

AGENDA
INTERCITY TRANSIT AUTHORITY
December 4, 2019
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **5 min.**
A. **Russell Gilsdorf, Customer Service Supervisor** (*Joy Gerchak*)
- 3) **RECOGNITION** **15 min.**
A. **Proclamation and Recognition:**
Citizen Representative Karen Messmer (*Chair Debbie Sullivan*)

- 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 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.

- 5) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
- A. **Payroll:** \$3,869,766.15
- B. **Accounts Payable:** Warrants dated November 1, 2019, numbers 28849-28873, in the amount of \$2,450,601.22; Warrants dated November 8, 2019, numbers 28874-28928, in the amount of \$1,379,736.06; Warrants dated November 15, 2019, numbers 28930-28984 in the amount of \$199,679.46; Warrant dated November 14, 2019, number 28985, in the amount of \$277,492.73; Warrant dated November 20, 2019, number 28988, in the amount of \$5,168.54; Warrants dated November 19, 2019, numbers 28986-28987, in the amount of \$83,299.36; Warrants dated November 22, 2019, numbers 28989-29034, in the amount of \$713,189.66; Warrants dated November 29, 2019, numbers 29046-29092, in the amount of \$246,404.98; Automated Clearing House Transfers for November 2019 in the amount of \$12,865.13 for a monthly total of \$5,368,427.14.
- C. **Surplus Property:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. The total value is estimated at \$26,494. (*Katie Cunningham*)
- D. **Surplus Property:** Staff is requesting the Authority declare the list of Coach Vehicles attached in Exhibit A as surplus. The total value is estimated at \$27,000. (*Katie Cunningham*)

- E. **Set a Public Hearing:** Schedule a public hearing for January 15, 2020, at 5:30 p.m. to receive public comment on the proposed *Route 65 Hawks Prairie* with associated routing and schedule alternatives.
 - F. **Cancel January 1, 2020, Authority Meeting** (*Ann Freeman-Manzanares*)
 - G. **Approval of Minutes:** October 16, 2019, Regular Meeting; November 6, 2019, Regular Meeting; November 20, 2019, Regular Meeting; November 25, 2019, Special Meeting.
- 6) **NEW BUSINESS**
- A. **Adopt Resolution 03-2019 Implementing Five-Year, Zero Fare Demonstration Project** (*Ann Freeman-Manzanares*) **5 min.**
 - B. **Adopt 2020-2025 Strategic Plan** (*Ann Freeman-Manzanares*) **5 min.**
 - C. **Adopt 2020 Budget** (*Suzanne Coit*) **5 min.**
 - D. **Cancel December 18, 2019 Authority Meeting** (*Ann Freeman-Manzanares*) **5 min.**
 - E. **Surplus Van Grant Recommendations** (*Cindy Fisher*) **5 min.**
 - F. **CAC Appointments** (*Ann Freeman-Manzanares*) **10 min.**
 - G. **Citizen Representative Appointment** (*Chair, Debbie Sullivan*) **10 min.**
- 7) **COMMITTEE REPORTS - None.**
- 8) **GENERAL MANAGER'S REPORT** **10 min.**
- 9) **AUTHORITY ISSUES** **10 min.**
- 10) **CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160 - The Intercity Transit Authority will conduct a closed session authorized by RCW 42.30.140 (4) (b) to allow Authority members and necessary staff to discuss whether to approve a collective bargaining agreement between Intercity Transit and the IAM. *The Authority will reconvene to an Open Session for the possibility of taking action.***

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: 10/13/2019-10/26/2019				PAYDATE 11/1/2019		PERIOD DATES: 10/27/2019-11/9/2019				PAYDATE 11/15/2019	
	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	74,241.43		IRS	FIT	EFT	79,470.33			
	MT	EFT	26,372.28	100,613.71		MT	EFT	27,319.82	106,790.15		
				0.00							0.00
INS	D3/DI	Disability Ins	3,005.20	0.00	INS	A2	Met Life	8,516.96			
HEALTH	HE/HI/SP/TB	Health In1stN2ND	217,949.00	0.00	HEALTH	D3/DI	Disability Ins	3,004.42	0.00		
						HE/HI/SP/TB	Health In1stN2ND	215,727.71	0.00		
GARNISHMENT	GN	Garnish	CHECK last	1,146.71	GARNISHMENT	GN	Garnish	CHECK last	1,555.42		
CHILD SUPPORT	CS	DSHS	EFT	1,462.67	0.00	CHILD SUPPORT	CS	Child Support	EFT	1,292.83	1,292.83
				0.00							0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	12,400.85	12,400.85	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	12,403.06	12,403.06
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,284.91	12,284.91	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,583.31	12,683.31
GBT	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	53,743.56		401K	DC	Vgrd EE	Wire	57,748.79	
VANGUARD	DC	Vgrd ER	Wire	36,867.14	90,610.70	VANGUARD	DC	Vgrd ER	Wire	38,037.44	95,786.23
LOAN	L2	401k Ln#2	Wire	4,893.60		LOAN	L2	401k Ln#2	Wire	4,841.07	
LOAN	LN	401k Ln #1	Wire	6,705.63	11,599.23	LOAN	LN	401k Ln #1	Wire	6,200.46	11,041.53
	TTL VNGRD		102,209.93			TTL VNGRD		106,827.76			
LABOR INS	LI&LA	L&I	EFT Quarterly	37,846.72		LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly	38,220.34	
ESD	CF&CL	WPFML	EFT Quarterly	3,405.15		ESD	CF&CL	WPFML	EFT Quarterly	3,515.10	
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.Initiation	Check last	0.00		UNION DUES	MI	Mac.Initiation	Check last	0.00	
	MS	Payroll Corr check	Check last	0.00			MS	Payroll Corr check	Check last	0.00	
	TF	Tx.Fr.Benefit	Employer	130.00	0.00		TF	Tx.Fr.Benefit	Employer	100.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	432.00		PROJECT ASSIST	PA	Proj.Assist	Check last	432.00	
PENSION	PN	PERS EE	EFT	72,553.58	0.00	PENSION	PN	PERS EE	EFT	72,021.55	0.00
STATE	PN	PERS ER	EFT	119,499.88	192,053.46	STATE	PN	PERS ER	EFT	118,517.75	190,539.30
PERS	TTL PERS		192,053.46			PERS	TTL PERS		190,539.30		
ICMA LOAN	R3	ICMA Ln#2	WIRE	-62.47	0.00	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00
ICMA	RC	ICMA EE	WIRE	5,963.57		ICMA	RC	ICMA EE	WIRE	5,984.81	
ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76	ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76
ICMA LON	RL	ICMA Ln#1	WIRE	995.57	933.10	ICMA LON	RL	ICMA Ln#1	WIRE	995.57	1,063.52
ICMA	RR	ICMA ER	WIRE	2,896.14	8,859.71	ICMA	RR	ICMA ER	WIRE	2,925.25	8,910.06
	TTL ICMA		9,792.81	10,173.57		TTL ICMA		9,973.58	10,354.34		
457 STATE	SD	457 ST EE	EFT	15,074.84		457 STATE	SD	457 ST EE	EFT	22,546.94	
DEFERRED	SR	457 ST ER	EFT	8,868.34	23,943.18	DEFERRED	SR	457 ST ER	EFT	9,222.58	31,769.52
AFLAC	ST&SS	AFLAC POST/PRE	EFT	6,121.68	6,121.68	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	6,121.68	6,121.68
ATU	UC	Un COPE	Check 1st	179.00		ATU	UC	Un COPE	Check 1st		
UNION DUES	UA	Un Assess	Check last	0.00		UNION DUES	UA	Un Assess -2ND PP	Check last	573.00	
	UD	Un Dues	Check last	5,946.13			UD	Un Dues-BOTH PP	Check last	5,906.63	
	UI	Un Initiatn	Check last	0.00			UI	Un Initiatn- 100.00 PEREE	Check last	0.00	
	UT	Un Tax	Check last	3,129.75			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	368.50	
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		601,870.01	601,870.01	DIRECT DEP.	NP	ACH Wire every		611,300.17	611,300.17
LIVE CHECKS		Paychecks		1,493.68		LIVE CHECKS		Paychecks - LIVE CHECKS		1,644.15	
		TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,061,946.30			TOTAL TRANSFER (tie to Treasurer Notifications)			\$1,090,357.12
		TOTAL PAYROLL*:		\$1,340,441.91				TOTAL PAYROLL*:		\$1,371,904.75	
GROSS WAGE		GROSS EARNINGS:		938,442.89		GROSS WAGE		GROSS EARNINGS:		970,473.99	
BR AMOUNT		EMPR MISC DED:		388,812.88		BR AMOUNT		EMPR MISC DED:		387,770.85	
MEDICARE TAX		EMPR MEDICARE TAX:		13,186.14		MEDICARE TAX		EMPR MEDICARE TAX:		13,659.91	
										0.00	
	PP22 Total				\$1,340,441.91		PP23 Total			\$1,371,904.75	
DIRECT DEP.		ACH WIRE TOTAL			626,830.77	DIRECT DEP.		ACH WIRE TOTAL			636,661.54

PERIOD DATES:	11/10/2019-11/23/2019		PAYDATE	11/29/2019	
	CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	3RD TRANSFER AMOUNT
IHS	FIT		EFT	81,072.20	
	MT		EFT	27,469.84	108,541.84
					0.00
INS HEALTH	D3/DI	Disability Ins		0.00	0.00
	HE/HI/SP/TB	Health In1stN2ND		0.00	0.00
GARNISHMENT	GN	Garnish	CHECK last	1,165.43	
CHILD SUPPORT	CS	Child Support	EFT	1,086.99	1,086.99
					0.00
DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	12,392.15	12,392.15
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	11,984.87	11,984.87
GET HEALTH SAVING	GT	G.Ed.Tuit	Check every	30.00	
	HS	Health Svgs	ACH Wire every	275.00	275.00
401K VANGUARD LOAN LOAN	DC	Vgrd EE	Wire	52,925.95	
	DC	Vgrd ER	Wire	36,584.05	89,510.00
	L2	401k Ln#2	Wire	4,944.00	
	LN	401k Ln #1	Wire	6,361.93	11,305.93
			TTL VNGRD	100,815.93	
LABOR INS BND	LI&LA	L&I -LA +LI +ER	EFT Quarterly	39,104.19	
	CF&CL	WPFML	EFT Quarterly	3,401.42	
MACHINISTS UNION DUES	MD	Mch.UnDues- 164 PEREE	Check last	0.00	
	MI	Mac.Initition	Check last	0.00	
	MS	Payroll Corr check		0.00	
					0.00
	TF	Tx.Fr.Benefit	Employer	9,580.00	0.00
PROJECT ASSIST	PA	Proj.Assist	Check last	436.00	
PENSION STATE PERS	PN	PERS EE	EFT	72,290.92	0.00
	PN	PERS ER	EFT	118,976.18	191,267.10
				TTL PERS	191,267.10
ICMA LOAN ICMA ICMA ROTH ICMA LON ICMA	R3	ICMA Ln#2	WIRE	67.95	0.00
	RC	ICMA EE	WIRE	5,863.60	
	RI	ICMA Roth	WIRE	380.76	380.76
	RL	ICMA Ln#1	WIRE	995.57	1,063.52
	RR	ICMA ER	WIRE	2,808.15	8,671.75
			TTL ICMA	9,735.27	10,116.03
457 STATE DEFERRED AFLAC	SD	457 ST EE	EFT	14,821.72	
	SR	457 ST ER	EFT	8,938.05	23,759.77
	ST&SS	ShTrmDisab-AFLAC	EFT	0.00	0.00
ATU UNION DUES	UC	Un COPE	Check 1st	-	
	UA	Un Assess -2ND PP	Check last	0.00	
	UD	Un Dues-BOTH PP	Check last	0.00	
	UI	Un Initiatn- 100.00 PEREE	Check last	350.00	
	UT	Un Tax IST PP	Check last	0.00	
UNITED WAY	UW	United Way	Check last	246.00	
WELLNESS	WF	Wellness	Check last	364.50	
DIRECT DEP. LIVE CHECKS	NP		ACH Wire every	636,367.92	636,367.92
	Paychecks - LIVE CHECKS			6,134.35	
	TOTAL TRANSFER (tie to Treasurer Notifications)				\$1,096,607.60
			TOTAL PAYROLL*:	\$1,157,419.49	
GROSS WAGE ER AMOUNT	GROSS EARNINGS:			933,738.85	
	EMPR MISC DED:			209,945.82	
MEDICARE TAX	EMPR MEDICARE TAX:			13,734.82	
				0.00	
PP24					\$1,157,419.49
Total payroll for November 2019					\$3,869,766.15
DIRECT DEP.	ACH WIRE TOTAL			661,019.94	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/1/2019

