

AGENDA
INTERCITY TRANSIT AUTHORITY
January 15, 2020
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **WELCOME NEW BOARD MEMBER SUE PIERCE** (*Debbie Sullivan*) **1 min.**
- 3) **INTRODUCTIONS** **15 min.**
- A. **Ben Sandberg and Drake Stevens, Operations Supervisors** (*Cameron Crass*)
 - B. **Dave Komsak and Matt Parker, Operations Trainers** (*Cameron Crass*)
 - C. **Becky Nygard, Inventory Specialist** (*Jon Licht*)
 - D. **Julie DeRuwe, Facilities Manager** (*Jonathon Yee*)
 - E. **Raymond Hall and Jeffrey Johnson, Service Workers** (*Jonathon Yee*)
 - F. **Garrett Madden, Auto Tech** (*Jonathon Yee*)

- 4) **CELEBRATION/RECOGNITION** **30 min.**
- A. **Surplus Van Grant Recipient Recognition** (*Cindy Fisher-Waterhouse*)

- 5) **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.

- 6) **PUBLIC HEARING** **15 min.**
- A. **Proposed Route 65 Hawks Prairie w/associated routing and schedule alternatives.** (*Rob LaFontaine*)

- 7) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
- A. **Approval of Minutes:** December 4, 2019, Regular Meeting.

B. Payroll – December 2019: \$2,682,536.23

C. Accounts Payable: Warrants dated December 6, 2019, numbers 29093-29138 in the amount of **\$949,252.14**; Warrants dated December 13, 2019, numbers 29142-29189, in the amount of **\$357,715.10**; Warrants dated December 20, 2019, numbers 29190-

29241, in the amount of **\$169,785.30**; Warrants dated December 27, 2019, numbers 29248-29286, in the amount of **\$82,218.40**; Warrants dated December 31, 2019, numbers 29287-29322, in the amount of **\$148,325.71**; Automated Clearing House Transfers for December 2019 in the amount of **\$11,108.55** for a monthly total of **\$1,718,405.20**.

- 8) **NEW BUSINESS**
 - A. **Regional Transportation Plan Update** (*Katrina Van Every & Karen Parkhurst, TRPC*) **20 min.**
 - B. **Contract Amendment w/JayRay Ads & PR, Inc.** (*Katie Cunningham*) **5 min.**
- 9) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Jan. 10)** (*Tye Menser*) **3 min.**
 - B. **Transportation Policy Board (Jan. 8)** (*Don Melnick*) **3 min.**
 - C. **Community Advisory Committee (Jan. 13)** (*Walter Smit*) **3 min.**
- 10) **GENERAL MANAGER'S REPORT** **10 min.**
- 11) **AUTHORITY ISSUES** **10 min.**

ADJOURNMENT

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

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

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: January 15, 2020

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing – New NE Lacey Route

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- 1) **The Issue:** Take public testimony on the proposed expansion of bus service into NE Lacey.
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- 2) **Recommended Action:** Receive and consider public comments.
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- 3) **Policy Analysis:** Anytime 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 start-up service recommendation for the new NE Lacey route staff will provide opportunity to review the proposal with the public.
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- 4) **Background:** 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. 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 staff is now finalizing public outreach on the proposed service expansion which has included an online survey and three community meetings highlighting the proposed alternatives for fixed route service and their respective bus stop locations. A public hearing, which has been advertised for January 15th, will conclude the formal public comment process. Staff intends to present a service recommendation for ITA approval on February 5, 2020, with implementation of new service effective Sunday, March 22, 2020.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The 2020 budget includes planned service changes including considerations for equipment, human resources, and operational funding required to implement new and expanded public transportation services included in the adopted long range plan. The new NE Lacey bus route is expected to increase our

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

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- 7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide responsive transportation options within financial limitations”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal #7:** *“Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in our community.”*
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- 8) **References:** Intercity Transit Long Range Plan – adopted November 7, 2018.

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 4, 2019

CALL TO ORDER

Chair Sullivan called the December 4, 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 Debbie Solomon.

Members Excused: Labor Representative David Sharwark.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; Michael Burnham; Suzanne Coit; Julie DuRuwe; Cindy Fisher; Joy Gerchak; Russell Gilsdorf; Jessica Gould; Steve Krueger; Rob LaFontaine; Ally McPherson; Pat Messmer; Eric Phillips; Heather Stafford-Smith; Steve Swan; Nicky Upson; Brian Wilcock; Jonathon Yee.

Others Present: Legal Counsel, Jeff Myers; Marilyn Scott, Community Advisory Committee; Jason Robertson, JRO+Co.

APPROVAL OF AGENDA

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

INTRODUCTIONS

Russell Gilsdorf, Customer Service Supervisor (*Joy Gerchak*)

RECOGNITION

A. Proclamation and Recognition for Citizen Representative Karen Messmer. Chair Sullivan read a Proclamation of Appreciation to Messmer, who served on the Authority from January 2011 through December 2019. The meeting was recessed at 5:45 p.m. for refreshments.

Chair Sullivan reconvened the meeting at 6:00 p.m.

PUBLIC COMMENT - None.

