

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**November 6, 2019**  
**5:30 P.M.**

**CALL TO ORDER**

- 1) APPROVAL OF AGENDA** **1 min.**
  
- 2) 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.*
  
- 3) APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
  - A. Payroll: \$2,615,384.75**
  - B. Accounts Payable: \$9,936,913.99**
  - C. Surplus Property (Katie Cunningham)**
  - D. Operations Uniforms (Katie Cunningham)**
  
- 4) NEW BUSINESS**
  - A. Job Order Contract with DES (Martin Way Park & Ride)**  
*(Tammy Ferris)* **5 min.**
  - B. OTC Construction Update (Steve Krueger)** **10 min.**
  - C. New NE Lacey Route March 2020 Public Process (Eric Phillips)** **10 min.**
  - D. Fare Change Public Hearing Policy Background (Eric Phillips)** **10 min.**
  - E. Citizen Representative Candidate Selection for Interview**  
*(Ann Freeman-Manzanares)* **10 min.**
  
- 5) COMMITTEE REPORTS**
  - A. Thurston Regional Planning Council (Nov. 1) (Karen Messmer)** **3 min.**
  - B. Community Advisory Committee (Oct. 21) (Scott Parris)** **3 min.**
  
- 6) GENERAL MANAGER'S REPORT** **10 min.**
  
- 7) AUTHORITY ISSUES** **10 min.**
  
- 8) 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](mailto: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:		9/15/2019-9/28/2019		PAYDATE		10/4/2019		PERIOD DATES:		9/29/2019-10/12/2019		PAYDATE		10/18/2019	
	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	70,997.75		IRS	FIT		EFT			71,941.72			
	MT		EFT	25,429.32	96,427.07		MT		EFT			25,849.56	97,791.28		
					0.00								0.00		
INS	D3/DI	Disability Ins		2,914.84	0.00	INS	A2	Met Life				8,581.49			
HEALTH	HE/HI/SP/TB	Health In1stN2ND		212,144.50	0.00	HEALTH	D3/DI	Disability Ins				2,999.68	0.00		
							HE/HI/SP/TB	Health In1stN2ND				218,260.50	0.00		
GARNISHMENT	GN	Garnish	CHECK last	1,139.28		GARNISHMENT	GN	Garnish	CHECK last			857.46			
CHILD SUPPORT	CS	DSHS	EFT	1,462.67	0.00	CHILD SUPPORT	CS	Child Support	EFT			1,462.67	1,462.67		
					0.00								0.00		
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	13,505.38	13,505.38	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every			12,385.85	12,385.85		
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,382.65	12,382.65	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every			12,284.91	12,284.91		
GET	GT	G.Ed.Tuit	Check every	30.00		GET	GT	G.Ed.Tuit	Check every			30.00			
HEALTH SAVING	HS	Health Svgs	ACH Wire every	275.00	275.00	HEALTH SAVING	HS	Health Svgs	ACH Wire every			275.00	275.00		
401K	DC	Vgrd EE	Wire	53,154.61		401K	DC	Vgrd EE	Wire			52,963.95			
VANGUARD	DC	Vgrd ER	Wire	36,417.52	89,572.13	VANGUARD	DC	Vgrd ER	Wire			36,255.23	89,219.18		
LOAN	L2	401k Ln#2	Wire	4,954.76		LOAN	L2	401k Ln#2	Wire			4,764.65			
LOAN	LN	401k Ln #1	Wire	6,329.79	11,284.55	LOAN	LN	401k Ln #1	Wire			6,625.22	11,389.87		
		TTL VNGRD		100,856.68				TTL VNGRD				100,609.05			
LABOR INS	LI&LA	L&I	EFT Quarterly	36,617.67		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly			37,615.95			
ESD	CF&CL	WPFML	EFT Quarterly	3,269.72		ESD	CF&CL	WPFML	EFT Quarterly			3,311.72			
MACHINISTS	MD/M2	Mch.UnDues	Check last	1,704.10		MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last			1,704.40			
UNION DUES	MI	Mac.Initn	Check last	0.00		UNION DUES	MI	Mac.Initn	Check last			0.00			
	MS	Payroll Corr check		0.00			MS	Payroll Corr check				0.00			
	TF	Tx.Fr.Benefit	Employer	225.00	0.00		TF	Tx.Fr.Benefit	Employer			2,260.00	0.00		
PROJECT ASSIST	PA	Proj.Assist	Check last	432.00		PROJECT ASSIST	PA	Proj.Assist	Check last			433.00			
PENSION	PN	PERS EE	EFT	70,266.41	0.00	PENSION	PN	PERS EE	EFT			71,004.88	0.00		
STATE	PN	PERS ER	EFT	115,703.77	185,970.18	STATE	PN	PERS ER	EFT			116,874.84	187,879.52		
PERS		TTL PERS		185,970.18		PERS		TTL PERS				187,879.52			
ICMA LOAN	R3	ICMA Ln#2	WIRE	243.61	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE			243.61	0.00		
ICMA	RC	ICMA EE	WIRE	5,426.80		ICMA	RC	ICMA EE	WIRE			5,555.41			
ICMA ROTH	RI	ICMA Roth	WIRE	150.00	150.00	ICMA ROTH	RI	ICMA Roth	WIRE			380.76	380.76		
ICMA LON	RL	ICMA Ln#1	WIRE	728.46	972.07	ICMA LON	RL	ICMA Ln#1	WIRE			995.57	1,239.18		
ICMA	RR	ICMA ER	WIRE	2,536.60	7,963.40	ICMA	RR	ICMA ER	WIRE			2,660.50	8,215.91		
		TTL ICMA		8,935.47	9,085.47			TTL ICMA				9,455.09	9,835.85		
457 STATE	SD	457 ST EE	EFT	15,114.97		457 STATE	SD	457 ST EE	EFT			14,986.43			
DEFERRED	SR	457 ST ER	EFT	8,700.41	23,815.38	DEFERRED	SR	457 ST ER	EFT			8,778.39	23,764.82		
AFLAC	ST&SS	AFLAC POST/PRE	EFT	5,954.95	5,954.95	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT			6,040.46	6,040.46		
ATU	UC	Un COPE	Check 1st	169.00		ATU	UC	Un COPE	Check 1st			-			
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last			579.00			
	UD	Un Dues	Check last	5,887.77			UD	Un Dues-BOTH PP	Check last			5,865.29			
	UI	Un Initiatn	Check last	0.00			UI	Un Initiatn- 100.00 PEREE	Check last			0.00			
	UT	Un Tax	Check last	3,097.65			UT	Un Tax IST PP	Check last			0.00			
UNITED WAY	UW	United Way	Check last	267.00		UNITED WAY	UW	United Way	Check last			249.00			
WELLNESS	WF	Wellness	Check last	368.50		WELLNESS	WF	Wellness	Check last			373.50			
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		577,069.90	577,069.90	DIRECT DEP.	NP		ACH Wire every			572,213.39	572,213.39		
LIVE CHECKS		Paychecks		1,178.35		LIVE CHECKS		Paychecks - LIVE CHECKS				11,472.25			
		TOTAL TRANSFER (tie to Treasurer Notifications)						TOTAL TRANSFER (tie to Treasurer Notifications)							
		TOTAL PAYROLL*:		\$1,296,248.71				TOTAL PAYROLL*:				\$1,319,136.04			
GROSS WAGE		GROSS EARNINGS:		905,691.03		GROSS WAGE		GROSS EARNINGS:				918,643.11			
ER AMOUNT		EMPR MISC DED:		377,843.02		ER AMOUNT		EMPR MISC DED:				387,568.15			
MEDICARE TAX		EMPR MEDICARE TAX:		12,714.66		MEDICARE TAX		EMPR MEDICARE TAX:				12,924.78			
												0.00			
		PP20 Total			\$1,296,248.71			PP21 Total					\$1,319,136.04		
								Total Payroll for October 2019					\$2,615,384.75		
DIRECT DEP.		ACH WIRE TOTAL		603,232.93		DIRECT DEP.		ACH WIRE TOTAL				597,159.15			