Thru Date: 11/1/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28849	11/1/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$393.48	
28850	11/1/2019	02162	ANTHRO-TECH INC.	\$15,167.50	
28851	11/1/2019	02380	ARAMARK UNIFORM SERVICES	\$1,032.82	
28852	11/1/2019	06120	CITY OF OLYMPIA UTILITIES	\$3,822.78	
28853	11/1/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$406.35	
28854	11/1/2019	07220	CUMMINS INC.	\$12,125.78	
28855	11/1/2019	08060	DON SMALL AND SONS OIL	\$2,525.74	
28856	11/1/2019	10477	GALLS LLC	\$651.73	
28857	11/1/2019	10660	GILLIG LLC	\$2,384,226.31	
28858	11/1/2019	10759	GORDON TRUCK CENTERS INC	\$88.59	
28859	11/1/2019	10863	GRAYS HARBOR TRANSIT	\$222.00	
28860	11/1/2019	11810	INTERSTATE BATTERY	\$49.13	
28861	11/1/2019	14590	MOHAWK MFG & SUPPLY	\$511.20	
28862	11/1/2019	14750	MULLINAX FORD	\$2,297.05	
28863	11/1/2019	15203	NORTHWEST CASCADE INC	\$3,208.84	
28864	11/1/2019	17900	SCHETKY NORTHWEST SALES INC.	\$700.12	
28865	11/1/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$537.82	
28866	11/1/2019	18530	STANDARD PARTS CORP	\$487.13	
28867	11/1/2019	18705	SUNBELT RENTALS	\$184.62	
28868	11/1/2019	18711	SUNSET AIR INC.	\$459.61	
28869	11/1/2019	21930	TIRES INC	\$3,491.29	
28870	11/1/2019	21950	TITUS-WILL CHEVROLET	\$729.81	
28871	11/1/2019	23621	UPS FREIGHT	\$233.74	
28872	11/1/2019	23715	URBAN SOLAR CORPORATION	\$16,941.50	
28873	11/1/2019	25580	WASHINGTON STATE TRANSIT INSURANCE P	\$106.28	
Total:				\$2,450,601.22	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/8/2019

Thru Date: 11/8/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28874	11/8/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
28875	11/8/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$446.90	
28876	11/8/2019	02580	ASSOCIATED PETROLEUM	\$106,307.00	
28877	11/8/2019	02825	AUTO PLUS - OLYMPIA 10364	\$202.04	
28878	11/8/2019	04100	BUENAVISTA SERVICES INC.	\$10,982.60	
28879	11/8/2019	06120	CITY OF OLYMPIA UTILITIES	\$440.00	
28880	11/8/2019	06741	COMMUNITY YOUTH SERVICES	\$450.00	
28881	11/8/2019	06781	COMPUNET INC.	\$24,209.54	
28882	11/8/2019	07220	CUMMINS INC.	\$9,634.76	
28883	11/8/2019	07350	CW JANITORIAL SERVICE LLC	\$16,622.36	
28884	11/8/2019	10580	GENE'S TOWING INC	\$260.88	
28885	11/8/2019	10607	GENUINE AUTO GLASS OF LACEY	\$231.54	
28886	11/8/2019	10621	GERBER - BOYD GROUP U S INC	\$1,268.21	
28887	11/8/2019	10660	GILLIG LLC	\$9,827.33	
28888	11/8/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$701,704.31	
28889	11/8/2019	11615	INDUSTRIAL HYDRAULICS INC	\$613.56	
28890	11/8/2019	11702	INSPECTORATE AMERICA CORPORATION	\$2,106.92	
28891	11/8/2019	11765	IT PETTY CASH	\$173.96	
28892	11/8/2019	11892	J ROBERTSON AND COMPANY	\$4,646.25	
28893	11/8/2019	11905	JANEK CORPORATION	\$327.90	
28894	11/8/2019	12922	KTA-TATOR INC.	\$170.62	
28895	11/8/2019	13555	LIBBY ENVIRONMENTAL LLC	\$525.00	
28896	11/8/2019	13793	MARTIN WAY COLLISION INC.	\$1,704.72	
28897	11/8/2019	14160	MCMASTER-CARR SUPPLY CO.	\$224.03	
28898	11/8/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
28899	11/8/2019	14590	MOHAWK MFG & SUPPLY	\$612.72	
28900	11/8/2019	14750	MULLINAX FORD	\$1,073.86	
28901	11/8/2019	15140	NISQUALLY TOWING SERVICE	\$941.47	
28902	11/8/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$3,009.84	
28903	11/8/2019	16695	PATTISON WATER COMPANY	\$87.98	
28904	11/8/2019	16888	REXEL USA INC.	\$1,458.15	
28905	11/8/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
28906	11/8/2019	17420	R&R TIRE COMPANY INC.	\$2,452.67	
28907	11/8/2019	17560	RE AUTO ELECTRIC INC	\$125.62	
28908	11/8/2019	17760	ROSS AND WHITE COMPANY	\$4,039.05	
28909	11/8/2019	17795	ROUTEMATCH SOFTWARE INC	\$5,232.00	
28910	11/8/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,109.71	
28911	11/8/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$680.52	
28912	11/8/2019	18530	STANDARD PARTS CORP	\$255.03	
28913	11/8/2019	18651	STORMANS (LICENSING)	\$142.00	
28914	11/8/2019	18705	SUNBELT RENTALS	\$1,357.54	
28915	11/8/2019	18940	TENNANT COMPANY	\$448.07	
28916	11/8/2019	21660	THERMO KING NORTHWEST	\$1,995.01	
28917	11/8/2019	21661	THORNBURG COMPUTER SERVICES LLC	\$10,884.26	
28918	11/8/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$1,600.00	
28919	11/8/2019	21930	TIRES INC	\$3,036.45	
28920	11/8/2019	21950	TITUS-WILL CHEVROLET	\$5,228.60	
28921	11/8/2019	21985	TOTAL FILTRATION SERVICES INC	\$353.67	
28922	11/8/2019	22010	TOYOTA OF OLYMPIA	\$28.88	
28923	11/8/2019	22100	TRANSIT SOLUTIONS LLC	\$388.55	
28924	11/8/2019	23411	US DEPT OF EDUCATION AWG	\$329.51	
28925	11/8/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
28926	11/8/2019	24750	WA ST GET PROGRAM	\$30.00	
28927	11/8/2019	24755	WA ST HEALTH CARE AUTHORITY	\$436,841.13	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/8/2019

Thru Date: 11/8/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28928	11/8/2019	26861	WESTERN GRAPHICS INC.	\$979.61	
				Total:	\$1,379,736.06

Intercity Transit

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Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/15/2019

Thru Date: 11/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28930	11/15/2019	01820	AMERICAN DRIVING RECORDS INC	\$381.08	
28931	11/15/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$147.63	
28932	11/15/2019	02380	ARAMARK UNIFORM SERVICES	\$1,109.10	
28933	11/15/2019	02580	ASSOCIATED PETROLEUM	\$545.57	
28934	11/15/2019	02990	B&B SIGN COMPANY LLC	\$382.55	
28935	11/15/2019	03250	BATTERY SYSTEMS INC	\$2,704.12	
28936	11/15/2019	04120	BUILDERS HARDWARE & SUPPLY	\$180.34	
28937	11/15/2019	05230	CAPITAL HEATING & COOLING	\$575.07	
28938	11/15/2019	05740	CED	\$104.55	
28939	11/15/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$273.74	
28940	11/15/2019	06823	CONDUENT TRANSPORT SOLUTIONS INC	\$8,301.41	
28941	11/15/2019	07220	CUMMINS INC.	\$7,424.67	
28942	11/15/2019	07619	DAVID S FOSTER	\$1,750.00	
28943	11/15/2019	09662	FERRELLGAS	\$6,233.25	
28944	11/15/2019	10477	GALLS LLC	\$0.00	<input checked="" type="checkbox"/>
28945	11/15/2019	10477	GALLS LLC	\$3,349.50	
28946	11/15/2019	10580	GENE'S TOWING INC	\$130.44	
28947	11/15/2019	10605	GENFARE	\$56.63	
28948	11/15/2019	10660	GILLIG LLC	\$4,380.17	
28949	11/15/2019	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
28950	11/15/2019	11261	HERMANSON COMPANY LLP	\$4,672.30	
28951	11/15/2019	11498	IBI GROUP	\$21,425.24	
28952	11/15/2019	11905	JANEK CORPORATION	\$852.54	
28953	11/15/2019	11943	JOANNA GRIST	\$1,750.00	
28954	11/15/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$560.00	
28955	11/15/2019	13850	MASON TRANSIT AUTHORITY	\$394.00	
28956	11/15/2019	14590	MOHAWK MFG & SUPPLY	\$333.36	
28957	11/15/2019	14750	MULLINAX FORD	\$318.01	
28958	11/15/2019	15140	NISQUALLY TOWING SERVICE	\$582.01	
28959	11/15/2019	16252	ONSPOT OF NORTH AMERICA INC.	\$4,432.86	
28960	11/15/2019	16490	HAROLD LEMAY ENTERPRISES	\$655.01	
28961	11/15/2019	16595	PACIFIC POWER GROUP LLC	\$1,643.93	
28962	11/15/2019	16654	PARKER CORPORATE SERVICES INC.	\$31,129.80	
28963	11/15/2019	16888	REXEL USA INC.	\$396.23	
28964	11/15/2019	16969	POINT GRAPHICS LLC	\$73.78	
28965	11/15/2019	17290	PUGET SOUND ENERGY	\$18,645.21	
28966	11/15/2019	17810	RR DONNELLEY COMPANY	\$742.28	
28967	11/15/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,343.30	
28968	11/15/2019	18145	SIX ROBBLEES INC	\$119.60	
28969	11/15/2019	18470	SPORTWORKS NORTHWEST INC	\$1,181.83	
28970	11/15/2019	18530	STANDARD PARTS CORP	\$223.63	
28971	11/15/2019	18540	STANTEC CONSULTING SERVICES INC	\$4,247.17	
28972	11/15/2019	18705	SUNBELT RENTALS	\$2,137.62	
28973	11/15/2019	18940	TENNANT COMPANY	\$42.46	
28974	11/15/2019	21660	THERMO KING NORTHWEST	\$80.79	
28975	11/15/2019	21930	TIRES INC	\$3,614.28	
28976	11/15/2019	21950	TITUS-WILL CHEVROLET	\$3,671.01	
28977	11/15/2019	21985	TOTAL FILTRATION SERVICES INC	\$91.20	
28978	11/15/2019	22010	TOYOTA OF OLYMPIA	\$96.76	
28979	11/15/2019	22325	TTL PARTNERS LLC	\$3,443.00	
28980	11/15/2019	22420	TUMWATER PRINTING	\$2,138.45	
28981	11/15/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$42,746.48	
28982	11/15/2019	25380	WASHINGTON GARDENS	\$316.97	
28983	11/15/2019	26700	ZEIGLERS WELDING	\$546.50	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/15/2019

Thru Date: 11/15/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28984	11/15/2019	26861	WESTERN GRAPHICS INC.	\$1,002.03	
				Total:	\$199,679.46

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/14/2019

Thru Date: 11/14/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28985	11/14/2019	25661	WAUNCH CONSTRUCTION & TRUCKING INC	\$277,492.73	
			Total:	\$277,492.73	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/20/2019

Thru Date: 11/20/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28988	11/20/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$5,168.54	
			Total:	\$5,168.54	

Intercity Transit
Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/19/2019

Thru Date: 11/19/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28986	11/19/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
28987	11/19/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$83,299.36	
Total:				\$83,299.36	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/22/2019