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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. Approval of Minutes:** October 16, 2019, Regular Meeting; November 6, 2019, Regular Meeting; November 20, 2019, Regular Meeting; November 25, 2019, Special Meeting.
- B. Payroll:** \$3,869,766.15.
- C. 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.
- D. Surplus Property:** Declared the list of Vanpool vehicles attached in Exhibit A as surplus. The total value is estimated at \$26,494. (*Katie Cunningham*)
- E. Surplus Property:** Declared the list of Coach Vehicles attached in Exhibit A as surplus. The total value is estimated at \$27,000. (*Katie Cunningham*)
- F. Set a Public Hearing:** Scheduled 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.
- G. Canceled the January 1, 2020, Authority Meeting** (*Ann Freeman-Manzanares*)

NEW BUSINESS

- A. Adopt Resolution 03-2019 Implementing Five-Year Zero Fare Demonstration Project.** 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

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December 4, 2019

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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.

Messmer referred to the woman who spoke during public comment regarding transportation between libraries when they are closed for renovation. Messmer asked if staff has anything planned to help with that. Freeman-Manzanares said similar to other requests of this nature, the Operators have been notified of the situation and will transport individuals who needs to get the Lacey or Tumwater libraries.

It was M/S/A by Citizen Representative Messmer and Councilmember Carmody to adopt Resolution 03-2019 establishing a five-year zero-fare demonstration project.

- B. 2020-2025 Strategic Plan Adoption.** Freeman-Manzanares said that although zero fare is part of the strategic plan, it seemed appropriate to notify the public and allow them to comment independently since it is such a departure from our current way of doing business. She noted the strategic plan is not a requirement of the state, but it's something the Authority chose to do annually. From staff's perspective it's incredibly helpful, and it provides the ability to develop a good budget and work plan to move forward.

Messmer noted a public comment sent in regarding providing service to parks and outdoor recreation, etc. and suggested including this in a future strategic plan. Start thinking about future route planning and what's being served in the area.

It was M/S/A by Citizen Representative Melnick and Councilmember Gilman to adopt the 2020-2025 Strategic Plan.

- C. Adopt Resolution 02-2019 the 2020 Budget.** Finance Manager, Suzanne Coit, noted a minor adjustment was made to the budget that included \$95,000 for the WSTIP insurance premium. WSTIP is the Washington State Transit Insurance Pool, and rates increased for a number of reasons including an appraisal, the purchase of more buses, more employees, and providing more service that creates more mileage.

It was M/S/A by Councilmember Cox and Commissioner Menser to adopt Resolution 02-2019 the 2020 Budget.

- D. Cancel December 18, 2019, Authority Meeting.** 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.

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It was M/S/A by Councilmember Gilman and Vice Chair/Citizen Representative Warner to cancel the December 18, 2019, Authority meeting.

- E. Surplus Van Grant Program.** Cindy Fisher, Vanpool Manager, presented the recommendation to award up to four surplus vanpool vehicles to non-profit groups in the Thurston County PTBA to meet the transportation needs of customers not well 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 the 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 nine 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.

It was M/S/A by Councilmembers Carmody and Cox to authorize the General Manager to grant surplus vanpool vehicles to Veterans for Peace, Coastal Community Action Program, Kokua and Wa-Ya Outdoor Institute.

- F. CAC Appointments.** 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.

It was M/S/A by Vice Chair/Citizen Representative Warner and Citizen Representative Melnick to reappoint *Tim Horton, Marie Lewis and Marilyn Scott* to three-year terms beginning January 1, 2020; Appoint *Sreerenjini Namboothiri* to a full three-year term beginning January 1, 2020; Appoint the following individuals to three-year terms beginning January 1, 2020: *Gene Angel; John Gear; Allison Spector; Ty Flint;* and Appoint *Carissa Putt* to the youth position beginning January 1, 2020.

- G. Citizen Representative Appointment.** Citizen Representative Karen Messmer's term expires December 31, 2019. She served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Seven

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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.

It was M/S/A by Citizen Representatives Messmer and Melnick to appoint Sue Pierce to the Intercity Transit Authority as a Citizen Representative, for a term to begin January 1, 2020, through December 31, 2022.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

Intercity Transit's Jingle and Lighted buses are participating in many holiday festivities, including the Lacey Lighted Parade; The Children's Hands On Museum first Friday event; the Yelm Parade; the Lighted Boat Parade; and the Tumwater Tree Lighting. We want to give a big shout out to Mike Reinhardt in Maintenance for doing a fabulous job of decorating the lighted bus.

Customer Service Supervisor, Russell Gilsdorf, coordinated our own United Way Day of Caring being held on Saturday, December 14. IT will volunteer at the South Sound Reading Foundation from 10 a.m. until noon to help them prepare for the holidays.

The injunction request regarding I-976 was granted, and the Supreme Court denied a request for an emergency motion. A possible lawsuit hearing is scheduled in King County on February 7, 2020.

Staff is looking at possibilities to fund solar at the Olympia Transit Center. The building is outfitted for solar, but IT didn't have the funding to install solar, so staff is looking at other ways to make that happen. Staff will look into solar for the Pattison Street facility as well.

Staff is working to schedule a tour of the new building for the ITA either December 19 or 20 (or both). More information will be sent out next week.

AUTHORITY ISSUES

Gilman personally acknowledged how valuable Karen Messmer's mentorship and leadership has meant to him. He's grateful for her service in the community.

Carmody said she spoke with a friend who is a driver for Village Vans, who asked if there was any way to combine trips so she's not taking one person at a time.

Cox said riding the lighted bus was amazing.

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December 4, 2019

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Menser said he's approaching the end of his first full year in office, and he ran for office to make responsible but transformational changes in the community. He said the zero fare is the closest he's come to being part of that. He thanked everyone at IT for allowing him the opportunity to be a part of this.

CLOSED SESSION - International Association of Machinists (IAM), District Lodge 160. The Intercity Transit Authority conducted 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.