\$0.00

\$0.00

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/4/2019

Thru Date: 10/4/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28631	10/4/2019	01405	ADVANCE GLASS INC.	\$777.72	
28632	10/4/2019	02162	ANTHRO-TECH INC.	\$7,168.75	
28633	10/4/2019	02380	ARAMARK UNIFORM SERVICES	\$1,121.83	
28634	10/4/2019	02580	ASSOCIATED PETROLEUM	\$59,817.56	
28635	10/4/2019	02828	AVAIL TECHNOLOGIES INC.	\$6,394.05	
28636	10/4/2019	04120	BUILDERS HARDWARE & SUPPLY	\$81.08	
28637	10/4/2019	05305	CAPITOL ALARM INC	\$327.30	
28638	10/4/2019	06120	CITY OF OLYMPIA UTILITIES	\$7,497.92	
28639	10/4/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$542.39	
28640	10/4/2019	06741	COMMUNITY YOUTH SERVICES	\$214.29	
28641	10/4/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$11,663.51	
28642	10/4/2019	07220	CUMMINS INC.	\$3,006.77	
28643	10/4/2019	08060	DON SMALL AND SONS OIL	\$3,976.86	
28644	10/4/2019	10580	GENE'S TOWING INC	\$347.84	
28645	10/4/2019	10607	GENUINE AUTO GLASS OF LACEY	\$461.42	
28646	10/4/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28647	10/4/2019	10660	GILLIG LLC	\$5,433.70	
28648	10/4/2019	10759	GORDON TRUCK CENTERS INC	\$382.68	
28649	10/4/2019	11498	IBI GROUP	\$5,829.72	
28650	10/4/2019	11615	INDUSTRIAL HYDRAULICS INC	\$51.88	
28651	10/4/2019	13750	MAILBOX OF OLYMPIA	\$800.00	
28652	10/4/2019	14750	MULLINAX FORD	\$629.28	
28653	10/4/2019	15140	NISQUALLY TOWING SERVICE	\$269.53	
28654	10/4/2019	16841	PIONEER FIRE & SECURITY INC.	\$11,988.57	
28655	10/4/2019	17420	R&R TIRE COMPANY INC.	\$1,856.56	
28656	10/4/2019	17505	RAINIER DODGE INC	\$579.47	
28657	10/4/2019	17560	RE AUTO ELECTRIC INC	\$275.56	
28658	10/4/2019	17900	SCHETKY NORTHWEST SALES INC.	\$140.47	
28659	10/4/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,235.45	
28660	10/4/2019	18530	STANDARD PARTS CORP	\$297.40	
28661	10/4/2019	18705	SUNBELT RENTALS	\$2,129.76	
28662	10/4/2019	18755	S-SQUARE TUBE PRODUCTS	\$1,757.63	
28663	10/4/2019	21660	THERMO KING NORTHWEST	\$505.66	
28664	10/4/2019	21950	TITUS-WILL CHEVROLET	\$494.97	
28665	10/4/2019	22010	TOYOTA OF OLYMPIA	\$158.87	
28666	10/4/2019	24000	W W GRAINGER INC	\$290.99	
28667	10/4/2019	24215	WA ST DEPT OF L & I	\$356.12	
28668	10/4/2019	26550	YRC FREIGHT	\$642.17	
28669	10/4/2019	26700	ZEIGLER'S WELDING	\$2,732.50	
<b>Total:</b>				<b>\$142,238.23</b>	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/11/2019