Thru Date: 11/22/2019

Check #	Check Date	Ref #	Name	Amount	Voided
28989	11/22/2019	01405	ADVANCE GLASS INC.	\$348.19	
28990	11/22/2019	01895	ECOLUBE RECOVERY LLC	\$573.83	
28991	11/22/2019	06525	Colorado Department of Revenue	\$380.60	
28992	11/22/2019	06781	COMPUNET INC.	\$13,416.58	
28993	11/22/2019	07220	CUMMINS INC.	\$7,617.54	
28994	11/22/2019	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$216.40	
28995	11/22/2019	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
28996	11/22/2019	10608	GEOENGINEERS INC	\$1,380.08	
28997	11/22/2019	10660	GILLIG LLC	\$4,941.49	
28998	11/22/2019	10759	GORDON TRUCK CENTERS INC	\$1,243.66	
28999	11/22/2019	10816	GRAHAM CONSTRUCTION & MANAGEMENT I	\$587,820.72	
29000	11/22/2019	11909	JAYRAY ADS & PR INC	\$798.75	
29001	11/22/2019	12845	KNIGHT FIRE PROTECTION	\$3,888.59	
29002	11/22/2019	13661	LOOMIS	\$3,231.82	
29003	11/22/2019	13740	MAGELLAN HEALTHCARE	\$1,852.20	
29004	11/22/2019	13793	MARTIN WAY COLLISION INC.	\$1,224.52	
29005	11/22/2019	13886	MATERIALS TESTING & CONSULTING INC.	\$6,283.00	
29006	11/22/2019	14381	METLIFE	\$8,546.60	
29007	11/22/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29008	11/22/2019	14590	MOHAWK MFG & SUPPLY	\$245.48	
29009	11/22/2019	14750	MULLINAX FORD	\$274.33	
29010	11/22/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$315.73	
29011	11/22/2019	16595	PACIFIC POWER GROUP LLC	\$431.58	
29012	11/22/2019	16841	PIONEER FIRE & SECURITY INC.	\$330.00	
29013	11/22/2019	16888	REXEL USA INC.	\$397.59	
29014	11/22/2019	16966	POINT & PAY	\$1,730.63	
29015	11/22/2019	16969	POINT GRAPHICS LLC	\$225.64	
29016	11/22/2019	17290	PUGET SOUND ENERGY	\$5,508.77	
29017	11/22/2019	17505	RAINIER DODGE INC	\$99.94	
29018	11/22/2019	17900	SCHETKY NORTHWEST SALES INC.	\$485.35	
29019	11/22/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$296.27	
29020	11/22/2019	18510	SRG PARTNERSHIP INC.	\$43,995.80	
29021	11/22/2019	18530	STANDARD PARTS CORP	\$312.70	
29022	11/22/2019	18651	STORMANS (LICENSING)	\$172.50	
29023	11/22/2019	18705	SUNBELT RENTALS	\$2,425.04	
29024	11/22/2019	21750	THURSTON COUNTY CHAMBER OF COMMER	\$2,200.00	
29025	11/22/2019	21950	TITUS-WILL CHEVROLET	\$3,396.86	
29026	11/22/2019	23411	US DEPT OF EDUCATION AWG	\$356.21	
29027	11/22/2019	23576	UNG CHAE	\$2,700.00	
29028	11/22/2019	23621	UPS FREIGHT	\$700.65	
29029	11/22/2019	24000	W W GRAINGER INC	\$68.71	
29030	11/22/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
29031	11/22/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29032	11/22/2019	24750	WA ST GET PROGRAM	\$30.00	
29033	11/22/2019	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$140.00	
29034	11/22/2019	26700	ZEIGLERS WELDING	\$1,093.00	
Total:				\$713,189.66	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 11/29/2019

Thru Date: 11/29/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29046	11/29/2019	01405	ADVANCE GLASS INC.	\$777.72	
29047	11/29/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
29048	11/29/2019	02162	ANTHRO-TECH INC.	\$23,052.50	
29049	11/29/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$115.29	
29050	11/29/2019	02380	ARAMARK UNIFORM SERVICES	\$1,065.62	
29051	11/29/2019	02425	ARONSON SECURITY GROUP INC	\$7,402.54	
29052	11/29/2019	02451	SCOTT CHRISTOPHER C.	\$100.00	
29053	11/29/2019	02580	ASSOCIATED PETROLEUM	\$76,554.53	
29054	11/29/2019	03250	BATTERY SYSTEMS INC	\$309.67	
29055	11/29/2019	05720	CDW GOVERNMENT INC	\$1,607.56	
29056	11/29/2019	06120	CITY OF OLYMPIA UTILITIES	\$8,431.82	
29057	11/29/2019	06560	COLUMBIA FORD MERCURY LINCOLN	\$49,242.87	
29058	11/29/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$213.97	
29059	11/29/2019	06781	COMPUNET INC.	\$1,146.99	
29060	11/29/2019	07220	CUMMINS INC.	\$2,636.87	
29061	11/29/2019	10580	GENE'S TOWING INC	\$130.44	
29062	11/29/2019	10607	GENUINE AUTO GLASS OF LACEY	\$437.20	
29063	11/29/2019	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
29064	11/29/2019	10660	GILLIG LLC	\$10,369.02	
29065	11/29/2019	10863	GRAYS HARBOR TRANSIT	\$198.00	
29066	11/29/2019	11498	IBI GROUP	\$13,599.00	
29067	11/29/2019	11615	INDUSTRIAL HYDRAULICS INC	\$77.84	
29068	11/29/2019	11865	ISLAND SUPERIOR AIR FILTER	\$1,159.10	
29069	11/29/2019	14590	MOHAWK MFG & SUPPLY	\$162.32	
29070	11/29/2019	15109	NEW WEST TECHNOLOGIES	\$12.43	
29071	11/29/2019	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$4,739.61	
29072	11/29/2019	15269	NORTHWEST TRUCK & INDUSTRIAL INC	\$38.76	
29073	11/29/2019	16966	POINT & PAY	\$1,557.94	
29074	11/29/2019	16969	POINT GRAPHICS LLC	\$782.35	
29075	11/29/2019	17560	RE AUTO ELECTRIC INC	\$395.99	
29076	11/29/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,265.85	
29077	11/29/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,016.59	
29078	11/29/2019	18530	STANDARD PARTS CORP	\$1,103.14	
29079	11/29/2019	21830	THURSTON COUNTY SOLID WASTE	\$19.04	
29080	11/29/2019	21870	THURSTON MASON SENIOR NEWS -THE	\$114.00	
29081	11/29/2019	21930	TIRES INC	\$22,777.73	
29082	11/29/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
29083	11/29/2019	21950	TITUS-WILL CHEVROLET	\$237.95	
29084	11/29/2019	22010	TOYOTA OF OLYMPIA	\$259.43	
29085	11/29/2019	22100	TRANSIT SOLUTIONS LLC	\$379.82	
29086	11/29/2019	23715	URBAN SOLAR CORPORATION	\$1,082.07	
29087	11/29/2019	23740	USSC ACQUISITION CORP	\$1,975.92	
29088	11/29/2019	23770	VANNER INC.	\$4,070.46	
29089	11/29/2019	24000	W W GRAINGER INC	\$261.23	
29090	11/29/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$615.00	
29091	11/29/2019	26700	ZEIGLERS WELDING	\$795.70	
29092	11/29/2019	26861	WESTERN GRAPHICS INC.	\$577.24	
Total:				\$246,404.98	

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
	02541 ASMUS JAMES									
00	EMP Recog 11/19	DI	11/1/2019			40.00	40.00	40.00		40.00
	03370 BERGKAMP EMILY									
00	Emp Recog 11/19	DI	11/1/2019			195.00	195.00	195.00		235.00
	03925 Brown Carmen									
00	Emp Recog 11/19	DI	11/1/2019			60.00	60.00	60.00		295.00
	03927 Brown George									
00	Emp Recog 11/19	DI	11/1/2019			175.00	175.00	175.00		470.00
	06908 COPPLEY DAVID									
00	Emp Recog 11/19	DI	11/1/2019			50.00	50.00	50.00		520.00
	11370 Howell Carl									
00	Emp Recog 11/19	DI	11/1/2019			30.00	30.00	30.00		550.00
	11760 IT IMPREST ACCOUNT									
00	OCT2019	DI	11/19/2019			1,459.70	1,459.70	1,459.70		2,009.70
	12866 KOLEBER PAUL									
00	Emp Recog 11/19	DI	11/1/2019			40.00	40.00	40.00		2,049.70
	14445 Midgett Elizabeth									
00	Emp Recog 11/19	DI	11/1/2019			30.00	30.00	30.00		2,079.70
	16761 PETTIT LEROY									
00	Emp Recog 11/19	DI	11/1/2019			450.00	450.00	450.00		2,529.70
	16785 PHILLIPS ERIC									
00	Emp Recog 11/19	DI	11/1/2019			100.00	100.00	100.00		2,629.70
	18198 Smart Richard									
00	Emp Recog 11/19	DI	11/1/2019			40.00	40.00	40.00		2,669.70
	21663 Thetford Robert									
00	Emp Recog 11/19	DI	11/1/2019			45.00	45.00	45.00		2,714.70
	22055 TRAIL NANCY									
00	10/10/19 Travel	DI	11/1/2019			122.76	122.76	122.76		2,837.46
	39030 Brown Mark									
00	Emp Recog 11/19	DI	11/1/2019			30.00	30.00	30.00		2,867.46

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	10/21/19 Emp Travel	DI	11/8/2019			682.12	682.12	682.12		682.12
07617 DAVIS JEFF B.										
00	Emp Recog 11/19	DI	11/8/2019			175.00	175.00	175.00		857.12
09990 FOSTER BUDDY										
00	Emp Recog 11/19	DI	11/8/2019			70.00	70.00	70.00		927.12
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019NOV	DI	11/8/2019			3,408.50	3,408.50	3,408.50		4,335.62
14292 MEADOR STEPHANIE C.										
00	Emp Recog 11/19	DI	11/8/2019			35.00	35.00	35.00		4,370.62
14331 Meierhoff Amy										
00	Travel Reimb 10/23	DI	11/8/2019			365.13	365.13	365.13		4,735.75
17101 PRICE KIERSTIN G.										
00	Emp Recog 11/19	DI	11/8/2019			70.00	70.00	70.00		4,805.75
17340 PULLING THOMAS										
00	Emp Recog 11/19	DI	11/8/2019			1,215.00	1,215.00	1,215.00		6,020.75
18036 Seydel Lisa										
00	Emp Recog 11/19	DI	11/8/2019			195.00	195.00	195.00		6,215.75
21968 Tomlin Nathaniel										
00	Emp Recog 11/19	DI	11/8/2019			80.00	80.00	80.00		6,295.75
26502 Yasin Ayub										
00	Emp Recog 11/19	DI	11/8/2019			65.00	65.00	65.00		6,360.75

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
08054 Downey Cherie										
00	11/19 Emp Recog	DI	11/15/2019			85.00	85.00	85.00		85.00
13665 LORENZO JEFFREY										
00	10/31/19 ASE Tests	DI	11/15/2019			266.70	266.70	266.70		351.70
26206 WOOD ROBERT D.										
00	11/19 Emp Recog	DI	11/15/2019			65.00	65.00	65.00		416.70

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	Dudek112019	DI	11/22/2019			179.16	179.16	179.16		179.16
09741 WATERHOUSE CYNTHIA										
00	FISHER112019	DI	11/22/2019			68.00	68.00	68.00		247.16
12913 KRUEGER STEVEN J										
00	11/12-11/14 Trvl	DI	11/22/2019			669.60	669.60	669.60		916.76
13895 Max Roger										
00	Max112019	DI	11/22/2019			35.00	35.00	35.00		951.76
23792 Vento Jorge										
00	Vento112019	DI	11/22/2019			655.00	655.00	655.00		1,606.76

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
10205 FREEMAN-MANZANARES ANN										
00	11/7/19 Travel	DI	11/29/2019			308.78	308.78	308.78		308.78
00	9/26/19 Travel	DI	11/29/2019			1,195.18	1,195.18	1,503.96		1,503.96
26006 Wilcock Brian										
00	11/11/19 Travel	DI	11/29/2019			109.50	109.50	109.50		1,613.46

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: December 4, 2019

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

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Vanpool vehicles attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$26,494.
-
- 5) **Alternatives:**
A. Declare the vehicles surplus. Staff determined there is no longer a need to retain these items.
B. Declare a portion of the vehicles 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.

All vanpool vehicles listed in Exhibit A were purchased with Federal funds, and staff will follow the Federal Transit Administration (FTA) rolling stock disposition requirements identified in Chapter IV of FTA Circular 5010.1F. Funds generated in excess of \$5,000 for a federally funded vanpool vehicle may need to be returned to FTA.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A Surplus Property – December 2019.

EXHIBIT A
SURPLUS PROPERTY - DECEMBER 2019

VANPOOL VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	2026	2009	TOYOTA SIENNA	7	136,564	\$4,513.00
2	2031	2009	TOYOTA SIENNA	7	143,094	\$4,374.00
3	2442	2014	CHEV EXPRESS 12	12	106,371	\$9,640.00
4	2424	2014	CHEV EXPRESS 12	12	131,651	\$7,967.00
TOTAL VALUE						\$26,494.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: December 4, 2019

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

-
- 1) **The Issue:** Whether or not to declare property surplus.
-
- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
-
- 4) **Background:** Staff is requesting the Authority declare the list of Coaches attached in Exhibit A as surplus. These vehicles are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will be sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$27,000.
-
- 5) **Alternatives:**
- A. Declare the coaches surplus. Intercity Transit recently received replacement units for the coaches listed in Exhibit A. These coaches have met their useful life and are no longer needed by the agency.
 - B. Declare a portion of the coaches listed as 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. None of the coaches listed in Exhibit A were purchased with Federal funds.
-
- 7) **Goal Reference:** Not specifically identified in the goals.
-
- 8) **References:** Exhibit A Surplus Property – Coaches.