Chair Sullivan recessed to a closed session at 6:39 p.m.

Chair Sullivan reconvened to a regular meeting at 6:57 p.m.

Collective Bargaining Agreement with International Association of Machinists (IAM), District Lodge 160. Heather Stafford-Smith, Administrative Services Director, presented for consideration a request to ratify a three-year collective bargaining agreement between Intercity Transit and the IAM. IAM represents 42 Intercity Transit employees in the Maintenance Division, in the classifications of Maintenance Technician, Support Specialist, Service Worker and Vehicle Detailer. The current labor agreement expires December 31, 2019. Parties were successful in negotiating a successor labor agreement. A three-year contract is proposed (January 1, 2020 through December 31, 2022), and it provides for a general wage increase, a signing bonus, and a small increase in safety shoe allowance. The agreement is within the economic authority and is considered a fair, equitable, and agreeable contract.

It was M/S/A by Councilmember Gilman and Citizen Representative Melnick to approve the collective bargaining agreement between Intercity Transit and International Association of Machinists.

ADJOURNMENT

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

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 15, 2020.

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

PERIOD DATES: 11/24/2019-12/7/2019				PAYDATE 12/13/2019		PERIOD DATES: 12/8/2019-12/21/2019				PAYDATE 12/27/2019	
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	74,457.87	IRS	FIT	EFT	74,473.66				
	MT	EFT	26,347.82		MT	EFT	26,442.62				
			0.00				0.00				
INS	D3/DI	Disability Ins	3,061.03	INS	A2	Met Life	8,521.71				
HEALTH	HE/HI/SP/TB	Health In1stN2ND	216,446.50	HEALTH	D3/DI	Disability Ins	2,990.72				
			0.00				216,412.00				
GARNISHMENT	GN	Garnish	CHECK last	GARNISHMENT	GN	Garnish	CHECK last				
			941.72				853.56				
CHILD SUPPORT	CS	DSHS	EFT	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	DIRECT DEPOSIT	D1	D.Dep. #1	ACH WIRE every	10,532.41	10,532.41		
DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	DIRECT DEPOSIT	D2	D.Dep. #2 & #3	ACH WIRE every	12,932.60	12,932.60		
								10,008.32	10,008.32		
								12,149.97	12,149.97		
GET	GT	G.Ed.Tult	Check every	GET	GT	G.Ed.Tult	Check every				
HEALTH SAVING	HS	Health Svgs	ACH Wire every	HEALTH SAVING	HS	Health Svgs	ACH Wire every	30.00	30.00		
			275.00				275.00				
401K	DC	Vgrd EE	Wire	401K	DC	Vgrd EE	Wire	53,966.15	54,334.68		
VANGUARD	DC	Vgrd ER	Wire	VANGUARD	DC	Vgrd ER	Wire	36,802.07	90,768.22		
LOAN	L2	401k Ln#2	Wire	LOAN	L2	401k Ln#2	Wire	5,108.59	5,108.59		
LOAN	LN	401k Ln #1	Wire	LOAN	LN	401k Ln #1	Wire	6,633.93	11,742.52		
			102,510.74				109,751.93				
LABOR INS	LI&LA	L&I	EFT Quarterly	LABOR INS	LI&LA	L&I -LA +LI +ER	EFT Quarterly				
ESD	CF&CL	WPFML	EFT Quarterly	ESD	CF&CL	WPFML	EFT Quarterly	33,815.96	38,060.19		
			3,385.47				3,390.86				
MACHINISTS	MD/M2	Mch.UnDues	Check last	MACHINISTS	MD	Mch.UnDues- 164 PEREE	Check last				
UNION DUES	MI	Mac.Initlon	Check last	UNION DUES	MI	Mac.Initlon	Check last	1,621.98	1,698.87		
	MS	Payroll Corr check			MS	Payroll Corr check		0.00	136.88		
			0.00				0.00				
	TF	Tx.Fr.Benefit	Employer		TF	Tx.Fr.Benefit	Employer	1,355.00	0.00		
PROJECT ASSIST	PA	Proj.Assist	Check last	PROJECT ASSIST	PA	Proj.Assist	Check last				
								451.00	455.00		
PENSION	PN	PERS EE	EFT	PENSION	PN	PERS EE	EFT				
STATE	PN	PERS ER	EFT	STATE	PN	PERS ER	EFT	72,283.39	0.00		
PERS	TTL PERS			PERS	TTL PERS			119,084.52	191,367.91		
			191,367.91				191,198.52				
ICMA LOAN	R3	ICMA Ln#2	WIRE	ICMA LOAN	R3	ICMA Ln#2	WIRE	67.95	0.00		
ICMA	RC	ICMA EE	WIRE	ICMA	RC	ICMA EE	WIRE	6,115.21	6,045.82		
ICMA ROTH	RI	ICMA Roth	WIRE	ICMA ROTH	RI	ICMA Roth	WIRE	380.76	380.76		
ICMA LON	RL	ICMA Ln#1	WIRE	ICMA LON	RL	ICMA Ln#1	WIRE	995.57	1,063.52		
ICMA	RR	ICMA ER	WIRE	ICMA	RR	ICMA ER	WIRE	2,862.07	8,977.28		
			10,040.80				10,421.56				
							9,976.20	10,356.96			
457 STATE	SD	457 ST EE	EFT	457 STATE	SD	457 ST EE	EFT				
DEFERRED	SR	457 ST ER	EFT	DEFERRED	SR	457 ST ER	EFT	15,215.35	14,972.84		
AFLAC	ST&SS	AFLAC POST/PRE	EFT	AFLAC	ST&SS	ShTrmDisab-AFLAC	EFT	9,200.05	9,148.56		
			6,197.15				6,372.72	6,372.72			
ATU	UC	Un COPE	Check 1st	ATU	UC	Un COPE	Check 1st				
UNION DUES	UA	Un Assess	Check last	UNION DUES	UA	Un Assess -2ND PP	Check last	179.00	-		
	UD	Un Dues	Check last		UD	Un Dues-BOTH PP	Check last	0.00	693.00		
	UI	Un Initiatn	Check last		UI	Un Initiatn- 100.00 PEREE	Check last	6,909.95	6,920.61		
	UT	Un Tax	Check last		UT	Un Tax IST PP	Check last	340.00	330.00		
			3,727.65				0.00				
UNITED WAY	UW	United Way	Check last	UNITED WAY	UW	United Way	Check last				
								264.00	251.00		
WELLNESS	WF	Wellness	Check last	WELLNESS	WF	Wellness	Check last				
								369.50	372.50		
DIRECT DEP.	NP	NET PAY (dir. Depos ACH Wire every		DIRECT DEP.	NP	ACH Wire every					
LIVE CHECKS	Paychecks		595,790.04	LIVE CHECKS	Paychecks - LIVE CHECKS			589,713.85	589,713.85		
	TOTAL TRANSFER (tie to Treasurer Notifications)		4,939.70		TOTAL TRANSFER (tie to Treasurer Notifications)			9,306.76	1,056,157.78		
	TOTAL PAYROLL*:		\$1,334,379.79		TOTAL PAYROLL*:			\$1,348,156.44			
GROSS WAGE	GROSS EARNINGS:		936,057.65	GROSS WAGE	GROSS EARNINGS:			939,514.90			
ER AMOUNT	EMPR MISC DED:		385,148.23	ER AMOUNT	EMPR MISC DED:			395,420.23			
MEDICARE TAX	EMPR MEDICARE TAX:		13,173.91	MEDICARE TAX	EMPR MEDICARE TAX:			13,221.31			
	PP25 Total		\$1,334,379.79		PP26 Total			0.00			
					Total Payroll for December 2019			\$2,682,536.23			
DIRECT DEP.	ACH WIRE TOTAL		619,530.05	DIRECT DEP.	ACH WIRE TOTAL			612,147.14			