Thru Date: 10/11/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28670	10/11/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$169.00	
28671	10/11/2019	01820	AMERICAN DRIVING RECORDS INC	\$300.43	
28672	10/11/2019	01895	ECOLUBE RECOVERY LLC	\$115.00	
28673	10/11/2019	02580	ASSOCIATED PETROLEUM	\$70,143.15	
28674	10/11/2019	02825	AUTO PLUS - OLYMPIA 10364	\$296.20	
28675	10/11/2019	03250	BATTERY SYSTEMS INC	\$1,849.57	
28676	10/11/2019	05940	CENTURYLINK	\$1,556.45	
28677	10/11/2019	05945	CENTURYLINK COMMUNICATIONS LLC	\$41.95	
28678	10/11/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$101,595.00	
28679	10/11/2019	06830	CONSOLIDATED PRESS LLC	\$10,484.02	
28680	10/11/2019	07220	CUMMINS INC.	\$3,467.93	
28681	10/11/2019	07350	CW JANITORIAL SERVICE, LLC	\$16,622.36	
28682	10/11/2019	07619	DAVID S FOSTER	\$1,750.00	
28683	10/11/2019	08743	ELKHART BRASS MANUFACTURING INC	\$3,330.23	
28684	10/11/2019	08840	EMPLOYER RESOURCES NORTHWEST	\$9,333.06	
28685	10/11/2019	09662	FERRELLGAS	\$4,872.97	
28686	10/11/2019	10180	FREEDMAN SEATING CORPORATION	\$1,171.41	
28687	10/11/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28688	10/11/2019	10660	GILLIG LLC	\$2,390,543.33	
28689	10/11/2019	10759	GORDON TRUCK CENTERS INC	\$298.52	
28690	10/11/2019	10887	GRUBER POWER SERVICES	\$244.83	
28691	10/11/2019	11261	HERMANSON COMPANY LLP	\$1,820.88	
28692	10/11/2019	11865	ISLAND SUPERIOR AIR FILTER	\$639.10	
28693	10/11/2019	11943	JOANNA GRIST	\$1,750.00	
28694	10/11/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$2,674.50	
28695	10/11/2019	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
28696	10/11/2019	13850	MASON TRANSIT AUTHORITY	\$231.00	
28697	10/11/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
28698	10/11/2019	14590	MOHAWK MFG & SUPPLY	\$727.64	
28699	10/11/2019	14750	MULLINAX FORD	\$1,339.45	
28700	10/11/2019	15140	NISQUALLY TOWING SERVICE	\$360.53	
28701	10/11/2019	16252	ONSPOT OF NORTH AMERICA INC.	\$45,341.78	
28702	10/11/2019	16654	PARKER CORPORATE SERVICES INC.	\$30,716.68	
28703	10/11/2019	16695	PATTISON WATER COMPANY	\$156.54	
28704	10/11/2019	16888	REXEL USA INC.	\$747.04	
28705	10/11/2019	16966	POINT & PAY	\$1,509.68	
28706	10/11/2019	16969	POINT GRAPHICS LLC	\$299.48	
28707	10/11/2019	17291	PUGET SOUND HARDWARE INC.	\$4,620.83	
28708	10/11/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
28709	10/11/2019	17505	RAINIER DODGE INC	\$188.94	
28710	10/11/2019	17580	RECARO NORTH AMERICA INC	\$323.57	
28711	10/11/2019	17900	SCHETKY NORTHWEST SALES INC.	\$582.71	
28712	10/11/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,300.72	
28713	10/11/2019	18470	SPORTWORKS NORTHWEST INC	\$171.94	
28714	10/11/2019	18530	STANDARD PARTS CORP	\$280.36	
28715	10/11/2019	18560	STAR RENTALS INC	\$967.91	
28716	10/11/2019	18651	STORMANS (LICENSING)	\$551.25	
28717	10/11/2019	18695	SUMMIT LAW GROUP PLLC	\$629.50	
28718	10/11/2019	21660	THERMO KING NORTHWEST	\$2,259.58	
28719	10/11/2019	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
28720	10/11/2019	21930	TIRES INC	\$28,498.83	
28721	10/11/2019	21950	TITUS-WILL CHEVROLET	\$5,740.33	
28722	10/11/2019	21985	TOTAL FILTRATION SERVICES INC	\$401.22	
28723	10/11/2019	22100	TRANSIT SOLUTIONS LLC	\$3,881.58	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/11/2019

Thru Date: 10/11/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28724	10/11/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
28725	10/11/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$74,954.64	
28726	10/11/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$14,140.95	
28727	10/11/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$36,375.94	
28728	10/11/2019	23576	UNG CHAE	\$2,700.00	
28729	10/11/2019	23770	VANNER INC.	\$2,677.01	
28730	10/11/2019	24000	W W GRAINGER INC	\$601.41	
28731	10/11/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
28732	10/11/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28733	10/11/2019	24750	WA ST GET PROGRAM	\$30.00	
28734	10/11/2019	24755	WA ST HEALTH CARE AUTHORITY	\$432,498.44	
28735	10/11/2019	25380	WASHINGTON GARDENS	\$316.97	
28736	10/11/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$100.00	
28737	10/11/2019	26700	ZEIGLER'S WELDING	\$546.50	
<b>Total:</b>				\$3,324,959.57	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/10/2019

Thru Date: 10/10/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28738	10/10/2019	16874	PITNEY BOWES RESERVE ACCOUNT	\$1,000.00	
			<b>Total:</b>	\$1,000.00	

# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/18/2019

Thru Date: 10/18/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28751	10/18/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
28752	10/18/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$262.93	
28753	10/18/2019	02380	ARAMARK UNIFORM SERVICES	\$1,178.75	
28754	10/18/2019	05260	CAPITAL INDUSTRIAL INC	\$6,006.02	
28755	10/18/2019	05305	CAPITOL ALARM INC	\$250.93	
28756	10/18/2019	05340	CAPITOL COURIER SERVICE	\$391.65	
28757	10/18/2019	06120	CITY OF OLYMPIA UTILITIES	\$176.00	
28758	10/18/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$961.53	
28759	10/18/2019	07220	CUMMINS INC.	\$2,638.67	
28760	10/18/2019	08445	DUO-GARD INDUSTRIES	\$2,790.43	
28761	10/18/2019	10477	GALLS LLC	\$0.00	✓
28762	10/18/2019	10477	GALLS LLC	\$1,409.76	
28763	10/18/2019	10607	GENUINE AUTO GLASS OF LACEY	\$419.43	
28764	10/18/2019	10660	GILLIG LLC	\$0.00	✓
28765	10/18/2019	10660	GILLIG LLC	\$4,767,417.24	
28766	10/18/2019	10759	GORDON TRUCK CENTERS INC	\$1,139.42	
28767	10/18/2019	11615	INDUSTRIAL HYDRAULICS INC	\$381.56	
28768	10/18/2019	11810	INTERSTATE BATTERY	\$524.09	
28769	10/18/2019	11909	JAYRAY ADS & PR INC	\$341.25	
28770	10/18/2019	12922	KTA-TATOR INC.	\$170.62	
28771	10/18/2019	13485	LEMAY MOBILE SHREDDING	\$71.51	
28772	10/18/2019	14590	MOHAWK MFG & SUPPLY	\$588.36	
28773	10/18/2019	14750	MULLINAX FORD	\$1,587.93	
28774	10/18/2019	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$6,029.10	
28775	10/18/2019	15140	NISQUALLY TOWING SERVICE	\$320.46	
28776	10/18/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$376.45	
28777	10/18/2019	16490	HAROLD LEMAY ENTERPRISES	\$655.01	
28778	10/18/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$168.00	
28779	10/18/2019	16595	PACIFIC POWER GROUP LLC	\$4,957.62	
28780	10/18/2019	16969	POINT GRAPHICS LLC	\$186.90	
28781	10/18/2019	17290	PUGET SOUND ENERGY	\$14,176.94	
28782	10/18/2019	17560	RE AUTO ELECTRIC INC	\$137.78	
28783	10/18/2019	17760	ROSS AND WHITE COMPANY	\$130.68	
28784	10/18/2019	17824	S & A SYSTEMS INC	\$306.62	
28785	10/18/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,576.89	
28786	10/18/2019	18075	TITAN LABORATORIES	\$422.47	
28787	10/18/2019	18145	SIX ROBBLEES INC	\$926.17	
28788	10/18/2019	18530	STANDARD PARTS CORP	\$606.45	
28789	10/18/2019	18651	STORMANS (LICENSING)	\$367.50	
28790	10/18/2019	21660	THERMO KING NORTHWEST	\$2,359.56	
28791	10/18/2019	21880	THURSTON REGIONAL PLANNING COUNCIL	\$9,868.25	
28792	10/18/2019	21930	TIRES INC	\$2,905.54	
28793	10/18/2019	21950	TITUS-WILL CHEVROLET	\$3,130.08	
28794	10/18/2019	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$140.47	
28795	10/18/2019	22010	TOYOTA OF OLYMPIA	\$874.96	
28796	10/18/2019	22325	TTL PARTNERS LLC	\$3,443.00	
28797	10/18/2019	22420	TUMWATER PRINTING	\$461.79	
28798	10/18/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$39,006.26	
28799	10/18/2019	25858	WESTCARE CLINIC LLC PS	\$850.00	
28800	10/18/2019	26700	ZEIGLER'S WELDING	\$1,093.00	
28801	10/18/2019	26800	ZUMAR INDUSTRIES INC	\$2,117.69	
<b>Total:</b>				<b>\$4,889,839.58</b>	