**EXHIBIT A
SURPLUS PROPERTY - COACHES**

COACHES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	920	2004	35' Gillig Lowfloor Coach	31	552,600	\$3,000.00
2	921	2004	35' Gillig Lowfloor Coach	31	610,643	\$3,000.00
3	922	2004	35' Gillig Lowfloor Coach	31	533,633	\$3,000.00
4	923	2004	35' Gillig Lowfloor Coach	31	541,065	\$3,000.00
5	924	2004	35' Gillig Lowfloor Coach	31	552,600	\$3,000.00
6	925	2004	35' Gillig Lowfloor Coach	31	522,069	\$3,000.00
7	926	2004	35' Gillig Lowfloor Coach	31	660,494	\$3,000.00
8	927	2004	35' Gillig Lowfloor Coach	31	647,330	\$3,000.00
9	936	2005	35' Gillig Lowfloor Coach	32	730,443	\$3,000.00
TOTAL VALUE						\$27,000.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: December 4, 2019

FOR: Intercity Transit Authority
FROM: Rob LaFontaine, Planning Manager, 360-705-5832
SUBJECT: Set Public Hearing for March 2020 Service Change

-
- 1) **The Issue:** Provide an opportunity for public participation in the process of developing new fixed-route service to NE Lacey.
-
- 2) **Recommended Action:** Schedule a public hearing for January 15, 2020, at 5:30 p.m. to receive public comment on the proposed *Route 65* with associated routing and schedule alternatives.
-
- 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.
-
- 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 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 open house events have been scheduled in the NE Lacey area (thanks to support from the Community Action Council who agreed to let us use their facility) on December 5th and January 6th, with a third open house scheduled at Lacey City Hall on December 11th. Following the open house events and public hearing, staff intends to seek ITA approval on February 5, 2020, with implementation of new service effective Sunday, March 22, 2020.

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

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 by an estimated 12,000 annual fixed-route hours, or about 5% of the planned 2020 fixed-route service.

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.”*

8) **References:** Intercity Transit Long Range Plan – adopted November 7, 2018.

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-F
MEETING DATE: December 4, 2019**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares (705-5838)
SUBJECT: Cancel January 1, 2020, Authority Meeting

-
- 1) **The Issue:** Whether to cancel the January 1, 2020, Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, January 1, 2020, Authority meeting due to the New Year's Day holiday.
-
- 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:** The first Authority meeting of 2020 falls on January 1, 2020, which is the New Year's Day holiday. Due to the holiday, staff is recommending that meeting be canceled.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the January 1, 2020, Authority meeting.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 16, 2019

CALL TO ORDER

Chair Sullivan called the October 16, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit. She informed the Authority of the revised agenda that included the addition of Consent Agenda Item 5-B and an update to New Business Agenda Item 6-C.

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

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

Staff Present: Ann Freeman-Manzanares; Mike Burnham; Suzanne Coit; Jessica Gould; Kevin Karkoski; Steve Krueger; Ally McPherson; Pat Messmer; Ryan Nagel; Eric Phillips; Heather Smith; Jonathon Yee.

Others Present: Sreerenjini Namboothiri, Community Advisory Committee.

APPROVAL OF AGENDA

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

Councilmember Gilman arrived.

INTRODUCTIONS

A. Operators - Class 19-05: *Spencer Smith; Sonja Phillips; Michael Lanphear; Leonard Staten, Jr.; Antonio Hughes; William Anderson; Ray Sigmon, Jr.; James Rea; Steven O'Connor.*

RECOGNITION

Freeman-Manzanares recognized the 2019 Washington State Public Transportation Roadeo Grand Champions. This is the fifth year Intercity Transit won the Washington State Grand Champion Award which is a combination of Operations and Maintenance scores.

Intercity Transit Authority Regular Meeting

October 16, 2019

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The Maintenance Team took 1st Place in the State Competition and 13th place in the International Competition. Congratulations to our team, Coach Technicians *Joe Bell, James Bush and Grant Swidecki.*

In Operations, Rob Wood took 1st Place in the 40' competition with a perfect driving score. This is only the second time in 37 years of competition, in both 35' and 40' competition nationwide that has happened.

Dan Savage took 1st Place in the Paratransit Division and 1st Place in Mobility Device Securement. Savage also took 1st Place in the International Competition out of 120 competitors.

David Randall took 2nd Place in the State 35' Competition. He placed 27 in the International Competition out of 89 competitors.

Freeman-Manzanares recognized the great job of the team coaches William Snyder and Bill Miller. She thanked David Dudek for his energy and organization in planning the State Rodeo competitions and thanked Emily Bergkamp, Cameron Crass, Jonathon Yee, Paul Koleber, and Kevin Karkoski for their support. And thanks to operations and maintenance staff who support our local rodeo and our rodeo participants.

Chair Sullivan recessed the meeting for refreshments and to congratulate the participants at 5:46 p.m. for fifteen minutes.

PUBLIC COMMENT - None.

PUBLIC HEARING - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA ITEM

A. Approval of Minutes: September 18, 2019, ITA/CAC Joint Meeting; October 2, 2019, Regular Meeting.

B. Set Public Hearing: Schedule a public hearing for Proposed Fare Change/Zero-Fare Demonstration Project Recommendation on November 20, 2019.

NEW BUSINESS

A. 2020 Draft Budget Second Review. Finance Manager, Suzanne Coit presented the 2020 Draft Budget for a second review that included a Budget Summary – Cash

Intercity Transit Authority Regular Meeting

October 16, 2019

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Basis dated October 10, 2019, with an ending unreserved cash balance of \$24,349,071; and Budget Expenditures – Phase II Authority Review where she noted there was an addition in the amount of \$400,000 for Martin Way P&R Express Bus.

The Authority directed staff to release the budget to the public for comment.

- B. 2020-2025 Draft Strategic Plan.** Freeman-Manzanares presented the Strategic Plan for review and finalization. Past comments from the Authority have been incorporated into this final document.

Melnick referred to #18 – *What steps should Intercity Transit take to reduce emissions and the negative environmental impacts of our operations?* – Bullet #5 – and asked to add or change it to acknowledge the study of zero emissions and alternative fuels.

The Authority directed staff to release the Strategic Plan to the public for comment.

- C. Community Advisory Committee Application Selection.** Freeman-Manzanares said currently, there will be five vacant positions on the CAC, and thirteen applications were received. The Authority was asked to review and select the applications for the interview process.

Board members serving on the interview panel are Debbie Sullivan, Carolyn Cox and Karen Messmer, and the interviews will be held on November 6.

The Authority directed staff to interview all of the applicants who reside within Intercity Transit's PTBA as based on IT's policy.

Freeman-Manzanares mentioned the Authority could consider adding an additional student and bringing the total CAC members to 21.

It was M/S/A by Citizen Representative Messmer and Commissioner Menser to interview the CAC applications that we have received with the caveat that if staff researches and finds one or more who do not qualify due to our policy that they be taken off the list.

COMMITTEE REPORTS

Thurston Regional Planning Council – Messmer said TRPC met October 4. The Council received an update on the I-5 Modeling Project by Veena Tabbutt. That is a study about the congestion in the area between Olympia and up to Tacoma. Tabbutt showed a live model of the traffic patterns showing the number of cars. It's watched in fast motion over time such as the morning peak period, mid-day or afternoon commute time and you can see how it gets backed up from Pacific Avenue all the way to Martin

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October 16, 2019

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Way, etc. Then she could pile on different activities such as adding a ramp meter and it shows how it performs.

Members received a presentation on Web Mapping Capabilities. It's the kind of work they do with the GIS and Messmer was impressed. She said it is exciting work they are doing and she hopes IT can engage with them on the Martin Way study for example. It would be interesting to see what they could do for the agency even on small projects. IT as a member, can ask for a quick project and there would be no charge.

Messmer was a member of the Work Program Subcommittee with the Regional Planning Council to look at their detailed work program and they are still in the process of adopting their Strategic Plan.

Transportation Policy Board – Melnick reported the TPB met October 9. He said the Board amended their Bylaws; discussed the Regional Transportation Plan (RTP) project list; the Board was given a debrief on the TPB retreat and next steps; Marc Daily reported on the 10-year transportation needs assessment; and Karen Parkhurst provided an overview of the draft 2020 State Legislative Priorities.

GENERAL MANAGER'S REPORT

Freeman-Manzanares said previous to the elimination of the Federal Bus and Bus Facility Grant Program, Intercity Transit completed a 6-year financial plan to support its 6-year strategic plan. With the elimination of the Bus and Bus Facility Program in 2012, which had historically paid for 80% of our buses and 80% of our construction projects, Intercity Transit broadened its projection timeframe to consider the full purchase and replacement cycle for its entire fleet of buses. While the Federal Bus and Bus Facilities Program was re-established in late 2015, it returned with significantly less dollars.

Freeman-Manzanares presented several scenarios that included a comprehensive list of future expenditures, including the rehabilitation and expansion of our original maintenance, operations and administrative facilities. The Pattison Street campus is currently in design. The Authority anticipated \$85 million to complete the project and that dollar value is included in the draft 2020 budget. The cost estimate is in flux pending recent soils and structural evaluations. Additional testing and design is required. An initial estimate to address soils and structural elements is \$96 million.

The Authority can expect additional conversations will occur regarding this project. Freeman-Manzanares said in terms of state and federal funding, revenue estimates are reflective of what we know to be true today. It does not take into consideration the passage of Initiative I-976, which will likely result in a significantly reduced multi-modal account, nor does it take into account potential reductions in federal dollars. In this financial model, we assumed a 50% match for grant funded projects. In terms of sales tax, which is Intercity Transit's largest source of funding, our base assumption is

Intercity Transit Authority Regular Meeting

October 16, 2019

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2.5% growth rate year over year. Historically, the 30-year average (1989-2018) was 5.8%. The 15-year average (2004-2018) was 4.2%. During the 10-year period (2007-2016), which includes the most recent recession, the average was 2.3%.

AUTHORITY ISSUES

Menser said Thurston County will conduct a public hearing on a resolution to oppose I-976. The County held a public hearing that was supposed to be on the comprehensive plan, however, instead the topic focused on the Millersylvania State Park project.

Gilman said the Olympia City Council passed a resolution opposing I-976 and said Tim Eyman attended that meeting.

Gilman said Olympia is conducting an economic eco system study that is a combination of Mike Reed, their Economic Development person and a hired consultant, and he would like to include transit as we're looking at commute in and out of distribution of housing by price and jobs by different brackets of compensation.

Melnick appreciated the presentation at the Tumwater Council meeting regarding the I-976.

Sullivan said the City of Tumwater is adamant about opposing I-976. The Council requested the City Manager and the communications department put out a press release or something similar to get information to the voters of the action they took.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:04 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 4, 2019.

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 6, 2019

CALL TO ORDER

Chair Sullivan called the November 6, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Ryan Warner; City of Yelm Councilmember Molly Carmody; City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Tye Menser; Citizen Representative Don Melnick; Citizen Representative Karen Messmer; and Labor Representative David Claus-Sharwark.

Staff Present: Ann Freeman-Manzanares; Cameron Crass; Tammy Ferris; Cindy Fisher; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nicky Upson; Jonathon Yee; Michael Burnham.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Payroll: \$2,615,384.75

B. Accounts Payable: Warrants dated October 4, 2019, numbers 28631-28669, in the amount of \$142,238.23; Warrants dated October 11, 2019, numbers 28670-28737, in the amount of \$3,324,959.57; Warrants dated October 10, 2019, number 28738 in the amount of \$1,000; Warrants dated October 18, 2019, numbers 28751-28801, in the amount of \$4,889,839.58; Warrants dated October 25, 2019, numbers 28802-28846 in the amount of \$179,407.67; Warrant dated October 28, 2019, number 28847 in the amount of \$1,381,017.19; Automated Clearing House Transfers for October 2019 in the amount of \$18,451.75 for a monthly total of \$9,936,913.99.

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November 6, 2019

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- C. Surplus Property.** Declared the items listed on Exhibit A as surplus with a total value estimated at \$3,605. (*Katie Cunningham*)
- D. Operations Uniforms.** Authorized 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. (*Katie Cunningham*)

NEW BUSINESS

- A. Job Order Contract with Department of Enterprise Services.** Procurement Coordinator, Tammy Ferris, presented for consideration an Interagency Agreement (IAA) with Washington State Department of Enterprise Services (DES) to administer a job order contract (JOC) supporting the immediate repair of the Martin Way Park-and-Ride.