\$0.00

\$0.00

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/6/2019

Thru Date: 12/6/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29093	12/6/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$15,905.51	
29094	12/6/2019	02580	ASSOCIATED PETROLEUM	\$62,423.67	
29095	12/6/2019	05340	CAPITOL COURIER SERVICE	\$428.45	
29096	12/6/2019	06520	COLOR GRAPHICS	\$560.30	
29097	12/6/2019	06525	Colorado Department of Revenue	\$387.15	
29098	12/6/2019	06560	COLUMBIA FORD MERCURY LINCOLN	\$49,576.74	
29099	12/6/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$416.80	
29100	12/6/2019	06741	COMMUNITY YOUTH SERVICES	\$450.00	
29101	12/6/2019	07220	CUMMINS INC.	\$8,291.28	
29102	12/6/2019	07619	DAVID S FOSTER	\$1,750.00	
29103	12/6/2019	08060	DON SMALL AND SONS OIL	\$3,168.22	
29104	12/6/2019	08960	ERGOMETRICS & APPLIED PERSONNEL RES	\$409.00	
29105	12/6/2019	10608	GEOENGINEERS INC	\$3,325.19	
29106	12/6/2019	10660	GILLIG LLC	\$6,372.97	
29107	12/6/2019	11905	JANEK CORPORATION	\$1,136.72	
29108	12/6/2019	11943	JOANNA GRIST	\$1,750.00	
29109	12/6/2019	13793	MARTIN WAY COLLISION INC.	\$835.05	
29110	12/6/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29111	12/6/2019	14590	MOHAWK MFG & SUPPLY	\$425.70	
29112	12/6/2019	14750	MULLINAX FORD	\$1,076.79	
29113	12/6/2019	15140	NISQUALLY TOWING SERVICE	\$276.01	
29114	12/6/2019	16590	PACIFIC NORTHWEST PUBLISHING COMPAN	\$90.71	
29115	12/6/2019	16969	POINT GRAPHICS LLC	\$272.99	
29116	12/6/2019	17505	RAINIER DODGE INC	\$1,861.77	
29117	12/6/2019	17580	RECARO NORTH AMERICA INC	\$323.57	
29118	12/6/2019	17824	S & A SYSTEMS INC	\$8,427.03	
29119	12/6/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,089.41	
29120	12/6/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$606.49	
29121	12/6/2019	18420	SOUTHGATE FENCE INC	\$324.62	
29122	12/6/2019	18470	SPORTWORKS NORTHWEST INC	\$72.57	
29123	12/6/2019	18530	STANDARD PARTS CORP	\$257.56	
29124	12/6/2019	18540	STANTEC CONSULTING SERVICES INC	\$318,609.39	
29125	12/6/2019	18651	STORMANS (LICENSING)	\$56.75	
29126	12/6/2019	18695	SUMMIT LAW GROUP PLLC	\$165.00	
29127	12/6/2019	21950	TITUS-WILL CHEVROLET	\$0.00	<input checked="" type="checkbox"/>
29128	12/6/2019	21950	TITUS-WILL CHEVROLET	\$13,120.28	
29129	12/6/2019	22420	TUMWATER PRINTING	\$240.46	
29130	12/6/2019	23411	US DEPT OF EDUCATION AWG	\$354.35	
29131	12/6/2019	23621	UPS FREIGHT	\$315.30	
29132	12/6/2019	23660	UNITED WAY OF THURSTON COUNTY	\$762.00	
29133	12/6/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$709.77	
29134	12/6/2019	24750	WA ST GET PROGRAM	\$30.00	
29135	12/6/2019	24755	WA ST HEALTH CARE AUTHORITY	\$438,694.76	
29136	12/6/2019	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
29137	12/6/2019	25858	WESTCARE CLINIC LLC PS	\$1,870.00	
29138	12/6/2019	26700	ZEIGLERS WELDING	\$1,639.50	
Total:				\$949,252.14	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/13/2019