# Intercity Transit

## Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/25/2019

Thru Date: 10/25/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28802	10/25/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,429.71	
28803	10/25/2019	02060	AMERISAFE	\$153.02	
28804	10/25/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$187.94	
28805	10/25/2019	02580	ASSOCIATED PETROLEUM	\$65,965.95	
28806	10/25/2019	02825	AUTO PLUS - OLYMPIA 10364	\$255.01	
28807	10/25/2019	05740	CED	\$100.47	
28808	10/25/2019	06120	CITY OF OLYMPIA UTILITIES	\$1,180.89	
28809	10/25/2019	06139	CITY OF TACOMA	\$2,076.00	
28810	10/25/2019	06781	COMPUNET INC.	\$6,402.13	
28811	10/25/2019	07220	CUMMINS INC.	\$9,343.40	
28812	10/25/2019	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
28813	10/25/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
28814	10/25/2019	10660	GILLIG LLC	\$9,847.28	
28815	10/25/2019	10759	GORDON TRUCK CENTERS INC	\$382.68	
28816	10/25/2019	11205	HEATHCO INTERNATIONAL	\$644.02	
28817	10/25/2019	12620	KEYBANK NATIONAL ASSOCIATION	\$45.78	
28818	10/25/2019	13366	LANDAU ASSOCIATES INC	\$2,500.00	
28819	10/25/2019	13661	LOOMIS	\$2,833.60	
28820	10/25/2019	13793	MARTIN WAY COLLISION INC.	\$1,437.40	
28821	10/25/2019	14160	MCMASTER-CARR SUPPLY CO.	\$262.31	
28822	10/25/2019	14381	METLIFE	\$8,581.49	
28823	10/25/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
28824	10/25/2019	14750	MULLINAX FORD	\$100.83	
28825	10/25/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,741.33	
28826	10/25/2019	16595	PACIFIC POWER GROUP LLC	\$153.98	
28827	10/25/2019	17505	RAINIER DODGE INC	\$404.83	
28828	10/25/2019	17560	RE AUTO ELECTRIC INC	\$70.91	
28829	10/25/2019	17580	RECARO NORTH AMERICA INC	\$98.20	
28830	10/25/2019	17760	ROSS AND WHITE COMPANY	\$1,080.64	
28831	10/25/2019	17900	SCHETKY NORTHWEST SALES INC.	\$813.82	
28832	10/25/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,030.59	
28833	10/25/2019	18145	SIX ROBBLEES INC	\$1,473.41	
28834	10/25/2019	18530	STANDARD PARTS CORP	\$362.12	
28835	10/25/2019	18648	STORAGELAND LLC	\$4,015.00	
28836	10/25/2019	18651	STORMANS (LICENSING)	\$142.00	
28837	10/25/2019	18705	SUNBELT RENTALS	\$258.31	
28838	10/25/2019	21930	TIRES INC	\$4,410.09	
28839	10/25/2019	21950	TITUS-WILL CHEVROLET	\$1,646.10	
28840	10/25/2019	23660	UNITED WAY OF THURSTON COUNTY	\$516.00	
28841	10/25/2019	24000	W W GRAINGER INC	\$141.32	
28842	10/25/2019	24740	WA ST EMPLOYMENT SECURITY DEPARTME	\$31,128.80	
28843	10/25/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28844	10/25/2019	24750	WA ST GET PROGRAM	\$30.00	
28845	10/25/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$300.00	
28846	10/25/2019	26700	ZEIGLER'S WELDING	\$1,093.00	
<b>Total:</b>				<b>\$179,407.67</b>	

**Intercity Transit**  
**Accounts Payable Check Disbursement List**

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 10/28/2019

Thru Date: 10/28/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28847	10/28/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$1,381,017.19	
			<b>Total:</b>	\$1,381,017.19	

**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
<b>01471 AGUERO JASON</b>										
00	09/15-09/18 TRVL	DI	10/4/2019			41.59	41.59	41.59		41.59
<b>04232 BUSH JAMES L</b>										
00	09/15-09/27 TRAVEL	DI	10/4/2019			80.76	80.76	80.76		122.35
<b>06487 COIT SUZANNE</b>										
00	09/24-09/25 TRAVEL	DI	10/4/2019			263.44	263.44	263.44		385.79
<b>07621 DAVIS MONTY</b>										
00	09/15-09/20 TRAVEL	DI	10/4/2019			29.58	29.58	29.58		415.37
<b>10635 GERCHAK AMANDA JOY</b>										
00	09/26 RECOG CASH O	DI	10/4/2019			50.00	50.00	50.00		465.37
<b>13343 LAFONTAINE ROBERT</b>										
00	09/08-09/13 TRAVEL	DI	10/4/2019			380.00	380.00	380.00		845.37
<b>13396 LARSON DAVID</b>										
00	09/26 RECOG CASH O	DI	10/4/2019			225.00	225.00	225.00		1,070.37
<b>17655 REINHARDT BRYCE</b>										
00	09/03-09/13 TRAVEL	DI	10/4/2019			59.16	59.16	59.16		1,129.53