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.

It was M/S/A by Citizen Representative Warner and Vice Chair/Citizen Representative Warner to 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.

- B. OTC Graham Construction Contract Amendment.** Procurement Manager, Steve Krueger, presented for consideration an increase to the total not-to-exceed contract amount with Graham Construction (Graham) as necessary to complete the Olympia Transit Center (OTC) Expansion Project.

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, storm water 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.

It was M/S/A by Citizen Representative Messmer and Councilmember Gilman to 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.

- C. March 2020 New NE Lacey Route Public Process.** Development Director, Eric Phillips, and Planning Manager, Rob LaFontaine provided an update on the scheduled outreach and public process elements planned as part of the implementation of a new route in NE Lacey.

Phillips said 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.

LaFontaine provided a sketch of the new Route 65 service to Hawks Prairie. He said there's been good coordination with the City of Lacey Planning staff in consulting over known and forecasting developments in NE Lacey, being mindful of what is there now and likely to be there in the future.

Intercity Transit Authority Regular Meeting

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LaFontaine said staff is currently working on span and frequency of building schedules, when the bus will start in the morning and end in the afternoon/evening. Staff is working through a 70-minute route cycle (to cycle one bus), it's a 16 mile route with 35-minute headways, and trying ways to mitigate that. When all done, it will be somewhere in the 10-12k service hour annually range. He said upcoming public participation includes Community Action Council on December 5 and January 6; and Lacey City Hall, with dates to be determined.

LaFontaine reviewed the route schematics, and reviewed some of the challenges. For example on 15th Avenue (future Woodland Meadows apartment site) there isn't much frontage to place bus stops. On 41st Avenue (Jubilee) there are restrictive median and sidewalk and lighting are limited to the north side of the roadway only, which means we can only serve in the west direction. There are no pedestrian accommodations on the east side of the road. And on Hawks Prairie Road looking east (Target Distribution Center) there is limited and restrictive median in the middle of the road.

D. Fare Change Public Hearing Policy Background. Development Director, Eric Phillips, provided an update on Intercity Transit's policy and federal requirements related to all proposed changes in fare policy.

The ITA bylaws state that a public hearing is to be conducted whenever there is a change in any transit fare. Currently, there are no Federal requirements; however, a fare equity analysis is a requirement for larger urban systems. Intercity Transit is a small urban system and is not subject to this requirement. A fare reduction or change (even if intended to be temporary) that is in place for more than six months would be considered by FTA to be permanent. A fare equity analysis – when required – is submitted to FTA as part of the Title VI program. Intercity Transit will likely be subject to the large urban requirements following the next Census tabulation (2022-2023).

In addition to fare changes, a "large urban" designation will result in a number of new requirements including a more comprehensive review of all future proposed fare and service changes, as well as new criteria being used to determine our formula funds (apportionment) that come directly to Intercity Transit. Phillips said we expect to have many discussions with the Authority about how the large urban designation change will impact how we plan, analyze, and implement service changes and communicate those changes with the community and FTA through our Title VI program.

Phillips reviewed Intercity Transit's Title VI Program requirements. IT goes above and beyond to get the word to the public about changes, using traditional methods and when special requests are made such as printing transit guides in braille.

IT focuses on a broad social, ethnic, age and economic spectrum which makes up the population of our service area. IT routinely uses a variety of communication tools that include:

1. direct reference to the agency's adherence to Title VI requirements;
2. by their nature and means of dissemination are intended not only to reach a broad social and economic spectrum of our service area population and the market place for vendor product and services, but also are tools which are intentionally non-exclusionary in any way. IT maximizes public engagement in the following ways:
 - Website
 - Public Comment forms at Board meetings
 - Transit Guides
 - Rider News and Alerts
 - Customer Comment Opportunities at OTC, the IT business office, online, by phone, and through email.
 - GovDelivery

Phillips said there is no specific FTA requirements outside of our "inclusive communications practices" from a Title VI perspective, but we are doing extensive outreach using all the channels typically noted in our Title VI Program including formal (legal) notice as well as direct communications with our community and riders.

Staff will present a Resolution for Authority consideration as part of the formal process of establishing the five year zero fare demonstration project. The Resolution provides an opportunity to highlight the public process, analysis to date, and reserve the existing underlying fare structure in the event the Authority wants to reconsider. The Resolution can also prescribe periodic review of the demonstration project (via Strategic Plan) to confirm the projects goals.

Adoption will be scheduled, in order, with the separate but related approval of the 2020 budget and the 2020 Strategic Plan, which specifically addresses the Zero Fare demonstration project.

Citizen Representative Candidate Selection for Interviews. Freeman-Manzanares said seven applicants applied by the deadline in response to the Citizen Representative open position. Carmody suggested in the future that the Citizen Representative position be filled by one of the members of the Community Advisory Committee.

The Authority directed staff to schedule interviews with all seven applicants. Originally, the date for the interviews was scheduled for Wednesday, November 13, 2019. However, that date creates a conflict for several Authority members, and it

was suggested conducting the interviews on November 20 starting at 2:15 p.m. prior to the start of the regular Authority meeting.

It was M/S/A by Citizen Representative Melnick and Vice Chair/Citizen Representative Warner to schedule a special meeting to conduct interviews with all seven applicants on November 20, 2019.

COMMITTEE REPORTS

Thurston Regional Planning Council. Messmer said TRPC met November 1. The Council received a presentation from Freeman-Manzanares on IT's Strategic Plan Update.

The Council had a discussion on the future Passenger-Only Ferry Study. The Legislature allocated \$350,000 for Puget Sound Regional Council to conduct an analysis of current and future passenger-only ferry routes in the 12-county Puget Sound region. The study will include a public involvement process.

Community Advisory Committee. No report

GENERAL MANAGER'S REPORT

- Intercity Transit will launch its new high-performance, limited-stop bus service Monday, November 11, 2019. "*The One*," provides faster, more direct transit service, connecting the Martin Way Park-and-Ride in Lacey to the Capital Mall in west Olympia with limited stops.
- Staff is working with ORCAA on the air quality issues affecting the immediate area surrounding the Pattison Street facility. Freeman-Manzanares thanked Councilmember Gilman for providing some assistance in getting a response to the nature of the problem. It appears things are progressing with the City of Olympia, ORCAA and the property owners. The major concern was making sure the air quality issues didn't get so bad that staff would need to moved off site and disrupt or cancel service.
- Freeman-Manzanares along with the Planning staff began the community update road trip. To date, staff presented to the Tumwater Planning Commission, TRPC, Olympia Planning Commission, and Lacey Planning Commission and will continue with the remaining jurisdictions. We've received requests from several non-profits who are interested in the presentation about the community update, and most are interested in the proposal for zero fare.

Intercity Transit Authority Regular Meeting

November 6, 2019

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- Freeman-Manzanares along with Carolyn Cox, Clark Gilman and Debbie Sullivan will meet with The Olympian on November 14, 2019, to provide the one-year community update since last year's election.
- Human Resource staff are conducting new staff interviews daily, and about 25% of IT employees have been with the agency less than one year, and 50% have been here less than five years. Chair Sullivan said she wants to ensure that the influx of so many newly hired staff doesn't change the existing Intercity Transit culture. Freeman-Manzanares said a two-day Leadership and Team Development Workshop conducted by Dr. Eric Allenbaugh is scheduled in December to work with the management team as a first step in retaining the culture.

AUTHORITY ISSUES

Menser said he expects the County to vote next week on the approach to the courthouse project and get it on the ballot in 2020. He asked the Authority to start thinking about what their jurisdictions would be willing to do to help the County educate the community about how significant the project will be as well addressing acute needs.

Cox said the Regional Housing Council paused plans to open a homeless mitigation site near Lacey, at Martin Way and Carpenter Road. It's now predicted readying the site could cost between \$1.6M and \$1.8M. Also, applying for a particular state Housing Trust Fund grant to fund the project was part of the conversation, but the council ultimately decided it wasn't a good fit because the grant required projects to last for at least 50 years, which is a concern. The council will instead shift focus to drafting an agreement that lays out how Thurston County, Lacey, Olympia, and Tumwater will work toward the broader goal of addressing homelessness at the regional level.

Carmody said the City of Yelm voted to replace several sidewalks; and their study session was postponed due to the election. Carmody was re-elected for another four-year term.

Messmer asked if the December 18, 2019, Authority meeting will be canceled, and that a decision on that should be brought before the Authority soon.

Gilman said the Olympia Timberland Library will be closing for renovations and he was approached by several Olympia library patrons asking if Intercity Transit might make an accommodation to allow them to use their library card to ride the bus to the Lacey or Tumwater libraries. Perhaps this can be placed on the next Board agenda for discussion.

Gilman addressed the air quality issue, and said that although no perfect solution has been reached, there have been conversations with people living at the camp, with people advocating for them and the property owner, and Commissioner Menser

Intercity Transit Authority Regular Meeting

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stepped in representing the County, along with ORCAA. The City of Olympia is going to provide a contracted cleanup of the backlog of refuse and place dumpsters out, which should happen the beginning of next week. If this level of intervention doesn't eliminate the burning and smoke issues, then they will have to figure out another type of intervention.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 7:11 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: December 4, 2019.

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

DRAFT

**EXHIBIT A
SURPLUS PROPERTY - NOVEMBER 2019**

FINANCE					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
1	McGunn Safe (old)	NG	1	\$500.00	\$500.00
DEPARTMENT TOTAL					\$500.00
FACILITIES					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
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
DEPARTMENT TOTAL					\$2,525.00
INFORMATION SYSTEMS					
ITEM	DESCRIPTION	MODEL #/ SERIAL #	QTY	UNIT VALUE	TOTAL VALUE
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
DEPARTMENT TOTAL					\$580.00
TOTAL SURPLUS VALUE					\$3,605.00

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
November 20, 2019

CALL TO ORDER

Chair Sullivan called the November 20, 2019, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

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

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

Staff Present: Ann Freeman-Manzanares; Jessica Gould; Steve Krueger; Rob LaFontaine; Brian Nagel; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Nancy Trail; Nicky Upson; Jonathon Yee; Michael Burnham.

Others Present: Legal Counsel, Jeff Myers.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Walker Stephens - Olympia: The Olympia Library is closing at the end of November through end of January for renovations, and this will affect a vulnerable subsection of the homeless community including the elderly and disabled who rely on support services from the library. He would like to see Routes 64, 66 and 13 be fare free starting November 29.

Nicole Thode - Olympia: She is the Manager of the Tumwater Library and she would like fare free to begin November 29 through January 31 between downtown Olympia, Lacey and Tumwater. The Olympia Library is closing for renovations. Libraries also act as warming centers during the winter, and she is concerned the most vulnerable won't be able to get rides to the other libraries.

Heath Reynolds - Olympia: He'd like to see a covered bus shelter at shelter #0594.

PUBLIC HEARINGS

PROPOSED FARE CHANGE

Freeman-Manzanares said the Authority is taking comment on a five-year zero fare demonstration project. The zero fare system would eliminate fare collection on buses and Dial-A-Lift. Consistent with Section 5.4 of the Authority Bylaws, a public hearing is required for a change in any transit fares. As of 4 p.m. today 14 voice messages and 111 written comments were received. The majority of comments are in favor of pursuing the demonstration project. There were several comments from individuals requesting additional information regarding the project or expressing concerns with the proposal. The Authority is scheduled to vote on this issue on December 4, 2019, at 5:30 p.m. here at Intercity Transit. If passed, the demonstration project would go into effect on January 1, 2020.

Chair Sullivan opened the public hearing at 5:41 p.m.

Larry Watkinson - Olympia: He is a strong advocate of Thurston County's public transportation system. He said free bus service would create environmental equity and justice for all incomes, abilities and persons. Transit is a public supported service, like the library and schools and it is the right thing to do for our community. He applauds the ITA for moving forward with this free fare proposal.

Barbara Johnson - Olympia: She rides the bus and loves it. It's a wonderful experience. But no one has any money - either the elderly poor, the working poor, or the young couples. She is concerned about zero fare because she fears it will create a dangerous situation on the bus like the buses in Seattle (Operators being attacked). She said the ones doing this are those not paying. She said IT should have told the tax payers they were planning on going to zero fare. She opposes the zero fare.

Sandy Toso - Olympia: She does not agree with the zero fare proposal and thinks it's wrong. She's concerned about the homeless people riding the bus. She fears it will create a problem for other people riding the bus.