Thru Date: 12/13/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29142	12/13/2019	01405	ADVANCE GLASS INC.	\$777.72	
29143	12/13/2019	01820	AMERICAN DRIVING RECORDS INC	\$315.93	
29144	12/13/2019	02060	AMERISAFE	\$116.40	
29145	12/13/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$209.38	
29146	12/13/2019	02380	ARAMARK UNIFORM SERVICES	\$1,050.70	
29147	12/13/2019	02425	ARONSON SECURITY GROUP INC	\$42,839.66	
29148	12/13/2019	04120	BUILDERS HARDWARE & SUPPLY	\$522.66	
29149	12/13/2019	05740	CED	\$156.08	
29150	12/13/2019	07220	CUMMINS INC.	\$11,476.23	
29151	12/13/2019	07350	CW JANITORIAL SERVICE LLC	\$16,622.36	
29152	12/13/2019	07640	DAY WIRELESS SYSTEMS INC	\$2,697.52	
29153	12/13/2019	07780	DELL MARKETING LP	\$14,786.51	
29154	12/13/2019	09662	FERRELLGAS	\$5,656.51	
29155	12/13/2019	10580	GENE'S TOWING INC	\$384.15	
29156	12/13/2019	10607	GENUINE AUTO GLASS OF LACEY	\$444.03	
29157	12/13/2019	10660	GILLIG LLC	\$7,489.04	
29158	12/13/2019	10758	GORDON THOMAS HONEYWELL LLP	\$12,000.00	
29159	12/13/2019	11615	INDUSTRIAL HYDRAULICS INC	\$426.11	
29160	12/13/2019	11892	J ROBERTSON AND COMPANY	\$3,325.00	
29161	12/13/2019	11905	JANEK CORPORATION	\$327.90	
29162	12/13/2019	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,919.95	
29163	12/13/2019	14750	MULLINAX FORD	\$220.23	
29164	12/13/2019	15140	NISQUALLY TOWING SERVICE	\$276.01	
29165	12/13/2019	15535	OLYMPIA COLLISION REPAIR	\$2,313.04	
29166	12/13/2019	16595	PACIFIC POWER GROUP LLC	\$2,016.60	
29167	12/13/2019	16695	PATTISON WATER COMPANY	\$87.86	
29168	12/13/2019	17392	QUALITY PARKING LOT SERVICES LLC	\$1,262.42	
29169	12/13/2019	17420	R&R TIRE COMPANY INC.	\$2,744.69	
29170	12/13/2019	17505	RAINIER DODGE INC	\$108.27	
29171	12/13/2019	17510	RAINIER LIGHTING & ELECTRIC SUPPLY INC.	\$43.67	
29172	12/13/2019	17795	ROUTEMATCH SOFTWARE INC	\$57,881.00	
29173	12/13/2019	17900	SCHETKY NORTHWEST SALES INC.	\$442.22	
29174	12/13/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$1,779.53	
29175	12/13/2019	18530	STANDARD PARTS CORP	\$483.61	
29176	12/13/2019	18651	STORMANS (LICENSING)	\$61.75	
29177	12/13/2019	21660	THERMO KING NORTHWEST	\$429.75	
29178	12/13/2019	21790	THURSTON COUNTY PUBLIC WORKS	\$228.75	
29179	12/13/2019	21950	TITUS-WILL CHEVROLET	\$7,668.35	
29180	12/13/2019	22010	TOYOTA OF OLYMPIA	\$109.65	
29181	12/13/2019	22195	TRANSTAR INDUSTRIES INC.	\$101.78	
29182	12/13/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
29183	12/13/2019	23400	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$101,744.10	
29184	12/13/2019	23405	US BANK or CORPORATE PAYMENT SYSTEM	\$1,209.50	
29185	12/13/2019	23410	U S BANK VOYAGER FLEET SYSTEMS	\$35,486.85	
29186	12/13/2019	24000	W W GRAINGER INC	\$347.61	
29187	12/13/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
29188	12/13/2019	25380	WASHINGTON GARDENS	\$316.97	
29189	12/13/2019	25920	WEYERHAEUSER NR COMPANY	\$16,082.05	
Total:				\$357,715.10	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/20/2019