**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
<b>02541 ASMUS JAMES</b>										
00	Summer 2019 Reimb	DI	10/11/2019			1,966.50	1,966.50	1,966.50		1,966.50
<b>03370 BERGKAMP EMILY</b>										
00	10/13-10/16 ADV TRVL	DI	10/11/2019			320.00	320.00	320.00		2,286.50
<b>07765 DELANEY DANIEL</b>										
00	10/07 RECOG CASH O	DI	10/11/2019			150.00	150.00	150.00		2,436.50
<b>09741 FISHER CYNTHIA</b>										
00	ADV Travel 9/29/19	DI	10/11/2019			84.00	84.00	84.00		2,520.50
<b>10205 FREEMAN-MANZANARES ANN</b>										
00	FEB-SEP 2019 EXP	DI	10/11/2019			437.96	437.96	437.96		2,958.46
<b>11785 INTERNATIONAL ASSOCIATION OF MACHINIS</b>										
00	2019OCT	DI	10/11/2019			3,408.50	3,408.50	3,408.50		6,366.96
<b>12913 KRUEGER STEVEN J</b>										
00	9/24-9/29 Trvl	DI	10/11/2019			368.56	368.56	368.56		6,735.52

**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
	<b>03345 BELL JOE</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			65.00	65.00	65.00		65.00
	<b>04232 BUSH JAMES L</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			310.00	310.00	310.00		375.00
	<b>10480 GANIE SADIQ</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			10.00	10.00	10.00		385.00
	<b>10704 GLASGOW AMY</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			135.00	135.00	135.00		520.00
	<b>10883 GRIZZLE TODD</b>									
00	EMP RECOG 10/19	DI	10/18/2019			40.00	40.00	40.00		560.00
	<b>11087 HARPER ERIN</b>									
00	EMP RECOG 10/19	DI	10/18/2019			95.00	95.00	95.00		655.00
	<b>11091 HARPER RICHARD</b>									
00	EMP RECOG 10/19	DI	10/18/2019			30.00	30.00	30.00		685.00
	<b>11360 HOPKINS TARIN</b>									
00	EMP RECOG 10/19	DI	10/18/2019			30.00	30.00	30.00		715.00
	<b>11375 HOWELL GERALD</b>									
00	10/11 Emp. Recog	DI	10/18/2019			215.00	215.00	215.00		930.00
	<b>11409 HUGHES RONNY</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			30.00	30.00	30.00		960.00
	<b>11951 JIMENEZ CLINTON</b>									
00	EMP RECOG 10/19	DI	10/18/2019			10.00	10.00	10.00		970.00
	<b>12455 KARKOSKI KEVIN</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			40.00	40.00	40.00		1,010.00
	<b>13341 LAFFEY RANDY</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			140.00	140.00	140.00		1,150.00
	<b>13343 LAFONTAINE ROBERT</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			30.00	30.00	30.00		1,180.00
	<b>13375 LANGFORD PATRICIA</b>									
00	EMP RECOG 10/19	DI	10/18/2019			30.00	30.00	30.00		1,210.00
	<b>13480 LEGRAND JOSEPH</b>									
00	EMP RECOG 10/19	DI	10/18/2019			15.00	15.00	15.00		1,225.00
	<b>13794 MARYOTT KIERA</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			70.00	70.00	70.00		1,295.00
	<b>14875 NAGEL BRIAN</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			385.00	385.00	385.00		1,680.00
	<b>16710 PENDER JANICE</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			10.00	10.00	10.00		1,690.00
	<b>17866 SANDERS DAVID</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			100.00	100.00	100.00		1,790.00
	<b>18042 SHAMBURGER ANGIE</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			155.00	155.00	155.00		1,945.00
	<b>18609 STENGEL DAVID</b>									
00	10/15 RECOG CASH O	DI	10/18/2019			35.00	35.00	35.00		1,980.00
	<b>18741 SWAN STEPHEN</b>									

**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
<b>18741 SWAN STEPHEN</b>										
00	10/02-10/04 TRAVEL	DI	10/18/2019			209.06	209.06	209.06		2,189.06
<b>18749 SWIDECKI GRANT</b>										
00	10/15 RECOG CASH O	DI	10/18/2019			160.00	160.00	160.00		2,349.06
<b>21662 Thompson Chinyere</b>										
00	Emp. Recog. 10/19	DI	10/18/2019			5.00	5.00	5.00		2,354.06
<b>23761 VANI LORI F</b>										
00	10/14 RECOG CASH O	DI	10/18/2019			5.00	5.00	5.00		2,359.06
<b>25751 WELLS ERIC</b>										
00	10/15 RECOG CASH O	DI	10/18/2019			70.00	70.00	70.00		2,429.06
<b>26004 WHITE BRIAN</b>										
00	10/15 RECOG CASH O	DI	10/18/2019			135.00	135.00	135.00		2,564.06

**Intercity Transit**  
**Accounts Payable Cash Requirements**

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
	<b>01396 ADAMSON MIKE</b>									
00	EMP RECOG 10/19	DI	10/25/2019			50.00	50.00	50.00		50.00
	<b>01551 ALLEN JASON</b>									
00	Emp Recog 10/19	DI	10/25/2019			130.00	130.00	130.00		180.00
	<b>01623 ALLISON LISA</b>									
00	Emp Recog 10/19	DI	10/25/2019			90.00	90.00	90.00		270.00
	<b>02080 AMMANN KARL</b>									
00	Emp Recog 10/19	DI	10/25/2019			115.00	115.00	115.00		385.00
	<b>03607 BLACKSTAD TONY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		415.00
	<b>05050 CABE DAVID</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		445.00
	<b>06827 CONRAD JULIE</b>									
00	EMP RECOG 10/19	DI	10/25/2019			75.00	75.00	75.00		520.00
	<b>08053 DOWNS MARVIN LEE</b>									
00	Emp Recog 10/19	DI	10/25/2019			340.00	340.00	340.00		860.00
	<b>08439 DUNBAR DAVID</b>									
00	EMP RECOG 10/19	DI	10/25/2019			110.00	110.00	110.00		970.00
	<b>09535 FABER DANIEL</b>									
00	EMP RECOG 10/19	DI	10/25/2019			170.00	170.00	170.00		1,140.00
	<b>10205 FREEMAN-MANZANARES ANN</b>									
00	10/11-10/15 Travel	DI	10/25/2019			2,455.32	2,455.32	2,455.32		3,595.32
	<b>10288 FULLER MICHAEL</b>									
00	EMP RECOG 10/19	DI	10/25/2019			55.00	55.00	55.00		3,650.32
	<b>10665 GILSDORF RUSSELL</b>									
00	Emp Recog 10/19	DI	10/25/2019			55.00	55.00	55.00		3,705.32
	<b>10775 GOULD JESSICA</b>									
00	Emp Recog 10/19	DI	10/25/2019			85.00	85.00	85.00		3,790.32
	<b>10873 GREEN CLAUDIA</b>									
00	10/16-10/18 Travel	DI	10/25/2019			497.32	497.32	497.32		4,287.64
	<b>10999 HANNER JASON</b>									
00	EMP RECOG 10/19	DI	10/25/2019			350.00	350.00	350.00		4,637.64
	<b>11125 HARTMANN DAVE</b>									
00	Emp Recog 10/19	DI	10/25/2019			105.00	105.00	105.00		4,742.64
	<b>11232 HEMPHILL GREGORY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			55.00	55.00	55.00		4,797.64
	<b>11770 IT PROJECT ASSISTANCE</b>									
00	2019OCT	DI	10/25/2019			865.00	865.00	865.00		5,662.64
	<b>11775 IT WELLNESS</b>									
00	2019OCT	DI	10/25/2019			740.00	740.00	740.00		6,402.64
	<b>12485 KEELAND DANA</b>									
00	EMP RECOG 10/19	DI	10/25/2019			35.00	35.00	35.00		6,437.64
	<b>12815 KIRBY CATHY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		6,467.64
	<b>12863 KOLAR DAVID</b>									