Georgia Wolf - Olympia: She is a DAL client. She has concerns about zero fare and that it will attract a lot of homeless people. She's concerned about her own personal safety. And she feels riding for free would be like an entitlement.

Tedd Kelleher - Olympia: He strongly supports zero fare and applauds IT for everything he's seen going on like the 15-minute dedicated lane makes him proud to live in Olympia. He agrees with all the reasons for zero fare. He's concerned about carbon emissions, but the 15-minute frequency is important to make the system usable for people like teens. When you get more people riding the bus, you get them out of cars and that reduces the carbon footprint.

Intercity Transit Authority Regular Meeting

November 20, 2019

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Cole Abernathy - Olympia. He said he is in solidarity with Walker Stephens regarding providing free rides while the library is being renovated. He said he's been an IT bus rider since a child and he appreciates everyone in the organization and he agrees with the zero fare service.

Kendall Hernandez - He's a college student and supports free public transit. She agrees that it's the right thing to do and it will help the environment. Makes economic sense and would speed up the time it takes to ride the bus. She wants to know why people are scared and why they think people who can't afford to pay bus fare are any more dangerous than anyone else.

Hilary Seydell - Olympia: She is a mom of three and a member of the Olympia School Board. She is speaking on her own behalf and not on behalf of the school district. As a state employee, she enjoys the benefit of access to IT's world-class transit system. Her family uses transit for all aspects of their life. Her children have grown up riding transit and could all tell you which routes take them home by the age of three.

The practice of riding the bus in youth has many other benefits. Young people who know how to navigate their community and get where they want to go are able more fully participate in the life of a community. As a school board member, she frequently hears a desire from organizations to more deeply engage youth in the work of our community. Providing them safe and efficient transportation is a great way show our youth that we want them to join us in the work of governance and decision making.

Full access to transit also empowers our youth to develop the independent life skills needed in adulthood. During the recent strategic planning process for the Olympia School District she frequently heard from parents and adult caregivers real concerns about whether their students were building the real-world skills they would need to live independently. Navigating transit builds those skills.

As our school systems balance the growing needs of our students with limited or restricted investments from the state, expanded access to transit for our students can help us become more financially and environmentally efficient by utilizing transit to move secondary students.

As the cost of living and housing in particular rises, it is critical for us as a community to look for ways to leverage the resources at hand to make our community livable for diverse types of families. It is also important for us to act swiftly to address the impacts of climate change. This pilot is an important step

in doing both.

She thanks IT for their vision in proposing this pilot, and looks forward to seeing how this initiative will transform our community.

Richard Harper - Olympia - He's an IT Operator and does not approve of zero fare. He's been driving for 17 years. He's seen many changes for the positive. However he's concerned, as are fellow drivers, because there are fare issues now but they can be worked around. If someone doesn't have their fare he lets them ride anyway. He doesn't deny anyone a ride. But there are people abusing the system and more people are sleeping, camping and riding around doing nothing on the buses. Using it basically as a campsite. He fears this is going to escalate w/ free fare system. There is a group of people who don't ride the buses now because they don't have money. They are going to start riding the bus. Not to get to the store or work, etc. They will ride because they have nothing else to do. And that's a problem that is increasing. The Operators will have to deal with this, and then people become belligerent. This is a dangerous issue and several drivers have said they are scared for what this change could cause. His issue with zero fare is that it will cause security and safety issues on the buses.

Sue Pierce - Lacey: - She is a long time bus rider and a member of the Community Advisory Committee. She said the zero fare demonstration project is a great idea and worth a try. She has never been afraid to ride the bus and isn't afraid of the future. She knows staff researched this with other cities who have done this. There are a number of positive things about it. It should increase ridership because people won't have to worry about the correct fare. It will speed up getting on/off the bus which will speed up service. She understands the concerns about security and rules, but IT has a good set of rules and a support system to support this demonstration. Applying the rules with consistency will help this. Giving it a five-year test is a good amount of time to test the demonstration project.

Bernie Meyer - Olympia: He gave up driving in 2007 because of climate, energy resource and waste. He uses the bus daily, and he looks forward to zero fare, especially for those with low income or no income. This is going in the right direction. This is a small step to deal with The Crisis.

Carl Bond - Olympia: He's in favor of zero fare. Population will grow, ridership will grow and this will expedite the getting on/off buses.

Rebecca Foust - Tumwater: She supports zero fare but she's concerned about potentially yo-yoing back and forth between zero fare and charging people for rides. She said we're all part of this community and human beings and deserve to have a chance at life. We do need a code of conduct that can be enforced and keep everyone safe. Everyone needs transportation regardless of their situation.

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Orion Canning – Olympia: Has lived in Olympia ten years and doesn't own a car. Uses the bus or bikes. He cares about economic justice and the climate change, and wants as many people riding the bus as possible. He's for zero fare as it might decrease congestion and move us towards less pollution. The poor and homeless are part of your constituency and having access to transportation is foundational because whatever service is being provided helps people get out of poverty. That affects people of color, elderly, homeless and the disabled, the people who need the services the most.

Robert Gorrill – He supports zero fare. He said he along with others over the last few weeks have gone out over the different bus lines and spoke with bus riders about zero fare and the vast majority are supportive or interested. He said out of about 200 people, about 3% opposed or were skeptical. Zero fare is the most effective, immediate method to heighten mobility for low income and homeless people. Best way to mitigate the social and logical consequences of driving. Reduces traffic congestion, car accidents, road repairs. More riders can actually lead to more safety on buses. And can reduce stress and anxiety and conflicts related to fare collection. He rides the bus for fun, to read and to keep warm, and he doesn't think there is anything wrong with that.

Anna Schlecht – Olympia: She grew up on the bus and believes it's a critical part of community and society. Not having the bus curtails her ability to live her life the way she wants. She rides the 62 and 66 and these are wonderful routes, she loves the drivers and the people. She never had issues or problems. She knows that some of her fellow riders come from a house, apartment or a homeless shelter or camp. Public transportation is how you get to jobs, education, groceries, medical services. It's the connection that brings all together. She's a public servant and her career with the City of Olympia has been in housing, homeless shelters, services and moving into finding ways of supporting people who are living in the woods and camps. Housing and transportation go together. She strongly supports the zero fare project. She said all people deserve public transportation, and deserve to be part of any winning of the community and IT is making that possible. She started a construction business on the bus. Everyone was very supportive and it was a launching point for me.

Pat Holm – Olympia: Supports zero fare. Applauds IT for making this happen. She's been wanting this for many years. She's the transportation coordinator at the Department of Ecology, where they try to get people out of their cars which is hard to do. She is hoping that his project allows more people to take the bus because they don't need the correct fare.

Kropotkin Goldman – Olympia: Zero fare is a win-win. It's good for the environment, good for people generally and the most impoverished, and that doesn't take away from being good for the entire community. Other people gaining access to the bus doesn't take away that bus access for others. For those people concerned with problems of violence as a whole, the biggest cause for overall violence is people not having access to the necessities of life.

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Baklhin Berkman - Olympia: He's a student who rides the 41 and 48 every day and he uses the bus for school and fun. He can assure the buses are safe both when crowded and not. He has not witnessed anything dangerous on the buses. He is strongly in favor of fare free buses.

Reed Ingalls - Olympia: He is a daily bus rider and when he was a student he enjoyed have a free bus pass from Evergreen and he's excited to hear about zero fare. He likes being able to get on with no worry about fares. The buses are community space where he makes friends and has conversations with people and he values that. He hopes zero fare expands to other cities. And he'd like to see having to pay for fares as weird as having to pay to use the library or go to school. And make other things accessible as well like food, housing, health care and the general necessities to survive.

Belinda Bess - Olympia: She's been riding transit for eight years and supports zero fare. The bus provides a real sense of community and solidarity and it's a great reflection on the community.

Noah Martin - Olympia: He supports zero fare. He rides every day and works and lives in Olympia. Not having to deal with making change and dealing with fare issues, like the amount of time buses get held up because people do not have the right change. IT has great bus drivers and it's one of the most efficient systems he's been on. Riding transit is positive for everyone and we should encourage it because it reduces CO2, road wear, and congestion. He noted the bus driver opposed to this because they are worried about allowing more people on who might fall asleep - it's a fair point to make that bus drivers are not shelter counselors and they are not trained in that. But he was homeless for six months and was one of those riders who got a free ride because he didn't have enough money to get to his job. Nickels and dimes can be the difference for somebody being able to struggle their way out of poverty. There are great bus drivers who understand that. Don't let issues of housing, inequality get in the way of reducing other barriers to people getting out of these dire situations.

Caroline Keane - Olympia: She said she has worked two jobs and had to turn to coworkers for bus money. Or has had to ask the driver to allow her to ride for free. She said it a demeaning, degrading situation to say you don't have money. This demonstration project will make such a difference in so many people's lives. Without transportation, there's no way to get to a job. She understands that people may have safety concerns but she hasn't seen that manifest itself and people are riding for free now. And she understands the challenge of people not having someplace to go. Those fears and challenges shouldn't keep us from trying this and trying to improve people's lives. She supports zero fare.

Radhika Krishna - She is a student at the Evergreen State College and she is disabled and a person of color. She said not everyone feels safe riding the bus. There are days

when she intentionally doesn't ride because she felt unsafe. It's not because of the homeless population. It's most often people who do pay fares and it's the bus drivers. She wanted to acknowledge the privilege of those who do feel safe on the bus because that's not the case for everyone. However, she does support the zero fare, and a lot of her disabled friends who graduated this year currently can't pay the fares and they end up walking to doctor appointments and it would be great to see this service.

Kedisha Hissan - Olympia: She was a student at Oregon State University and has lived in Olympia for eight years. She is in full support of zero fare. The bus is a place that builds equity. It has a complete diverse array of people sitting together and we make friends and support each other. This is also a larger conversation about equity. By going fare free, we're taking a step in saying human life is worthy and we all have the right to safety, resources and accessibility.

Charlia Messinger - Olympia: Lived in Olympia nine years and did have the free Evergreen bus pass and it was a life saver. Easy access to transportation saves lives. Also survivors of domestic violence for them to have access that isn't controlled by someone else to transportation will remove a barrier. In her job, she gives out bus passes to folks who need to get to appointments, to a safe place, see their family. I am in favor of zero fare.

Annie Flynn - She said another group struggling are the elderly. Driving a car becomes more and more difficult and really it's safer for everyone else to not have us driving. More available transit is a powerful force. Making the fares free is powerful because everyone should be able to get where they need to go.

Scott Yoos - Olympia: (Required an interpreter, however, Anna Schlecht read aloud his written comments). He supports zero fare. He represents the throngs of alter-abled citizens who are concerned about this dystopian future which our blessed planet is tragically muddling towards under the sorry guidance of our short sighted species. This zero fare proposal is something that would make me feel truly proud of our community. It's potentially a huge game changer.

Chair Sullivan closed the public hearing on the Fare Change at 6:45 p.m. She then called for a ten minute recess. Chair Sullivan reconvened the meeting at 6:55 p.m.

2020-2025 Draft Strategic Plan

Freeman-Manzanares said the strategic plan is IT's primary policy document and includes 19 policy positions one of which is zero fare. The strategic plan is the basis of the budget. Two written public comments were received for the strategic plan, one in support of zero fare and the other in support of zero fare and bus rapid transit.

Chair Sullivan opened the public hearing at 6:56 p.m.

Sue Pierce - Lacey: She is in support of all the work that has been done on the strategic plan. She knows staff and the Authority took a lot of time during the year to work on this and compare it with the mission and vision statements, the general policies of Intercity Transit, and the long range plan. She appreciates that it's written clearly and easy to read. It explains IT's history and goes through all things critical to running IT and making it a successful transit system. She is in support of the draft plan.

Chair Sullivan closed the public hearing at 6:57 p.m.

2020 Draft Budget

Finance Manager, Suzanne Coit, indicated one written public comment was received on the draft budget.

Chair Sullivan opened the public hearing at 6:58 p.m.

Sue Pierce - Lacey: She is in support of the draft budget and she understands that potentially tough times are coming and the Authority has a rough road ahead while making adjustments. She understands the work that went into preparing the budget.

Chair Sullivan closed the hearing at 6:59 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

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

A. Surplus Property. Declared the items listed on Exhibit A as surplus with a total value estimated at \$70,669. *(Katie Cunningham)*

COMMITTEE REPORTS

Transportation Policy Board. Melnick said TPB met November 13. The Board received an excellent presentation by Freeman-Manzanares on Intercity Transit's Strategic Plan Update. They also received an I-5 update on the work WSDOT and TRPC are doing to identify issues, challenges and potential solutions on I-5 in the Thurston Region. This included model results, technical input, and outreach and draft recommendations. Melnick said this will go until 2030 and he thought there should be some way to model autonomous vehicles.

