December 4, 2019, Authority meeting.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** Draft 2020 Budget - the budget line items will be sent out prior to the meeting. Staff will introduce the budget at the October 2 meeting, with follow-up at the October 16, 2019, meeting.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: October 2, 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 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.

TRPC Members & Representatives

City of Lacey
Carolyn Cox

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Carr

Thurston County
Tye Menser

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Hilary Seidel

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
Bill McGregor

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Josh Brown

The Evergreen State College
Scott Morgan

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 a.m. Friday, October 4, 2019

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

Consent Calendar

ACTION

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

- Approval of Minutes – September 6, 2019
- Approval of Vouchers – August 2019
- 2020-2023 Regional Transportation Improvement Program

Web Mapping Capabilities

PRESENTATION

TRPC's GIS program has made extensive use of ESRI's ArcGIS Online platform to develop online maps that support a variety of projects in the Thurston Region. Often referred to as "Story Maps", these online maps have proven to be a valuable resource for our staff and member organizations. Staff will provide a short demonstration highlighting the capabilities of some of our more popular Story Maps to illustrate how our projects utilize this technology to disseminate information to our members.

Strategic Planning and TPB Retreat Debrief

DISCUSSION

This is a follow-up to the Council's July retreat in an effort to develop the 2020-2022 Strategic Plan by the end of 2019. In addition, there was a great deal of important discussion at the Transportation Policy Board retreat in September about TRPC's federal transportation funding process that staff will share with Council.

I-5 Modeling Update

DISCUSSION

The November 4, 2019, Executive Team Meeting for the I-5 Mounts Road through Tumwater project is the final meeting for this phase of the work. Staff will update Council on what will take place at that meeting, the current state of the modeling, final report for this phase, and the next steps for this high priority project.

Legislative Priorities

DISCUSSION

Each Legislative Session, TRPC brings regional priorities to our state representatives and senators. The Council will begin discussion on issues that need state action in the 2020 session.

Report from Outside Committee Assignments

INFORMATION

Member Check In

DISCUSSION

Executive Director's Report

INFORMATION