**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
	<b>12863 KOLAR DAVID</b>									
00	EMP RECOG 10/19	DI	10/25/2019			80.00	80.00	80.00		6,547.64
	<b>12918 KURBEGOVIC NARCIS E</b>									
00	EMP RECOG 10/19	DI	10/25/2019			90.00	90.00	90.00		6,637.64
	<b>13361 LANCE RUBY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			60.00	60.00	60.00		6,697.64
	<b>13664 LOOMIS CHRISTINA</b>									
00	Emp Recog 10/19	DI	10/25/2019			180.00	180.00	180.00		6,877.64
	<b>13719 MACMILLAN DANIEL</b>									
00	Emp Recog 10/19	DI	10/25/2019			45.00	45.00	45.00		6,922.64
	<b>13786 MARTIN JAMIE</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		6,952.64
	<b>14067 MCCLANAHAN MICHAEL</b>									
00	EMP RECOG 10/19	DI	10/25/2019			10.00	10.00	10.00		6,962.64
	<b>14277 MCMULLAN MICHAEL</b>									
00	EMP RECOG 10/19	DI	10/25/2019			125.00	125.00	125.00		7,087.64
	<b>14385 MESSMER PAT</b>									
00	Emp Recog 10/19	DI	10/25/2019			25.00	25.00	25.00		7,112.64
	<b>14655 MORTON KENDRA</b>									
00	Emp Recog 10/19	DI	10/25/2019			135.00	135.00	135.00		7,247.64
	<b>15108 NEVUE WILLIAM</b>									
00	EMP RECOG 10/19	DI	10/25/2019			10.00	10.00	10.00		7,257.64
	<b>16338 ORTIZ RALPH</b>									
00	EMP RECOG 10/19	DI	10/25/2019			120.00	120.00	120.00		7,377.64
	<b>16756 PETERSON JEFFREY</b>									
00	Emp Recog 10/19	DI	10/25/2019			85.00	85.00	85.00		7,462.64
	<b>18003 SELLECK JUDY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			25.00	25.00	25.00		7,487.64
	<b>18537 STAIKOS JOHN</b>									
00	EMP RECOG 10/19	DI	10/25/2019			35.00	35.00	35.00		7,522.64
	<b>22315 TRYON DANIEL</b>									
00	EMP RECOG	DI	10/25/2019			95.00	95.00	95.00		7,617.64
	<b>23775 VAUGHN JUSTIN</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		7,647.64
	<b>26157 WISEHART TROY</b>									
00	EMP RECOG 10/19	DI	10/25/2019			30.00	30.00	30.00		7,677.64
	<b>26181 WOLFE JASON</b>									
00	Emp Recog 10/19	DI	10/25/2019			115.00	115.00	115.00		7,792.64
	<b>26215 WORMAN SCOTT</b>									
00	EMP RECOG 10/19	DI	10/25/2019			230.00	230.00	230.00		8,022.64



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

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

- 
- 1) **The Issue:** Whether or not to declare property surplus.
- 
- 2) **Recommended Action:** Declare the property listed as surplus.
- 
- 3) **Policy Analysis:** Resolution No. 23-81 states that the Authority must declare property surplus to our needs prior to sale.
- 
- 4) **Background:** Staff is requesting the Authority declare the list of Finance, Facilities, and Information Systems items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$3,605.
- 
- 5) **Alternatives:**  
A. Declare the items surplus. Staff has determined that there is no longer a need to retain these items.  
B. Declare a portion of the items surplus.  
C. Defer action. Storage availability on-site and off-site storage costs are an issue.  
D. Retain all items. Storage availability and off-site storage costs are an issue.
- 
- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
- 
- 7) **Goal Reference:** Not specifically identified in the goals.
- 
- 8) **References:** Surplus Property - November 2019.

**EXHIBIT A  
SURPLUS PROPERTY - NOVEMBER 2019**

<b>FINANCE</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	McGunn Safe (old)	NG	1	\$500.00	\$500.00
<b>DEPARTMENT TOTAL</b>					<b>\$500.00</b>
<b>FACILITIES</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Stihl Hedge Trimmer (fuel leak)	HS 80	1	\$25.00	\$25.00
2	Ace Aluminum Bus Shelter	NA	5	\$500.00	\$2,500.00
<b>DEPARTMENT TOTAL</b>					<b>\$2,525.00</b>
<b>INFORMATION SYSTEMS</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MODEL # / SERIAL #</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1	Dell Optiplex 780 Desktop	G0M1QN1	1	\$35.00	\$35.00
2	Dell Optiplex 780 Desktop	G0LYPN1	1	\$35.00	\$35.00
3	Dell Optiplex 9010 tower	J21CSW1	1	\$125.00	\$125.00
4	Dell Optiplex 9010 tower	8V6KTW1	1	\$65.00	\$65.00
5	Dell Latitude E6410ATG (No P/S)	6WZW4Q1	1	\$25.00	\$25.00
6	Dell Latitude E6420 XFR (No P/S)	JGYJPQ1	1	\$60.00	\$60.00
7	Dell Latitude E6420 XFR (No P/S) (Power Issues)	H34KPQ1	1	\$25.00	\$25.00
8	Dell Latitude E6330 (No Power Supply)	CZ31NX1	1	\$35.00	\$35.00
9	Dell Latitude E6440 (No Power Supply)	CPX5XZ1	1	\$45.00	\$45.00
10	Dell Latitude E7440 (No P/S) (Hardware Issues)	5PM5Q12	1	\$35.00	\$35.00
11	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0C9536-74262-849-2E4L	1	\$10.00	\$10.00
12	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-11CL	1	\$10.00	\$10.00
13	Dell UltraSharp 2007FPb Flat Panel monitor	MX-OG324H-74262-9BB-11GL	1	\$10.00	\$10.00
14	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-9BB-119L	1	\$10.00	\$10.00
15	Dell UltraSharp 2007FPb Flat Panel monitor	MX-0G324H-74262-13H-2RGL	1	\$10.00	\$10.00
16	Dell Flat Screen 24" LCD 2407WFPB	MX-0CC302-46634-744-12YS	1	\$15.00	\$15.00
17	Two box misc. small parts keyboards, mice, etc.	NA	Pair	\$30.00	\$30.00
<b>DEPARTMENT TOTAL</b>					<b>\$580.00</b>
<b>TOTAL SURPLUS VALUE</b>					<b>\$3,605.00</b>

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

**FOR:** Intercity Transit Authority  
**FROM:** Katie Cunningham, 705-5837  
**SUBJECT:** Operations Uniforms

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- 1) **The Issue:** Consideration of the purchase of as-needed uniform items for Operations staff.