There was a presentation on the 2020 Call of Projects by Paul Brewster to discuss regional priorities, funding set aside and potential new project selection criteria. They will be doing the majority of work at the December meeting. Menser added they went

through all of the possible strategies that would have the biggest impact. The number one was land use and that was defined as continuing to develop our urban corridors and not allowing sprawl into urban areas. That was number one by a factor of two. It was more than twice as impactful as any other strategy they could employ. The second was transit. Gilman said the third most impactful item was transportation demand management and trip reduction strategies.

Community Advisory Committee. No Report.

GENERAL MANAGER'S REPORT

A meeting was held with the Olympian on November 14, 2019, resulting in an article referencing the proposed zero fare.

Applicants applying for the Community Advisory Committee were interviewed on November 6, 2019. A recommendation for a candidate will be presented to the Authority at the December 4, 2019, meeting. Two of these candidates also applied for the Citizen Representative position. Interviews for those candidates will be held November 25, 2019.

Freeman-Manzanares along with other staff members continue to present information about zero fare to the various jurisdictions and other community members.

Gilman asked if it's possible to address those affected by the closure of the Olympia Library and getting them to Tumwater and Lacey. Freeman-Manzanares said they will work with Operations and figure out how to provide transportation for those individuals.

AUTHORITY ISSUES

Cox asked if there could be noise makers at the December 4, 2019, Authority meeting.

Messmer asked for clarification regarding the meeting schedule for December, and whether there will be a meeting on December 18. Freeman-Manzanares said she was waiting for all of the public comment to come in on the budget and strategic plan, in the event there was the necessity to hold that second meeting in December. If the Authority feels comfortable with canceling that meeting, she will place the cancelation on the December 4 agenda.

Messmer said she was surprised and unaware of whether the Authority had policies about how we engage in legal activities such as I-976. She asked at what level does that become a Board or policy decision to get involved in litigation or is it delegated authority to General Manager. As far as she's aware, the Board was not involved in the

Intercity Transit Authority Regular Meeting
November 20, 2019
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decision to enter into a litigation of any kind, and the Board should have a discussion about who makes that decision.

Vice Chair Warner said Freeman-Manzanares consulted with him and the Chair regarding the ramifications and pros and cons of joining that litigation. Sullivan said this was a time-sensitive situation and there was no time or no mechanism to consult with the rest of the Board.

Legal Counsel Myers said Freeman-Manzanares called him about this situation and he reviewed the Bylaws for guidance as to how that decision is made and the Bylaws are silent on the issue. Myers suggested there was precedent which supported the Executive making such a decision. Myers suggested the organization may want to amend the Bylaws providing for specific guidance and criteria on this topic.

Gilman said he asked at the last meeting to have the issue of the closed library transportation for library patrons placed on the next agenda, and he thought there was general agreement. He asked if there is a formal process for Board members to get items on the agenda. Myers said the Board can set the agenda and add or delete topics any time during a regular meeting. If the Board wanted to hold a special meeting between now and when they need that action to occur, a majority of the Board can call a special meeting. The Board could even deal with the issue at tonight's meeting. Freeman-Manzanares stated that based on the conversation at the previous meeting, staff planned to provide transportation to assist during construction.

Melnick thanked Freeman-Manzanares, Phillips and LaFontaine for educating the public about the zero fare. He also thanked them for setting up the initial ride of The One. And he thanked LaFontaine for spending time showing him scenario planning modeling for the long range financials.

Sullivan thanked Freeman-Manzanares, Phillips and LaFontaine for the presentation to the Tumwater City Council. She appreciated the PowerPoint presentation.

Chair Sullivan recessed the meeting for five minutes prior to the start of the Executive Session.

EXECUTIVE SESSION - LITIGATION - Pursuant to RCW 42.30.110(i), Chair Sullivan recessed the meeting at 7:25 p.m. to go into an Executive Session to discuss with legal counsel representing the agency matters relating to litigation or potential litigation to which the agency, is, or is likely to become, a party to, and public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. She announced the Authority would be in Executive session until 30 minutes.

**Intercity Transit Authority Regular Meeting
November 20, 2019
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Those attending the executive session included: *Commissioner Menser; Councilmember Cox; Citizen Representative Messmer; Councilmember Gilman; Citizen Representative Melnick; Citizen Representative and Vice Chair Warner; Councilmember and Chair Sullivan; General Manager Ann Freeman-Manzanares; Clerk of the Board Pat Messmer; and legal Counsel Jeff Myers.*

Chair Sullivan reconvened to regular session at 7:55 p.m.

Legal Counsel Myers asked the Authority for discussion about how they wish to respond to the I-976 lawsuit, and to consider approval to participate in the litigation as determined by the General Manager. Intercity Transit is now a party to that litigation and it's appropriate for the Authority to weigh in and take a position on how they feel and express concerns about the merits of I-976 and take action as they see fit.

It was M/S/A by Citizen Representatives Warner and Melnick to approve participation in litigation opposing Initiative 976 as determined by the General Manager.

CLOSED SESSION - Pursuant to RCW 42.30.140 (4) (b), Chair Sullivan announced once the meeting is adjourned, there will be a Closed Session to allow Authority members and necessary staff to discuss items related to the IAM District Lodge 160. No further action will be taken.

Attending the Closed Session: General Manager Freeman-Manzanares; Admin Services Director Heather Stafford-Smith; Authority members Sullivan, Warner, Melnick, Gilman, Messmer, Menser and Cox.

ADJOURNMENT

With no further business to come before the Authority, Chair Sullivan adjourned the meeting at 8:02 p.m.

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST

**Pat Messmer
Clerk to the Authority**

Date Approved: December 4, 2019.

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

EXHIBIT A
SURPLUS PROPERTY - NOVEMBER 2019

VANPOOL VEHICLES						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	VALUE
1	2000	2009	TOYOTA SIENNA	7	128,206	\$4,708.00
2	2005	2009	TOYOTA SIENNA	7	148,293	\$4,241.00
3	2125	2011	DODGE CARAVAN	7	83,336	\$5,611.00
4	2132	2011	DODGE CARAVAN	7	72,532	\$6,075.00
5	2208	2012	DODGE CARAVAN	7	121,388	\$4,592.00
6	2240	2012	CHEVROLET EXPRESS	15	120,388	\$7,482.00
7	2313	2013	DODGE CARAVAN	7	105,642	\$5,112.00
8	2361	2013	CHEVROLET EXPRESS	15	101,789	\$9,782.00
9	2400	2014	DODGE CARAVAN	7	108,097	\$5,905.00
10	2405	2014	DODGE CARAVAN	7	115,620	\$5,645.00
11	2517	2015	CHEVROLET EXPRESS	12	92,812	\$11,516.00
TOTAL VALUE						\$70,669.00

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
November 25, 2019

CALL TO ORDER

Chair Sullivan called the special meeting to order at 9:15 a.m.

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

Staff Present: Ann Freeman-Manzanares, Pat Messmer and Nancy Trail.

APPLICANT INTERVIEWS

The Authority conducted interviews for the six of the seven applicants who applied for the open Citizen Representative position.

Applicants: Sue Pierce; John Gear; Carl Bond; Amanda Lucas; Allison Spector; Tim Horton. Susan Spinelli was unable to attend.

The Authority took a 30-minute recess for lunch and then proceeded with the remaining interviews. At the end of the interviews, the Authority held a discussion of the applicants' qualifications.

ADJOURNMENT

The meeting adjourned at 2:40 p.m.

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST

Pat Messmer
Clerk to the Authority

Date Approved: December 4, 2019.

Prepared by Pat Messmer, Clerk of the Board/
Executive Assistant, Intercity Transit

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: December 4, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares

SUBJECT: Adopt Resolution 03-2019
Implementing Five-Year Zero-Fare Demonstration

-
- 1) **The Issue:** Adopt Resolution 03-2019 Implementing a five-year, zero-fare demonstration project
-
- 2) **Recommended Action:** Adopt Resolution 03-2019 that establishes a five-year, zero-fare demonstration project.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to hold a public hearing and adopt a resolution for “a change of any transit fare”.
-
- 4) **Background:** The community survey and IT Proposition 1, approved in November 2018 supported consideration of the current fare collection system and creating a transformational transit system. The Authority solicited and reviewed a technical analysis of existing fare collection systems, capital and operating cost, and how best to provide a broad range of benefits desired by the community documented during the two-year public engagement process entitled “IT Road Trip.” The results of that analysis resulted in a proposal for a five-year, zero-fare demonstration project. Public comment was solicited and heard on November 20, 2019. The Authority received 125 comments prior to the hearing and 30 during the hearing. The majority of those comments were in favor of the five-year, zero-fare demonstration project. A resolution is before the Authority this evening for consideration.
-
- 5) **Alternatives:**
- A) Adopt Resolution 03-2019 that establishes a five-year, zero-fare demonstration project.
 - B) Direct staff to revise the proposed resolution.
-
- 6) **Budget Notes:** The proposed change in fares (Zero-Fare) is reflected in the draft 2020-2025 strategic plan and the draft 2020 budget as presented.
-
- 7) **Goal Reference:** This item is consistent and supports all Authority goals.

-
- 8) **References:** Resolution 03-2019 implementing a five-year, zero-fare demonstration project.

**INTERCITY TRANSIT
RESOLUTION NO. 03-2019
SUSPENDING FARE COLLECTION FOR FIXED ROUTE AND DIAL-A-LIFT
IMPLEMENTING FIVE-YEAR "ZERO-FARE" DEMONSTRATION**

A **RESOLUTION** suspending fare collection for Fixed Route and Dial-A-Lift services, implementing an interim change in fare collection policy, establishing a five-year demonstration project to evaluate the benefits of "Zero-Fare," establishing review procedures and setting the effective date as January 1, 2020.

WHEREAS, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

WHEREAS, Intercity Transit provides public transportation services to Olympia, Lacey, Tumwater, Yelm and the urban growth boundaries of Thurston County; and

WHEREAS, Intercity Transit's mission is to provide and promote public transportation choices that support an accessible, sustainable, livable, healthy, prosperous community; and

WHEREAS, Thurston County voters approved Proposition 1, November 2018, supporting a "transformational" transit system and consideration of the current fare collection system; and

WHEREAS, during 2019 the Intercity Transit Authority solicited and reviewed a technical analysis of the existing fare collection system, capital and operating costs, future revenue considerations, and options to the current system that would provide a range of community benefits as documented during the two-year public engagement process - "Road Trip;" and

WHEREAS, Intercity Transit's 2020 *Strategic Plan* provides policy direction to implement a "Zero-Fare" demonstration program; and

WHEREAS, the Authority wishes to evaluate the community benefits of a "Zero-Fare" demonstration project; and

WHEREAS, the current fare structure is established under Resolution 02-2012; and

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

Section 1. Five-year "Zero-Fare" demonstration established. Effective January 1, 2020, Intercity Transit will suspend fare collections authorized under Resolution 02-2012 on all Fixed Route, Express, and Dial-A-Lift in accordance with the "Zero-Fare" demonstration project policy, set forth in the agency's *Strategic Plan* for a period of five years, subject to annual review by the Intercity Transit Authority, as part of the *Strategic Plan* and annual Budget process.

Section 2. Fares Suspended during "Zero-Fare" demonstration. During the Zero-Fare demonstration period the underlying fares and fare categories established under Resolution 02-2012 will remain in place until completion of the Zero-Fare demonstration period or replaced or modified by separate action of the Authority.

Section 3. Authority Review of “Zero-Fare” demonstration. Annual review of the Zero-Fare demonstration policy shall occur with the review and updates of the *Strategic Plan* and annual Budget process; provided, the Authority may review the “Zero-Fare” demonstration policy at any time in accordance with applicable procedures, including a public hearing as may be required in accordance with the Intercity Transit Bylaws.

Section 4. Future Federal Compliance. Intercity Transit is a “small” urban system with less than 200,000 population. In the event that Intercity is designated as a “large” urban system at or prior to the expiration of the “Zero-Fare” demonstration, a Fare Equity Analysis may be required to be performed prior to reinstatement or changes to the fare structure and types (reserved under Resolution 02-2012) in accordance with FTA requirements and Intercity transits current Title VI plan.

Section 5. Excludes Vanpool. The suspension of fare collection under the “Zero-Fare” demonstration period does not apply to Vanpool fares as established, separately, under Resolution 01-2012.

ADOPTED: This 4th day of December, 2019

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST:

**Pat Messmer
Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM

**Jeffrey S. Myers
Legal Counsel**

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

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares

SUBJECT: 2020-2025 Strategic Plan Adoption

1) **The Issue:** Adopt the 2020-2025 Strategic Plan.