Thru Date: 12/20/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29190	12/20/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$179.00	
29191	12/20/2019	01805	AMB TOOLS AND EQUIPMENT CO INC	\$92.12	
29192	12/20/2019	02580	ASSOCIATED PETROLEUM	\$59,529.61	
29193	12/20/2019	02825	AUTO PLUS - OLYMPIA 10364	\$80.82	
29194	12/20/2019	05340	CAPITOL COURIER SERVICE	\$370.02	
29195	12/20/2019	06525	Colorado Department of Revenue	\$110.65	
29196	12/20/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$661.75	
29197	12/20/2019	06781	COMPUNET INC.	\$860.74	
29198	12/20/2019	07220	CUMMINS INC.	\$8,009.30	
29199	12/20/2019	10285	FTE NEWS MAGAZINE	\$200.00	
29200	12/20/2019	10607	GENUINE AUTO GLASS OF LACEY	\$894.89	
29201	12/20/2019	10660	GILLIG LLC	\$8,642.10	
29202	12/20/2019	11231	HERC RENTALS INC.	\$2,787.16	
29203	12/20/2019	11615	INDUSTRIAL HYDRAULICS INC	\$222.25	
29204	12/20/2019	11765	IT PETTY CASH	\$82.72	
29205	12/20/2019	11825	INTRACOMMUNICATION NETWORK SYSTEMS	\$5,423.62	
29206	12/20/2019	11909	JAYRAY ADS & PR INC	\$146.25	
29207	12/20/2019	13740	MAGELLAN HEALTHCARE	\$1,852.20	
29208	12/20/2019	13793	MARTIN WAY COLLISION INC.	\$2,086.43	
29209	12/20/2019	14160	MCMASTER-CARR SUPPLY CO.	\$27.78	
29210	12/20/2019	14275	MCP INDUSTRIES	\$754.00	
29211	12/20/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29212	12/20/2019	14590	MOHAWK MFG & SUPPLY	\$377.29	
29213	12/20/2019	14750	MULLINAX FORD	\$814.85	
29214	12/20/2019	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$3,222.16	
29215	12/20/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$67.92	
29216	12/20/2019	15545	OLYMPIA COPY & PRINTING	\$280.88	
29217	12/20/2019	16490	HAROLD LEMAY ENTERPRISES	\$655.01	
29218	12/20/2019	16595	PACIFIC POWER GROUP LLC	\$717.01	
29219	12/20/2019	16654	PARKER CORPORATE SERVICES INC.	\$29,359.35	
29220	12/20/2019	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
29221	12/20/2019	16969	POINT GRAPHICS LLC	\$410.14	
29222	12/20/2019	17290	PUGET SOUND ENERGY	\$22,096.68	
29223	12/20/2019	17391	QUALITY MUFFLER & BRAKE	\$963.80	
29224	12/20/2019	17505	RAINIER DODGE INC	\$309.55	
29225	12/20/2019	17560	RE AUTO ELECTRIC INC	\$137.78	
29226	12/20/2019	17900	SCHETKY NORTHWEST SALES INC.	\$185.48	
29227	12/20/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$921.29	
29228	12/20/2019	18210	SME SOLUTIONS	\$2,257.67	
29229	12/20/2019	18530	STANDARD PARTS CORP	\$484.91	
29230	12/20/2019	21830	THURSTON COUNTY SOLID WASTE	\$72.00	
29231	12/20/2019	21950	TITUS-WILL CHEVROLET	\$2,191.33	
29232	12/20/2019	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$63.60	
29233	12/20/2019	22325	TTL PARTNERS LLC	\$3,443.00	
29234	12/20/2019	23411	US DEPT OF EDUCATION AWG	\$307.14	
29235	12/20/2019	23576	UNG CHAE	\$2,700.00	
29236	12/20/2019	23621	UPS FREIGHT	\$233.74	
29237	12/20/2019	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$725.00	
29238	12/20/2019	24140	WA ST DEPT OF ENTERPRISE SERVICES	\$159.00	
29239	12/20/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29240	12/20/2019	24750	WA ST GET PROGRAM	\$30.00	
29241	12/20/2019	26700	ZEIGLERS WELDING	\$1,093.00	
Total:				\$169,785.30	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/27/2019

Thru Date: 12/27/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29248	12/27/2019	01885	AMERICAN LANDSCAPE SERVICES LLC	\$3,535.86	
29249	12/27/2019	01895	ECOLUBE RECOVERY LLC	\$488.55	
29250	12/27/2019	02121	Amparo Flores	\$25.00	
29251	12/27/2019	02162	ANTHRO-TECH INC.	\$13,748.75	
29252	12/27/2019	02380	ARAMARK UNIFORM SERVICES	\$1,230.77	
29253	12/27/2019	02451	SCOTT CHRISTOPHER C.	\$1,059.13	
29254	12/27/2019	02580	ASSOCIATED PETROLEUM	\$293.14	
29255	12/27/2019	02825	AUTO PLUS - OLYMPIA 10364	\$258.71	
29256	12/27/2019	03250	BATTERY SYSTEMS INC	\$955.32	
29257	12/27/2019	03890	BRIDGESTONE AMERICAS, INC	\$3,446.92	
29258	12/27/2019	04120	BUILDERS HARDWARE & SUPPLY	\$311.20	
29259	12/27/2019	05610	CAYAN LLC	\$1,412.99	
29260	12/27/2019	06120	CITY OF OLYMPIA UTILITIES	\$1,117.07	
29261	12/27/2019	06170	Robert Miller	\$1,517.40	
29262	12/27/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$427.12	
29263	12/27/2019	07220	CUMMINS INC.	\$3,065.94	
29264	12/27/2019	09205	EXTENDED RANGE WEATHER CO INC	\$275.00	
29265	12/27/2019	10275	FSX EQUIPMENT INC.	\$847.08	
29266	12/27/2019	10660	GILLIG LLC	\$5,918.97	
29267	12/27/2019	11261	HERMANSON COMPANY LLP	\$14,589.45	
29268	12/27/2019	11615	INDUSTRIAL HYDRAULICS INC	\$280.33	
29269	12/27/2019	11865	ISLAND SUPERIOR AIR FILTER	\$728.92	
29270	12/27/2019	13793	MARTIN WAY COLLISION INC.	\$1,334.55	
29271	12/27/2019	14590	MOHAWK MFG & SUPPLY	\$631.00	
29272	12/27/2019	14750	MULLINAX FORD	\$981.92	
29273	12/27/2019	15089	NELSON NYGARD CONSULTING ASSOCIATE	\$9,420.34	
29274	12/27/2019	15191	North Thurston Public Schools	\$200.00	
29275	12/27/2019	16966	POINT & PAY	\$1,613.40	
29276	12/27/2019	16969	POINT GRAPHICS LLC	\$181.98	
29277	12/27/2019	17760	ROSS AND WHITE COMPANY	\$3,184.71	
29278	12/27/2019	17900	SCHETKY NORTHWEST SALES INC.	\$1,100.01	
29279	12/27/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$2,075.84	
29280	12/27/2019	18530	STANDARD PARTS CORP	\$530.24	
29281	12/27/2019	18705	SUNBELT RENTALS	\$752.48	
29282	12/27/2019	18723	Superior Printing Inc.	\$141.85	
29283	12/27/2019	21780	THURSTON COUNTY PUBLIC HEALTH	\$60.00	
29284	12/27/2019	21830	THURSTON COUNTY SOLID WASTE	\$138.12	
29285	12/27/2019	21950	TITUS-WILL CHEVROLET	\$4,100.38	
29286	12/27/2019	22010	TOYOTA OF OLYMPIA	\$237.96	
Total:				\$82,218.40	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2019