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  - 2) **Recommended Actions:** Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not to exceed \$122,000 per year, including sales tax.

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

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  - 4) **Background:** Intercity Transit seeks to purchase uniform items for Operations staff on an as-needed basis. These items typically include replacement garments for current staff and new items for new employees. Galls has been Intercity Transit's uniform provider for the past several years. Our current contract with Galls was awarded in 2014, but is due to reach its maximum term and expire in November 2019.

In July 2019, the Washington State Department of Enterprise Services (DES) awarded a state master contract for uniforms and accessories to Galls. DES competitively bid this contract awarding to the lowest responsive and responsible bidder, and Galls was selected for contract award.

Intercity Transit seeks to utilize DES Contract 01417 to continue to purchase its Operations uniform items from Galls. This contract includes all items we currently order, with most of them offered at a lower price than our current pricing. We expect the transition to DES contract 01417 to be straightforward, as we are able to place orders utilizing the same ordering methods as currently used. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from this contract.

Intercity Transit has been satisfied with the products and services provided by Galls, and concurs with DES's assessment regarding fair and reasonable contract pricing and the vendor's ability to perform. Based on our past experience with Galls and their uniform items and related services, staff is confident that this contract and vendor will serve our staff well.

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**5) Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 01417, to purchase as-needed uniform items from Galls, LLC in an amount not to exceed \$122,000 per year, including sales tax.
  - B. Defer action. Intercity Transit's current contract with Galls expires on November 18, 2019. Deferred action would result in a lapse of contract coverage for Operations uniform items.
- 

- 6) Budget Notes:** The proposed 2020 budget includes \$122,000 for standard Operations Uniform items. Orders will be placed on an as-needed basis and will not exceed the annual budgeted amount.
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- 7) Goal Reference: Goal #2: "Provide outstanding customer service"**
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- 8) References: N/A**
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**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-A  
MEETING DATE: November 6, 2019**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, 705-5818  
**SUBJECT:** Job Order Contract with Department of Enterprise Services

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1) **The Issue:** Consideration of entering into an Interagency Agreement (IAA) with Washington State Department of Enterprises (DES) to administer a Job Order Contract (JOC) supporting the immediate repair of the Martin Way Park and Ride.

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2) **Recommended Action:** Authorize the General Manager to enter into an IAA with DES to administer the JOC for the Martin Way Park and Ride Repairs project in a total project amount not-to-exceed \$260,000.

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

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4) **Background:** While owned by the Washington State Department of Transportation, Intercity Transit has operations and maintenance responsibility of the Martin Way Park and Ride. After several years of operation, the Martin Way Park and Ride bus lane is in need of concrete repairs. In 2009, Sterling Breen Crushing made repairs to the concrete panel cracking in the bus travel lane. Since then, the concrete has failed making it is unsafe for buses and pedestrians to access the area. As a result, buses are rerouting around the damaged bus lane in order to avoid further damage to the bus travel lane and to the buses.

Staff is requesting the Authority authorize the General Manager to utilize the DES JOC process to expedite the necessary repairs of the bus lane at the Martin Way Park and Ride. The urgency to repair the bus lane is directly related to maintaining current service and to minimize further disruptions to operations. Using a conventional design bid process would likely result in an extended disruption of service. Utilizing the JOC service option through DES provides an effective means of reducing the total lead-time and cost for traditional bidding of public works' projects and reduces the need to handle necessary repairs on an emergency basis. DES has sufficient contract capacity available to provide use of this process to support repairs to the Martin Way Park and Ride. DES Project Management fee is a percentage of the total estimated project cost and is estimated at \$9,000.

Under our interagency agreement with WSDOT we have reached out formally to WSDOT to acknowledge our effort to correct the issue quickly as well as verify their acceptance of our proposed solution to remedy the condition.

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5) **Alternatives:**

- A. Authorize the General Manager to enter into an IAA with DES to administer the JOC for the Martin Way Park and Ride repairs project in the amount not-to-exceed \$260,000.
  - B. Defer action. Deferral may require that services be modified and that would further impact our riders.
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6) **Budget Notes:** Repair of the Martin Way Park and Ride was not planned and would need to come out of the 2019 budget. The emergency work as presented would not result in the agency exceeding its 2019 budget authority

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

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

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**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-B  
MEETING DATE: November 6, 2019**

**FOR:** Intercity Transit Authority  
**FROM:** Steve Krueger, 705-5833  
**SUBJECT:** OTC Graham Construction Contract Amendment

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1) **The Issue:** Increase the total not-to-exceed contract amount with Graham Construction (Graham) as necessary to complete the Olympia Transit Center (OTC) Expansion Project.

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2) **Recommended Actions:** Authorize the General Manager to increase the OTC construction contract with Graham by \$725,833 to reflect a total revised not-to-exceed contract amount of \$9,282,941.

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

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4) **Background:** The negotiated Maximum Allowable Construction Cost (MACC) with Graham Construction is \$8,557,108. The total projected additional funding necessary to complete the project is \$725,833. The total cost falls within the 2019 budget. A portion of this additional funding (\$113,394) is for access control and video recording equipment. Another portion of the additional funding (\$52,000) addresses necessary enhancements to serve "The One" at the OTC. An additional portion of this increase (\$108,000) is dedicated to additional sales tax dollars associated with IT Proposition 1 and sales tax on the new work. The remainder of the additional funds (\$452,439) addresses water main, stormwater and electrical connections, the addition of anti-graffiti, audio-visual floor boxes and other assorted additions.

The good news is that we are now far enough along in the project that any other unexpected cost now seems unlikely. Moreover, the entire project is coming together nicely and is sure to serve our community well for many years to come.

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5) **Alternatives:**

- A. Authorize the General Manager to increase the OTC construction contract with Graham in the amount of \$725,833 to reflect a total revised not-to-exceed contract amount of \$9,282,941.