2) **Recommended Action:** Adopt the 2025 Strategic Plan.

3) **Policy Analysis:** The Intercity Transit Authority must adopt a Budget and the Transportation Improvement Program/Program of Projects annually. The Strategic Plan provides the framework for these documents and maps Intercity Transit's plan over the next six years.

4) **Background:** The 2020-2025 Strategic Plan continues the Authority's practice of annually updating and adopting a Strategic Plan. A draft strategic plan was made available to the public for review and comments with a public hearing on November 20, 2019. The Strategic Plan proposes expanded services levels and direction for programs, services and the future of Intercity Transit.

The 2020-2025 Strategic Plan represents the outcome of review by the Authority and the Citizen Advisory Committee over the past year. It provides the basis for the development of the 2020 Operating and Capital budget.

5) **Alternatives:**

A) Adopt the 2020-2025 Strategic Plan.

B) Direct staff to revise the proposed 2020-2025 draft plan for adoption at a later date. There is no requirement for the Authority to adopt the Strategic Plan.

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

7) **Goal Reference:** The Strategic Plan identifies and addresses all the goals.

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

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

FOR: Intercity Transit Authority
FROM: Suzanne Coit, Finance Manager
SUBJECT: 2020 Budget Adoption

-
- 1) **The Issue:** Adopt the 2020 Budget.
-
- 2) **Recommended Action:** Adopt Resolution 02-2019 that establishes the 2020 Budget.
-
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The 2020 budget documents rest heavily on the Strategic Plan that the Authority is scheduled to adopted on December 4, 2019. The Strategic Plan states the Authority's policies regarding service levels, fare levels and capital projects.
-
- 4) **Background:** The 2020 draft budget has been available to the public on our website since October 25, 2019. A public hearing was held on Wednesday, November 20, 2019.

The proposed operating budget including new projects and positions for 2020 is \$61.5 million. The capital budget for 2020 is proposed at \$117.3 million, which includes \$116.1 million in rollover projects from previous years and \$1.2 million in new projects. The total proposed budget for 2020 is \$178.8 million.

The proposed budget includes 25 new positions. Provision for a general wage increase for non-represented employees is included in the budget, and an increase for the Amalgamated Transit Union (ATU) and the International Association of Machinists (IAM) has also been included in the budget per their contracts.

-
- 5) **Alternatives:**
- A) Accept the budget as presented and formally adopt the budget for 2020.
 - B) Direct staff to revise the proposed 2020 budget and adopt the budget as revised.
 - C) Direct staff to revise the proposed 2020 budget and bring the revised budget back to the Authority.

6) **Budget Notes:** The 2020 Budget establishes spending for the coming year.

7) **Goal Reference:** The annual budget directs how we address all our goals.

8) **References:** Draft 2020 Budget. Resolution 02-2019 Adopting the 2020 Budget.

REVISED
INTERCITY TRANSIT
RESOLUTION NO. 02-2019
ADOPTION OF THE 2020 BUDGET

A RESOLUTION adopting the budget for Intercity Transit for the year 2020 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2020 and

WHEREAS, at said public meeting, the 2020 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2020 is hereby adopted:

ESTIMATED RESOURCES	
Beginning Estimated Cash Balance	\$ 87,192,698
Estimated Revenues	131,367,656
TOTAL ESTIMATED RESOURCES	\$ 218,560,354
ESTIMATED UTILIZATION OF RESOURCES	
Total Operating and Capital Expenses	\$ 178,926,387
Estimated Ending Cash Balance	39,633,967
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ 218,560,354

ADOPTED: This 4th day of December, 2019

INTERCITY TRANSIT AUTHORITY

Debbie Sullivan, Chair

ATTEST:

Pat Messmer
Executive Assistant/
Clerk of the Board

APPROVED AS TO FORM

Jeffrey S. Myers
Legal Counsel

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

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares (705-5838)
SUBJECT: Cancel December 18, 2019 Authority Meeting

-
- 1) **The Issue:** Whether to cancel the December 18, 2019, Authority meeting.
-
- 2) **Recommended Action:** Cancel the Wednesday, December 18, 2019, Authority meeting.
-
- 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:** At this time, staff does not anticipate any agenda items scheduled for the December 18, 2019, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
- If approved, staff will provide appropriate legal notice to the public.
-
- 5) **Alternatives:**
A. Cancel the December 18, 2019, Authority meeting.
B. Maintain the schedule as it stands, and meet on December 18, 2019.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.

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

FOR: Intercity Transit Authority

FROM: Cindy Fisher, Vanpool Manager, 705 5829

SUBJECT: Surplus Van Grant Program

1) **The Issue:** Whether to authorize the General Manager to grant four surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).

2) **Recommended Action:** Authorize the General Manager to grant surplus vanpool vehicles to Veterans for Peace, Coastal Community Action Program, Kokua, and Wa-Ya Outdoor Institute.

3) **Policy Analysis:** The Surplus Van Grant program supports the Strategic Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet transportation needs. Resolution 07-03 dedicates up to four surplus vanpool vehicles for this use.

4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted Resolution 07-03 creating the Surplus Van Grant program. The program makes surplus vanpool vehicles available annually to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not met by Intercity Transit's fixed-route services. The Authority has granted 57 vans to community groups since the program began.

A review team consisting of, General Manager Ann Freeman-Manzanares, former CAC member and Path Program Manager at Capital Recovery Center, Meta Hogan, WorkForce Transitions Specialist at SPSCC, Tonya Huffines, and Vanpool Manager Cindy Fisher Waterhouse evaluated 9 applications received. Utilizing selection criteria including; community benefit, passenger trips provided, coordination of services and ability to maintain vehicle and service, the team recommends award of vehicles to Veterans For Peace, Coastal Community Action Program, Kokua, and Wa-Ya Outdoor Institute. All have worthy programs, demonstrate community benefits and have the ability to comply with the requirements of the grant.

5) **Alternatives:**

- A) Grant four (4) surplus vanpool vehicles to Veterans For Peace, Coastal Community Action Program, Kokua, and Wa-Ya Outdoor Institute
- B) Don't make surplus vans available for the program in 2018.
- C) Delay action until a future date.

-
- 6) **Budget Notes:** The surplus van grant program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$7500 per vehicle or a total of \$30,000 for seven vehicles.
-
- 7) **Goal Reference: Goal #4:** *"Provide responsive transportation options within financial limitations. Goal #7: "Build partnerships to address and jointly find solutions to mobility needs and demands in our community."*
-
- 8) **References:**

Proposed 2019 Van Grant Recipients

Veterans For Peace provides free services to Veterans and help to prevent suicide through peer support, education, sustainable and healing farming activities, to name a few. It also assists those in need of starting, completing and submitting their Veterans claim forms. The Veterans Outreach Project provides victory garden areas so Veterans can see and feel the healing acts of growing and production. The gardens assist in the provision of free, local, healthy food to affected Veterans and families with any excess food donated to local food banks and charities.

Coastal Community Action will utilize their van for to provide reliable work-related transportation for developmentally disabled participants to do not have access to public transportation. This allows them the opportunity to gain independence and work towards self-sufficiency.

Kokua's mission is to provide individuals with disabilities the supports needed to lead full and meaningful lives. Currently Kokua has five programs up and running in Thurston County: Supported Living, Community Guide, Respite, L.E.A.D, and Hummingbird Art Studio. All of these services rely on dependable transportation in order to support individuals to access their community, and to help build a sense of self-value through engagement with other community members in activities.

Wa-Ya Outdoor Institute is a place where Thurston County youth learn about community, STEM principles and emotional resilience. They provide summer day camps with outdoor activities and education, connecting them to a supportive community. They plan to use the van to transport children to field locations, kayak put-ins, geological formations, hiking trailheads, and outdoor gathering areas. Wa-Ya will partner in sharing the van with Olympia Waldorf School, Red Eagle Soaring, Olympia Film Collective, Native Action Network, and United Youth Movement

Grant year	Grantee
2018	Catholic Community Services
2018	Senior Services for South Sound
2018	Family Education & Support Services
2018	Kokua Services
2018	BHR
2018	Community Youth Services
2018	Nature Nurtures Farm
2017	Lacey Veterans HUB
2017	Senior Services for South Sound
2017	Yelm Senior Center
2017	Community Youth Services
2017	TOGETHER
2017	Wa-Ya Outdoor Institute
2017	Thurston County Food Bank
2016	Community Youth Services
2016	Center for Natural Lands Management
2016	City Gates Ministries
2016	Senior Services for the South Sound
2016	Community Action Council
2016	Boys and Girls Club
2015	Community Youth Services
2015	Interfaith Works
2015	CCS/Drexel House
2015	YWCA
2013-14	Thurston County Food Bank
2013-14	GRuB
2013-14	Panza for Quixote Village
2013-14	Boys & Girls Clubs of Thurston Co
2012-13	Catholic Community Services
2012-13	Boys & Girls Clubs of Thurston Co
2012-13	Wee Love Learning Early Learning Center
2012-13	Thurston County Police Athletic League
2011-12	Olympia Union Gospel Mission
2011-12	Senior Services for South Sound

2011-12 Olympia Christian School

2010-11 Olympia Early Learning Center (**returned when center closed**)

2010-11 Senior Services for South Sound

2009-10 Community Youth Services

2009-10 Capital Clubhouse

2009-10 Thurston County Food Bank

2009-10 Yelm Senior Community Center

2008-09 **No vans**

2008-09 **granted**

2008-09 **in**

2008-09 **2008-9**

2007-08 Behavioral Health Resources

2007-08 Partners in Prevention

2007-08 Senior Services for South Sound

2007-08 Bread & Roses

2006-07 Behavioral Health Resources

2006-07 Morningside

2006-07 Catholic Community Services

2006-07 Senior Services for South Sound

2005-06 Boys & Girls Clubs of Thurston Co

2005-06 Pacific Peak Girl Scout Council

2005-06 Behavioral Health Resources

2005-06 Olympia Union Gospel Mission

2004-05 Behavioral Health Resources

2004-05 Senior Services for South Sound

2004-05 Habitat for Humanity

2004-05 Bread & Roses

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-F
MEETING DATE: December 4, 2019

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Community Advisory Committee Appointments

1) **The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

2) **Recommended Action:**

- A. Reappoint **Tim Horton**, Marie Lewis and Marilyn Scott to three-year terms beginning January 1, 2020.
- B. Appoint Sreerenjini Namboothiri to a full three-year term beginning January 1, 2020.
- C. Appoint the following individuals to three-year terms beginning January 1, 2020: Gene Angel; John Gear; Allison Spector; Ty Flint.
- D. Appoint Carissa Putt to the youth position beginning January 1, 2020.

3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 6, 2019. The committee consisted of Debbie Sullivan, Karen Messmer, Carolyn Cox, Marilyn Scott, Ursula Euler, and Michael VanGelder. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

5) **Alternatives:**

- A. Reappoint **Tim Horton**, Marie Lewis and Marilyn Scott to three-year terms beginning January 1, 2020.
- B. Appoint Sreerenjini Namboothiri to a full three-year term beginning January 1, 2020.
- C. Appoint the following individuals to three-year terms beginning January 1, 2020: Gene Angel; John Gear; Allison Spector; Ty Flint.
- D. Appoint Carissa Putt to the youth position beginning January 1, 2020.
- E. Defer appointments.
- F. Recommend staff conduct another recruitment.

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

7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-G
MEETING DATE: December 4, 2019

FOR: Intercity Transit Authority

FROM: Debbie Sullivan, ITA Chair

SUBJECT: Citizen Representative Appointment

1) **The Issue:** Whether or not to appoint a Citizen Representative to the Intercity Transit Authority for a term to begin January 1, 2020, through December 31, 2023.

2) **Recommended Action:** Appoint Sue Pierce to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2020, through December 31, 2023. This appointment fills the position of outgoing Citizen Representative Karen Messmer.

3) **Policy Analysis:** The Authority, per their bylaws, Article IV, Section 4.3 Selection - Citizen Representatives, "The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years..." "and an appointment for a three-year term shall be made annually to fill an expiring term."

4) **Background:** Citizen Representative Karen Messmer's term expires December 31, 2019. She will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Seven applications were received by the deadline of October 23, 2019, and the Authority conducted interviews at a special meeting held on Monday, November 25, 2019.

5) **Alternatives:**

- A. Appoint Sue Pierce to the Intercity Transit Authority to a term beginning January 1, 2020, ending December 31, 2023.
- B. Direct staff to conduct another recruitment.
- C. Delay appointment. The Authority would function with one less member until such time as an appointment is made.

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

7) **Goal References:** The appointment of citizen representative to the Intercity Transit Authority supports all Authority goals.

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