Thru Date: 12/31/2019

Check #	Check Date	Ref #	Name	Amount	Voided
29287	12/31/2019	01780	AMALGAMATED TRANSIT UNION 1765	\$18,921.21	
29288	12/31/2019	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$269.62	
29289	12/31/2019	02580	ASSOCIATED PETROLEUM	\$20,820.01	
29290	12/31/2019	02680	ASSOCIATION OF WASHINGTON CITIES	\$18,553.00	
29291	12/31/2019	02825	AUTO PLUS - OLYMPIA 10364	\$166.65	
29292	12/31/2019	03705	BNSF RAILWAY COMPANY	\$4,879.08	
29293	12/31/2019	06610	COMMERCIAL BRAKE & CLUTCH	\$428.57	
29294	12/31/2019	07220	CUMMINS INC.	\$1,740.84	
29295	12/31/2019	07620	DAVIS WRIGHT TREMAINE LLP	\$805.00	
29296	12/31/2019	10580	GENE'S TOWING INC	\$130.44	
29297	12/31/2019	10660	GILLIG LLC	\$35,458.68	
29298	12/31/2019	12845	KNIGHT FIRE PROTECTION	\$610.99	
29299	12/31/2019	13661	LOOMIS	\$2,752.02	
29300	12/31/2019	14381	METLIFE	\$8,631.40	
29301	12/31/2019	14405	MICHAEL G. MALAIER TRUSTEE	\$392.31	
29302	12/31/2019	14590	MOHAWK MFG & SUPPLY	\$307.45	
29303	12/31/2019	14750	MULLINAX FORD	\$7,176.59	
29304	12/31/2019	14760	MUNCIE TRANSIT SUPPLY	\$3,570.25	
29305	12/31/2019	15140	NISQUALLY TOWING SERVICE	\$621.02	
29306	12/31/2019	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$652.05	
29307	12/31/2019	17505	RAINIER DODGE INC	\$540.30	
29308	12/31/2019	17560	RE AUTO ELECTRIC INC	\$9.22	
29309	12/31/2019	17860	SAMEDAY INC.	\$924.80	
29310	12/31/2019	17900	SCHETKY NORTHWEST SALES INC.	\$866.53	
29311	12/31/2019	17965	SEATTLE AUTOMOTIVE DISTRIBUTING	\$935.30	
29312	12/31/2019	18470	SPORTWORKS NORTHWEST INC	\$335.14	
29313	12/31/2019	18530	STANDARD PARTS CORP	\$271.90	
29314	12/31/2019	18538	STANLEY CONVERGENT SECURITY SOLUTIO	\$327.91	
29315	12/31/2019	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,090.81	
29316	12/31/2019	21660	THERMO KING NORTHWEST	\$68.73	
29317	12/31/2019	21950	TITUS-WILL CHEVROLET	\$10,964.24	
29318	12/31/2019	22010	TOYOTA OF OLYMPIA	\$129.02	
29319	12/31/2019	23411	US DEPT OF EDUCATION AWG	\$329.63	
29320	12/31/2019	23660	UNITED WAY OF THURSTON COUNTY	\$515.00	
29321	12/31/2019	24742	WA ST EMPLOYMENT SECURITY	\$100.00	
29322	12/31/2019	24750	WA ST GET PROGRAM	\$30.00	
Total:				\$148,325.71	

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
04231 BUSH JAMES C.										
00	12/19 Recog Cash Out	DI	12/6/2019			225.00	225.00	225.00		225.00
10514 GARCIA JOSE ANTONIO										
00	12/19 Recog Cash Out	DI	12/6/2019			160.00	160.00	160.00		385.00
11770 IT PROJECT ASSISTANCE										
00	2019NOV	DI	12/6/2019			1,300.00	1,300.00	1,300.00		1,685.00
11775 IT WELLNESS										
00	2019NOV	DI	12/6/2019			1,101.50	1,101.50	1,101.50		2,786.50
11888 James Corey										
00	12/19 Recog Cash Out	DI	12/6/2019			165.00	165.00	165.00		2,951.50
13890 MATESKI THOMAS										
00	12/19 Recog Cash Out	DI	12/6/2019			365.00	365.00	365.00		3,316.50
18225 Smith William										
00	12/19 Recog Cash Out	DI	12/6/2019			90.00	90.00	90.00		3,406.50
26501 YEE JONATHON										
00	12/8/19 Adv Travel	DI	12/6/2019			225.16	225.16	225.16		3,631.66