B. Defer Action.

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6) **Budget Notes:** The 2019 budget included \$10,061,539 for the OTC Expansion project. Total project expenditures for 2019 with the changes noted are still forecast to be within the 2019 budget. While this amendment does modify the total contract amount with our GCCM (Graham) the overall project is still within the amounts budgeted for 2019.

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7) **Goal References:** **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:** *“Align best practices and support agency sustainable technologies and activities.”*

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



**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-C  
MEETING DATE: November 6, 2019**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** March 2020 - New NE Lacey Route - Public Process

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- 1) **The Issue:** Update the ITA on scheduled outreach and public process elements planned as part of the implementation of a new route in NE Lacey.

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  - 2) **Recommended Action:** Information, update and discussion.

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  - 3) **Policy Analysis:** Any time there are meaningful changes to service (additions, modifications and reductions) that would impact our riders, our goal is to provide opportunities to review proposed changes and opportunities for the public to respond. Prior to finalizing the service recommendation for the new NE Lacey route, staff will provide opportunity to review the proposal with the public.

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  - 4) **Background:** The implementation schedule in the adopted Intercity Transit Long Range Service Plan includes the introduction of a new bus route to serve NE Lacey in early 2020. Following our service change process we have started the public outreach process that will provide time to host a series of community meetings prior to forwarding a formal service change recommendation to the Intercity Transit Authority in time to implement a new route for March 2020. Following the approval of Proposition 1 last fall, Intercity Transit staff coordinated several meetings with City of Lacey staff to review development trends and employer targets as well as the timing and completion of new road projects that might provide route options for new bus service in NE Lacey. We are now ready to take the route proposal to the public.

Beginning in early December, and continuing thru mid-January, 2020, Intercity Transit will host approximately three open houses to provide information, draft plans, and share the initial route concept with the public. Draft route concepts, schedules and service area details and maps are typically produced in support of this type of outreach to share the concept for the proposed new bus route to serve NE Lacey. In addition to the open houses we will provide updates via the website, Rider News, and other communication channels.

Two meetings are currently planned in the NE Lacey area (thanks to support from the Community Action Council who agreed to let us use their facility) and a third one is planned at Lacey City Hall. Our current schedule for the public outreach and final recommendations are as follows:

1. Brief ITA on proposed schedule/outreach - November 6, 2019
2. Public notice/information provided in Rider News/Website - November 2019-February 2020 - ongoing.
3. Update CAC - November 18, 2019
4. Open House 1 - December 5, 2019 - NE Lacey - Community Action Council meeting room.
5. Open House 2 (TBD) - Second week of December - Lacey City Hall (tentative)
6. Open House 3 - January 6, 2020 - NE Lacey - Community Action Council meeting room.
7. **Action** - Update ITA on public process/set public hearing - December 4, 2019 (Hearing Date - January 15, 2020).
8. **Action** - January 15, 2020 - Public Hearing on new NE Lacey Route proposal -
9. **Action** - February 5, 2020 - request ITA approval on new route implementation effective March 22, 2020.
10. January 16, 2020 to February 9, 2020 - complete schedule and updates for work assignment and public changes.
11. February 10, 2020 - Post Bid for March 2020 service change
12. March 22, 2020 - New NE Lacey route service start date

As part of the update staff will provide a summary of the current draft route and service characteristics, as well as some of the planning challenges we will be sharing with the public beginning in November.

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- 5) **Alternatives:** Modify public process schedule or planned outreach. The current schedule and allowance for outreach provides time to plan alternatives and collect input from the public about the proposed new NE Lacey route.
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- 6) **Budget Notes:** The 2020 budget includes planned service changes including considerations for equipment, human resources, and operational funding required to implement new and expanded public transportation services included in the adopted long range plan. The new NE Lacey bus route is expected to increase our annual service hours by 10,000 to 12,000 or about 5% of the planned 2020 fixed route annual service hours.
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- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitations" **Goal #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"
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- 8) **References:** Intercity Transit Long Range Plan - adopted November 7, 2018

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: November 6, 2019**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Fare Change Public Hearing – Policy Background

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1) **The Issue:** Provide an update to the ITA regarding Intercity Transit’s policy and federal requirements related to all proposed changes in fare policy.

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2) **Recommended Action:** Information, update and discussion.

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

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4) **Background:** On October 16, 2019 the ITA set a public hearing in accordance with Section 5.4 of the Authority by-laws which provide the topics for which a public hearing is appropriate including “a change of any transit fare”. Staff will provide background on IT practice and review the process steps anticipated to support outreach on communicating the proposed change (zero-fare demonstration recommendation) and any policy discussion related. While much of the public process requirements are focused on the review of the proposed 2020 Strategic Plan and 2020 budget, the change in fare policy does encourage a review and opportunity for discussion on related Federal (FTA) requirements and relationship to our Title VI plan. Intercity Transit typically amends its fare policy formally by Resolution following the completion of a public process. Staff will be presenting a draft resolution for review prior to formal action which is currently planned to occur with the sequence of adoption of the 2020 budget and strategic plan update. The current schedule is as follows:

1. Approval to schedule a public hearing on proposed fare policy change – ITA approval - October 16, 2019
2. Legal notice published and public information posted – November 4, 2019
3. Staff report/discussion on fare change policy process – November 6, 2019
4. Public Hearing on proposed fare change – November 20, 2019
5. Consideration of Adoption by Resolution – Fare Change – December 4, 2019

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5) **Alternatives:** N/A

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6) **Budget Notes:** The proposed changes are reflected in the 2020 draft budget.

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7) **Goal Reference:** This item is consistent and supports all of the Authority goals.

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8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-E  
MEETING DATE: November 6, 2019**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 360-705-583  
**SUBJECT:** Citizen Representative Candidate Selection for Interview

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- 1) **The Issue:** Consider applications received to date.
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- 2) **Recommended Action:** Direct staff to schedule interviews for November 13, 2019, with the applicants selected by the Authority.
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- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 Selection - Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
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- 4) **Background:** Citizen Representative Karen Messmer's term expires December 31, 2019. The Authority directed staff to conduct a recruitment process to fill the position. Applications were due October 23, by 5 p.m. Copies of the letters of interest and resumes were forwarded to the Authority for their review.
- The Authority will discuss and direct staff to schedule interviews with selected candidates. The Authority is expected to deliberate and make a selection at their December 4, 2019, meeting.
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- 5) **Alternatives:**
- A. Direct staff to schedule interviews with the selected candidates on November 13, 2019.
  - B. Direct staff to continue the recruitment with the goal of soliciting additional applicants from the public.
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- 6) **Budget Notes:** The cost of a recruitment include production of paid advertisements.
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- 7) **Goal References:** The appointment of a Citizen Representative supports all goals of the agency.
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- 8) **References:** N/A.