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
03141 BARRY SEAN										
00	12/10/19 ADV Travel	DI	12/13/2019			150.00	150.00	150.00		150.00
07765 DELANEY DANIEL										
00	12/19 EMP RECOG	DI	12/13/2019			20.00	20.00	20.00		170.00
09613 FEDOROCKO JOHN C										
00	12/19 EMP RECOG	DI	12/13/2019			330.00	330.00	330.00		500.00
10140 FRANSON GLEN										
00	12/19 EMP RECOG	DI	12/13/2019			520.00	520.00	520.00		1,020.00
10999 HANNER JASON										
00	12/3/19 Travel	DI	12/13/2019			129.00	129.00	129.00		1,149.00

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
08435 DUJMOV RICK DAVID										
00	12/19 Emp Recog.	DI	12/20/2019			360.00	360.00	360.00		360.00
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2019DEC	DI	12/20/2019			3,326.38	3,326.38	3,326.38		3,686.38

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
06487 COIT SUZANNE										
00	12/18/19 Travel	DI	12/27/2019			132.00	132.00	132.00		132.00
11760 IT IMPREST ACCOUNT										
00	2019Dec	DI	12/27/2019			166.51	166.51	166.51		298.51
14090 MCELMEEL GREGG										
00	12/19 Emp Recog	DI	12/27/2019			695.00	695.00	695.00		993.51

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11770 IT PROJECT ASSISTANCE										
00	2019 DEC	DI	12/31/2019			906.00	906.00	906.00		906.00
11775 IT WELLNESS										
00	2019 DEC	DI	12/31/2019			742.00	742.00	742.00		1,648.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-A
MEETING DATE: January 15, 2020

FOR: Intercity Transit Authority

FROM: Katrina Van Every and Karen Parkhurst, TRPC

SUBJECT: Regional Transportation Plan (RTP) Update

1) **The Issue:** Staff from the Thurston Regional Planning Council (TRPC) will present an update on the Regional Transportation Plan (RTP).

2) **Recommended Action:** Presentation and discussion.

3) **Policy Analysis:** RTP guides transportation projects and investments over a 20+ year period. The last major update was made in 2004, and the RTP has since been maintained through annual amendment. TRPC conducts a thorough review of the plan to ensure it continues to reflect our community's values and address our needs.

4) **Background:** The RTP serves as a strategic blueprint for the region's transportation system. It provides an overall analysis of how transportation will work in the region over a 20+ year timeframe and supports coordination among jurisdictions, including public transit. It also acts as an important tool in meeting state and federal transportation requirements, ensuring continued funding from these sources.

The RTP identifies those projects and issues that change the way traffic flows throughout the region, complementing the local planning that makes the roadway and transit network function within each jurisdiction. The Plan emphasizes the importance of a multi-modal transportation system. Public transit is a key element in creating a successful and sustainable system for our region.

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

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

7) **Goal Reference: Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-B
MEETING DATE: January 15, 2020

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Marketing and Communication Services Contract Amendment

-
- 1) **The Issue:** Consideration of a contract amendment with JayRay Ads & PR, Inc. (JayRay) to authorize additional contract authority for marketing and communications work.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with JayRay authorizing an additional \$200,000 in contract authority to promote our programs and services for a revised total contract not-to-exceed amount of \$760,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit awarded its contract for Marketing and Communication Services to JayRay in 2017. The initial contract term was for a period of one year, with four one-year renewal options. This year, we will be in the third contract renewal.

In addition to other marketing and communications work, Intercity Transit was awarded a Regional Mobility Grant to promote its vanpool program. Intercity Transit will partner with JayRay to perform marketing and communications outreach services and facilitate a promotional effort that targets employers and consumers to increase awareness of the vanpool program. This campaign will promote growth by leveraging marketing assets which target consumers, and help define messaging that generates customer interest in vanpooling. The ultimate goal is to educate consumers, particularly employers and employees who are unfamiliar with the program, to utilize vanpooling to a greater extent thus reducing congestion, enhancing our business environment, decreasing investments required to expand roadways, and improving our environment.

This item adds contract authority to the current contract in the not-to-exceed amount of \$200,000 to accommodate additional marketing and communication work. There is currently contract authority remaining under the contract for

projects planned as part of the 2020 Marketing, Communications and Outreach work program.

Throughout the life of this contract, JayRay has provided valuable marketing and communications support for multiple Intercity Transit projects. Based on JayRay's record of performance, staff is confident that JayRay will continue to provide valuable professional services and recommends the amendment be approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with JayRay authorizing an additional \$200,000 in contract authority promotion campaign, for a revised total contract not-to-exceed amount of \$760,000.
- B. Defer action. This alternative would result in a delay in promoting programs and services as well as potentially delaying the completion of grant requirements in a timely fashion.

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- 6) **Budget Notes:** The not-to-exceed contract amendment amount of \$200,000 will be funded through the Washington State Department of Transportation Regional Mobility Grant and with local dollars. Intercity Transit will negotiate scope and costs with JayRay for each element of every project ensuring that project costs do not exceed the total not-to-exceed amount.

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- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

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